



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, July 20, 2023 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

Live Stream: <https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live>

AGENDA

OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

CITIZENS and GUEST FORUM

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

3. Citizens to be heard.

PRESENTATIONS

4. Recognition of the Employee of the Quarter (Q3 - April 2023 through June 2023): Timothy Flynn, Maintenance Technician.

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

CONSENT AGENDA

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

5. Approval of the July 6, 2023 Regular City Council meeting minutes.

Christina Picioccio, TRMC, City Secretary

6. Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 1 "General Provisions," Article 1.07 "Trees And Shrubs" to include updated definitions, and to add new sections defining the authority and responsibility of public trees.

Kelsey Delgado, Environmental Program Manager

CONSIDERATION/DISCUSSION ITEMS

7. Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Appendix A, "Fee Schedule;" Article A7.000 (a) and (b) "Wastewater Service Charges."

Grant Watanabe, P.E., Director of Public Works & Engineering Services

8. Consideration and possible action approving a resolution authorizing the execution of a work authorization with Pape-Dawson Engineers, Inc. for engineering services for the Dietz Elkhorn (East) Reconstruction Project.

Grant Watanabe, P.E., Director of Public Works & Engineering Services

WORKSHOP

9. FY 2023-2024 Budget Workshop - Municipal Court, City Secretary, Utilities and Capital Improvement Plans.

Summer Fleming, Interim Director of Finance
Ricardo Bautista, Municipal Court Administrator
Christina Picioccio, TRMC, City Secretary
Julio Colunga, Assistant Director of Public Works
Scott M. Huizenga, Interim City Manager

REQUESTS AND ANNOUNCEMENTS

10. Announcements and reports by Mayor and Council Members.
11. Announcements by the City Manager.
12. Requests by Mayor and Council Members that items be placed on a future City Council agenda.

CONVENE INTO EXECUTIVE SESSION

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

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

13. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
14. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.
15. Discussion related to possible terms and conditions necessary to resolve disputes that have been the subject of ongoing litigation with the development commonly known as Boerne Ranch Estates, LLC, aka Fair Oaks Meadows.

Sec. 551.072 (Deliberation regarding real property)

16. The City Council will meet in closed session to deliberate the purchase, exchange, lease, or value of real property that may be considered for future location of water and wastewater system improvements.

Sec. 551.074 (Personnel Matters)

17. The City Council will meet in closed session pursuant to Texas Government Code Section 551.074, personnel matters, to deliberate the re-appointment, evaluation, and duties of a public officer; to wit: Judge Kimberly S. Keller.

Sec. 551.076/551.089 (Deliberation regarding security devices or security audits)

18. The City Council will meet in closed session pursuant to Texas Government Code Section 551.076/551.089, security devices or audits, to deliberate the deployment, or specific occasions for deployment, or specific occasions for implementation, of security personnel or security devices, critical infrastructure, security assessments or deployments relating to information resources technology, network security information, with respect to the Fair Oaks Ranch Municipal Court.

RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

ADJOURNMENT

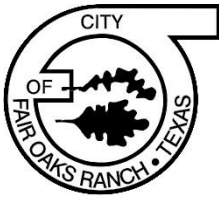
Signature of Agenda Approval: s/Scott M. Huizenga

Scott M. Huizenga, Interim City Manager

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

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, July 17, 2023 and remained so posted continuously for at least 72 hours before said meeting was convened.

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



**CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING**

Thursday, July 06, 2023 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

Live Stream: <https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live>

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum

Council Present: Mayor Maxton and Council Members: Stroup, Rhoden, Bliss, Koerner, Parker, and Muenchow

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

2. Pledge of Allegiance – The Pledge of Allegiance was recited in unison.

CITIZENS and GUEST FORUM

3. Citizens to be heard

Resident Al Schmidt spoke in support of the civic center project due to the necessity for a dedicated Council Chambers. Mr. Schmidt expressed that the title “Civic Center” is misleading as he estimates it will mostly be used by the City. He urged the Council to determine the buildings use as soon as possible and suggested that the MDD help fund maintenance of the building.

CONSENT AGENDA

4. Approval of the June 15, 2023 Regular City Council meeting minutes.

5. Approval of the June 23, 2023 Special City Council meeting minutes.

MOTION: Made by Council Member Muenchow, seconded by Council Member Stroup, to approve the Consent Agenda.

VOTE: 7-0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS

6. Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 1 “General Provisions,” Article 1.07 “Trees And Shrubs” to include updated definitions, and to add new sections defining the authority and responsibility of public trees.

MOTION: Made by Council Member Bliss, seconded by Council Member Parker, to approve an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 1 “General Provisions,” Article 1.07 “Trees and Shrubs” to include updated definitions, and to add new sections defining the authority and responsibility of public trees.

VOTE: 7-0; Motion Passed.

7. Consideration and possible action approving a resolution authorizing the execution of an Amendment to the Chapter 377 Project Funding Agreement between the Fair Oaks Ranch Municipal Development District (MDD) and the City of Fair Oaks Ranch for development of a Civic Center, and execution of all applicable documents by the City Manager.

MOTION: Made by Council Member Muenchow, seconded by Council Member Stroup, to approve a resolution authorizing the execution of an Amendment to the Chapter 377 Project Funding Agreement between the Fair Oaks Ranch Municipal Development District and the City of Fair Oaks Ranch for development of a civic center, and execution of all applicable documents by the City Manager.

VOTE: 7-0; Motion Passed.

8. Discussion and possible action to shape and frame the Q3 Town Hall meeting.

MOTION: Made by Council Member Stroup, seconded by Council Member Koerner, that the next town hall topics be the Dietz Elkhorn Corridor Study, and Multimodal Connectivity on August 29, 2023.

VOTE: 7-0; Motion Passed.

WORKSHOP

9. FY 2023-24 General Fund Department Budget Workshop - Administration, Human Resources & Communications, Finance, Information Technology and Non-Departmental/Shared.

Julie Lovelace, Interim Accounting Manager, led the FY 2023-24 Budget Workshop, after which the following staff members provided departmental presentations and answered questions of the Council: Carole Vanzant, Assistant City Manager, Community Services; Joanna Merrill, IPMS-SCP, Director of Human Resources and Communications; Summer Fleming, Interim Finance Director; and Brian LeJeune, IT Manager.

REQUESTS AND ANNOUNCEMENTS

10. Announcements and reports by Mayor and Council Members.

Council Members Bliss, Parker, Koerner, and Mayor Maxton each expressed gratitude to City Staff for their hard work in making the Fourth of July event a success. The new laser show allowed the program to eliminate the loud booming fireworks. Council Members also noticed that there were less residents illegally setting off fireworks as well.

Mayor Maxton thanked the Fair Oaks Ranch Country Club for the use of their location. He specifically recognized the Public Works team for their hard work leading up to the event. Mayor Maxton announced that the estimate of attendees was between 3000-3,500. Mayor Maxton reminded everyone that Bulk/Brush Pickup begins on July 31, 2023 for Sector 1, August 7, 2023 for Sector 2, and August 14, 2023 for Sector 3. Mayor Maxton also reminded anyone who is willing to volunteer for committees, commissions, or boards to submit applications to the City Secretary's office by August 9, 2023.

11. Announcements by the City Manager.

Interim City Manager, Scott M. Huizenga, expressed appreciation for everyone involved in the Fourth of July event. He called out the maintenance team led by Jimmy Washer, for their work leading up to the event. Staff members on the maintenance team are Mark Kosta, Cliff McClendon, and Keith Ott. Mr. Huizenga also thanked the Police Department for the excellent traffic control, and the Human Resources & Communications department for their work organizing and executing the celebration.

12. Requests by Mayor and Council Members that items be placed on a future City Council agenda.

None.

CONVENE INTO EXECUTIVE SESSION

City Council did not convene into Executive Session regarding:

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

- 13. To receive legal advice from Special Counsel and the City Attorney regarding the City’s ground water rights.**
- 14. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.**
- 15. Discussion related to possible terms and conditions necessary to resolve disputes that have been the subject of ongoing litigation with the development commonly known as Boerne Ranch Estates, LLC, aka Fair Oaks Meadows.**

Sec. 551.072 (Deliberation regarding real property)

- 16. The City Council will meet in closed session to deliberate the purchase, exchange, lease, or value of real property that may be considered for future location of water and wastewater system improvements.**

RECONVENE INTO OPEN SESSION

N/A

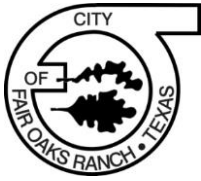
ADJOURNMENT

Mayor Maxton adjourned the meeting at 8:51 PM.

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



CITY COUNCIL CONSENT ITEM
CITY OF FAIR OAKS RANCH, TEXAS
July 20, 2023

AGENDA TOPIC: Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 1 “General Provisions,” Article 1.07 “Trees and Shrubs” to include updated definitions, and to add new sections defining the authority and responsibility of public trees

DATE: July 20, 2023

DEPARTMENT: Public Works

PRESENTED BY: Consent Agenda - Kelsey Delgado, Environmental Program Manager

INTRODUCTION/BACKGROUND:

The first reading of an ordinance amending Chapter 1 Article 1.07 to include the authority and responsibility for trees on public properties was passed and approved by City Council on July 6, 2023.

These updates included:

- Updating the definitions to include new terms such as “Unimproved Shoulder,” “Adjacent Property Owner,” “Right-of-Way,” etc.;
- Including two new sections that clearly define the authority and responsibility of public trees on public properties and the adjacent property owner’s responsibility; and
- Including a new Section that prohibits the harming of trees on public properties.

By amending Chapter 1, Article 1.07 to include these revisions, the City may qualify for Tree City USA® recognition. This program is sponsored by the Arbor Day Foundation and is used to recognize cities that show their commitment to maintaining and protecting their urban forest.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Advances Strategic Action Plan Priority 2.5 to Develop, Implement and Update Environmental Sustainability Programs
- Solidifies the responsibility of public trees.
- Helps obtain Tree City USA® recognition for the city from the Arbor Day Foundation.
- Protects trees on public properties and helps maintain the rural hill country aesthetic for which the city is known.
- Shows the City’s commitment to environmental stewardship.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Currently not anticipated.

LEGAL ANALYSIS:

City Attorney has reviewed and approved the ordinance as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent Agenda- I move to approve the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 1 “General Provisions,” Article 1.07 “Trees and Shrubs” to include updated definitions, and to add new sections defining the authority and responsibility of public trees.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES CHAPTER 1 "GENERAL PROVISIONS," ARTICLE 1.07 "TREES AND SHRUBS" TO INCLUDE UPDATED DEFINITIONS AND TO ADD SECTIONS DEFINING THE AUTHORITY AND RESPONSIBILITY OF PUBLIC TREES; AND PROVIDING FOR AN EFFECTIVE DATE

Whereas, on September 17, 2020, City Council adopted an ordinance to aid in the preservation of trees and the prevention of oak wilt within Fair Oaks Ranch city limits; and

Whereas, the current ordinance does not recognize the ownership of trees on public properties; and,

Whereas, the delegation of authority and responsibility of trees on public properties is needed; and,

Whereas, City Council determined the responsibility of maintaining trees on all public properties shall be the City; and,

Whereas, the City Council deems it necessary to amend Chapter 1 "General Provisions;" Article 1.07 "Trees and Shrubs" to include updated definitions and the responsibility of public trees.

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

PART 1. Chapter 1 "General Provisions;" Article 1.07 "Trees and Shrubs" is hereby amended as forth in the attached Exhibit A.

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

PART 3. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

PART 4. That it is officially found, determined and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

PART 5. This ordinance shall take effect immediately from and after its second reading, passage and publication as may be required by governing law.

PART 6. The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Fair Oaks Ranch under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

PART 7. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th day of July 2023.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 20th day of July 2023.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC, City Secretary

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

Exhibit A

Chapter 1 “General Provisions;” Article 1.07 “Trees and Shrubs” is hereby amended as follows:
[Deletions shown as strikethrough and additions shown as underscore]

Division 2. Tree Maintenance

Sec. 1.07.032 - Definitions

For the purposes of this article, the following definitions shall apply unless the context of their usage clearly indicates otherwise:

Adjacent Property Owner. The owner of land adjacent to any city street or public property.

Damage. Any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Oak wilt. A vascular wilt disease of oak trees caused by a fungus, *Bretziella fagacearum*, which invades the water-conducting tissues of roots, trunks, and limbs; and as further defined by the Texas A&M Forest Service.

Oak wilt center. A site where the oak wilt fungus is spreading through the roots of diseased trees to infect healthy oaks, creating an area of sick, dead and dying oaks.

Unimproved shoulder. The area along a street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley (examples shown below).

Public property. All grounds and rights-of-way (ROWs) owned or maintained by the City.

Public tree. Any tree or woody vegetation on public property.

Right-of-Way (ROW). The surface, the airspace above the surface, and the area below the surface of any public street, highway, lane, path, alley, sidewalk, boulevard, drive, bridge, tunnel, easement, or similar property within the corporate limits of the City, and in which the City holds a property interest (fee title, easement or otherwise), or over which the City holds and exercises a right of management or control, and which is consistent with the purposes for which it was acquired or dedicated.

Top or Topping. The non-standard practice of cutting back of limbs to stubs within a tree’s crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree. A self-supporting woody perennial plant, excluding a bush or shrub.

Authority and Power.

(a) Delegation of authority and responsibility. The City Manager or designee, hereinafter referred to as “City Manager,” shall have the authority and responsibility to plant, and to prune, maintain and remove trees and woody plants growing in or upon all city streets, rights-of-ways, city parks, unimproved shoulders, and other public property to clear obstructions that may interfere with pedestrians, view of drivers or traffic signs. This shall also include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other disease.

- (b) Coordination among city departments. All city departments will coordinate as necessary with the City Manager and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements and other public properties.
- (c) Interference. No person shall hinder, prevent, delay, or interfere with the City Manager or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

Adjacent Property Owner Responsibility.

- (a) The adjacent property owner, when acting within the provisions of this Ordinance, may perform reasonable and routine maintenance of trees and other landscaping in the adjacent unimproved shoulder area and islands.
- (b) No property owner shall allow a tree, or other plant growing on his or her property to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the City Manager shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Prohibition Against Harming Public Trees.

- (a) It shall be unlawful for any person, firm or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the City Manager.
- (b) It shall be unlawful for any person, firm or corporation to attach any cable, wire or signs or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the City Manager.

Unimproved Shoulder Examples

(a)





CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
July 20, 2023

AGENDA TOPIC: Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Appendix A “Fee Schedule” Article A7.000 (a) and (b) “Wastewater Service Charges”

DATE: July 20, 2023

DEPARTMENT: Public Works Department

PRESENTED BY: Grant Watanabe, P.E., Director of Public Works & Engineering Services

PURPOSE:

On June 1, 2023, the City Council approved a proposed wastewater rate scenario (Scenario 2) which revises the wastewater service availability charge, maintains current fees, and establishes a volumetric rate based on average winter consumption. This ordinance amendment updates the wastewater service charges section of the City’s fee schedule to reflect those approved changes.

INTRODUCTION/BACKGROUND:

In early 2021, the City engaged a consultant to conduct a rate study for Fair Oaks Ranch Utilities. Rate studies are conducted as a best practice to ensure that a utility’s financial health is maintained and that the utility is well prepared to meet its future financial needs. The study included a financial policy review, development of a financial planning model, a cost-of-service analysis and customized rate structure options to meet our unique needs.

As part of the rate study process, the Council appointed a volunteer Rate Advisory Panel to represent various interests and customer classes (combined water/wastewater, water only, residential, commercial). The consultant held four meetings with the Panel during the summer and fall of 2021 to gain input on the rate structure options.

At the June 1, 2023, City Council meeting, a presentation on existing and proposed wastewater rate scenarios was provided. Details of each scenario, the debt service fee, winter averaging, and estimated bill impacts were also covered at that meeting. After discussion and consideration, the Council selected Scenario 2 (see chart below) for the following reasons:

1. Provides a balance between fixed and variable charges (no other utilities charge a flat fee across all customers),
2. Encourages conservation by charging low users less and high users more,
3. Ensures debt service payments can be made if volumetric revenue falls (debt service fee maintained), and
4. Is supported by the Rate Advisory Panel.

	Existing	Scenario 1	Scenario 2	Scenario 3
Service Availability (Base Charge)	\$40.86	\$62.99	\$28.94	\$28.94
Fees	\$6.47	\$6.47	\$6.47	\$0.05
Volumetric Rate (per kgal)			\$6.00	\$7.09

Accordingly, staff prepared a proposed ordinance amending the wastewater service charges section of the City’s fee schedule. Upon approval of the ordinance, a public outreach plan will be finalized and implemented. The plan includes bill inserts, billing statement notifications, website and social media updates, a video clip, and an online bill calculator. Public outreach will occur during the months of August and September, and prior to the October 1, 2023 effective date specified in the ordinance.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Supports Priority 1.4.10 of the Strategic Action Plan to Develop a Sustainable and Equitable Wastewater Rate.
2. Scenario 2 meets the top ranked pricing objectives identified by the Council and the Rate Advisory Panel.
3. Implementing a volumetric rate encourages conservation by charging low users less and high users more.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The revised wastewater rates and fees will cover the cost of service. Water customers will no longer need to subsidize wastewater customers as each class will cover their own cost of service.

LEGAL ANALYSIS:

The ordinance was reviewed by legal and approved as to form and content.

RECOMMENDATION/PROPOSED MOTION:

I move to approve an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Appendix A. “Fee Schedule” Article A7.000 (a) and (b) “Wastewater Service Charges.”

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES APPENDIX A “FEE SCHEDULE;” ARTICLE A7.000 (a) AND (b) “WASTEWATER SERVICE CHARGES;” CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; PROVIDING A REPEAL CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, as of December 2, 1997, the City of Fair Oaks Ranch is the owner and operator of the water and wastewater facilities that serve the citizens of Fair Oaks Ranch; and

WHEREAS, the water and sewer facilities are operated as an enterprise with revenues covering expenses associated with their operation, maintenance, and capital improvements; and,

WHEREAS, a Fee Schedule, providing for rates and fees assessed to cover the costs associated with the efficient operation of the wastewater system, was passed and approved November 18, 2018; and,

WHEREAS, after several budget cycles and quarterly budget updates it was found the annual wastewater revenue levels are insufficient to cover the cost of providing wastewater services; and,

WHEREAS, in early 2021, the City engaged a consultant to conduct a Utility Rate Study for Fair Oaks Ranch Utilities; and,

WHEREAS, at the June 1, 2023 City Council meeting, after a presentation of various proposed wastewater rate scenarios, the City Council approved advancing new wastewater charges; and,

WHEREAS, the proposed wastewater charges meet the City Council’s desire that wastewater fees and rates be reasonable and equitable; and,

WHEREAS, after careful consideration of the wastewater system financial plan, the City Council has determined amending the wastewater rates and fees is warranted.

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

PART 1. The City of Fair Oaks Ranch Code of Ordinances Appendix A “Fee Schedule;” Article A7.000 (a) and (b) “Wastewater Service Charges” is hereby amended as forth in the attached **Exhibit A**.

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

PART 3. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

PART 4. That it is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

PART 5. This Ordinance shall take effect immediately from and after its second reading, passage and publication as may be required by governing law.

PART 6. The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Fair Oaks Ranch under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

PART 7. The provisions of this Ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 20th day of July 2023.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 3rd day of August 2023.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC, City Secretary

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

EXHIBIT A

Appendix A "Fee Schedule," Article A7.000 (a) and (b) "Wastewater Service Charges," is hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

ARTICLE A7.000 - WASTEWATER SERVICE CHARGES

~~(a) Wastewater rates.~~

~~(1) Service availability - Based on the previous years' service availability rate plus inflation factor.~~

~~(b) Wastewater fees.~~

~~(1) Texas Commission on Environmental Quality (TCEQ) - The annual TCEQ wastewater fee divided by number of service connections. (The month payment is made to TCEQ.)~~

~~(2) Debt service - The wastewater portion of the total debt payment (including principal and interest) in upcoming fiscal year divided by number of service connections.~~

~~(3) Capital reserve - The budget goal divided by number of service connections.~~

Effective October 1, 2023

(a) Wastewater rates.

(1) Service availability - \$28.94.

(b) Wastewater fees.

(1) Texas Commission on Environmental Quality (TCEQ) - The annual TCEQ wastewater fee divided by the number of service connections. (The month payment is made to TCEQ.)

(2) Debt service - The wastewater portion of the total debt payment (including principal and interest) in the upcoming fiscal year divided by number of service connections.

(3) Capital reserve - The budget goal divided by number of service connections.

(c) Volumetric rate (per 1000 gallons) and fee.

(1) October 1, 2023 - February 29, 2024: \$36 per month based on an assigned winter average of 6,000 gallons x \$6 per 1,000 gallons.

(2) Beginning March 1, 2024: \$6 per 1,000 gallons based on the individual customer's average water consumption during the months of December, January, and February. Each customer's winter average shall be updated annually in March and reflected on subsequent billing statements.

(3) New customers without a three-month winter average will be billed in accordance with (c)(1) until their individual winter average is established.

(4) Customers moving service locations within the City will be billed in accordance with their established volumetric fee from their previous location.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
July 20, 2023

AGENDA TOPIC: Consideration and possible action approving a resolution authorizing the execution of a work authorization with Pape-Dawson Engineers, Inc. for engineering services for the Dietz Elkhorn (East) Reconstruction Project

DATE: July 20, 2023

DEPARTMENT: Public Works

PRESENTED BY: Grant Watanabe, P.E., Director of Public Works & Engineering Services

INTRODUCTION/BACKGROUND:

The City requires surveying and engineering services for the Dietz Elkhorn Road (East) Reconstruction project. The project will reconstruct Dietz Elkhorn Road, between FM3351 and Fair Oaks Parkway, while incorporating drainage improvements, adding potential transportation alternatives and pedestrian facilities, and considering context sensitive design options. The amended FY 2022-23 project budget includes \$300,915 to start design work for this project.

Among the four on-call consultants in the Roadway CIP category, staff recommends Pape-Dawson Engineers, Inc. as the highest and best qualified for the Dietz Elkhorn Reconstruction project. They provided design and construction administration services for the City’s last road bond program in 2014 which included road resurfacing, reclamation and reconstruction, drainage improvements and water line replacement. As part of that effort, they provided exemplary public outreach support from start to finish via public meetings, City Council workshops and updates, HOA presentations, a dedicated website, social media, a phone hotline, door hangars and mobile signage. Since Dietz Elkhorn Road is the primary east-west connector through our city, a similar level of effort is expected to be needed.

In April 2023, City staff and the General Engineering Consultant (GEC) completed scope and fee negotiations for the first half of engineering services (schematic design) in the amount of \$291,525.00. This scope includes project management, field and Right-of-Way (ROW) surveying, roadway design, drainage and geotechnical analysis, and utility coordination. The consultant will support two public outreach meetings to solicit input on project elements (i.e. sidewalks, shared-use path, bike lane, golf cart accessory lane, median, landscaping, lighting, etc.) and different schematic design alternatives. The consultant will also prepare and support two updates to Council which will include summaries of input received from public outreach efforts.

Upon completion of negotiations, our GEC provided a recommendation letter to accept the consultant’s revised proposal as fair and reasonable (see **Exhibit 1**). The draft work authorization and a copy of the consultant’s proposal is also attached (see **Exhibit 2**).

In accordance with the City’s Five-Year Roadway Capital Improvements Plan, the second half of engineering services for this project included in the FY 2023-24 Budget. Construction is planned for FY 2024-25 and FY 2025-26.

If approved, the following activities will be conducted to obtain public input and provide updates to City Council:

- July/Aug 2023 Surveying, drone LIDAR, geotechnical analysis (in-road borings)
- Aug 29th Public Meeting #1: Townhall meeting to obtain public input on potential roadway elements (sidewalk, shared-use path, bike or golf cart lane, landscaping, median, trees, etc.) to incorporate
- Sept/Oct 2023 Council Update #1: Present summary of public input and prioritize elements
- Feb/Mar 2024 Public Meeting #2: Obtain input on three potential typical sections and alignments based on prioritized elements
- Apr/May 2024 Council Update #2: Present summary of public input and select typical section and alignment to be used for next design phase — development of full plans and specs).

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 3.4 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable Roadway Improvement Initiatives
- Improves public safety by reconstructing the roadway, adding potential pedestrian and bicycle amenities, replacing signage and upgrading drainage features
- Complies with procurement requirements for professional services

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The City originally budgeted \$245,915 for this project. A budget transfer was executed in May 2023 to move excess SAP funds from other drainage projects to this project. The current budget now stands at \$300,915 which is adequate to cover the cost of this work authorization.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the resolution authorizing the execution of a work authorization with Pape-Dawson Engineers, Inc. for engineering services for the Dietz Elkhorn (East) Reconstruction Project for \$291,525.00, with a 10% contingency in the amount of \$29,152.50, for a total value not to exceed \$320,677.50.

A RESOLUTION

A RESOLUTION OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING EXECUTION OF A WORK AUTHORIZATION WITH PAPE-DAWSON ENGINEERS, INC. FOR ENGINEERING SERVICES FOR THE DIETZ ELKHORN (EAST) RECONSTRUCTION PROJECT; EXPENDITURE OF THE REQUIRED PROJECT FUNDS; AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER

WHEREAS, the City Council identified the reconstruction of Dietz Elkhorn Road as a high priority in the adopted Roadway Capital Improvements Plan; and,

WHEREAS, The Dietz Elkhorn Road (East) Reconstruction Project will include the complete replacement of the roadway from Fair Oaks Parkway to FM 3351 (Ralph Fair Road); and,

WHEREAS, the City of Fair Oaks Ranch (the "City") has deemed it necessary to obtain engineering services for the Dietz Elkhorn (East) Reconstruction Project ("Project"); and,

WHEREAS, the cost for preliminary engineering and schematic design services is \$291,525; and,

WHEREAS, this amount represents approximately half of the total engineering costs for the Project; and,

WHEREAS, the City Council of the City of Fair Oaks Ranch supports the Project and authorizes the execution of a work authorization with Pape-Dawson Engineers, Inc.

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

- Section 1.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.
- Section 2.** The City Council hereby reaffirms its support of the Project and authorizes the execution of the Agreement and the expenditure of the required Project funds.
- Section 3.** The City Council hereby authorizes the City Manager to execute an agreement with Pape-Dawson Engineers, Inc., in the amount not to exceed \$320,677.50, including contingency, for engineering services for the Project, to expend required project funds, and to execute any and all applicable documents to effectuate this resolution.
- Section 4.** That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public and that public notice of the time, place and purpose of said meeting was given as required by law.
- Section 5.** This resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED, and ADOPTED on the 20th day of July 2023.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC, City Secretary

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



May 03, 2023

Sent Via Email

Grant Watanabe, P.E.
 Director of Public Works & Engineering Services
 City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015

**RE: Dietz Elkhorn Road (East) Reconstruction
 Pape-Dawson Scope and Fee
 City of Fair Oaks Ranch Project Id: 5**

Dear Grant,

The General Engineering Consultant (GEC) Team has reviewed the revised proposal from Pape-Dawson dated April 14, 2023. Pape-Dawson Engineers, Inc. was selected as part of the City of Fair Oaks Ranch's on-call engineering services.

The project will include roadway design, hydrologic and hydraulic analysis, survey, and cultural resource surveys necessary to prepare a schematic design for the reconstruction of Dietz-Elkhorn Road from Fair Oaks Parkway to FM 3351/Ralph Fair Road. Pape-Dawson's fees are summarized in Table 1, below.

Table 1 - Engineering Fee Summary

	Fee	Duration
Base Scope	\$284,475	TBD
Other Direct Costs	\$7,050	

We are recommending approval of the Pape-Dawson Proposal of \$291,525. If you have any questions, please feel free to contact me at mike.garza@leg-pllc.com or 210.660.1960, extension 401.

Respectfully,

A handwritten signature in blue ink, appearing to read "Oscar M. Garza".

Oscar Michael Garza, PE, PTOE, RSP₁
 General Engineering Consultant Program Manager
 Legacy Engineering Group

Enclosures (1): Pape-Dawson Engineers, Inc. Proposal Dated April 14, 2023

Cc:

*Julio Colunga, Assistant Public Works Director
 Katherine "Katie" Schweitzer, P.E., Manager of Engineering Services*



SCOPE OF SERVICES
WORK AUTHORIZATION #004 – DIETZ ELKHORN RECONSTRUCTION (SCHEMATIC)
ON-CALL ENGINEERING SERVICES CONTRACT
PAPE-DAWSON ENGINEERS, INC / CITY OF FAIR OAKS RANCH

GENERAL DESCRIPTION

The City of Fair Oaks Ranch requires surveying and engineering services for the Dietz Elkhorn Road (East) Reconstruction project. The project will reconstruct Dietz Elkhorn Road, between FM3351 and Fair Oaks Parkway, while incorporating drainage improvements, expanding transportation alternatives and pedestrian facilities, and considering context sensitive design options.

SCOPE OF SERVICES

Provide surveying and engineering services as described in Pape-Dawson scope and fee proposal (dated April 14, 2023) Exhibit 2A – Schematic Design. This includes project management, field and ROW surveying, roadway design, drainage and geotechnical analysis and utility coordination. The consultant shall support two (2) public outreach meetings to solicit input on project elements (i.e. pedestrian, bike, golf cart accessory lane, median, landscaping, lighting, etc.) and schematic design alternatives. The consultant shall also prepare and support two (2) updates to Council which will include summaries of input received from public outreach efforts.

This work authorization does not include any optional services listed in the proposal. In the event an optional service is needed by the City, an addendum to this work authorization will be issued.

The City plans to engage the consultant to conduct detailed engineering design (60/90/100%), bid and construction phase services to implement the selected alternative. These follow-on services are not part of this work authorization but may be covered by future work authorization.

PROJECT ASSUMPTIONS/EXCLUSIONS

See Exhibit A.

COMPENSATION:

The fees identified below shall be considered lump sum for the project and will not be exceeded without prior approval by the City. Services will be invoiced monthly based on a percent of completion of each task.

Base Services (Lump Sum)	\$284,475.00
<u>Other Direct Costs (as incurred)</u>	<u>\$ 7,050.00</u>
TOTAL FEE	\$291,525.00



Exhibit 2

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
Bus: 210-698-0900
www.fairoaksranchtx.org

By signing below, both parties agree to the scope of services and compensation stated above per the provisions within the Standard Professional Services Agreement executed on February 25, 2022.

Accepted for **City of Fair Oaks Ranch**

Accepted for **Pape-Dawson Engineers, Inc.**

By: _____

By: _____

Name: Scott M. Huizenga

Name: Steven Dean, PE, CFM

Title: Interim City Manager

Title: Vice President, Water Resources

Date: _____

Date: _____

EXHIBIT "2A"

**Fair Oaks Ranch
Pape-Dawson Task Order 4 (v2.0)
Dietz-Elkhorn (East) Reconstruction (Schematic Design)**

PROJECT DESCRIPTION

The City of Fair Oaks Ranch (FOR) capital improvement project number 5 is the reconstruction of Dietz-Elkhorn Road from Fair Oaks Parkway to FM 3351 "Ralph Fair Road." The project, as it is programmed, includes the addition of dedicated pedestrian sidewalks as well as dedicated bicycle and golf cart paths. The estimated project construction cost is approximately \$3.2M.

There are areas of the programmed improvements such as the removal of the traffic calming curves which need further study prior to defining the scope of construction. Similarly, defining the desired right-of-way and typical section are integral to the cost of the construction. Therefore, the following scope of work has been prepared to complete a schematic design and cost estimate. It is anticipated that the project budget and construction scope will be confirmed through this process.

Dietz-Elkhorn Road is a collector roadway as defined by Transportation Plan document within the City Comprehensive Plan. The Transportation Plan was developed in response to the city's Comprehensive Plan which provides further requirements for this project. Elements of the City of Fair Oaks Ranch Comprehensive Plan dated June 2018 which affect the design of Dietz-Elkhorn are summarized below:

- Expand access to sidewalks and pedestrian path
- Consider even more opportunities for other ways to move around the community, such as bicycle paths, golf cart lanes, horse paths, and shared paths.
- Search for and seize opportunities to create streets and regional arteries that complement the Fair Oaks vision – incorporating trees, landscaping, pedestrian (and alternative vehicle) needs, speed control, and environmental sensitivity into local road planning and regional negotiations; strive to protect neighborhoods from unnecessary noise.
- Actively work with TXDOT and others to ensure a transportation network that serves Fair Oaks Ranch citizens and their needs and wants.
- The City embraces the general idea of Sensitive Solutions process and Sensitive Design for all Arterial and Collector street construction and expansion within the City that are not otherwise part of a public platting process. The issues Fair Oaks residents are concerned about:
 - Sound attenuation
 - Multi-use paths for pedestrians, bicycles and possibly horses
 - Drainage
 - Sensitive lighting
 - Wayfinding and signage
 - Crosswalks and bridges with local design elements
 - Appropriate access
 - Turn lanes, or acceleration-deceleration lanes, for safety
 - Traffic calming elements and speed limits appropriate to the context of the city
 - Incorporation of low impact design (LID) standards or other best management practices (BMPs) and safeguards for the City's natural resources, including water, wildlife, trees, and natural beauty
 - Lane design and capacity-sizing that is appropriate to the location and the surrounding context
 - Timely construction, maintenance.

Pape-Dawson will perform the roadway design, hydrologic and hydraulic analysis, survey, and cultural resource surveys. Pape-Dawson will subcontract with the following firms for the following services:

Exhibit '2A'
 TO#4 Dietz-Elkhorn East Schematic
 Page 2 of 8

- Terracon—Geotechnical exploration & recommendations.
- Laura Raun—Public involvement.

SCOPE OF WORK

Basic Services

1) Project Management

- a) CONSULTANT is to develop and maintain a project schedule using Microsoft Project. The schedule is to indicate a minimum of the progress toward draft deliverables to CLIENT, CLIENT review time, and progress toward final deliverables.
- b) CONSULTANT is to conduct internal coordination to allocate resources to make progress towards deliverables.
- c) CONSULTANT is to coordinate with sub-consultants to facilitate the sharing of information and measure progress toward deliverables.
- d) CONSULTANT is to prepare monthly invoices to include progress reporting since the prior invoice. Progress reporting will indicate key issues or concerns as well as anticipated work during the following billing period.
- e) CONSULTANT is to prepare for and host monthly virtual client coordination meetings to discuss decision points, information needs, and conduct general coordination. The estimated duration for this phase is 12 months.

2) Field Surveying

- a) CONSULTANT shall complete a control, improvement, topographic, and utility survey within the right-of-way of Dietz Elkhorn and 50-feet south and 20-feet north, from Fair Oaks Ranch Parkway to FM 3351 using both conventional and geospatial data collection methods.
- b) CONSULTANT shall verify existing control and set new control as needed, including one pair of primary control points.
- c) CONSULTANT shall survey, annotate, and incorporate existing improvements within a MicroStation 2D planimetric drawing to include, but not be limited to, paved areas, paint stripes, fences, driveways, drainage structures, mailboxes, signs, and structures.
- d) CONSULTANT shall survey, annotate, and incorporate visible evidence of utilities and paint markings within a MicroStation 2D planimetric drawing. CONSULTANT is to complete Statewide One-Call requests for marking of utilities. CLIENT is to mark water line locations.
- e) CONSULTANT shall survey trees having a diameter of 9-inches or larger within the project area and represent in the MicroStation planimetric drawing to include size and type.
- f) CONSULTANT shall survey grade changes at a maximum 100-foot interval and represent within the MicroStation planimetric as 1-foot contours and flow line elevations at drainage structures.
- g) CONSULTANT shall annotate control points with descriptions, northings, eastings, elevations, as well as a surveyor's metadata note within the MicroStation planimetric drawing. Metadata shall include the horizontal projection, vertical datum and geoid, and the site-specific grid to surface adjustment factor and point of application.
- h) CONSULTANT to provide survey notes, raw data, processed data files and site photographs in the deliverables package.

Deliverables

- Design survey in both MicroStation 3D and 2D format.
- Utility survey in MicroStation 2D format.
- TIN file.
- Field returns (point files, raw files, field sketches and photographs).

Assumptions

- Survey work shall be performed under the direct supervision of a professional land surveyor, registered to practice land surveying in the State of Texas.
- Control points shall be stable, inter-visible, and constrained to the North American Datum of 1983 (NA2011), epoch 2010.00 and the North American Vertical Datum of 1988 (GEOID 18), unless directed otherwise.

3) Right-of-Way Surveying

- a) CONSULTANT to obtain title reports and conduct abstracting and deed research for up to 10 parcels.
- b) CONSULTANT to is to survey, annotate, and prepare a parcel map showing the general limits of ownership and easements within the project limits.
 - i) Generally based upon apparent ROW.
 - ii) Based upon recorded plats.

Deliverables:

- Apparent ROW exhibit.

4) Roadway Design

- a) CONSULTANT is to prepare for a project kick-off meeting with CLIENT and GEC. During the kick-off meeting key project design components such as design speed, public involvement, required facilities vs. optional, etc.
- b) CONSULTANT is to conduct a site visit for general awareness of the conditions which contribute to the proposed design.
- c) CONSULTANT is to prepare for and attend an in-person public meeting #1 at City Hall.
- d) CONSULTANT is to prepare a council brief following the first public meeting to provide a summary of the feedback received from residents during the first public meeting.
- e) CONSULTANT is to prepare a maximum of three (3) alternative typical roadway sections. Typical roadway sections are to incorporate geotechnical recommendations, traffic study, drainage analysis results, and constraints from survey.
- f) CONSULTANT is to present alternative typical sections to CLIENT and GEC to gain feedback for further refinement into schematic roadway layouts.
- g) CONSULTANT is to prepare a maximum of two (2) alternative schematic roadway roll plots. The schematic roadway layouts are to show intersection configurations based on traffic analysis, striping layouts, face of curb or edge of pavement, pedestrian pathways, dedicated bicycle and/or golf-cart paths, and vehicular lanes with direction of travel.
 - i) CONSULTANT is to determine the proposed grade line (PGL) for use in determining the end condition (e.g. retaining wall, ditch, or grade to daylight) used for determining the needed right-of-way width.

- ii) CONSULTANT is to consider site distance at intersections to determine if corner clips are required. Where required site distances cannot be achieved, limited site distance intersections are to be noted on the plan.
- iii) CONSULTANT is to identify right-of-way needed and locations thereof.
- iv) CONSULTANT is to identify limits of reconstruction, widening, and rehabilitation.
- h) CONSULTANT is to submit schematic roll plots to CLIENT and GEC for review three weeks prior to public meeting. CONSULTANT is to receive comments from CLIENT and GEC no later than one week prior to public meeting.
- i) CONSULTANT is to revise the schematic roll plots and prepare presentation boards.
- j) CONSULTANT is to prepare for and attend an in-person public meeting #2 at City Hall.
- k) CONSULTANT is to prepare a council brief following the second public meeting to provide a summary of the feedback received from residents during the first public meeting.
- l) CONSULTANT is to incorporate comments from public meeting at the direction of CLIENT and GEC and prepare the preferred alternative schematic for final submittal.
- m) CONSULTANT is to complete a MicroStation OpenRoads corridor model of the preferred alternative only. The OpenRoads corridor model is to be used for checking roadside grading feasibility and determining quantities of unclassified excavation.
 - (1) Template drops will be at a minimum distance of 100-feet;
 - (2) Intersection grading and driveway profiles are not included;
 - (3) Includes modeling of one pavement section for determining cut and fill to subgrade.
- n) CONSULTANT to conduct a quality control review using the Pape-Dawson Quality Control Plan.

Deliverables

- Typical roadway sections (max 3)
- Draft schematic roll plots (max 2)
- Public meeting schematic roll plots (max 2)
- Preferred alternative schematic roll plot

Assumptions

- Design speed will be 10 miles per hour over the posted speed limit. Design speed is to be confirmed during project kick-off meeting.

5) Drainage Analysis

- a) CONSULTANT to visit the project site to review existing conditions and prepare memorandum summarizing items of note.
- b) CONSULTANT to develop overall drainage area map.
- c) CONSULTANT to use GeoPak Drainage to model alternative for storm sewer and display trunk layout and profile on a roll plot.
 - i) Storm drains to be designed to maintain an HGL a minimum of 1-foot below the proposed ground for the 25-year design event.
 - ii) Storm drain calculations are limited to main sizing and are not to include inlet capacity calculations.
 - iii) Discharge is to be added at a minimum of 300-foot intervals.
- d) CONSULTANT to size three (3) cross culverts for the 25-year event and perform a check run of the 100-year event for impacts to adjacent properties:
 - i) HEC-RAS 1D steady-state will be used for the existing culvert near Windermere Drive.

- ii) HEC-RAS 2D is to be used to size a proposed culvert near No Lehace Drive. The downstream limit of the model is to be the Fair Oaks Ranch Golf Course downstream of No Lehace Drive.
- iii) HEC-RAS 2D is to be used to size a proposed culvert near Chartwell Lane. The model limits will be within the proposed right-of-way.
- e) CONSULTANT is to develop a preliminary cross culvert layout showing the proposed roadway, right-of-way, design storm and check storm headwater and tailwater, proposed profile showing the proposed grade, size of culvert, and headwall configuration.
- f) CONSULTANT to document assumptions in a schematic drainage report for the project.
- g) CONSULTANT to conduct a quality control review using the Pape-Dawson Quality Control Plan.
- h) CONSULTANT to submit schematic drainage report for one (1) review by City. CONSULTANT to address comments receive and submit a final version.

Assumptions:

- CONSULTANT assumes the hydraulic criteria is to be established by, in order of priority and resolving conflicts, the city of Fair Oaks Ranch code of ordinances, City of San Antonio Storm Water Design Criteria Manual and TxDOT Hydraulic Design Manual (HDM).

Deliverables:

- Site visit memo
- Overall Drainage Area Layout
- Drainage Plan & Profile Roll Plot
- Cross Culvert Layouts (3-11" x 17" @ 1" = 40')
- Schematic drainage report.

6) Utility Coordination

- a) CONSULTANT to contact statewide One-Call and request list of utilities within limits of project. CONSULTANT is to contact listed utilities to obtain record maps and as-builts. The record maps and as-builts are to be used in conjunction with field survey information to create an existing utility base map;
- b) CONSULTANT to use the existing utility base map and review of the proposed design to prepare a preliminary utility conflict matrix and identify need for additional SUE information.
- c) CONSULTANT to prepare exhibits and an agenda for preliminary utility coordination meetings. Objectives for these meetings is to be:
 - i) Obtain design requirements for potential encroachments into existing easements and rights-of-way;
 - ii) Modify the proposed design to avoid conflicts which may increase cost or schedule of project;
 - iii) Where conflicts cannot be avoided, discuss the scope, schedule, and budget for adjustments.

Deliverables:

- Preliminary utility conflict matrix.
- Notes from first contact coordination.

Assumptions:

- The scope of utility coordination is limited.
- Utility coordination is a continuous effort throughout the entire design phase, therefore further utility coordination will be required in future design phasing not defined in this scope. Including

identification of potential utility conflicts not yet located or mapped. Resolution of those conflicts is assumed to occur in future phases of the design of the project.

7) Geotechnical Analysis

- a) See proposal from Terracon

8) Cost estimating

- a) CONSULTANT is to conduct a quantity take-off for items that can be identified and prepare an engineer's opinion of probable construction cost for a maximum of two (2) draft schematic alternatives. The estimate is to include a contingency of no less than 40% reflecting items that cannot be quantified for cost.
- b) CONSULTANT is to conduct a quantity take-off for items that can be identified and prepare an engineer's opinion of probable construction cost for the preferred schematic alternative. The estimate is to include a contingency of no less than 30% reflecting items that cannot be quantified for cost.

Assumptions:

- Estimates are to be based on publicly available roadway construction unit cost data such as TxDOT.

Optional Services

1) Cultural Resource Survey

- a) CONSULTANT anticipates the project is to require compliance with the Antiquities Code of Texas (ACT) (Texas Natural Resource Code, Title 9, Chapter 191) and accompanying Rules of Practice and Procedure (Texas Administrative Code, Title 13, Chapter 26) as implemented by the Texas Historical Commission.
- b) CONSULTANT to obtain an Antiquities Permit from the Texas Historical Commission (THC) in compliance with the ACT. This permit to include a research design detailing the project approach and proposed archaeological methods. Data gathered from the cultural resources background study to be included in the research design accompanying the permit application.
- c) CONSULTANT to perform a background literature and records review to determine if the proposed project area was previously investigated for cultural resources and to identify cultural resources recorded within a review area not-to-exceed a 1-km (0.6-mi) radius from the proposed project area.
- d) CONSULTANT to include data from the THC online Historic and Archaeological Sites Atlas to identify previously recorded archaeological sites, NRHP-listed properties and districts, State Antiquities Landmarks (SALs), Official Texas Historical Markers (OTHMs), Recorded Texas Historic Landmarks (RTHLs), National Park Service (NPS) Historic Trails, and cemeteries within the review area.
- e) CONSULTANT to examine soil, geological, and environmental data, as well as recent and historic-age maps and aerial photographs available online, and historical topographic and aerial imaging, as applicable.
- f) CONSULTANT to conduct an intensive archaeological survey supplemented by systematic shovel testing. Archaeologists to observe the ground surface along evenly spaced transects and erosional exposures along drainage features for cultural materials, archaeological features, and historic

structures. Subsurface investigations to be performed in locations with the potential to contain buried cultural materials and/or archaeological features.

- g) CONSULTANT to conduct a targeted chain of title search for the property along with select census research to identify potential occupants associated with the historic-age resource(s) limited to the time period associated with observed artifacts, structures, and/or features and chain of title research not to exceed one tract of land. Results of the archival research to be included in the report.
- h) CONSULTANT to produce a report per the Council of Texas Archaeologist guidelines. The report to detail the methods and results of the field efforts and include maps showing the location of recorded archaeological site and/or historic-age structure(s). In addition, the report to include eligibility assessments of significance if archaeological sites are present within the project area.
- i) CONSULTANT to prepare collected materials and field-generated paperwork in accordance with THC requirements for State Held-in-Trust collections and submitted to the Center for Archeological Research at the University of Texas at San Antonio upon acceptance of the final report pursuant to requirements in the permit.

Deliverables

- Antiquities Permit from the Texas Historical Commission (THC) in compliance with the ACT.
- Report detailing field efforts per Council of Texas Archaeologists guidelines.
- Final curation of collected materials and field-generated paperwork in accordance with THC requirements.

Assumptions:

- Curation and consultation or coordination with THC for significant cultural deposits, features, or foundations are not included.
- Compliance with Section 106 of the National Historic Preservation Act for federally funded projects is not included.

2) Public Involvement

- a) See proposal from Laura Raun

Overarching Assumptions:

- CONSULTANT understands the completion of the performance of this scope to represent roughly 30% of overall project development.

COST

BASIC SERVICES

1. Project Management	<i>Lump Sum</i>	\$24,350
2. Field Surveying	<i>Lump Sum</i>	\$50,015
3. Right-of-way Surveying	<i>Lump Sum</i>	\$12,415
4. Roadway Design	<i>Lump Sum</i>	\$83,320
5. Drainage Analysis	<i>Lump Sum</i>	\$56,410
6. Utility Coordination	<i>Lump Sum</i>	\$33,020
7. Geotechnical Analysis	<i>Lump Sum</i>	\$10,320
8. Cost Estimating	<i>Lump Sum</i>	\$14,625
	Subtotal (Labor)	\$284,475

OPTIONAL SERVICES

1. Cultural Resource Survey	<i>Lump Sum</i>	\$20,050
2. Public Involvement	<i>Lump Sum</i>	\$37,970
	Subtotal (Labor)	\$58,020

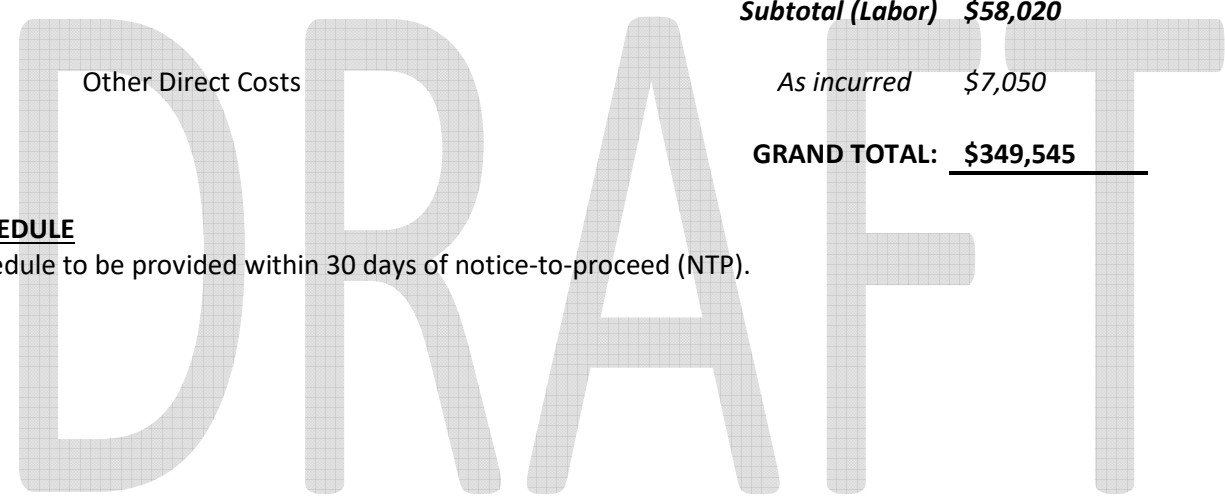
Other Direct Costs

As incurred \$7,050

GRAND TOTAL: \$349,545

SCHEDULE

Schedule to be provided within 30 days of notice-to-proceed (NTP).



BASIC SERVICES

1 Project Management	<i>Lump Sum</i>	\$	24,350.00
2 Field Surveying	<i>Lump Sum</i>	\$	50,015.00
3 Right-of-way Surveying	<i>Lump Sum</i>	\$	12,415.00
4 Roadway Design	<i>Lump Sum</i>	\$	83,320.00
5 Drainage Analysis	<i>Lump Sum</i>	\$	56,410.00
6 Utility Coordination	<i>Lump Sum</i>	\$	33,020.00
7 Geotechnical Analysis	<i>Lump Sum</i>	\$	10,320.00
8 Cost Estimating	<i>Lump Sum</i>	\$	14,625.00
	Subtotal (Labor)	\$	284,475.00

OPTIONAL SERVICES

1 Cultural Resource Survey	<i>Lump Sum</i>	\$	20,050.00
2 Public Involvement	<i>Lump Sum</i>	\$	37,970.00
	Subtotal (Labor)	\$	58,020.00

Other Direct Costs	<i>As incurred</i>	\$	7,050.00
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GRAND TOTAL: \$ 349,545.00

PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Pape-Dawson Engineers		Total Task Hours	Total Task Cost	Sr. Manager / Engineer	GIS Analyst	Project Engineer	EIT IV	EIT II	Project Surveyor	TECHNICIAN	2-PERSON CREW	3-PERSON CREW	Operations/Clerical	Expenses
				\$ 235	\$ 125	\$ 185	\$ 140	\$ 130	\$ 220	\$ 115	\$ 195	\$ 260	\$ 85	
Basic Services														
1) Project Management			\$ 24,350.00											
a)	Maintain project schedule	10	\$ 2,050.00	8									2	\$ -
b)	Conduct internal coord. (6 hours/month, meetings)	26	\$ 5,810.00	24									2	\$ -
c)	Coord. w/ sub-consultants	26	\$ 5,810.00	24									2	\$ -
d)	Prepare monthly invoices	10	\$ 2,050.00	8									2	\$ -
e)	Host monthly client coord. Meetings (12 months @ 2 hrs/per + 1 hr travel)	38	\$ 8,630.00	36									2	\$ -
2) Field Surveying			\$ 50,015.00											
a)	Collect design survey data using UAV and LiDAR methods.	82	\$ 12,180.00	1	55				6	10		10		\$ -
b)	Verify existing and set new control	42	\$ 8,940.00						6	12		24		\$ -
c)	Survey improvements	25	\$ 4,850.00						5	10		10		\$ -
d)	Survey above ground evidence of utilities, Texas 811 marks, and valve and manhole inverts.	36	\$ 7,145.00						1	15		20		\$ -
e)	Survey and trees 9" or larger.	26	\$ 5,520.00						2	8		16		\$ -
f)	Survey grade changes at maximum 100-foot intervals; represent as 1-foot contours and flow line elevations at drainage structures.	40	\$ 8,550.00						10	10		20		\$ -
h)	Create 11x17 control layout sheets for incorporation in the plan set	13	\$ 2,035.00	1					4	8				\$ -
i)	Organize and package field data and site photos in deliverables.	6	\$ 795.00						1	5				\$ -
3) Right-of-way Surveying			\$ 12,415.00											
a)	Create right-of-way reference file	85	\$ 12,415.00	1					24	60				\$ 3,000.00
4) Roadway Design			\$ 83,320.00											
a)	Kick-off meeting w/ CLIENT & GEC	4	\$ 940.00	4										\$ -
b)	Conduct site visit	8	\$ 1,680.00	4		4								\$ 50.00
c)	Prepare for and attend public meeting #1	18	\$ 3,830.00	10		8								\$ 100.00
d)	Prepare and present Council brief of public meeting #1	6	\$ 1,410.00	6										\$ -
e)	Prepare prelim. typ. roadway sections (max. 3)	56	\$ 7,360.00	4		4	4			40				\$ -
f)	Present alt. typ. to CLIENT & GEC	8	\$ 1,680.00	4		4								\$ 100.00
h)	Prepare alt. schematic roadway layouts (max. 2)	154	\$ 23,310.00	10		40	40	40		24				\$ 100.00
j)	Revise schematic roll plots & attend public meeting	38	\$ 5,930.00	2		12	12	12						\$ 100.00
k)	Prepare for and attend public meeting #2	20	\$ 4,300.00	12		8								\$ -
l)	Prepare and present Council brief of public meeting #2	8	\$ 1,880.00	8										\$ 50.00
m)	Prepare preferred alt. schematic	80	\$ 11,880.00	4		20	20	20		16				\$ -
n)	OpenRoads corridor model (pref. alt. ONLY)	128	\$ 19,120.00			40	40	40		8				\$ -
5) Drainage Analysis			\$ 56,410.00											
a)	Visit project site	6	\$ 1,110.00			6								\$ 50.00
b)	Develop overall drainage area map	22	\$ 3,570.00	2		8	6	6						\$ -
c)	Model alt storm sewer	76	\$ 12,260.00	12		16	24	24						\$ -
d)	Size three cross culverts	52	\$ 8,220.00	4		16	16	16						\$ -
e)	Develop preliminary cross culvert layouts (3 sheets)	68	\$ 10,380.00	4		16	24	24						\$ -
f)	Draft schematic drainage report	92	\$ 16,100.00	12		60				16			4	\$ -
g)	Final schematic drainage report	30	\$ 4,770.00	2	8	16							4	\$ -
6) Utility Coordination			\$ 33,020.00											
a)	Contact potentially affected utilities and obtain maps/records	40	\$ 5,800.00			24							16	\$ -
b)	Existing utility base map & preliminary conflict matrix	108	\$ 16,180.00	4		24	40	40						\$ -
c)	Prepare for and attend prelim. utility coord. Meetings (min. of 12 meetings @ 1 to 2 hrs ea)	64	\$ 11,040.00	24			20	20						\$ -
8) Cost Estimating			\$ 14,625.00											
a)	Conduct prelim. quantity take-offs & estimate (max. 2)	50	\$ 9,750.00	10		40								\$ -
b)	Conduct final schem. quantity take-offs & estimate (1)	25	\$ 4,875.00	5		20								\$ -
LABOR TOTAL				250	63	386	246	246	59	242	0	100	34	\$ 3,550.00

Sub-Total Labor (Pape-Dawson) \$ 274,155.00
 Total Fee \$ 274,155.00

PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Terracon	Total Task Hours	Total Task Cost	Principal	Project Professional IV	Sr. Engineer	Staff Engineer	Engineering Tech (II)	Engineering Tech (IV)	Lab Testing	Administrative	No. of Sheets	\$/Sheet	Hrs./Sheet	Expenses
			\$ 215	\$ 160	\$ 190	\$ 120	\$ 70	\$ 95	\$ 2,000	\$ 55				

Basic Services														
7) Geotechnical Analysis		\$ 10,320.00												
a) Initial Project Setup, Scope and Safety Review	0	\$ -												\$ -
b) Site Reconnaissance (Staking, Meet with Utility Locators)	5	\$ 520.00			1	1	3							\$ -
c) DCP testing	32	\$ 2,640.00					16	16						\$ -
d) Pavement Assessment	6	\$ 1,140.00			6									\$ -
e) Traffic Control (two days)	0	\$ -												\$ -
f) Asphalt Coring	8	\$ 560.00					8							\$ -
g) Drilling and sampling	17	\$ 1,240.00				1	16							\$ -
h) Lab Testing including Lime and CBR	1	\$ 2,000.00							1					\$ -
i) Drilling Subcontractor	0													\$ 3,500.00
j) Final Report	16	\$ 2,220.00	1	5	1	8				1				\$ -
LABOR TOTAL			1	5	8	10	43	16	1	1				\$ 3,500.00

Sub-Total Labor: \$ 10,320.00
Sub-Total Expenses \$ 3,500.00
Total Fee \$ 13,820.00

	Total Task Cost	Title Reports	Traffic Counts 24 hour Loop detector EA	Turning Movement Traffic Count/ HR	Mileage	Postage
PD Project No. 12692-04						
Project Name: TO#4 Dietz-Elkhorn Road						
		\$ 300.00	\$ 190.00	\$ 170.00	\$ 0.63	\$ 15.00
Labor						
1) Project Management	\$ -					
a) Maintain project schedule	\$ -					
b) Conduct internal coord.	\$ -					
c) Coord. w/ sub-consultants	\$ -					
d) Prepare monthly invoices	\$ -					
e) Host semi-monthly client coord. meetings	\$ -					
2) Field Surveying	\$ -					
a) Collect design survey data using UAV and LiDAR methods.	\$ -					
b) Verify existing and set new control	\$ -					
c) Survey improvements	\$ -					
d) Survey above ground evidence of utilities, Texas 811 marks, and valve and manhole inverts.	\$ -					
e) Survey and trees 6" or larger.	\$ -					
f) Survey grade changes at maximum 100-foot intervals; represent as 1-foot contours and flow line elevations at drainage structures.	\$ -					
g) Survey geotech. bore locations	\$ -					
h) Create 11x17 control layout sheets for incorporation in the plan set	\$ -					
i) Organize and package field data and site photos in deliverables.	\$ -					
j) Complete field verification	\$ -					
3) Right-of-way Surveying	\$ 3,000.00					
a) Obtain title reports and draft record documents (69 parcels)	\$ 3,000.00	10				
b) Create right-of-way reference file	\$ -					
4) Roadway Design	\$ 500.00					
a) Kick-off meeting w/ CLIENT & GEC	\$ -					
b) Conduct site visit	\$ 50.00				80.00	
c) Prepare for and attend public meeting #1	\$ 100.00				160.00	
d) Prepare and present Council brief of public meeting #1	\$ -					
e) Prepare prelim. typ. roadway sections (max. 3)	\$ -					
f) Present alt. typ. to CLIENT & GEC	\$ 100.00				160.00	
g) Coord. w/ TxDOT	\$ -					
h) Prepare alt. schematic roadway layouts (max. 2)	\$ 100.00				160.00	
j) Revise schematic roll plots & attend public meeting	\$ 100.00				160.00	
k) Prepare for and attend public meeting #1	\$ -					
l) Prepare and present Council brief of public meeting #1	\$ 50.00				80.00	
m) Prepare preferred alt. schematic	\$ -					
n) OpenRoads corridor model (pref. alt. ONLY)	\$ -					
o) QA/QC	\$ -					
5) Drainage Analysis	\$ 50.00					
a) Visit project site	\$ 50.00				80.00	
b) Develop overall drainage area map	\$ -					
c) Model alt storm sewer	\$ -					
d) Size three cross culverts	\$ -					
e) Develop preliminary cross culvert layouts (3 sheets)	\$ -					
f) Draft schematic drainage report	\$ -					
g) QA/QC	\$ -					
h) Final schematic drainage report	\$ -					
6) Utility Coordination	\$ -					
a) Contact potentially affected utilities and obtain maps/records	\$ -					
b) Existing utility base map & preliminary conflict matrix	\$ -					
c) Prepare for and attend prelim. utility coord. meetings	\$ -					
7) Cost Estimating	\$ -					
a) Conduct prelim. quantity take-offs & estimate (max. 2)	\$ -					
b) Conduct final schem. quantity take-offs & estimate (1)	\$ -					

Sub-Total Other Direct Costs (Pape-Dawson) \$ 3,550.00
Sub-Total Other Direct Costs (Subconsultants) \$ 3,500.00
Total Other Direct Costs \$ 7,050.00

	Total Task Cost	Sub-Contract Driller	Sub-Contract Traffic Control							Mileage
PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Terracon (Expenses)		\$ 3,500.00	\$ 6,000.00							
Labor										
7) Geotechnical Analysis										
a) Initial Project Setup, Scope and Safety Review	\$ -									
b) Site Reconnaissance (Staking, Meet with Utility Locators)	\$ -									
c) DCP testing	\$ -									
d) Pavement Assessment	\$ -									
e) Traffic Control (two days)	\$ -									
f) Asphalt Coring	\$ -									
g) Drilling and sampling	\$ -									
h) Lab Testing including Lime and CBR										
i) Drilling Subcontractor	\$ 3,500.00	1								
j) Final Report										
	\$ -									

\$ 3,500.00

+ Subcontract driller will charge daily rate of \$1,550 per day, @ 2 days = \$3,100, with markup it is about \$3,500

PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Laura Raun Public Relations		Total Task Hours	Total Task Cost	Sr. Communications Specialist	Asst. Communications Specialist	Graphic Design	Web Programmer	No. of Sheets	\$/Sheet	Hrs./Sheet	Expenses
				\$ 215	\$ 185	\$ 135	\$ 155				
Optional Services											
2) Public Involvement			\$ 32,920.00								
a)	Project Management	14	\$ 2,740.00	5	9						\$ -
b)	Public Outreach Plan	14	\$ 2,770.00	6	8						\$ -
c)	Council Briefing #1	8	\$ 1,600.00	4	4						\$ -
d)	Website	0	\$ -								\$ -
e)	Community Input/Public Mtg #1	60	\$ 11,820.00	24	36						\$ 5,050.00
f)	Council Briefing #2	28	\$ 4,820.00	8	8	12					\$ -
g)	Community Input/Public Mtg #2	16	\$ 3,200.00	8	8						\$ -
h)	Council Briefing #3	30	\$ 5,970.00	14	16						\$ -
i)		0	\$ -								\$ -
LABOR TOTAL				69	89	12	0				\$ 5,050.00

Sub-Total Labor: \$ 32,920.00
Sub-Total Expenses: \$ 5,050.00
Total Fee: \$ 37,970.00

PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Laura Raun Public Relations (Expenses)	Total Task Cost	Travel	Supplies	Refreshment					Mileage
		\$ 4,800.00	\$ 100.00	\$ 150.00					
Labor									
7) Public Involvement									
a) Project Management	\$ -								
b) Public Outreach Plan	\$ -								
c) Council Briefing #1	\$ -								
d) Website	\$ -								
e) Community Input/Public Mtg #1	\$ 5,050.00	1	1	1					
f) Council Briefing #2	\$ -								
g) Community Input/Public Mtg #2	\$ -								
h) Council Briefing #3	\$ -								
	\$ -								
	\$ -								
	\$ -								

\$ 5,050.00

Breakdown

TRAVEL

Number of trips	Number of hours (charged at 50% of Sr Com Spec Ass Com Spec)	\$4,800
6	\$2,580 \$2,220	

PUBLIC MEETINGS (2)

Supplies	\$100
Refreshments	\$150
Total	\$250

PD Project No. 12692-04 Project Name: TO#4 Dietz-Elkhorn Road Pape-Dawson Engineers (Cultural)		Total Task Hours	Total Task Cost	Sr. Manager / Engineer	GIS Analyst	Project Engineer	EIT IV	EIT II	Project Surveyor	4-PERSON CREW	TECHNICIAN	2-PERSON CREW	3-PERSON CREW	GIS Analyst	Sr. Environmental Specialist	Project Environmental Specialist	Staff Environmental Specialist	Operations/Clerical						Expenses
				\$ 235	\$ 125	\$ 185	\$ 140	\$ 130	\$ 220	\$ 195	\$ 115	\$ 195	\$ 260	\$ 125	\$ 195	\$ 145	\$ 110	\$ 85						
Optional Services																								
1) Cultural Resource Survey			\$ 20,050.00																					
b)	Obtain antiquities permit from THC	23	\$ 3,365.00	1	8										2	12								
c)	Perform literary review	4	\$ 580.00													4								\$ -
d)	Review HASA, SALs, OTHMs, RTHLs, and NPS records	2	\$ 290.00													2								\$ -
e)	Examine soil, geologic, and env. Data	2	\$ 290.00													2								\$ -
f)	Conduct archaeological field survey (shovel testing ONLY)	44	\$ 5,980.00								20				4	20								\$ -
g)	Conduct chain of title search for property	8	\$ 1,160.00													8								\$ -
h)	Produce report	52	\$ 7,370.00	1	12										2	35					2			\$ -
i)	Prepare collected materials for curation	7	\$ 1,015.00													7								\$ -
2) Public Involvement (See 'Opt. Services - Public Involv.' Tab in spreadsheet)			\$ -																					
a)		0	\$ -																					\$ -
b)		0	\$ -																					\$ -
c)		0	\$ -																					\$ -
d)		0	\$ -																					\$ -
LABOR TOTAL				2	20	0	0	0	0	0	20	0	0	0	8	90	0	2	0	0	0	0	0	\$ -

Sub-Total Labor: \$ 20,050.00
 Sub-Total Expenses \$ -
Total Fee \$ 20,050.00

April 14, 2023



Steven Dean, P.E.
Pape-Dawson Engineers, Inc
2000 NW Loop 410
San Antonio, Texas 78213

Re: Revised Proposal for Geotechnical Engineering Services
Dietz Elkhorn Improvements
From Fair Oaks Ranch Parkway to FM 3351
Fair Oaks Ranch, Texas
Terracon Proposal No. P90225302R

Dear Mr. Dean:

We appreciate the opportunity to submit this revised proposal to Pape-Dawson Engineers, Inc to provide Geotechnical Engineering services for the above referenced project. **We understand that we have been chosen to provide these services for this publicly funded project. Therefore, by providing cost information we are not in violation of the Texas Professional Services Procurement Act.** The following are exhibits to the attached Agreement for Services.


- | | |
|-----------|-----------------------------------|
| Exhibit A | Project Understanding |
| Exhibit B | Scope of Services |
| Exhibit C | Compensation and Project Schedule |

Our base fee to perform the Scope of Services described in this proposal is in **Exhibit C**. See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the attached Agreement for Services to our office.

Sincerely,
Terracon Consultants, Inc.
(Firm Registration: TX F3272)


Carlos Cotilla
Staff Engineer


Gregory P. Stieben, P.E.
Senior Consultant

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R

**EXHIBIT A - PROJECT UNDERSTANDING**

Our Scope of Services is based on our understanding of the project and the expected subsurface conditions as described below. We request the design team verify all information prior to our initiation of field exploration activities.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located along Dietz Elkhorn Road from Fair Oaks Ranch Parkway to FM 3351 in Fair Oaks Ranch, Texas.
Existing Improvements	Existing roadway.
Current Ground Cover	Asphalt pavement.
Site Access	All exploration locations, are accessible with our truck-mounted drilling equipment.

Planned Construction

Item	Description
Proposed Construction	The city of Fair Oaks Ranch (FOR) capital improvement Project Number 5 is the reconstruction of Dietz-Elkhorn Road from Fair Oaks Ranch Parkway to FM 3351 "Ralph Fair Road." The project includes the addition of dedicated pedestrian sidewalks as well as dedicated bicycle and golf cart lanes.
Traffic loads	Not available at the time of this proposal.
Pavements	We understand flexible (asphalt) pavement will be considered for the project.

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R



EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

Based on the proposed development and our experience with the project site, the following field exploration is proposed:

Number of Boring/Coring	Planned Boring Depth (feet) ¹	Planned Location
6 Soil Borings	10	Proposed reconstruction areas

1. Below ground surface.

In addition, Dynamic Cone Penetration (DCP) test will be performed on the subgrade soil at 6 test locations. Dynamic Penetration Test method covers the measurement of the penetration rate of the dynamic cone penetrometer with an 8-kg [17.6-lb] hammer through undisturbed soil or compacted materials, or both. The penetration resistance may be related to in-situ strength such as estimated in-situ CBR (California Bearing Ratio), shear strength of strata, thickness of strata and bearing capacity. The tests will be performed according to ASTM D 6951.

Three (3) bulk samples will be recovered for moisture density and California Bearing Ratio (CBR) testing. Six (6) core samples (6-inch diameter) will be obtained to help determine pavement material types and approximate layer thicknesses.

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map.

Subsurface Exploration Procedures: We will advance soil borings with a truck-mounted drill rig using continuous flight augers (solid stem and/or hollow stem, as necessary, depending on soil conditions). Five samples will be obtained in the upper 10 feet of each boring. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, the existing pavement thickness will be measured at all borings locations during the field operation.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R



conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests. Summary table shown the pavement section at each location will also be provided.

Property Disturbance: We backfill borings with auger cuttings after completion. Pavements are patched with cold-mix asphalt and/or ready mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes, and cold patching existing pavements. Excess auger cuttings are dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes are checked periodically and backfilled, if necessary. We can provide this service, or grout the boreholes for additional fees, at your request.

Pavement Condition Assessment (PCA): In addition to the sampling operations, Terracon will perform a general pavement condition assessment survey of the existing pavements.

Safety

Terracon is currently not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our scope of services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon complies with local regulations to request a utility location service Texas811 We consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority. Traffic control will consist of signage and cones only, if a crash truck is required it will be billed at a rate of \$3,000 per day.

Laboratory Testing

The samples will be tested in our laboratory to determine physical engineering characteristics. Testing will be performed under the direction of a geotechnical engineer and will include visual classification, moisture content, gradation, Atterberg limits, and sulfate contents.

- Moisture Content Test.
- Gradation Tests or Percent Finer than the N^o 200 Mesh (75- μ m) Sieve.
- Atterberg Limits.
- Soluble Sulfate Tests

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R



In addition, three representative bulk samples will be collected from near the roadway and will be tested for the following:

- pH lime series tests.
- PI lime series tests.
- Moisture density relationship (ASTM D698).
- California Bearing Ratio (CBR).

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our **GeoReport®** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When utilized, our collaboration portal documents communication, eliminating the need for long email threads. This collaborative effort allows prompt evaluation and discussion of options related to the design and associated benefits and risks of each option. With the ability to inform all parties as the work progresses, decisions and consensus can be reached faster. In some cases, only minimal uploads and collaboration will be required, because options for design and construction are limited or unnecessary. This is typically the case for uncomplicated projects with no anomalies found at the site.

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R



The geotechnical engineering report will provide the following:

- Boring and coring location plan.
- Description of subsurface conditions including geology.
- Computer generated boring logs with soil stratification based on Unified Soil Classification System (USCS).
- Summarized laboratory data.
- Summary of pavement cores
- Subgrade modulus from DCP testing
- Groundwater levels observed during and after completion drilling
- Subsurface exploration procedures.
- Laboratory test results.
- Discussion on the detailed PCA findings.
- Evaluation of existing pavement section for compliance with City of San Antonio/Fair Oaks Ranch street design. The street designation will need to be provided to Terracon.
- Recommendations for pavement redesign or repair depending on the existing pavement condition.



EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Lump Sum Fee
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting & Reporting ¹	\$13,820

¹. Traffic control will consist of signage and cones only, if a crash truck is required it will be billed at a rate of \$3,000 per day.

Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Revised Proposal for Geotechnical Engineering Services

Dietz Elkhorn Improvements ■ Fair Oaks Ranch, Texas

April 14, 2023 ■ Terracon Proposal No. P90225302R



Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

GeoReport® Delivery	Posting Date from Notice to Proceed ^{1, 2}
Project Planning	7 days
Site Characterization	21 days
Geotechnical Engineering	45 days

1. Upon receipt of your notice to proceed we will activate the schedule component of our **GeoReport®** website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.

Scope of Work

Fair Oaks Ranch Pape-Dawson Task Order #4 Dietz-Elkhorn (East) Reconstruction (Schematic Design)

Laura Raun Public Relations

LRPR will provide public outreach services designed to obtain public input from community residents about the roadway design for the reconstruction of Dietz-Elkhorn Road from Fair Oaks Ranch Parkway to FM 3351 "Ralph Fair Road."

Assumptions:

The following tasks will be undertaken over a span of 9 months.

The online survey will be created in the Survey Monkey program and distributed by the city.

Task 1: Project Management

- a. Develop scope of work and fee schedule for LRPR
- b. Participate in team meetings, including a kick-off meeting
- c. Participate in meetings with Fair Oaks Ranch staff

Task 2: Develop Public Outreach Plan

- a. Develop draft Public outreach Plan
- b. Submit draft plan to Pape-Dawson for review
- c. Incorporate feedback from Pape-Dawson
- d. Submit draft plan to FOR Staff for approval

Task 3: Council Briefing #1

- a. Prepare for presentation of Public Outreach Plan to City Council
- b. Present Public Outreach Plan to City Council and get feedback

Task 4: Website

- a. Develop content about reconstruction project for city of FOR staff to post on website
- b. Coordinate with FOR staff to post content on city website

Task 5: Community Input to prioritize roadway elements/Public Meeting #1

- a. Conduct online survey
 - 1) Draft survey and send to Pape-Dawson for review
 - 2) Get feedback from Pape-Dawson and incorporate into survey
 - 3) Send draft survey to FOR staff for review
 - 4) Incorporate feedback from FOR staff and finalize survey
 - 5) Coordinate with FOR staff to distribute survey to community residents
 - 6) Draft publicity content about survey for city to distribute
 - 7) Compile survey results, analyze and prepare report
 - 8) Create charts/graphs as needed
- b. Hold Public Meeting to review survey results and solicit feedback
 - 1) Coordinate with FOR on meeting location and with facility on logistics/planning
 - 2) Draft meeting agenda, format and logistics
 - 3) Prepare meeting materials

- 4) Create publicity content for distribution by city
- 5) Participate in meeting
 - Handle registration
 - Facilitate
 - Take notes
- 6) Summarize feedback for presentation to council

Task 6: Council Briefing #2

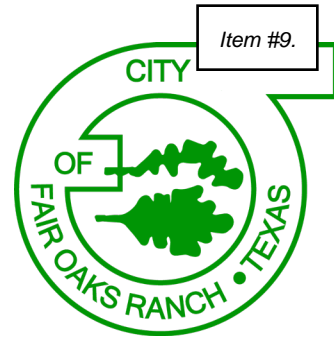
- a. Prepare for presentation of public feedback to City Council
- b. Present public feedback at City Council meeting and get comments

Task 7: Public Meeting #2 to get public input on draft sections/schematics

- 1) Coordinate with FOR on meeting location and with facility on logistics/planning
- 2) Draft meeting agenda, format and logistics
- 3) Prepare meeting materials
- 4) Create publicity content for distribution by city
- 5) Participate in meeting
 - Handle registration
 - Facilitate
 - Take notes
- 6) Summarize feedback for presentation to council

Task 8: Council Briefing #3

- a. Prepare for presentation of public input on schematic design to City Council
- b. Present public feedback on schematic design at City Council meeting and get comments

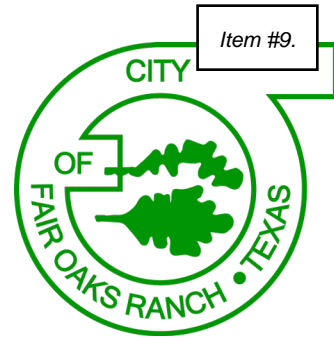


FY 2023-24 General Fund Budget Overview

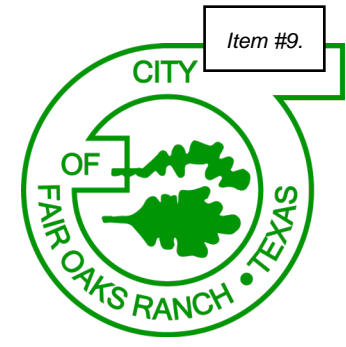
July 20, 2023

Summer Fleming, Interim Director of Finance

Changes to General Fund Budget Since Last Meeting

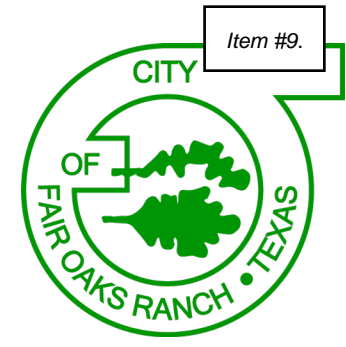


- Archive Social contract increasing by \$1,200 (\$600 in the General Fund)
- Decreased transfer to the Strategic Projects Fund by \$232,757 for Turf Paradise drainage project that completed in FY 2022-23.



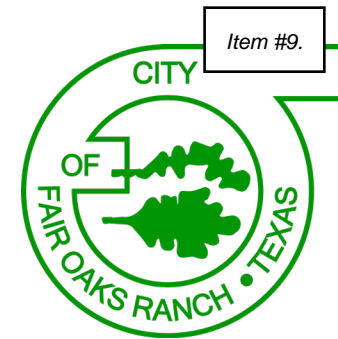
General Fund Summary

Category	Amount
Revenues	\$10,393,567
Expenditures	(\$9,316,852)
Operating surplus/(deficit)	\$1,076,715
Net Transfer (to)/from Equipment Replacement Fund	(\$29,445)
Transfer (to)/from Strategic Projects Fund	(\$353,697)
Capital Outlay	(\$514,111)
Total surplus/(deficit)	\$179,462



Fund Balance Summary

Category	FY 2022-23 Ending	FY 2023-24 Budget	FY 2023-24 Ending
Court Technology	\$18,873	\$2,177	\$21,050
Court Security	\$6,000	\$0	\$6,000
Other Restricted	\$78,137	\$4,315	\$82,452
Non-spendable	\$25,327	\$0	\$25,327
Operating Reserve	\$4,555,322	\$182,798	\$4,738,120
Unallocated General Fund Surplus	\$1,119,013	(\$9,828)	\$1,109,185
Total Fund Balance	\$5,802,672	\$179,462	\$5,982,134



Questions?

Consolidated Budget

By Fund

Governmental Funds

	General Fund	SAP	Equip Repl	Debt Service	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	5,802,672	255,538	1,145,262	63,501	7,266,973
<u>Revenues:</u>					
Taxes	8,300,628			559,562	8,860,190
Franchise Fees	740,685				740,685
Interest	450,000			3,500	453,500
Permits	209,075				209,075
Animal Control	1,135				1,135
Fines & Forfeitures	176,465				176,465
Fees & Services	278,053				278,053
Miscellaneous Income	237,526				237,526
Utility Revenues					-
Transfers from other Funds	272,500	353,697	301,945		928,142
Total Revenues	10,666,067	353,697	301,945	563,062	11,884,771
<u>Expenditures:</u>					
Personnel	6,059,009				6,059,009
Supplies, Maintenance & Operations	1,159,111				1,159,111
Professional Services	1,865,726	-			1,865,726
Shared Services	233,006				233,006
Capital Outlay	514,111	609,235			1,123,346
Debt Service	-			553,563	553,563
Transfers & Non-Cash Adjustments	655,642		260,000		915,642
Total Expenditures	10,486,605	609,235	260,000	553,563	11,909,403
Revenues Over/(Under) Expenditures	179,462	(255,538)	41,945	9,499	(24,632)
Ending Fund Balance	5,982,134	(0)	1,187,207	73,000	7,242,341

GENERAL FUND PROJECTED FUND BALANCE					
Estimation of where Fund balances would be at 9/30/2024					
	FINAL	2022-23	9/30/2023	2023-24	9/30/2024
	9/30/2022	Projected	Projected	Budget	Projected
	closeout	closeout	Balance	Closeout	Balance
Non-spendable	25,328	-	25,328	-	25,328
Restricted					
Court Technology	13,873	5,000	18,873	2,177	21,050
Court Security Building	59,243	(53,243)	6,000	-	6,000
Court Efficiency	671	350	1,021	315	1,336
Court Truancy Prevention Fund	10,016	5,000	15,016	5,000	20,016
Court Jury Fund	200	150	350	150	500
Felony Forfeiture	11,551	31,724	43,275	-	43,275
Leose Training	14,429	(274)	14,155	(1,150)	13,005
PEG Fees	4,319	-	4,319	-	4,319
Total Restricted	114,302	(11,293)	103,010	6,492	109,502
Committed	-	-	-	-	-
Assigned					
Legal Reserve	50,000	-	50,000	-	50,000
Operating Reserve	4,225,321	280,000	4,505,322	182,798	4,688,120
	4,275,321	280,000	4,555,322	182,798	4,738,120
Unassigned					
Allocated	3,388,608	(3,388,608)	-	-	-
Unallocated	976,616	142,397	1,119,013	(9,828)	1,109,185
	4,365,224	(3,246,211)	1,119,013	(9,828)	1,109,185
General Fund Balance	8,780,175	(2,977,504)	5,802,672	179,462	5,982,134

STRATEGIC PROJECTS FUND					
	FINAL	2022-23	9/30/2023	2023-24	9/30/2024
	9/30/2022	Projected	Projected	Budget	Projected
	closeout	closeout	Balance	Closeout	Balance
Assigned	1,407,555	(1,152,017)	255,538	(255,538)	(0)

EQUIPMENT REPLACEMENT FUND					
	FINAL	2022-23	9/30/2023	2023-24	9/30/2024
	9/30/2022	Projected	Projected	Budget	Projected
	closeout	closeout	Balance	Closeout	Balance
Assigned	1,089,047	56,215	1,145,262	41,945	1,187,207

DEBT SERVICE FUND					
	FINAL	2022-23	9/30/2023	2023-24	9/30/2024
	9/30/2022	Projected	Projected	Budget	Projected
	closeout	closeout	Balance	Closeout	Balance
Restricted	52,658	10,843	63,501	9,499	73,000

Revenue Type	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Projected	2023-24 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
General Fund Revenue Detail								
Taxes								
General Property	5,831,720	5,958,773	6,149,433	6,253,239	6,545,557	396,124	6.4%	292,318
Delinquent Property	26,420	82,073	30,000	15,000	30,000	-	0.0%	15,000
Penalty & Interest	23,036	42,147	25,000	25,000	25,000	-	0.0%	-
Mixed Beverage	24,779	27,783	25,000	25,000	25,000	-	0.0%	-
Local Sales	957,175	1,050,767	1,155,789	1,084,189	1,116,715	(39,074)	-3.4%	32,526
Street Maintenance	239,294	262,692	288,947	271,047	279,178	(9,769)	-3.4%	8,131
Property Reduction	239,294	262,692	288,947	271,047	279,178	(9,769)	-3.4%	8,131
Total Taxes	7,341,717	7,686,926	7,963,116	7,944,522	8,300,628	337,512	4.2%	356,106
Franchise Fees								
Time Warner Cable	60,815	61,589	60,000	60,000	60,900	900	1.5%	900
GVTC Cable/Telephone	65,132	67,732	69,000	69,000	70,035	1,035	1.5%	1,035
AT&T Cable/Telephone	2,710	2,504	2,700	2,700	2,750	50	1.9%	50
Miscellaneous	733	523	1,000	1,000	1,000	-	0.0%	-
City Public Service	389,023	471,892	411,000	450,000	457,000	46,000	11.2%	7,000
Pedernales Electric Company	85,091	99,280	91,850	91,850	93,000	1,150	1.3%	1,150
Grey Forest Utilities	17,484	24,400	23,000	23,000	23,500	500	2.2%	500
Garbage Regular	29,316	31,323	30,000	30,000	31,000	1,000	3.3%	1,000
Garbage Recycling	1,230	2,165	3,500	1,500	1,500	(2,000)	-57.1%	-
Total Franchise Fees	651,534	761,408	692,050	729,050	740,685	48,635	7.0%	11,635
Interest								
Bank/Investment Interest	4,286	79,926	72,000	521,000	450,000	378,000	525.0%	(71,000)
Total Interest	4,286	79,926	72,000	521,000	450,000	378,000	525.0%	(71,000)

Revenue Type	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Projected	2023-24 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Permits								
New Residential Permits	374,007	227,063	200,000	150,000	100,000	(100,000)	-50.0%	(50,000)
New Commerical Permits	9,196	-	5,000	5,000	5,000	-	0.0%	-
Remodeling/Additions	14,680	37,336	30,000	30,000	30,000	-	0.0%	-
Other BC and Permits	89,162	69,950	61,000	61,000	61,000	-	0.0%	-
Contractor Registration	12,502	9,995	9,200	9,200	9,200	-	0.0%	-
Food/Health	230	3,990	3,875	3,875	3,875	-	0.0%	-
Total Permits Costs	499,777	348,333	309,075	259,075	209,075	(100,000)	-32.4%	(50,000)
Animal Control								
Pet Licenses	745	720	640	640	640	-	0.0%	-
Pet Impound/Quarantine	375	210	495	495	495	-	0.0%	-
Total Animal Control	1,120	930	1,135	1,135	1,135	-	0.0%	-
Fines & Forfeitures								
Municipal Court Fines	129,005	159,245	160,000	160,000	160,000	-	0.0%	-
Municipal Court Security	3,996	5,346	6,000	6,000	6,000	-	0.0%	-
Municipal Court Technology	3,299	4,414	5,000	5,000	5,000	-	0.0%	-
Municipal Court Efficiency	128	105	150	350	315	165	110.0%	(35)
Court Truancy Prevention Fund	3,260	5,356	5,000	5,000	5,000	-	0.0%	-
Municipal Court Jury Fund	65	107	150	150	150	-	0.0%	-
Total Fines & Forfeitures	139,753	174,573	176,300	176,500	176,465	165	0.1%	(35)
Fees & Services								
FORU Management	206,955	257,566	210,003	210,003	210,003	-	0.0%	-
Special Fees	19,838	19,131	25,000	25,000	25,000	-	0.0%	-
FORMDD Management	30,150	30,150	30,150	30,150	30,150	-	0.0%	-
Civic Center Rentals	-	-	-	-	-	-	0.0%	-
Credit Card Service Fee	9,747	10,236	12,750	12,750	12,900	150	1.2%	150
Total Fees & Services	266,691	317,082	277,903	277,903	278,053	150	0.1%	150

Revenue Type	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Projected	2023-24 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Miscellaneous								
Miscellaneous	20,481	15,422	106,905	106,905	120,661	13,756	12.9%	13,756
City Event Sponsorships	-	185	-	850	750	750	0.0%	(100)
Sale of Assets	26,330	673	-	16,931	-	-	0.0%	(16,931)
Donations/Grants	189,014	1,283,952	3,600	200,000	103,600	100,000	2777.8%	(96,400)
School Guard Crossing Fund	7,860	11,261	10,665	10,665	10,665	-	0.0%	-
Lease Proceeds	1,827	1,582	1,850	1,576	1,850	-	0.0%	274
Police Seized Proceeds	-	777	-	54,677	-	-	0.0%	(54,677)
Total Miscellaneous	245,512	1,313,852	123,020	391,605	237,526	114,506	93.1%	(154,079)
Transfers								
Capital Replacement	287,339	58,907	125,000	298,280	272,500	147,500	118.0%	(25,780)
Total Transfers	287,339	58,907	125,000	298,280	272,500	147,500	118.0%	(25,780)
Total Resources	9,437,729	10,741,938	9,739,599	10,599,070	10,666,067	926,468	9.5%	66,997

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
General Fund								
Expenditure Summary								
Personnel								
Salaries	3,130,494	3,358,769	4,160,870	3,893,158	4,454,031	293,161	7.0%	560,873
Overtime	69,615	89,651	41,296	87,215	44,051	2,755	6.7%	(43,164)
Taxes - Social Security	190,016	204,231	248,369	239,668	276,273	27,904	11.2%	36,605
Taxes - Medicare	45,293	48,465	58,085	56,679	65,222	7,137	12.3%	8,543
Taxes SUTA/FUTA	13,869	1,390	5,364	520	5,454	90	1.7%	4,934
Workers Compensation	52,766	74,812	108,212	108,385	115,192	6,980	6.5%	6,807
Retirement	376,630	407,306	477,609	476,998	555,175	77,566	16.2%	78,177
Health Insurance	398,983	497,595	600,355	565,895	655,865	55,510	9.2%	89,970
Uniform Allowance	20,500	21,000	27,000	25,000	27,000	-	0.0%	2,000
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	0
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	(146,454)	(146,454)	0.0%	(146,454)
Total Personnel Costs	4,305,366	4,710,417	5,734,360	5,460,718	6,059,009	324,649	5.7%	598,291
Supplies, Maintenance & Operations								
Supplies and Consumables	20,703	28,374	30,340	30,590	32,825	2,485	8.2%	2,235
Minor Equipment and Furniture	36,086	49,740	49,770	34,490	46,340	(3,430)	-6.9%	11,850
Fuel	39,930	67,960	56,600	64,800	65,450	8,850	15.6%	650
Uniforms	19,601	20,156	33,160	30,110	22,730	(10,430)	-31.5%	(7,380)
Miscellaneous	28,891	531	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	20,980	39,402	30,880	33,630	35,880	5,000	16.2%	2,250
Equipment Maintenance/Repairs	12,826	13,968	14,500	14,500	15,500	1,000	6.9%	1,000
Building Maintenance/Repairs	28,036	26,973	17,250	23,250	23,063	5,813	33.7%	(187)
Landscaping & Greenspace Maintenance	3,847	6,373	5,500	5,500	15,500	10,000	181.8%	10,000
Street Maintenance	503,531	951,877	1,038,000	1,086,771	870,000	(168,000)	-16.2%	(216,771)
Drainage Work	3,414	1,076	50,000	25,000	20,000	(30,000)	-60.0%	(5,000)
Committees - Communications	-	199	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	58	500	500	500	-	0.0%	-
Committee - Board of Adjustments	-	203	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	500	500	-	0.0%	-
Urban Wildlife	-	-	500	500	500	-	0.0%	-

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Court Technology	-	-	-	-	2,823	2,823	0.0%	2,823
Court Security	3,402	2,008	58,724	59,243	6,000	(52,724)	-89.8%	(53,243)
Emergency Response	-	-	-	436,482	500	500	0.0%	(435,982)
Total Supplies, Maintenance & Operations Costs	721,305	1,208,898	1,387,224	1,846,866	1,159,111	(228,113)	-16.44%	(687,755)
Services								
Professional Services	998,720	1,213,859	1,277,449	1,293,449	1,297,560	20,111	1.6%	4,111
Dues/Subscriptions	11,504	14,834	16,850	17,303	18,996	2,146	12.7%	1,693
Training/Seminars & Related Travel	40,313	48,238	112,551	82,241	114,005	1,454	1.3%	31,764
Meetings and Related Travel	3,014	5,621	22,823	14,375	22,000	(823)	-3.6%	7,625
Elections	50,956	-	7,000	16,580	32,000	25,000	357.1%	15,420
Investigations	7,681	11,519	9,500	9,500	7,000	(2,500)	-26.3%	(2,500)
Lease Training	800	-	2,500	1,850	3,000	500	20.0%	1,150
Asset Forfeiture	-	-	-	22,954	-	-	0.0%	(22,954)
Public Relations	10,265	24,928	55,234	56,297	57,100	1,866	3.4%	803
Employee Appreciation	12,210	12,801	14,710	14,710	15,340	630	4.3%	630
Employment Costs	8,322	2,467	2,975	2,975	2,675	(300)	-10.1%	(300)
Recording/Reporting/History	6,156	5,571	10,000	8,000	10,000	-	0.0%	2,000
Tech/Internet/Software	171,558	174,317	197,440	240,607	286,050	88,610	44.9%	45,443
Total Services Costs	1,321,500	1,514,155	1,729,032	1,780,840	1,865,726	136,694	7.91%	84,886
Shared Services								
Facility Contracts & Services	62,949	80,087	86,985	74,485	81,555	(5,430)	-6.2%	7,070
Postage	2,870	3,176	5,625	4,625	5,625	-	0.0%	1,000
General Liability Insurance	41,194	51,940	56,560	57,066	65,000	8,440	14.9%	7,934
Electricity	36,660	44,754	40,000	40,000	44,000	4,000	10.0%	4,000
Phone/Cable/Alarms	38,655	33,947	37,057	37,057	36,826	(231)	-0.6%	(231)
Total Shared Services Costs	182,328	213,904	226,227	213,233	233,006	6,779	3.00%	19,773

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	316,341	150,182	196,950	477,427	514,111	317,161	161.0%	36,684
Transfer to Debt Service Fund 06	-	-	-	-	-	-	0.0%	-
Transfer to SAP Fund 02	182,000	1,236,222	3,442,995	3,442,995	353,697	(3,089,298)	-89.7%	(3,089,298)
Transfer to Equip Repl Fund 31	290,493	275,185	354,495	354,495	301,945	(52,550)	-14.8%	(52,550)
Total Capital Outlay & Transfers Costs	788,834	1,661,589	3,994,440	4,274,917	1,169,753	(2,824,687)	-70.72%	(3,105,164)
Total Departmental Budget	7,319,332	9,308,963	13,071,283	13,576,574	10,486,605	(2,584,678)	-19.77%	(3,089,969)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Mayor & Council								
Personnel								
Salaries	-	-	-	-	-	-	0.0%	-
Overtime	-	-	-	-	-	-	0.0%	-
Taxes - Social Security	-	-	-	-	-	-	0.0%	-
Taxes - Medicare	-	-	-	-	-	-	0.0%	-
Taxes SUTA/FUTA	-	-	-	-	-	-	0.0%	-
Workers Compensation	-	-	-	-	-	-	0.0%	-
Retirement	-	-	-	-	-	-	0.0%	-
Health Insurance	-	-	-	-	-	-	0.0%	-
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	-	-	-	-	-	-	0.0%	-
Supplies, Maintenance & Operations								
Supplies and Consumables	-	-	-	-	-	-	0.0%	-
Minor Equipment and Furniture	-	-	-	-	-	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	228	-	350	350	350	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Committees - Communications	-	199	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	58	500	500	500	-	0.0%	-
Committee - Board of Adjustments	-	203	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	500	500	-	0.0%	-
Urban Wildlife	-	-	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	286	460	2,850	2,850	2,850	-	0.0%	-

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	-	-	-	-	-	-	0.0%	-
Dues/Subscriptions	2,882	2,944	2,800	3,068	3,200	400	14.3%	132
Training/Seminars & Related Travel	350	-	7,000	2,000	7,000	-	0.0%	5,000
Meetings and Related Travel	1,079	3,415	11,800	6,800	11,800	-	0.0%	5,000
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	177	449	5,250	5,250	5,250	-	0.0%	-
Employee Appreciation	-	-	-	-	-	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	-	-	0.0%	-
Total Services Costs	4,488	6,808	26,850	17,118	27,250	400	1.5%	10,132
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	-	-	-	-	-	0.0%	-
Total Departmental Budget	4,774	7,268	29,700	19,968	30,100	400	1.3%	10,132

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Administration								
Personnel								
Salaries	343,598	400,189	446,314	415,524	479,041	32,727	7.3%	63,517
Overtime	46	47	111	115	121	10	9.0%	6
Taxes - Social Security	17,704	21,509	27,611	23,206	27,099	(512)	-1.9%	3,893
Taxes - Medicare	4,994	5,731	6,457	6,054	6,948	491	7.6%	894
Taxes SUTA/FUTA	702	241	306	28	306	-	0.0%	278
Workers Compensation	796	703	1,460	1,462	1,446	(14)	-1.0%	(16)
Retirement	41,111	47,595	53,095	50,424	59,141	6,046	11.4%	8,717
Health Insurance	31,286	35,507	39,172	34,171	33,280	(5,892)	-15.0%	(891)
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	0
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	(2,950)	(2,950)	0.0%	(2,950)
Total Personnel Costs	447,437	518,723	581,726	538,184	611,632	29,906	5.1%	73,448
Supplies, Maintenance & Operations								
Supplies and Consumables	113	651	650	900	650	-	0.0%	(250)
Minor Equipment and Furniture	-	497	900	900	1,600	700	77.8%	700
Fuel	96	25	200	200	100	(100)	-50.0%	(100)
Uniforms	79	137	250	250	250	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	288	1,309	2,000	2,250	2,600	600	30.0%	350

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	135,546	107,817	85,040	85,040	85,040	-	0.0%	-
Dues/Subscriptions	2,119	4,073	4,136	4,136	3,995	(141)	-3.4%	(141)
Training/Seminars & Related Travel	3,322	7,914	22,576	7,576	17,220	(5,356)	-23.7%	9,644
Meetings and Related Travel	525	1,093	6,473	3,250	5,300	(1,173)	-18.1%	2,050
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	-	54	250	250	250	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	-	-	0.0%	-
Total Services Costs	141,511	120,951	118,475	100,252	111,805	(6,670)	-5.6%	11,553
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	27,360	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	27,360	-	-	-	-	0.0%	-
Total Departmental Budget	589,236	668,343	702,201	640,686	726,037	23,836	3.4%	85,351

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Secretary								
Personnel								
Salaries	120,879	139,469	148,131	152,630	162,692	14,561	9.8%	10,062
Overtime	-	-	-	-	-	-	0.0%	-
Taxes - Social Security	7,074	8,098	9,024	9,113	10,087	1,063	11.8%	974
Taxes - Medicare	1,654	1,894	2,111	2,131	2,359	248	11.7%	228
Taxes SUTA/FUTA	504	18	180	18	180	-	0.0%	162
Workers Compensation	285	369	477	478	491	14	2.9%	13
Retirement	14,111	16,337	17,354	18,202	20,080	2,726	15.7%	1,878
Health Insurance	16,404	19,401	19,973	19,676	21,028	1,055	5.3%	1,352
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	160,911	185,587	197,250	202,248	216,917	19,667	10.0%	14,669
Supplies, Maintenance & Operations								
Supplies and Consumables	1,206	912	1,300	1,300	1,200	(100)	-7.7%	(100)
Minor Equipment and Furniture	91	95	280	280	400	120	42.9%	120
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	98	-	100	100	100	-	0.0%	-
Miscellaneous	315	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,709	1,007	1,680	1,680	1,700	20	1.2%	20

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	230	3,249	24,889	12,889	10,889	(14,000)	-56.2%	(2,000)
Dues/Subscriptions	395	671	762	762	960	198	26.0%	198
Training/Seminars & Related Travel	3,241	3,209	6,180	6,180	6,180	-	0.0%	-
Meetings and Related Travel	118	178	1,500	1,500	1,500	-	0.0%	-
Elections	50,956	-	7,000	16,580	32,000	25,000	357.1%	15,420
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	30	35	100	100	100	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	6,156	5,571	10,000	8,000	10,000	-	0.0%	2,000
Tech/Internet/Software	-	-	-	-	10,930	10,930	0.0%	10,930
Total Services Costs	61,128	12,914	50,431	46,011	72,559	22,128	43.9%	26,548
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	-	-	-	-	-	0.0%	-
Total Departmental Budget	223,747	199,507	249,361	249,939	291,176	41,815	16.8%	41,237

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Human Resources and Communications								
Personnel								
Salaries	142,919	94,621	118,023	121,749	129,867	11,844	10.0%	8,118
Overtime	-	-	-	-	-	-	0.0%	-
Taxes - Social Security	8,639	5,594	7,237	7,356	8,052	815	11.3%	696
Taxes - Medicare	2,020	1,308	1,693	1,720	1,883	190	11.2%	163
Taxes SUTA/FUTA	504	14	135	14	135	-	0.0%	122
Workers Compensation	295	277	383	384	392	9	2.3%	8
Retirement	16,800	11,029	13,917	14,518	16,029	2,112	15.2%	1,511
Health Insurance	6,471	8,016	10,200	9,901	10,750	550	5.4%	849
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	177,649	120,858	151,588	155,640	167,108	15,520	10.2%	11,468
Supplies, Maintenance & Operations								
Supplies and Consumables	1,651	4,123	1,600	1,600	1,600	-	0.0%	-
Minor Equipment and Furniture	673	5,082	1,600	1,600	1,600	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	299	178	150	150	150	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	2,624	9,384	3,350	3,350	3,350	-	0.0%	-

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	-	2,795	495	495	550	55	11.1%	55
Dues/Subscriptions	1,479	1,440	2,010	2,010	2,280	270	13.4%	270
Training/Seminars & Related Travel	5,985	2,933	16,275	11,275	8,875	(7,400)	-45.5%	(2,400)
Meetings and Related Travel	1,057	724	950	950	950	-	0.0%	-
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	4,784	17,912	43,450	44,513	43,750	300	0.7%	(763)
Employee Appreciation	9,579	10,343	11,410	11,410	12,040	630	5.5%	630
Employment Costs	8,322	2,467	2,975	2,975	2,675	(300)	-10.1%	(300)
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	26,915	26,915	0.0%	26,915
Total Services Costs	31,205	38,614	77,565	73,628	98,035	20,470	26.4%	24,407
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	12,777	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	12,777	-	-	-	-	-	0.0%	-
Total Departmental Budget	224,256	168,855	232,503	232,618	268,493	35,990	15.5%	35,875

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Finance								
Personnel								
Salaries	195,616	150,934	213,697	184,975	220,915	7,218	3.4%	35,940
Overtime	83	79	152	184	159	7	4.6%	(25)
Taxes - Social Security	11,492	8,658	13,195	11,069	13,707	512	3.9%	2,638
Taxes - Medicare	2,688	2,025	3,086	2,589	3,206	120	3.9%	617
Taxes SUTA/FUTA	798	20	225	22	225	-	0.0%	203
Workers Compensation	457	461	698	699	667	(31)	-4.4%	(32)
Retirement	22,728	17,894	25,373	22,186	27,286	1,913	7.5%	5,100
Health Insurance	25,845	29,012	34,569	29,789	36,441	1,872	5.4%	6,652
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	(4,063)	(4,063)	0.0%	(4,063)
Total Personnel Costs	259,706	209,084	290,995	251,512	298,543	7,548	2.6%	47,031
Supplies, Maintenance & Operations								
Supplies and Consumables	785	1,044	1,325	1,325	1,300	(25)	-1.9%	(25)
Minor Equipment and Furniture	56	106	500	500	500	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	230	86	250	200	250	-	0.0%	50
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,070	1,235	2,075	2,025	2,050	(25)	-1.2%	25

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	57,923	85,399	71,120	70,620	75,735	4,615	6.5%	5,115
Dues/Subscriptions	401	1,525	475	625	410	(65)	-13.7%	(215)
Training/Seminars & Related Travel	3,402	1,795	5,600	5,525	6,100	500	8.9%	575
Meetings and Related Travel	83	-	400	325	400	-	0.0%	75
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	266	156	250	250	250	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	9,740	9,740	0.0%	9,740
Total Services Costs	62,075	88,875	77,845	77,345	92,635	14,790	19.0%	15,290
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	-	-	-	-	-	0.0%	-
Total Departmental Budget	322,852	299,194	370,915	330,882	393,228	22,313	6.0%	62,346

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Information Technology								
Personnel								
Salaries	65,250	80,330	84,052	86,694	92,536	8,484	10.1%	5,842
Overtime	-	-	-	-	-	-	0.0%	-
Taxes - Social Security	3,811	4,613	5,184	5,164	5,737	553	10.7%	573
Taxes - Medicare	891	1,079	1,212	1,208	1,342	130	10.7%	134
Taxes SUTA/FUTA	382	9	90	9	90	-	0.0%	81
Workers Compensation	173	184	274	274	279	5	1.8%	5
Retirement	7,520	9,414	9,968	10,339	11,421	1,453	14.6%	1,082
Health Insurance	7,826	12,312	12,358	12,003	12,975	617	5.0%	972
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	85,853	107,942	113,138	115,692	124,380	11,242	9.9%	8,688
Supplies, Maintenance & Operations								
Supplies and Consumables	61	195	200	200	200	-	0.0%	-
Minor Equipment and Furniture	223	244	200	200	200	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	-	79	100	100	100	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	283	518	500	500	500	-	0.0%	-

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	715	2,732	2,000	1,500	2,000	-	0.0%	500
Dues/Subscriptions	-	88	175	175	175	-	0.0%	-
Training/Seminars & Related Travel	2,972	1,367	4,500	4,400	4,750	250	5.6%	350
Meetings and Related Travel	27	-	100	200	350	250	250.0%	150
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	128	109	100	100	100	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	171,558	174,317	197,440	240,607	165,966	(31,474)	-15.9%	(74,641)
Total Services Costs	175,399	178,612	204,315	246,982	173,341	(30,974)	-15.2%	(73,641)
Shared Services								
Facility Contracts & Services	24,335	25,184	17,461	17,461	17,461	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	38,655	33,947	37,057	37,057	36,826	(231)	-0.6%	(231)
Total Shared Services Costs	62,990	59,132	54,518	54,518	54,287	(231)	-0.4%	(231)
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	41,066	15,000	14,552	20,626	5,626	37.5%	6,074
Total Capital Outlay & Transfers Costs	-	41,066	15,000	14,552	20,626	5,626	37.5%	6,074
Total Departmental Budget	324,526	387,269	387,471	432,244	373,134	(14,337)	-3.7%	(59,110)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Municipal Court								
Personnel								
Salaries	106,810	86,985	97,976	102,398	109,248	11,272	11.5%	6,850
Overtime	-	2,177	311	311	350	39	12.5%	39
Taxes - Social Security	6,457	5,170	6,026	5,889	6,795	769	12.8%	906
Taxes - Medicare	1,510	1,209	1,409	1,377	1,589	180	12.8%	212
Taxes SUTA/FUTA	505	18	180	18	180	-	0.0%	162
Workers Compensation	250	369	318	319	330	12	3.8%	11
Retirement	12,427	10,487	11,588	12,249	13,527	1,939	16.7%	1,278
Health Insurance	13,178	18,991	24,164	28,270	28,946	4,782	19.8%	676
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	141,139	125,407	141,972	150,831	160,965	18,993	13.4%	10,134
Supplies, Maintenance & Operations								
Supplies and Consumables	1,671	1,493	1,700	1,700	1,700	-	0.0%	-
Minor Equipment and Furniture	85	291	1,400	1,400	1,400	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	-	217	150	150	150	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Court Technology	-	-	-	-	2,823	2,823	0.0%	2,823
Court Security	3,402	2,008	58,724	59,243	6,000	(52,724)	-89.8%	(53,243)
Total Supplies, Maintenance & Operations Costs	5,158	4,009	61,974	62,493	12,073	(49,901)	-80.5%	(50,420)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	45,926	78,478	74,230	83,230	74,590	360	0.5%	(8,640)
Dues/Subscriptions	110	70	800	800	800	-	0.0%	-
Training/Seminars & Related Travel	500	2,550	3,550	3,550	3,550	-	0.0%	-
Meetings and Related Travel	22	46	500	150	300	(200)	-40.0%	150
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	100	-	100	100	100	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	1,092	1,092	0.0%	1,092
Total Services Costs	46,659	81,144	79,180	87,830	80,432	160	0.2%	(8,490)
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	-	-	-	-	-	0.0%	-
Total Departmental Budget	192,955	210,560	283,126	301,154	253,470	(30,748)	-10.9%	(48,776)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Public Safety and Emergency Services								
Personnel								
Salaries	1,499,188	1,665,671	1,986,210	1,981,964	2,228,876	242,666	12.2%	246,912
Overtime	52,726	74,082	35,427	73,389	36,947	1,520	4.3%	(36,442)
Taxes - Social Security	94,674	105,650	122,890	125,809	140,481	17,591	14.3%	14,672
Taxes - Medicare	22,142	24,708	28,740	29,423	32,854	4,114	14.3%	3,431
Taxes SUTA/FUTA	6,611	604	2,700	267	2,700	-	0.0%	2,433
Workers Compensation	37,176	54,276	79,985	80,113	83,915	3,930	4.9%	3,802
Retirement	183,376	206,310	236,316	246,353	279,659	43,343	18.3%	33,306
Health Insurance	192,531	247,223	297,214	282,322	324,725	27,511	9.3%	42,403
Uniform Allowance	20,500	21,000	27,000	25,000	27,000	-	0.0%	2,000
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	(105,021)	(105,021)	0.0%	(105,021)
Total Personnel Costs	2,108,923	2,399,524	2,816,482	2,844,640	3,052,136	235,654	8.4%	207,496
Supplies, Maintenance & Operations								
Supplies and Consumables	3,214	3,657	4,000	4,000	5,000	1,000	25.0%	1,000
Minor Equipment and Furniture	27,453	28,511	26,100	10,820	26,550	450	1.7%	15,730
Fuel	27,936	46,970	40,000	43,000	43,000	3,000	7.5%	-
Uniforms	13,630	13,350	22,120	19,120	11,550	(10,570)	-47.8%	(7,570)
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	12,545	25,475	20,880	23,630	20,880	-	0.0%	(2,750)
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	84,778	117,963	113,100	100,570	106,980	(6,120)	-5.4%	6,410

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	523,542	674,484	724,975	724,975	802,556	77,581	10.7%	77,581
Dues/Subscriptions	3,096	3,076	3,435	3,435	4,275	840	24.5%	840
Training/Seminars & Related Travel	15,256	21,399	24,000	21,000	24,250	250	1.0%	3,250
Meetings and Related Travel	-	-	500	500	500	-	0.0%	-
Elections	-	-	-	-	-	-	0.0%	-
Investigations	7,681	11,519	9,500	9,500	7,000	(2,500)	-26.3%	(2,500)
Lease Training	800	-	2,500	1,850	3,000	500	20.0%	1,150
Asset Forfeiture	-	-	-	22,954	-	-	0.0%	(22,954)
Public Relations	5,303	6,567	6,534	6,534	8,100	1,566	24.0%	1,566
Employee Appreciation	1,194	1,149	1,500	1,500	1,500	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	43,550	43,550	0.0%	43,550
Total Services Costs	556,872	718,194	772,944	792,248	894,731	121,787	15.8%	102,483
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	295,385	-	149,950	355,018	247,985	98,035	65.4%	(107,033)
Total Capital Outlay & Transfers Costs	295,385	-	149,950	355,018	247,985	98,035	65.4%	(107,033)
Total Departmental Budget	3,045,958	3,235,681	3,852,476	4,092,476	4,301,832	449,356	11.7%	209,356

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Maintenance								
Personnel								
Salaries	271,146	303,898	425,858	395,230	514,343	88,485	20.8%	119,113
Overtime	16,587	13,197	4,815	12,283	5,940	1,125	23.4%	(6,343)
Taxes - Social Security	16,928	18,623	26,606	24,420	32,258	5,652	21.2%	7,838
Taxes - Medicare	3,959	4,355	6,222	5,711	7,544	1,322	21.2%	1,833
Taxes SUTA/FUTA	2,117	402	900	80	990	90	10.0%	910
Workers Compensation	11,215	14,295	22,141	22,176	25,336	3,195	14.4%	3,160
Retirement	33,642	37,039	51,163	48,562	64,216	13,053	25.5%	15,654
Health Insurance	55,998	70,394	99,341	92,292	112,383	13,042	13.1%	20,091
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	(34,420)	(34,420)	0.0%	(34,420)
Total Personnel Costs	411,591	462,203	637,046	600,754	728,590	91,544	14.4%	127,836
Supplies, Maintenance & Operations								
Supplies and Consumables	4,707	6,933	4,830	4,830	6,000	1,170	24.2%	1,170
Minor Equipment and Furniture	6,091	12,499	15,450	15,450	12,250	(3,200)	-20.7%	(3,200)
Fuel	9,270	14,931	11,500	15,500	15,000	3,500	30.4%	(500)
Uniforms	3,980	5,028	7,760	7,760	7,900	140	1.8%	140
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	8,434	13,927	10,000	10,000	15,000	5,000	50.0%	5,000
Equipment Maintenance/Repairs	12,826	13,968	14,500	14,500	15,500	1,000	6.9%	1,000
Building Maintenance/Repairs	28,036	26,973	17,250	23,250	23,063	5,813	33.7%	(187)
Landscaping & Greenspace Maintenance	3,847	6,373	5,500	5,500	15,500	10,000	181.8%	10,000
Street Maintenance	40,750	19,530	38,000	38,000	30,000	(8,000)	-21.1%	(8,000)
Drainage	3,414	1,076	50,000	25,000	20,000	(30,000)	-60.0%	(5,000)
Total Supplies, Maintenance & Operations Costs	121,355	121,238	174,790	159,790	160,213	(14,577)	-8.3%	423

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	-	4,963	30,200	30,200	200	(30,000)	-99.3%	(30,000)
Dues/Subscriptions	338	100	932	932	932	-	0.0%	-
Training/Seminars & Related Travel	1,036	5,489	8,540	8,440	12,700	4,160	48.7%	4,260
Meetings and Related Travel	60	-	100	200	400	300	300.0%	200
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	449	521	500	500	500	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	21,548	21,548	0.0%	21,548
Total Services Costs	1,883	11,072	40,272	40,272	36,280	(3,992)	-9.9%	(3,992)
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	8,179	81,756	32,000	101,827	233,000	201,000	628.1%	131,173
Total Capital Outlay & Transfers Costs	8,179	81,756	32,000	101,827	233,000	201,000	628.1%	131,173
Total Departmental Budget	543,008	676,270	884,108	902,643	1,158,083	273,975	31.0%	255,440

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Building Codes and Permits								
Personnel								
Salaries	180,259	192,229	200,978	159,812	191,101	(9,877)	-4.9%	31,289
Overtime	-	-	255	-	282	27	10.6%	282
Taxes - Social Security	10,893	11,673	12,387	9,787	11,866	(521)	-4.2%	2,079
Taxes - Medicare	2,547	2,730	2,897	2,289	2,775	(122)	-4.2%	486
Taxes SUTA/FUTA	756	27	270	27	270	-	0.0%	243
Workers Compensation	846	941	1,226	1,228	1,058	(168)	-13.7%	(170)
Retirement	20,976	22,617	23,820	19,143	23,621	(199)	-0.8%	4,478
Health Insurance	23,148	27,749	28,316	21,650	38,268	9,952	35.1%	16,618
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	239,426	257,965	270,149	213,936	269,241	(908)	-0.3%	55,305
Supplies, Maintenance & Operations								
Supplies and Consumables	434	528	875	875	575	(300)	-34.3%	(300)
Minor Equipment and Furniture	241	1,974	1,250	1,250	750	(500)	-40.0%	(500)
Fuel	1,677	2,368	2,600	2,600	3,900	1,300	50.0%	1,300
Uniforms	265	150	530	530	530	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	-	-	-	-	-	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	2,618	5,020	5,255	5,255	5,755	500	9.5%	500

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	9,380	16,651	44,500	64,500	46,000	1,500	3.4%	(18,500)
Dues/Subscriptions	365	165	275	310	590	315	114.5%	280
Training/Seminars & Related Travel	1,735	1,098	2,050	2,015	11,100	9,050	441.5%	9,085
Meetings and Related Travel	-	-	100	100	100	-	0.0%	-
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	141	133	150	150	150	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	144	144	0.0%	144
Total Services Costs	11,621	18,047	47,075	67,075	58,084	11,009	23.4%	(8,991)
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	-	-	-	-	-	-	0.0%	-
Total Departmental Budget	253,664	281,031	322,479	286,266	333,080	10,601	3.3%	46,814

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Engineering and Planning								
Personnel								
Salaries	204,828	244,441	294,437	292,181	325,412	30,975	10.5%	33,231
Overtime	174	68	225	933	252	27	12.0%	(681)
Taxes - Social Security	12,346	14,644	18,209	17,855	20,191	1,982	10.9%	2,336
Taxes - Medicare	2,888	3,425	4,258	4,176	4,722	464	10.9%	546
Taxes SUTA/FUTA	989	38	378	38	378	-	0.0%	340
Workers Compensation	1,274	2,937	1,250	1,252	1,278	28	2.2%	26
Retirement	23,937	28,582	35,015	35,022	40,195	5,180	14.8%	5,173
Health Insurance	26,296	28,989	35,048	35,821	37,069	2,021	5.8%	1,248
Uniform Allowance	-	-	-	-	-	-	0.0%	-
Car Allowance	-	-	-	-	-	-	0.0%	-
Relocation Allowance	-	-	-	-	-	-	0.0%	-
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	272,732	323,125	388,820	387,279	429,497	40,677	10.5%	42,218
Supplies, Maintenance & Operations								
Supplies and Consumables	2,714	4,348	10,260	10,260	11,000	740	7.2%	740
Minor Equipment and Furniture	1,174	441	2,090	2,090	1,090	(1,000)	-47.8%	(1,000)
Fuel	951	3,666	2,300	3,500	3,450	1,150	50.0%	(50)
Uniforms	792	931	1,400	1,400	1,400	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Building Maintenance/Repairs	-	-	-	-	-	-	0.0%	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	0.0%	-
Street Maintenance	462,781	932,348	1,000,000	1,048,771	840,000	(160,000)	-16.0%	(208,771)
Total Supplies, Maintenance & Operations Costs	468,412	941,734	1,016,050	1,066,021	856,940	(159,110)	-15.7%	(209,081)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Services								
Professional Services	225,457	237,292	220,000	220,000	200,000	(20,000)	-9.1%	(20,000)
Dues/Subscriptions	320	683	1,050	1,050	1,379	329	31.3%	329
Training/Seminars & Related Travel	2,514	485	12,280	10,280	12,280	-	0.0%	2,000
Meetings and Related Travel	44	165	400	400	400	-	0.0%	-
Elections	-	-	-	-	-	-	0.0%	-
Investigations	-	-	-	-	-	-	0.0%	-
Lease Training	-	-	-	-	-	-	0.0%	-
Asset Forfeiture	-	-	-	-	-	-	0.0%	-
Public Relations	-	-	-	-	-	-	0.0%	-
Employee Appreciation	323	301	350	350	350	-	0.0%	-
Employment Costs	-	-	-	-	-	-	0.0%	-
Recording/Reporting/History	-	-	-	-	-	-	0.0%	-
Tech/Internet/Software	-	-	-	-	6,165	6,165	0.0%	6,165
Total Services Costs	228,658	238,926	234,080	232,080	220,574	(13,506)	-5.8%	(11,506)
Shared Services								
Facility Contracts & Services	-	-	-	-	-	-	0.0%	-
Postage	-	-	-	-	-	-	0.0%	-
General Liability Insurance	-	-	-	-	-	-	0.0%	-
Electricity	-	-	-	-	-	-	0.0%	-
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	-	-	-	-	-	-	0.0%	-
Capital Outlay & Transfers								
Land/Land Improvement	-	-	-	-	-	-	0.0%	-
Building/Building Improvement	-	-	-	-	-	-	0.0%	-
Infrastructure	-	-	-	-	-	-	0.0%	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	6,030	12,500	12,500	0.0%	6,470
Total Capital Outlay & Transfers Costs	-	-	-	6,030	12,500	12,500	0.0%	6,470
Total Departmental Budget	969,803	1,503,785	1,638,950	1,691,410	1,519,511	(119,439)	-7.3%	(171,899)

Expenditure Type	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Non-Departmental and Shared								
Personnel								
Salaries	-	-	145,194	-	-	(145,194)	-100.0%	-
Total Personnel Costs	-	-	145,194	-	-	(145,194)	-100.0%	-
Supplies, Maintenance & Operations								
Supplies and Consumables	4,147	4,490	3,600	3,600	3,600	-	0.0%	-
Minor Equipment and Furniture	-	-	-	-	-	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	-	-	-	-	-	-	0.0%	-
Miscellaneous	28,576	531	-	-	-	-	0.0%	-
Emergency Response	-	-	-	436,482	500	500	0.0%	-
Total Supplies, Maintenance & Operations Costs	32,723	5,021	3,600	440,082	4,100	500	13.9%	-
Shared Services								
Facility Contracts & Services	38,614	54,902	69,524	57,024	64,094	(5,430)	-7.8%	7,070
Postage	2,870	3,176	5,625	4,625	5,625	-	0.0%	1,000
General Liability Insurance	41,194	51,940	56,560	57,066	65,000	8,440	14.9%	7,934
Electricity	36,660	44,754	40,000	40,000	44,000	4,000	10.0%	4,000
Phone/Cable/Alarms	-	-	-	-	-	-	0.0%	-
Total Shared Services Costs	119,337	154,772	171,709	158,715	178,719	7,010	4.1%	20,004
Capital Outlay & Transfers								
Transfer to SAP Fund 02	182,000	1,236,222	3,442,995	3,442,995	353,697	(3,089,298)	-89.7%	(3,089,298)
Transfer to Equip Repl Fund 31	290,493	275,185	354,495	354,495	301,945	(52,550)	-14.8%	(52,550)
Total Capital Outlay & Transfers Costs	472,493	1,511,407	3,797,490	3,797,490	655,642	(3,141,848)	-82.7%	(3,141,848)
Total Departmental Budget	624,554	1,671,201	4,117,993	4,396,287	838,461	(3,279,532)	-79.6%	(3,121,844)

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24
Governmental Strategic Projects Fund					
Beginning Fund Balance	1,154,394	1,073,184	1,407,555	1,407,555	255,538
<u>Revenues:</u>					
Transfer from General Fund	182,000	1,236,222	3,442,995	3,442,995	353,697
Total Revenue	182,000	1,236,222	3,442,995	3,442,995	353,697
<u>Financial Integrity</u>					
Stormwater Funding	33,925	-	-	-	-
<u>Responsible Growth Mangement</u>					
Tree Preservation and Oak Wilt Program	6,452	-	-	-	-
<u>Reliable and Sustainable Infrastructure</u>					
City Civic Center	1,500	-	412,815	412,815	-
City Hall Renovation	33,413	376,825	-	661,819	-
Long-term road condition analysis	47,704	-	-	-	-
Chartwell and Dietz Intersection	-	352,393	-	98,126	-
Post Oak Trail Widening	-	-	875,000	875,000	-
Dietz Elkhorn Reconstruction	-	-	245,915	300,000	241,416
Ammann Rd Reconstruction	-	-	-	-	-
Dietz Elkhorn Sidewalk	-	-	41,282	150,000	367,819
Battle Intense Sidewalk	-	-	54,500	54,500	-
Drainage CIP #5 Rolling Acres Trail	-	14,262	606,000	250,000	-
Drainage CIP #17 Silver Spur Trail	-	12,841	601,000	30,000	-
Drainage CIP #30 Fair Oaks Pkwy	-	-	-	10,000	-
Drainage CIP #34 Tivoli Way	-	23,428	456,000	1,200,000	-
Drainage CIP #37 Turf Paradise Lane	-	-	85,031	94,000	-
Drainage CIP #61 Rockinghorse Lane	-	-	-	29,609	-
Bond Development Program	-	52,031	-	147,969	-
Drainage CIP #1 Ammann Rd LWC	-	-	-	-	-
Drainage CIP #41 Triple Crown	-	-	-	-	-

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24
<u>Public Health, Safety, and Welfare</u>	-	-	-	-	-
Public Safety Command Structure Program Review	38,713	895	-	-	-
Fire Services Program Review	8,206	1,128	18,000	73,775	-
Emergency Medical Services Program Review	2,606	1,128	-	-	-
<u>Operational Excellence</u>					
Compensation and Benefit Plan Study	-	-	-	-	-
Employee Handbook	-	-	-	3,034	-
Communications and Marketing Strategy	9,391	27,471	-	42,139	-
Records Management	-	3,591	-	4,259	-
IT Infrastructure projects	69,763	24,835	-	-	-
City Records Digitization Program	-	-	-	22,967	-
Agenda and Minutes Software program	6,600	-	-	-	-
Ticketing with GIS compatibility	-	10,498	-	-	-
PIA Request Software	-	-	-	30,000	-
Fuel Station	-	-	50,000	65,000	-
3rd Party Scanning	-	-	40,000	40,000	-
<u>Capital Improvement</u>					
Infrastructure	-	-	-	-	-
Furniture and Equipment (City Hall Renovation)	4,938	524	-	-	-
Total Expenditures	263,210	901,851	3,485,543	4,595,012	609,235
Total Change in Fund Balance	(81,210)	334,371	(42,548)	(1,152,017)	(255,538)
Ending Fund Balance	1,073,184	1,407,555	1,365,007	255,538	(0)

Vehicle and Equipment Replacement Fund

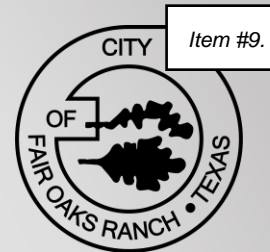
	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24
Beginning Fund Balance	869,615	872,769	1,089,047	1,089,047	1,145,262
<u>Revenues:</u>					
Transfer from General Fund	290,493	275,185	354,495	354,495	301,945
Total Revenue	290,493	275,185	354,495	354,495	301,945
<u>Transfers</u>					
Transfer to General Fund for Purchases	287,339	58,907	125,000	298,280	260,000
Total Expenditures	287,339	58,907	125,000	298,280	260,000
Revenue Over / (Under) Expenditures	3,154	216,278	229,495	56,215	41,945
Beginning Fund Balance	872,769	1,089,047	1,318,542	1,145,262	1,187,207

Scheduled Replacements:

Public Safety Patrol Vehicle w/Outfit	59,000
Public Safety Patrol Vehicle w/Outfit	59,000
Public Safety Patrol Vehicle w/Outfit	59,000
ATV Gravley	15,000
Public Works Skid Steer	68,000
	260,000
	260,000

Street Bond Debt Service

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed 2023-24	Budget v Budget v	Budget v Budget %	Budget v PY Projected
Beginning Fund Balance	32,311	44,337	52,658	52,658	63,501			
<u>Revenues:</u>								
General Property-I & S	557,682	545,404	545,768	554,373	553,562	7,794	1.4%	(811)
Delinquent Property	2,932	8,161	5,000	3,000	3,500	(1,500)	-30.0%	500
Penalty & Interest	2,428	3,932	2,500	2,500	2,500	-	0.0%	-
Interest Income on Investments	59	409	1,000	3,500	3,500	2,500	250.0%	-
Total Revenue	563,101	557,906	554,268	563,373	563,062	8,794	1.6%	(311)
<u>Expenditures:</u>								
Bond Principal	445,000	450,000	460,000	460,000	470,000	10,000	2.2%	10,000
Bond Interest Payable	105,675	99,185	92,130	92,130	83,163	(8,967)	-9.7%	(8,967)
Bond Agent Fees	400	400	400	400	400	-	0.0%	-
Total Expenditures	551,075	549,585	552,530	552,530	553,563	1,033	0.2%	1,033
Revenue Over / (Under) Expenditures	12,026	8,321	1,738	10,843	9,499	7,761	446.5%	(1,344)
Ending Fund Balance	44,337	52,658	54,396	63,501	73,000			

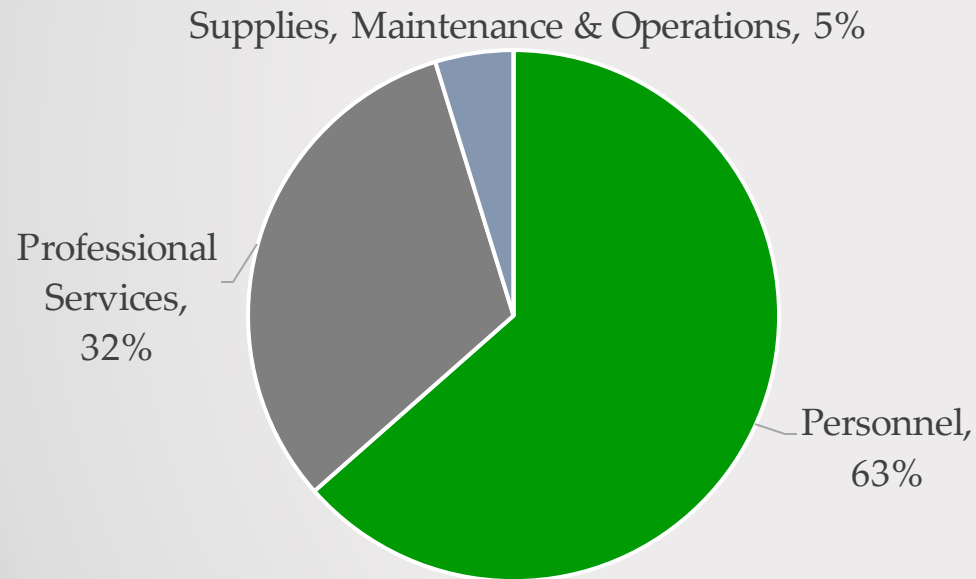


Municipal Court

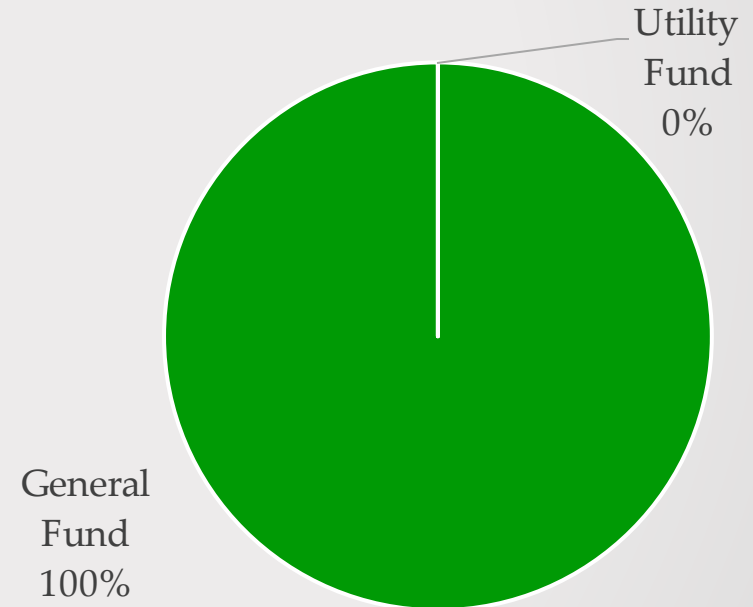
FY 2023-24 Proposed Budget

Proposed FY 2023-24 Budget: \$253,470

Budget by Category

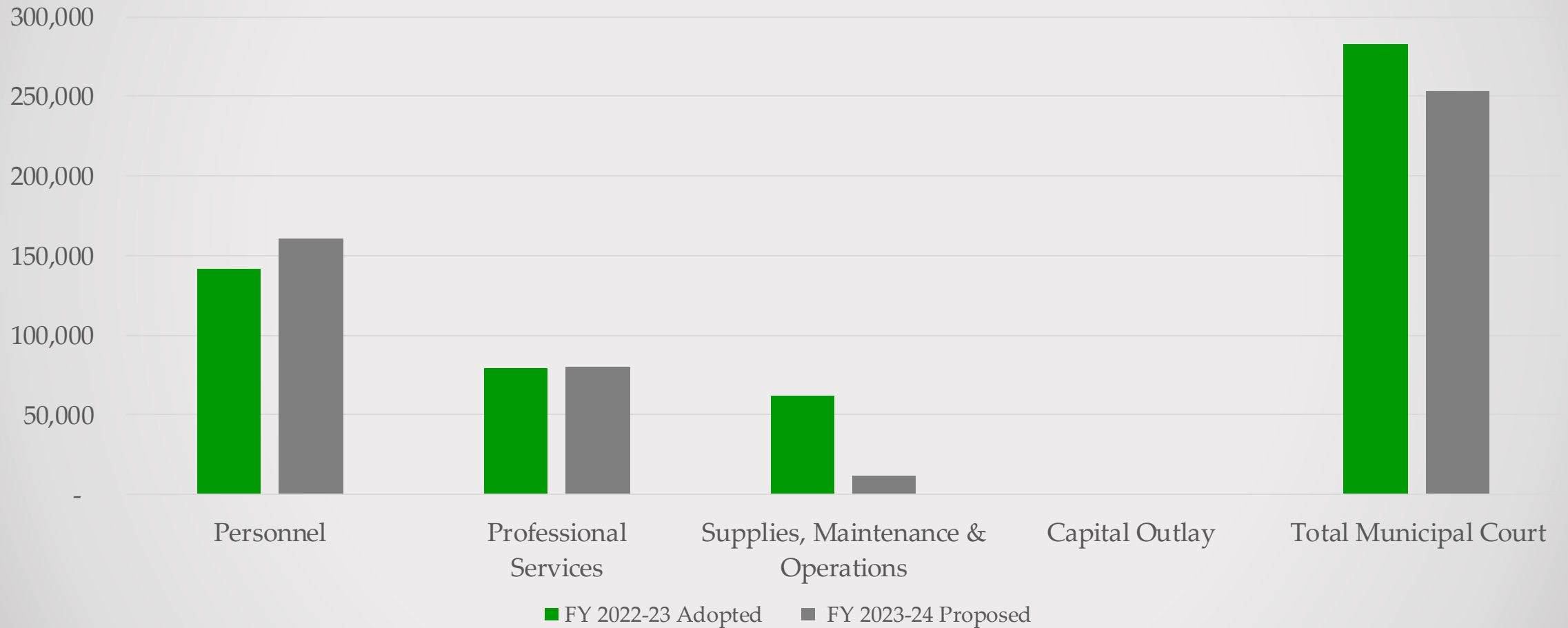


Budget by Fund



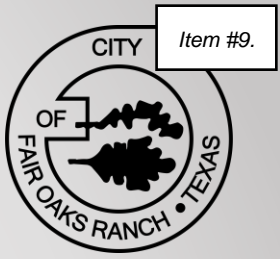
2 positions
0 vacancy

Changes to the Budget



Budget Highlights

- Professional services includes the addition of \$1,092 department specific software that was previously budgeted in Information Technology
- Supplies, Maintenance and Operations includes \$2,823 for court technology, and a decrease of \$57,743 for court security.

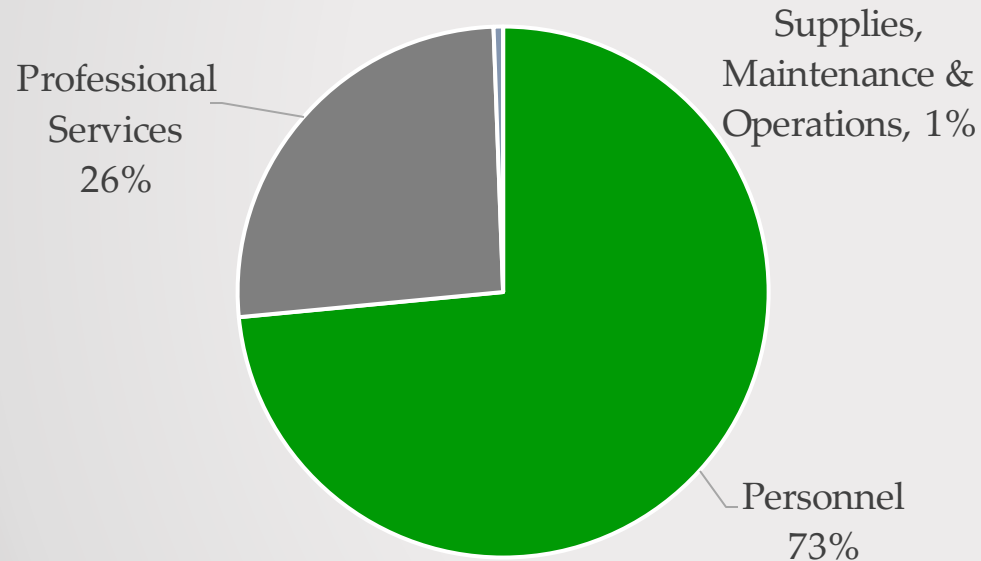


City Secretary

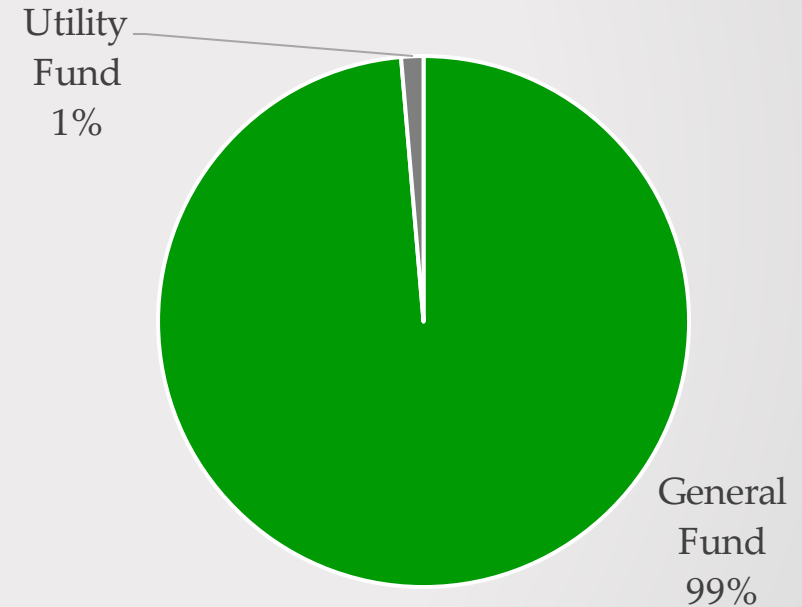
FY 2023-24 Proposed Budget

Proposed FY 2023-24 Budget: \$295,176

Budget by Category

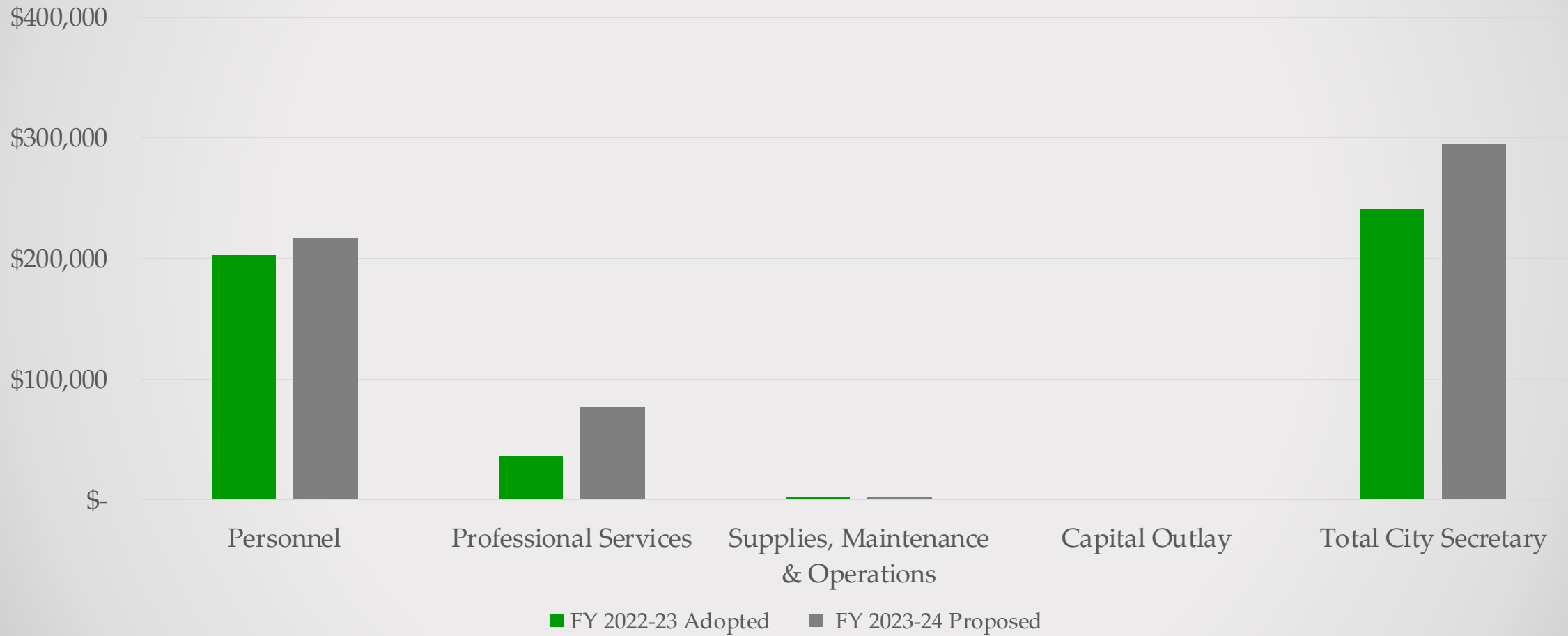


Budget by Fund



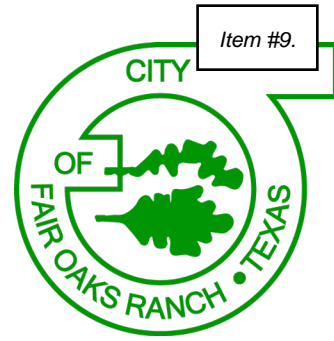
2 positions
0 vacancies

Changes to the Budget



Budget Highlights

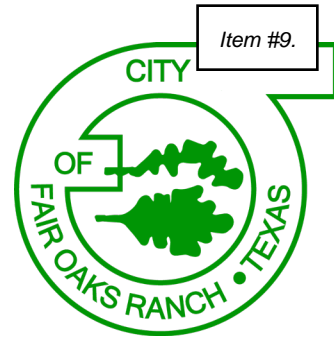
- Professional services includes the addition of \$6,930 in department specific software that was previously budgeted in Information Technology and \$8,000 in new records digitization software (this was previously an SAP project but is now operational.)
- Professional services also includes an increase of \$25,000 in election costs.



FY 2023-24 Utility Fund Budget Overview

Presented by Summer Fleming, Interim Director of Finance

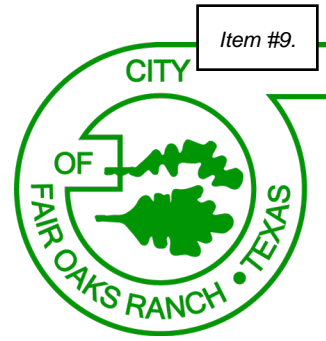
July 20, 2023



Major Assumptions

- 4.9% Increase to Combined Utility Operating Expenses
- Includes COLA and Merit Increases
- Includes a change in wastewater utility rates and structure
- Adjusts for contractual and fuel increases

Current Utility Rates (effective 10/1/22)



Residential Water Tiered Volume Charges		Commercial Water Tiered Volume Charges	
Gallons	Cost per 1,000 gallons	Gallons	Cost per 1,000 gallons
0 to 6,000	Base Service Charge	0 to 6,000	Base Service Charge
6,001 to 12,500	\$3.81	6,001 to 50,000	\$3.25
12,501 to 25,000	\$4.76	50,001 to 100,000	\$4.87
25,001 to 50,000	\$7.14	100,001 to 150,000	\$7.31
50,001 to 75,000	\$10.72	Over 150,000	\$10.97
75,001 to 100,000	\$16.07		
Over 100,000	\$24.11		

Water Base Service Charge \$26.48-\$94.42 depending on meter size

Surface Water Fee: \$15.02

TCEQ Fee: \$0.20

Debt Service Fee: \$7.43

Capital Reserve Fee: \$6.72

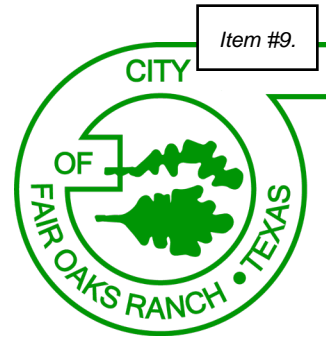
Wastewater Base Service Charge: \$40.86

TCEQ Fee: \$0.05

Debt Service Fee: \$2.29

Capital Reserve Fee: \$4.12

Proposed Utility Rates



Residential Water Tiered Volume Charges

Gallons	Cost per 1,000 gallons
0 to 6,000	Base Service Charge
6,001 to 12,500	\$3.81
12,501 to 25,000	\$4.76
25,001 to 50,000	\$7.14
50,001 to 75,000	\$10.72
75,001 to 100,000	\$16.07
Over 100,000	\$24.11

Commercial Water Tiered Volume Charges

Gallons	Cost per 1,000 gallons
0 to 6,000	Base Service Charge
6,001 to 50,000	\$3.25
50,001 to 100,000	\$4.87
100,001 to 150,000	\$7.31
Over 150,000	\$10.97

Water Base Service Charge \$26.48-\$94.42 depending on meter size

Surface Water Fees: \$15.23

TCEQ Fee: \$0.19

Debt Service Fee: \$7.33

Capital Reserve Fee: \$7.36

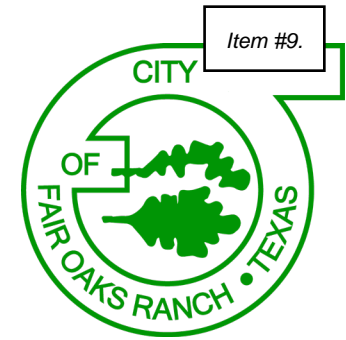
Wastewater Base Service Charge: \$28.94

Wastewater Volumetric Rate: \$6.00 per 1,000 gal

TCEQ Fee: \$0.05

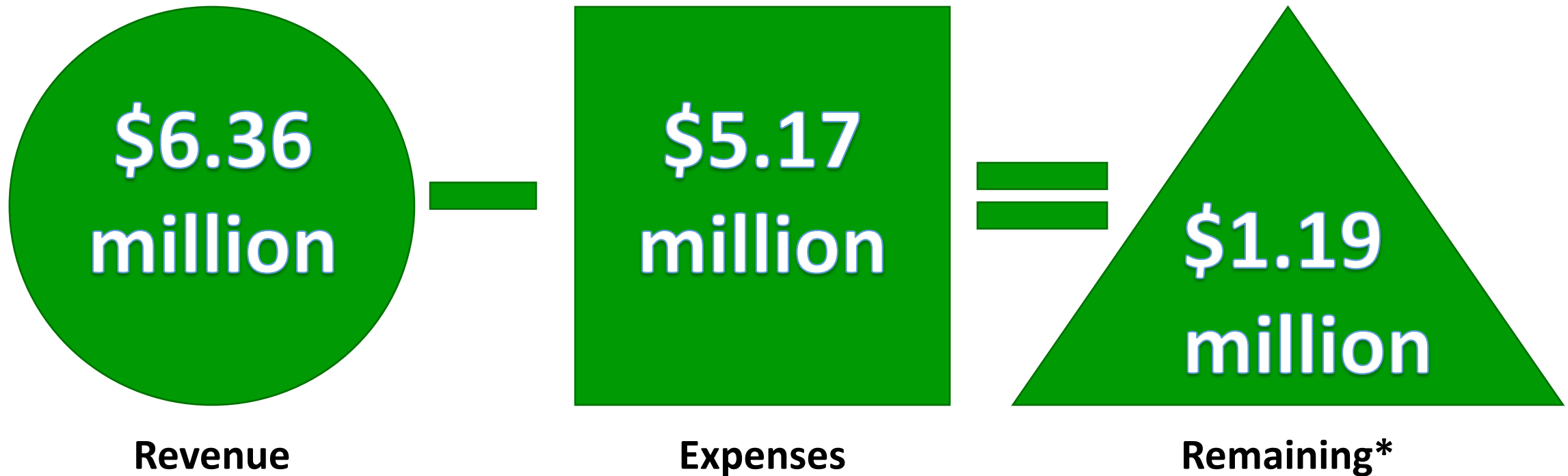
Debt Service Fee: \$2.26

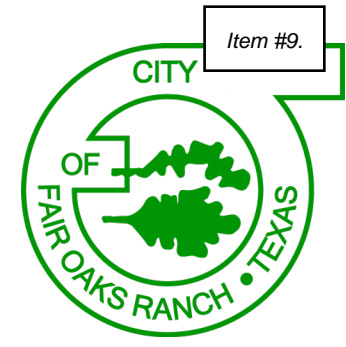
Capital Reserve Fee: \$4.51



Utility Fund Operating Budget - Draft

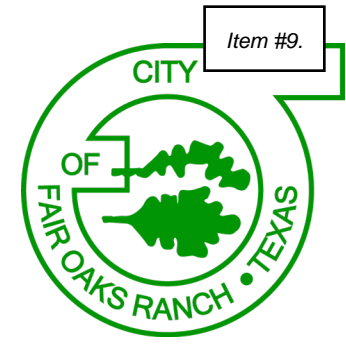
(before Transfers, Capital and Depreciation)



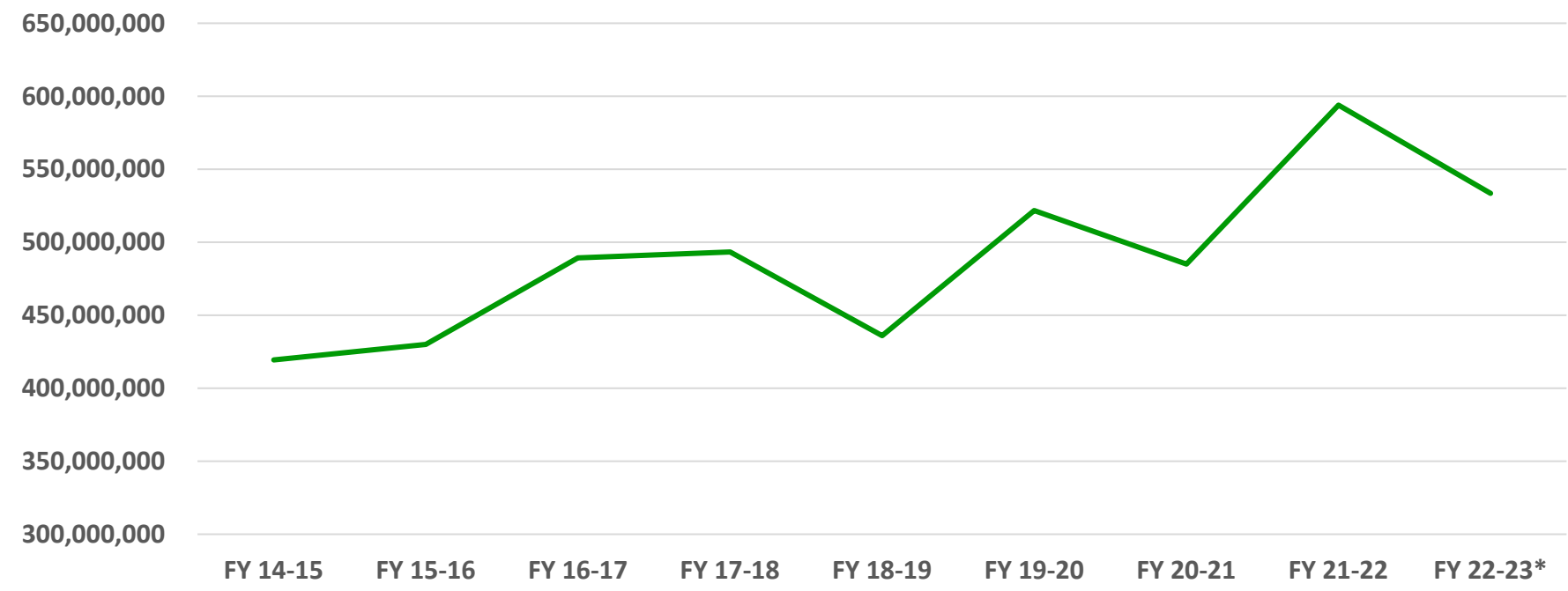


Utility Fund Operating Revenue and Expenses

Category	Water Fund	Wastewater Fund	Total
Revenue	\$4,219,544	\$2,143,652	\$6,363,196
Expenses			
Personnel	1,015,456	998,451	2,013,907
Supplies, Maintenance, and Ops	2,434,359	539,032	2,973,391
Services	117,142	67,592	184,734
Total Expenses	3,566,957	1,605,075	5,172,032
Operating Income	\$652,587	\$538,577	\$1,191,164

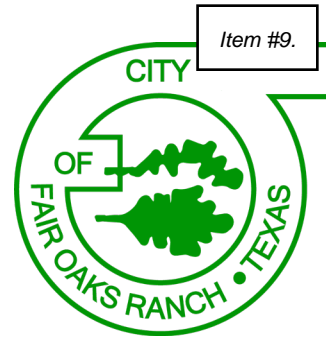


Total Billed Water Consumption (gallons)

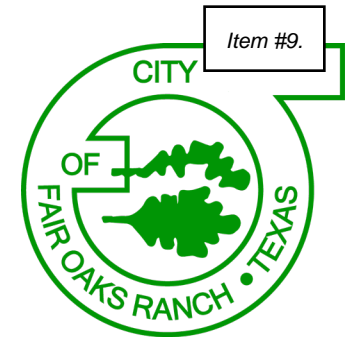


* Amount includes actual consumption through June 30, 2023, plus projected consumption for July through September 2023.

Utility Combined Net Position



Category	Projected 9/30/2023	FY2023-24 Change	Projected 9/30/2023
Net Investment in Capital Assets	\$11,136,066	\$331,325	\$11,467,391
Unrestricted Net Position			
Water Capital Fund	\$1,038,186	\$333,949	\$1,372,135
Wastewater Capital Fund	\$1,221,445	\$139,915	\$1,361,360
Equipment Replacement Fund	\$567,594	(\$121,701)	\$445,893
Operating Reserve	\$2,936,779	(\$289,256)	\$2,647,523
Debt Service Reserve	\$336,514	1,743	\$338,257
Total Unrestricted Net Position	\$6,100,518	\$64,650	\$6,165,168
Total Net Position	\$17,236,584	\$395,975	\$17,632,559



Projected Available Capital Reserves

	Projected Fund Balance 9.30.23	FY 2024 Budgeted Revenue	Available Resources
Water Capital Fund 22			
Contribution in Aid (Elevated Storage Tank)	366,063		366,063
Elmo Davis Upgrades	64,642		64,642
Plant 5 Expansion	214,499		214,499
Unallocated Impact Fees	-	50,000	50,000
Unallocated Capital	196,942	283,949	480,891
Unallocated from Operations	196,040		196,040
Ending Fund Balance	1,038,186	333,949	1,372,135

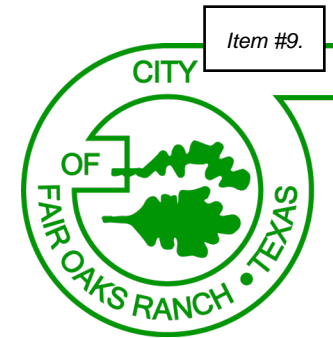
Available for impact fee eligible projects.

Available for any capital project.

	Projected Fund Balance 9.30.23	FY 2024 Budgeted Revenue	Available Resources
Wastewater Capital Fund 25			
WWTP Expansion	895,238		895,238
Unallocated Impact Fees	-	32,000	32,000
Unallocated Capital	323,217	107,915	431,132
Unallocated from Operations	2,990		2,990
Ending Fund Balance	1,221,445	139,915	1,361,360

Available for impact fee eligible projects.

Available for any capital project.



Questions?

Consolidated Utility Fund Budget by Division Summary Budget

	Water	Wastewater	Equipment Replacement Fund	Utility Fund Total
Utility Revenues	4,219,544	2,143,652	-	6,363,196
Utility Operating Expenses				
Personnel	1,015,456	998,451	-	2,013,907
Supplies, Maintenance & Operations	2,434,359	539,032	-	2,973,390
Services	117,142	67,592	-	184,734
Total Utility Operating Expenses	<u>3,566,957</u>	<u>1,605,075</u>	<u>-</u>	<u>5,172,031</u>
Operating Income/(Loss)	<u>652,587</u>	<u>538,577</u>	<u>-</u>	<u>1,191,165</u>
Capital Outlay	552,500	237,500	-	790,000
Depreciation	508,075	270,600	-	778,675
Asset Transfer for GAAP	(552,500)	(237,500)	-	(790,000)
Debt Service Costs	13,873	2,642	-	16,515
Transfers Out	383,815	180,848	212,500	777,163
Transfers In	(443,949)	(242,415)	(90,799)	(777,163)
Net Income/(Loss)	190,774	326,902	(121,701)	395,975

Consolidated Utility Budget by Fund Summary

	Water Operations	Wastewater Operations	Water SAP	Wastewater SAP	Utility Equip. Repl	Utility Fund Total
Utility Revenues	4,219,544	2,143,652				6,363,196
Utility Operating Expenses						
Personnel	1,015,456	998,451				2,013,907
Supplies, Maintenance & Operations	2,434,359	539,032				2,973,390
Services	117,142	67,592				184,734
Total Utility Operating Expenses	<u>3,566,957</u>	<u>1,605,075</u>	-	-	-	5,172,031
Operating Income/(Loss)	<u>652,587</u>	<u>538,577</u>	-	-	-	1,191,165
Capital Outlay	552,500	237,500	-	-		790,000
Depreciation	508,075	270,600				778,675
Asset Transfer for GAAP	(552,500)	(237,500)				(790,000)
Debt Service Costs	13,873	2,642				16,515
Transfers Out	383,815	180,848			212,500	777,163
Transfers In	(110,000)	(102,500)	(333,949)	(139,915)	(90,799)	(777,163)
Net Income/(Loss)	(143,175)	186,987	333,949	139,915	(121,701)	395,975

Utility Funds Net Position

	Actual 9/30/2022	Projected FY 2022-23	Projected 9/30/2023	Budget FY 2023-24	Budget 9/30/2024
Net investment in Capital Assets	8,572,921	2,563,145	11,136,066	331,325	11,467,391
<u>Unrestricted Net Position</u>					
Contribution in Aid - EST	416,063	(50,000)	366,063	-	366,063
Water Capital	923,665	(251,542)	672,123	333,949	1,006,072
Wastewater Capital	2,257,004	(1,035,559)	1,221,445	139,915	1,361,360
Operating Reserve	3,966,847	(1,030,068)	2,936,779	(289,256)	2,647,523
Debt Service Reserve	339,746	(3,232)	336,514	1,743	338,257
Equipment Replacement Fund	851,091	(283,497)	567,594	(121,701)	445,893
Total Unrestricted	8,754,416	(2,653,898)	6,100,518	64,650	6,165,168
Total Net Position	17,327,337	(90,753)	17,236,584	395,975	17,632,559

Water Utility Fund Summary

Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Water Revenues	4,268,594	5,181,118	4,222,630	4,428,370	4,219,544	(3,086)	-0.1%	(208,826)
Water Operating Expenses								
Personnel	697,902	867,994	981,465	893,513	1,015,456	33,991	3.5%	121,943
Supplies, Maintenance & Operations	1,581,782	2,002,730	2,200,766	2,327,518	2,434,359	233,593	10.6%	106,840
Services	322,149	361,114	65,244	174,675	117,142	51,898	79.5%	(57,533)
Total Water Operating Expenses	2,601,833	3,231,837	3,247,475	3,395,706	3,566,957	319,482	9.8%	171,251
Operating Income	1,666,762	1,949,281	975,155	1,032,664	652,587	(322,568)	-33.1%	(380,077)
Capital Outlay	-	62,998	122,250	265,671	552,500	430,250	351.9%	286,829
Depreciation	482,542	498,557	508,075	508,075	508,075	-	0.0%	-
Asset Transfer for GAAP	(253,310)	(641,967)	(666,391)	(1,037,664)	(552,500)	113,891	-17.1%	485,164
Debt Service Expense	21,712	18,842	16,590	16,590	13,873	(2,718)	-16.4%	(2,718)
Transfers Out	853,883	605,716	635,522	415,522	383,815	(251,707)	-39.6%	(31,707)
Transfers In	-	(62,998)	(114,750)	(201,848)	(110,000)	4,750	-4.1%	91,848
Net Income/(Loss)	561,935	1,468,134	473,859	1,066,318	(143,175)	(617,034)	-130.2%	(1,209,493)

Water Utility Fund Revenue Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Water Revenues								
Water Revenue Residential	2,862,052	3,774,441	2,852,897	3,052,897	2,928,832	75,935	2.7%	(124,065)
Rebate Program	-	-	-	-	-	-	0.0%	-
Water Debt Service	211,747	283,245	283,707	283,707	282,791	(916)	-0.3%	(916)
Water Capital	251,403	256,178	257,810	257,810	283,949	26,139	10.1%	26,139
Water Revenue Commercial	168,361	159,633	179,592	169,592	168,665	(10,927)	-6.1%	(927)
Water Contract Commercial	158,357	172,604	177,360	177,360	177,354	(6)	0.0%	(6)
Water Revenue Non Potable	6,610	78,477	18,691	18,691	77,500	58,809	314.6%	58,809
Water Service Connect Fees	66,790	39,770	46,726	26,726	25,000	(21,726)	-46.5%	(1,726)
Water Penalties	16,589	46,768	34,753	39,753	34,753	-	0.0%	(5,000)
Water Impact Fees	497,198	293,506	310,977	90,977	50,000	(260,977)	-83.9%	(40,977)
Water Interest Income	1,557	29,150	24,000	179,000	150,000	126,000	525.0%	(29,000)
Water-Bad Debts	(237)	(27)	(500)	(1,848)	(500)	-	0.0%	1,348
Misc./Special Requests	25	103	500	90,615	500	-	0.0%	(90,115)
Third Party Reimbursement	5,972	13,353	6,917	6,917	8,500	1,583	22.9%	1,583
Permits/Variations	1,025	1,175	1,200	700	1,200	-	0.0%	500
Credit Card Service Fee	21,147	32,743	28,000	28,000	31,000	3,000	10.7%	3,000
Sale of Assets	-	-	-	7,473	-	-	0.0%	(7,473)
Total Water Revenues	4,268,594	5,181,118	4,222,630	4,428,370	4,219,544	(3,086)	-0.1%	(208,826)

Water Utility Fund Operating Expense
Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Operating Expenses								
Service Salaries	208,039	261,096	265,548	227,170	281,052	15,504	5.8%	53,882
Service Overtime	14,722	8,102	4,339	10,653	7,701	3,362	77.5%	(2,952)
Service Taxes - FICA	12,509	15,744	16,554	14,297	17,903	1,349	8.1%	3,606
Service Taxes - MEDICARE	2,926	3,682	3,871	3,344	4,187	316	8.2%	843
Service Workers' Comp	7,105	7,505	9,599	9,614	9,632	33	0.3%	18
Service Taxes - SUTA/FUTA	1,236	140	473	40	473	-	0.0%	433
Service Retirement	16,297	19,870	31,832	28,420	35,639	3,807	12.0%	7,219
Service Insurance	38,167	48,734	52,364	45,178	54,990	2,626	5.0%	9,812
Water Service OPEB	1,079	1,819	-	-	-	-	0.0%	-
Water Service Allowance for Vacancies	-	-	-	-	(20,721)	(20,721)	0.0%	(20,721)
Administration Salaries	305,228	389,286	450,057	415,008	472,347	22,290	5.0%	57,339
Administration Overtime	211	181	181	974	189	8	4.4%	(785)
Administration Taxes - FICA	17,605	21,781	27,746	24,847	29,171	1,425	5.1%	4,324
Administration Taxes - MEDICARE	4,118	5,132	6,489	5,843	6,852	363	5.6%	1,009
Administration Workers' Comp	1,421	1,847	1,525	1,527	1,483	(42)	-2.8%	(44)
Administration Taxes - SUTA/FUTA	1,435	81	504	51	504	-	0.0%	453
Administration Retirement	22,727	27,652	53,356	49,709	58,323	4,967	9.3%	8,614
Administration Insurance	41,574	52,810	57,027	56,836	61,695	4,668	8.2%	4,859
Administration OPEB	1,505	2,531	-	-	-	-	0.0%	-
Administration Allowance for Vacancies	-	-	-	-	(5,964)	(5,964)	0.0%	(5,964)
Uniforms	4,082	5,145	6,720	6,720	7,110	390	5.8%	390
Power	130,720	191,985	140,000	170,000	150,000	10,000	7.1%	(20,000)
Maintenance of Plants/Lines	130,069	112,433	127,125	127,125	120,000	(7,125)	-5.6%	(7,125)
Analysis Fees	7,823	11,132	7,400	7,400	9,000	1,600	21.6%	1,600
Chemicals	2,874	5,375	3,200	4,200	3,500	300	9.4%	(700)
City Management Fee	159,769	209,258	161,427	170,927	167,618	6,191	3.8%	(3,309)
Equipment Maintenance	12,524	19,938	13,875	13,875	15,900	2,025	14.6%	2,025
Equipment Gas & Oil	9,588	13,843	11,500	15,500	15,000	3,500	30.4%	(500)
GBRA Water Fees	923,967	1,205,020	1,425,536	1,425,536	1,557,453	131,917	9.3%	131,917
Equipment Lease	-	1,337	690	1,380	1,000	310	44.9%	(380)
Tools & Minor Equipment	12,790	5,495	16,875	16,875	11,125	(5,750)	-34.1%	(5,750)
Training	4,881	9,415	24,648	22,148	24,638	(10)	0.0%	2,490
Utilities & Radio	19,447	23,118	21,897	21,897	23,224	1,327	6.1%	1,327
Signal & Telemetry	162	162	-	34	1,536	1,536	0.0%	

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v Projected	Item #9.
Water Building Maintenance	5,351	4,881	9,630	9,630	11,380	1,750	18.2%	1,750	
Supplies & Consumables	2,249	2,236	1,750	2,450	2,200	450	25.7%	(250)	
Vehicle Maintenance/Repair	6,905	3,858	6,500	6,500	6,500	-	0.0%	-	
Water Inventory Adjustment	-	2,755	-	-	-	-	0.0%	-	
Utilities & Telephone	8,137	9,234	8,869	8,869	9,189	320	3.6%	320	
Dues & Publications	371	669	1,822	1,822	2,281	459	25.2%	459	
Water Professional Services	322,149	354,625	54,656	163,656	106,581	51,925	95.0%	(57,075)	
Permit & Licenses	8,146	8,441	8,683	8,683	8,883	200	2.3%	200	
General Liability Insurance	20,462	25,495	28,280	28,127	32,500	4,220	14.9%	4,373	
Office Supplies	2,924	709	3,257	3,257	3,244	(13)	-0.4%	(13)	
Travel & Meetings	1,997	750	4,000	2,500	4,250	250	6.3%	1,750	
Software & Computer	73,248	84,720	122,820	209,571	202,267	79,447	64.7%	(7,305)	
Recording/Reporting	101	627	500	500	500	-	0.0%	-	
Postage	450	595	938	938	938	-	0.0%	-	
Building/Equip Maintenance	-	88	150	-	150	-	0.0%	150	
Conservation Ed & Newsletter	-	-	1,370	-	1,370	-	0.0%	1,370	
Billing Statement Charges	3,473	3,567	3,400	3,400	3,400	-	0.0%	-	
Billing Postage	8,980	8,890	8,500	8,500	8,500	-	0.0%	-	
Copier Lease	-	1,745	1,654	1,654	1,954	300	18.1%	300	
Public Relations	-	2,937	4,000	4,431	4,000	-	0.0%	(431)	
Employment Costs	-	324	1,480	1,480	1,330	(150)	-10.1%	(150)	
Employee Appreciation	-	3,228	5,108	5,108	5,231	123	2.4%	123	
Water Miscellaneous	3,232	226	250	-	250	-	0.0%	250	
Credit Card Service Fee	17,062	29,587	27,500	27,500	27,500	-	0.0%	-	
Total Operating Expenses	2,601,833	3,231,837	3,247,475	3,395,706	3,566,957	319,482	9.8%	171,251	

Water Utility Fund
Capital, Debt and Non-Cash Expenses
Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Capital Outlays								
Operational Capital	-	-	35,500	96,761	257,500	222,000	625.4%	160,739
Water Vehicle and Equipment Purchases	-	62,998	86,750	168,910	295,000	208,250	240.1%	126,090
Total Capital Outlays	-	62,998	122,250	265,671	552,500	430,250	351.9%	286,829
Debt Service								
Bond Water Issuance Fees	-	-	-	-	-	-	0.0%	-
Bond Interest Cost	21,712	18,842	16,590	16,590	13,873	(2,718)	-16.4%	(2,718)
Tax Exempt Lease Interest	-	-	-	-	-	-	0.0%	-
Total Debt Service	21,712	18,842	16,590	16,590	13,873	(2,718)	-16.4%	(2,718)
Non-Cash Adjustments								
Transfer to Veh/Equip Replace Fund	45,000	56,032	66,735	66,735	49,866	(16,869)	-25.3%	(16,869)
Transfer to Water Capital Fund	808,883	549,684	568,787	348,787	333,949	(234,838)	-41.3%	(14,838)
Transfer from ERF	-	(62,998)	(114,750)	(201,848)	(110,000)	4,750	-4.1%	91,848
Transfer of Assets to Balance Sheet	(253,310)	(641,967)	(666,391)	(1,037,664)	(552,500)	113,891	-17.1%	485,164
Water Service Depreciation	482,542	498,557	508,075	508,075	508,075	-	0.0%	-
Total Non-Cash Adjustments	1,083,115	399,307	362,456	(315,915)	229,390	(133,066)	-36.7%	545,305
Total Non-Operating Expenses	1,104,826	481,147	501,296	(33,654)	795,762	294,466	58.7%	829,416

Water Strategic and Capital Funds					
	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24
Beginning Fund Balance	977,312	1,443,116	1,339,728	1,339,728	1,038,186
<u>Transfers:</u>					
Grant Revenue	-	-	-	-	-
Transfer from Utility Fund	808,883	549,684	568,787	348,787	333,949
Total Transfers	808,883	549,684	568,787	348,787	333,949
<u>Capital Projects</u>					
Master Water/Wastewater Plan	-	-	-	-	-
Elevated Storage Tank	62,890	5,310	-	50,000	-
Plant 2 Hydro Tank & Variable Drives	30,620	547,297	-	7,065	-
Creek Crossing West Waterline	-	18,281	-	144,196	-
Elmo Davis Upgrades	-	-	64,642	-	-
Plant 5 Expansion	-	-	229,499	15,000	-
Scada Systems Upgrade	159,800	43,215	-	-	-
GIS Compatible Work Order System	-	631	-	-	-
Willow Wind/Red Bud Hill	-	-	-	70,705	-
Old Fredericksburg Rd	-	8,080	250,000	291,920	-
Rolling Acres Trail Rehab	-	-	-	66,794	-
<u>Non-Capital Projects</u>					
Water Rate Study	50,095	19,930	-	4,649	-
Impact Rate Study	-	-	-	-	-
Project Development	-	-	-	-	-
Water System EPA Risk Assessment	39,674	10,326	-	-	-
Total Expenditures	343,079	653,072	544,141	650,329	-
Total Change in Fund Balance	465,803	(103,388)	24,646	(301,542)	333,949
Ending Fund Balance	1,443,116	1,339,728	1,364,374	1,038,186	1,372,135

	Projected Fund Balance 9.30.23	Budgeted FY 2024 Revenue	Budgeted FY 2024 Expenses	Projected Fund Balance 9.30.24
Water Fund 22	9.30.23	Revenue	Expenses	9.30.24
Contribution in Aid (Elevated Storage Tank)	366,063			366,063
Elmo Davis Upgrades	64,642			64,642
Plant 5 Expansion	214,499			214,499
Unallocated Impact Fees	-	50,000		50,000
Unallocated Capital	196,942	283,949		480,891
Unallocated from Operations	196,040	-		196,040
Ending Fund Balance	1,038,186	333,949	-	1,372,135

Wastewater Utility Fund Summary

Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Wastewater Revenues	1,415,841	2,615,796	1,348,525	1,393,991	2,143,652	795,127	59.0%	749,661
Wastewater Operating Expenses								
Personnel	691,952	827,692	959,119	894,817	998,451	39,332	4.1%	103,634
Supplies, Maintenance & Operations	597,685	706,247	658,612	646,994	539,032	(119,580)	-18.2%	(107,963)
Services	55,312	65,036	65,534	65,963	67,592	2,058	3.1%	1,629
Total Wastewater Operating Expenses	1,344,949	1,598,974	1,683,265	1,607,774	1,605,075	(78,190)	-4.6%	(2,700)
Operating Income	70,892	1,016,822	(334,740)	(213,784)	538,577	873,317	-260.9%	752,361
Capital Outlay	-	45,013	155,700	204,034	237,500	81,800	52.5%	33,466
Depreciation	266,664	261,466	270,600	270,600	270,600	-	0.0%	-
Asset Transfer for GAAP	(39,759)	(169,520)	(1,085,411)	(2,294,769)	(237,500)	847,911	-78.1%	2,057,269
Debt Service Expense	4,136	3,589	3,160	3,160	2,642	(518)	-16.4%	(518)
Transfers Out	888,727	1,538,742	323,827	223,827	180,848	(142,979)	-44.2%	(42,979)
Transfers In	-	(56,055)	(155,700)	(207,624)	(102,500)	53,200	-34.2%	105,124
Net Income/(Loss)	(1,048,874)	(606,413)	153,084	1,586,988	186,987	33,903	22.1%	(1,400,001)

Wastewater Utility Fund Revenue Proposed Budget

Item #9.

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Wastewater Revenues								
Sewer Revenue Residential	939,310	961,737	967,112	967,112	1,709,775	742,663	76.8%	742,663
Sewer Debt Service	40,831	54,320	54,620	54,620	54,077	(543)	-1.0%	(543)
Sewer Capital	95,042	97,305	97,842	97,842	107,915	10,073	10.3%	10,073
Sewer Revenue Commercial	4,418	4,418	4,418	4,418	58,345	53,927	1220.6%	53,927
Sewer Service Connect Fee	44,800	25,900	31,248	21,248	23,000	(8,248)	-26.4%	1,752
Sewer Penalties	3,562	8,258	8,438	8,438	8,438	-	0.0%	-
Sewer Impact Fee	285,883	193,727	166,745	66,745	32,000	(134,745)	-80.8%	(34,745)
Sewer Impact Fee-S Bar Ranch	-	-	-	-	-	-	0.0%	-
Sewer Interest Income	1,509	25,913	18,000	173,000	150,000	132,000	733.3%	(23,000)
Sewer Bad Debt	(116)	(18)	(250)	(492)	(250)	-	0.0%	242
Sewer Grant Revenue	-	1,244,133	-	-	-	-	0.0%	-
SECO EECBG	-	-	-	-	-	-	0.0%	-
Misc/Special Requests	602	103	352	352	352	-	0.0%	-
Third Party Reimbursement	-	-	-	-	-	-	0.0%	-
Sale of Assets	-	-	-	708	-	-	0.0%	(708)
Grant Revenue	-	-	-	-	-	-	0.0%	-
Total Wastewater Revenues	1,415,841	2,615,796	1,348,525	1,393,991	2,143,652	795,127	59.0%	749,661

Wastewater Utility Fund Operating Expense
Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Operating Expenses								
Service Salaries	233,087	238,049	270,593	250,896	292,078	21,485	7.9%	41,182
Service Overtime	17,868	9,116	4,432	11,368	8,019	3,587	80.9%	(3,349)
Service Taxes - FICA	14,531	14,757	16,892	16,025	18,606	1,714	10.1%	2,581
Service Taxes - Medicare	3,398	3,451	3,951	3,748	4,351	400	10.1%	603
Service Workers' Comp	5,700	8,377	9,792	9,808	9,997	205	2.1%	189
Service Taxes - SUTA/FUTA	1,486	136	473	45	473	-	0.0%	428
Service Retirement	18,516	18,236	32,483	31,299	37,039	4,556	14.0%	5,740
Service Insurance	36,489	39,252	44,798	38,568	46,688	1,890	4.2%	8,120
Sewer Service OPEB	1,226	1,669	-	-	-	-	0.0%	-
Sewer Service Allowance for Vacancies	-	-	-	-	(20,720)	(20,720)	0.0%	(20,720)
Administration Salaries	277,716	384,087	432,549	397,514	453,663	21,114	4.9%	56,149
Administration Overtime	92	181	181	411	189	8	4.4%	(222)
Administration Taxes - FICA	15,999	21,267	26,662	23,730	28,012	1,350	5.1%	4,282
Administration Taxes - Medicare	3,741	5,010	6,235	5,582	6,581	346	5.5%	999
Administration Workers' Comp	751	1,322	1,468	1,470	1,426	(42)	-2.9%	(44)
Administration Taxes - SUTA/FUTA	1,309	78	477	49	477	-	0.0%	428
Administration Retirement	20,633	27,032	51,270	47,562	56,017	4,747	9.3%	8,455
Administration Insurance	38,042	53,196	56,863	56,743	61,519	4,656	8.2%	4,776
Administration OPEB	1,367	2,474	-	-	-	-	0.0%	-
Administration Allowance for Vacancies	-	-	-	-	(5,964)	(5,964)	0.0%	(5,964)
Uniforms	3,469	5,438	5,025	5,025	5,335	310	6.2%	310
Power	37,124	42,770	38,500	42,500	40,000	1,500	3.9%	(2,500)
Maintenance Of Plant/ Lines	48,479	64,643	65,000	65,000	50,000	(15,000)	-23.1%	(15,000)
Sludge Hauling	269,334	323,451	225,000	187,193	25,000	(200,000)	-88.9%	(162,193)
Analysis Fees	23,823	18,248	27,000	27,000	27,000	-	0.0%	-
Chemicals	15,768	14,614	16,500	17,500	32,500	16,000	97.0%	15,000
City Management Fee	47,186	48,308	48,576	48,577	88,406	39,830	82.0%	39,830
Equipment Maintenance	6,468	11,193	8,235	8,235	9,790	1,555	18.9%	1,555
Equipment Gas & Oil	7,601	12,064	9,500	11,500	11,875	2,375	25.0%	375
Equipment Lease	1,334	7,128	2,500	2,500	2,500	-	0.0%	-
Tools & Minor Equipment	5,832	3,887	13,575	13,575	10,250	(3,325)	-24.5%	(3,325)
Training	3,042	7,760	24,099	21,599	24,064	(35)	-0.1%	2,465
Utilities & Radios	18,289	21,455	20,171	20,171	21,524	1,353	6.7%	1,353
Signal & Telemetry	461	461	-	159	1,920	1,920	0.0%	

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget Projected	Item #9.
Building Maintenance	5,976	3,689	9,150	9,150	15,900	6,750	73.8%	6,750	
Supplies & Consumables	1,978	2,912	1,650	3,150	2,500	850	51.5%	(650)	
Vehicle Maintenance & Repairs	3,542	3,936	5,000	6,000	5,000	-	0.0%	(1,000)	
Inventory Adjustment	-	1	-	-	-	-	0.0%	-	
Utilities/Telephone	8,262	9,412	7,830	7,830	8,130	300	3.8%	300	
Dues & Publications	1,007	1,044	2,027	2,027	2,324	297	14.6%	297	
Professional Fees	55,312	58,940	55,156	55,156	57,081	1,925	3.5%	1,925	
Permits & Licenses	1,471	1,684	3,493	3,493	3,693	200	5.7%	200	
Liability Insurance	19,462	25,495	28,280	28,127	32,500	4,220	14.9%	4,373	
Office Supplies	3,239	873	2,256	2,256	2,244	(12)	-0.5%	(12)	
Travel & Meetings	1,676	697	4,000	2,000	4,250	250	6.3%	2,250	
Software & Computers	46,883	59,602	76,241	97,825	97,024	20,783	27.3%	(801)	
Recording/Reporting	101	418	350	350	350	-	0.0%	-	
Sewer Postage	450	548	600	600	600	-	0.0%	-	
Adm Bldg/Equip. Maintenance	-	88	150	-	150	-	0.0%	150	
Billing Statement Charges	3,473	3,567	3,500	3,500	3,500	-	0.0%	-	
Billing Postage	8,980	8,890	8,500	8,500	8,500	-	0.0%	-	
Copier Lease	-	1,745	1,654	1,654	1,954	300	18.1%	300	
Public Relations	-	2,937	4,000	4,429	4,000	-	0.0%	(429)	
Employment Costs	-	285	1,480	1,480	1,330	(150)	-10.1%	(150)	
Employee Appreciation	-	2,873	4,898	4,898	5,181	283	5.8%	283	
Miscellaneous	2,977	226	250	-	250	-	0.0%	250	
Total Operating Expenses	1,344,949	1,598,974	1,683,265	1,607,774	1,605,075	(78,190)	-4.6%	(2,700)	

Wastewater Utility Fund
Capital, Debt, and Non-Cash Expenses
Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24	Budget v Budget	Budget v Budget %	Budget v PY Projected
Capital Outlays								
Operational Capital	-	45,013	46,200	46,200	-	(46,200)	-100.0%	(46,200)
Wastewater Equipment Purchases	-	-	109,500	157,834	237,500	128,000	116.9%	79,666
Total Capital Outlays	-	45,013	155,700	204,034	237,500	81,800	52.5%	33,466
Debt Service								
Bond Water Issuance Fees	-	-	-	-	-	-	0.0%	-
Bond Interest Cost	4,136	3,589	3,160	3,160	2,642	(518)	-16.4%	(518)
Tax Exempt Lease Interest	-	-	-	-	-	-	0.0%	-
Total Debt Service	4,136	3,589	3,160	3,160	2,642	(518)	-16.4%	(518)
Non-Cash Adjustments								
Transfer To Vehicle Repl. Fund	45,000	27,707	59,240	59,240	40,933	(18,307)	-30.9%	(18,307)
Transfer to Wastewater Capital Fund	843,727	1,511,035	264,587	164,587	139,915	(124,672)	-47.1%	(24,672)
Transfer from ERF	-	(56,055)	(155,700)	(207,624)	(102,500)	53,200	-34.2%	105,124
Asset Transfers to Balance Sheet	(39,759)	(169,520)	(1,085,411)	(2,294,769)	(237,500)	847,911	-78.1%	2,057,269
Sewer Service Depreciation	266,664	261,466	270,600	270,600	270,600	-	0.0%	-
Total Non-Cash Adjustments	1,115,631	1,574,633	(646,684)	(2,007,966)	111,448	758,132	-117.2%	2,119,414
Total Capital, Debt, and Non-Cash	1,119,767	1,623,235	(487,824)	(1,800,772)	351,590	839,414	-172.1%	2,152,362

Wastewater Strategic and Capital Funds

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24
Beginning Fund Balance	345,309	1,087,394	2,257,004	2,257,004	1,221,445
<u>Transfers:</u>					
Transfer from Reserves	-	-	-	-	-
Transfer from Utility Fund	843,727	1,511,035	264,587	164,587	139,915
Total Transfers	843,727	1,511,035	264,587	164,587	139,915
<u>Capital Projects</u>					
Solids Handling	39,759	124,507	-	1,095,497	-
Wastewater Treatment Plant Expansion	-	186,404	929,711	100,000	-
GIS Compatible Work Order System	-	631	-	-	-
	-	-	-	-	-
<u>Non-Capital Projects</u>					
Wastewater Rate Study	50,095	19,930	-	4,649	-
Impact Fee Study	-	-	-	-	-
Project Development	-	-	-	-	-
Wastewater System EPA Risk Assessment	11,788	9,953	-	-	-
Total Expenditures	101,642	341,426	929,711	1,200,146	-
Total Change in Fund Balance	742,085	1,169,610	(665,124)	(1,035,559)	139,915
Ending Fund Balance	1,087,394	2,257,004	1,591,880	1,221,445	1,361,360

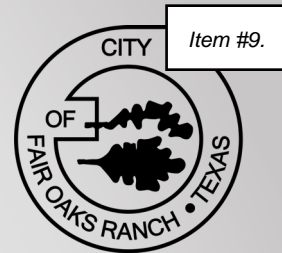
	Projected Fund Balance 9.30.23	Budgeted FY 2024 Revenue	Budgeted FY 2024 Expenses	Projected Fund Balance 9.30.24
WWTP Expansion	895,238			895,238
Unallocated 2014 Impact Fees	-			-
Unallocated Impact Fees	-	32,000		32,000
Unallocated Capital	323,217	107,915		431,132
Unallocated from Operations	2,990			2,990
Ending Fund Balance	1,221,445	139,915	-	1,361,360

Utility Equipment and Vehicle Replacement Fund Proposed Budget

	Actual 2020-21	Actual 2021-22	Adopted Budget 2022-23	Projected 2022-23	Proposed Budget 2023-24
Beginning Fund Balance	796,405	886,405	851,091	851,091	567,594
<u>Transfers In:</u>					
Transfer from Water Division	45,000	56,032	66,735	66,735	49,866
Transfer from Wastewater Division	45,000	27,707	59,240	59,240	40,933
Total Transfers In	90,000	83,739	125,975	125,975	90,799
<u>Transfers Out:</u>					
Transfer to Water for Purchases	-	62,998	114,750	201,848	110,000
Transfer to Wastewater for Purchases	-	56,055	155,700	207,624	102,500
Total Transfers Out	-	119,053	270,450	409,472	212,500
Total Change in Fund Balance	90,000	(35,314)	(144,475)	(283,497)	(121,701)
Ending Fund Balance	886,405	851,091	706,616	567,594	445,893

Capital Replacements

Ford F450	90,000
Dump Trailer	20,000
Ford Explorer	45,000
Gravelly ATV	15,000
Rigid Sewer Camera	17,500
GIS Plotter	25,000
	212,500

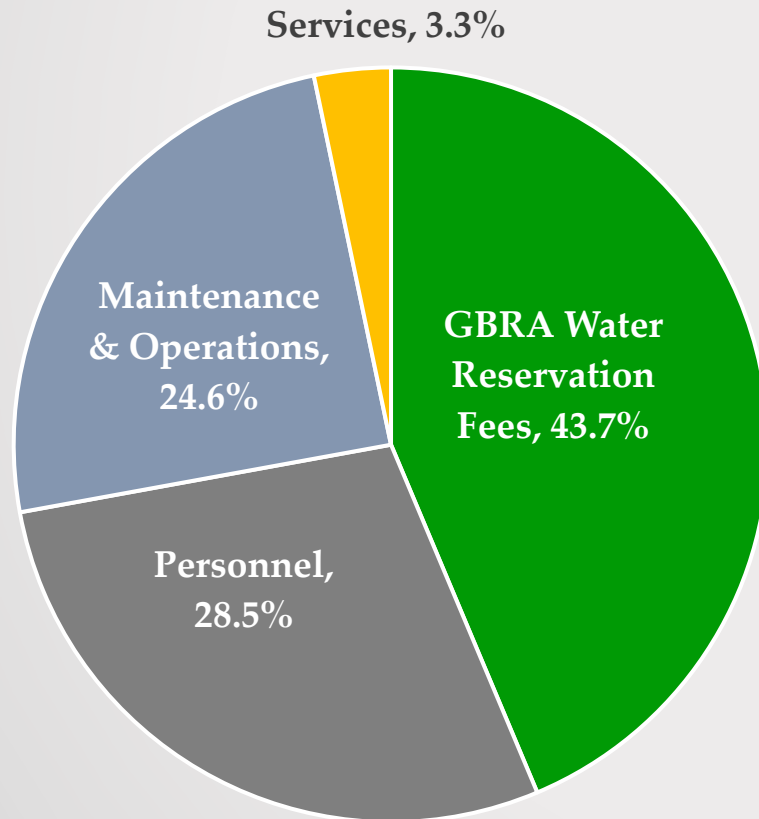


Water & Wastewater Utility FY 2023-24 Proposed Budget

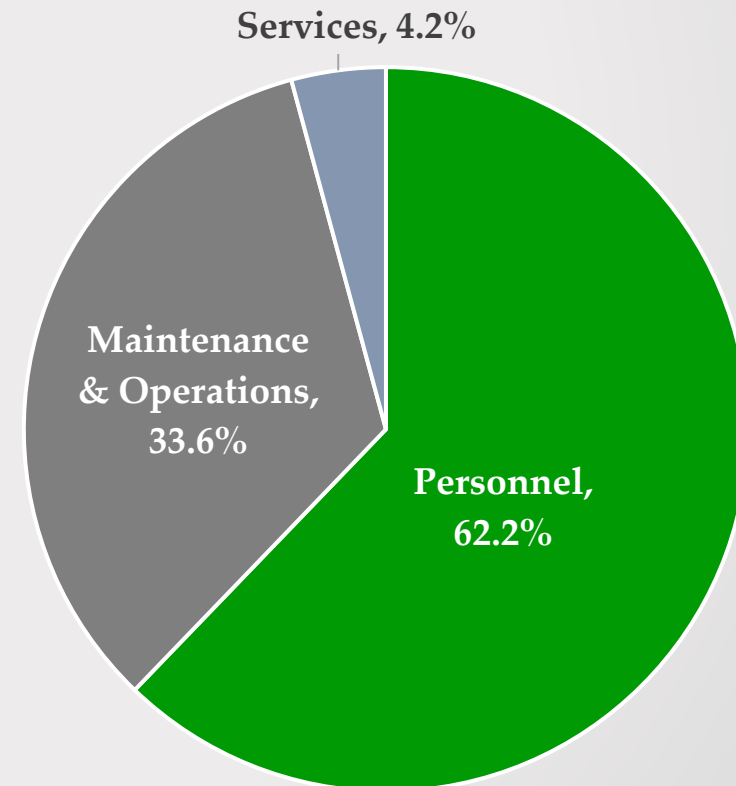
Utility Fund Operating Expenses

(before Transfers, Capital and Depreciation)

Water Utility

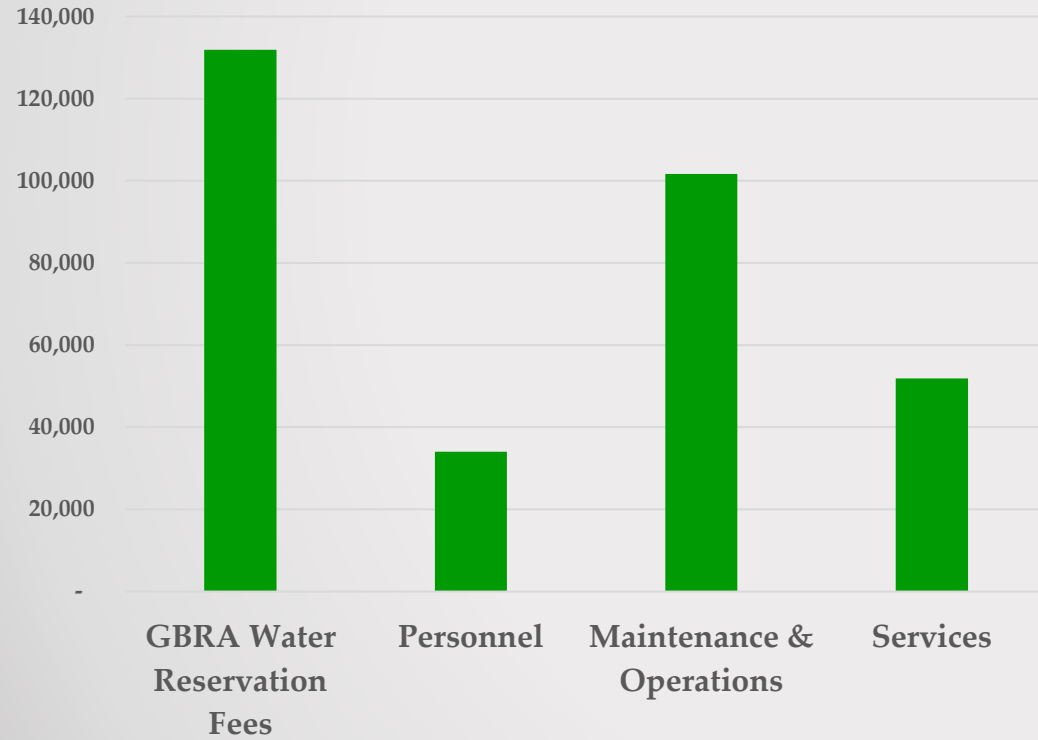


Wastewater Utility



Changes to Expenses

Water Utility



Wastewater Utility



Water Budget Highlights

- GBRA Water Reservation Fee increasing \$131,917
- Software increasing \$79,447 for Sensus Cloud Hosting, Microsoft Cloud and Incode Total Content Manager
- Water Tank Cleaning and Inspection \$50,000
- Utilities increasing \$13,183 for electricity and telephone

Wastewater Budget Highlights

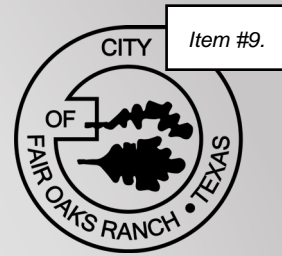
- City 5% management fee increasing \$39,830
- Software increasing \$20,783 for Microsoft Cloud
- Chemicals increasing \$16,000 for chlorine and polymer
- Build pump house around dewatering press pumps \$5,000
- Sludge hauling decreasing \$200,000

Funded Vehicles & Equipment

Description	Amount
Ford F450 Dump Truck (replacement)	\$90,000
Dump Trailer (replacement)	\$20,000
GIS Plotter (replacement and split with GF)	\$12,500
Ford Explorer (replacement)	\$45,000
Gravelly ATV (replacement and split with GF)	\$15,000
Rigid Sewer Camera (replacement)	\$17,500
4-post Truck Lift (split with GF)	\$17,500
New Hydro-Excavator	\$130,000
Man Lift (split with GF)	\$20,000
Shop Garage Doors (split with GF)	\$5,000
Emergency Pump	\$45,000

Funded Operational Capital

Description	Amount
Water Well Generators (Qty. 2)	\$100,000
Well #26 Easement & Repair	\$60,000
JW1 Water Well SCADA implementation	\$60,000
Valve installation at Water Plant 1	\$17,500
Easement Gates	\$20,000
Upgrades at Water Meter Base Stations	\$120,000



Requests Not Yet Funded

- New FTE Request – Utility Technician

Water well generators

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2022
Est. Completion Date	12/31/2023
Department	Water Utility
Type	Other

Description

Staff recommends installing generator hookups and purchasing mobile generators large enough to power the water wells in case of a power outage. Staff is unsure of the project's cost but hopes the requested amount would cover setting up two water wells. Having these setups during the past winter storm would have helped with keeping water flowing into the city in the event GBRA was to shut down.

Project Status

planning

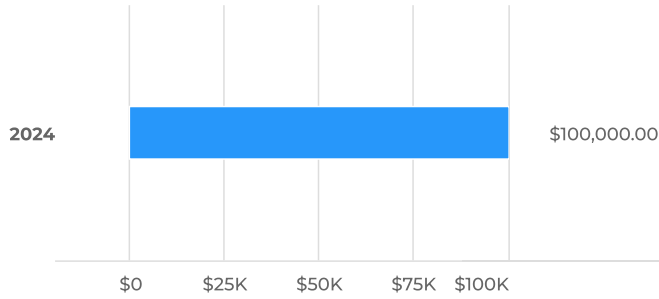
Capital Cost

FY2024 Budget
\$100,000

Total Budget (all years)
\$100K

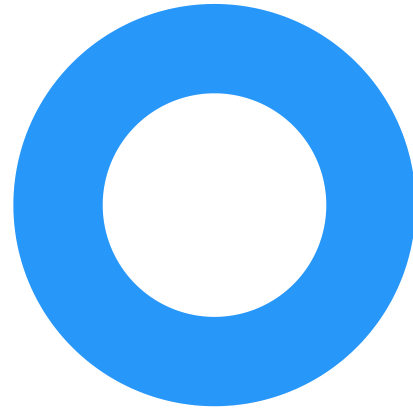
Project Total
\$100K

Capital Cost by Year



● Construction

Capital Cost for Budgeted Years



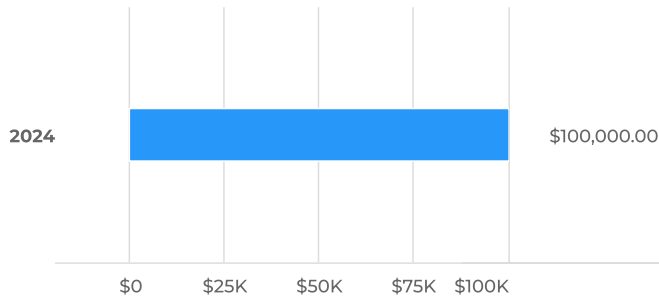
● Construction (100%) \$100,000.00
TOTAL \$100,000.00

Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction	\$100,000	\$100,000
Total	\$100,000	\$100,000

Funding Sources

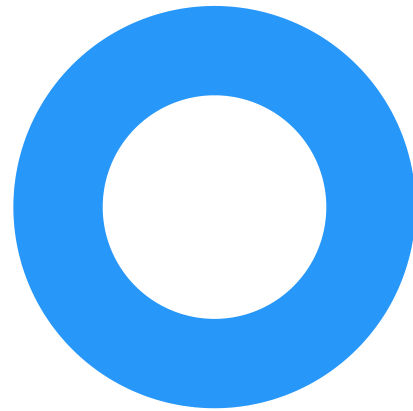
FY2024 Budget **\$100,000** Total Budget (all years) **\$100K** Project Total **\$100K**

Funding Sources by Year



● Water Operations

Funding Sources for Budgeted Years



● Water Operations (100%) \$100,000.00
TOTAL \$100,000.00

Funding Sources Breakdown		
Funding Sources	FY2024	Total
Water Operations	\$100,000	\$100,000
Total	\$100,000	\$100,000

well 26 easement and repair

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2022
Est. Completion Date	12/31/2022
Department	Public Works
Type	Other

Description

This project is to bring well 26 back on line and establish an access easement.

Water well 26I located in Village Green outside of the city has been down for two years due to the pump failing. Due to the litigation issues, this project was on hold till the litigation for the water well was finalized. Now that the water well litigation is complete, staff needs to repair it and bring it back online.

Restoring the water well will require clearing the access easement, installing three new gates, pulling the water well pump, and replacing it with a new pump.

Clearing the easement is estimated to cost 15,000.00

installation of 3 gates is estimated to cost\$15,000.00

contractor to pull water well and replace pump is estimated to cost \$30,000.00

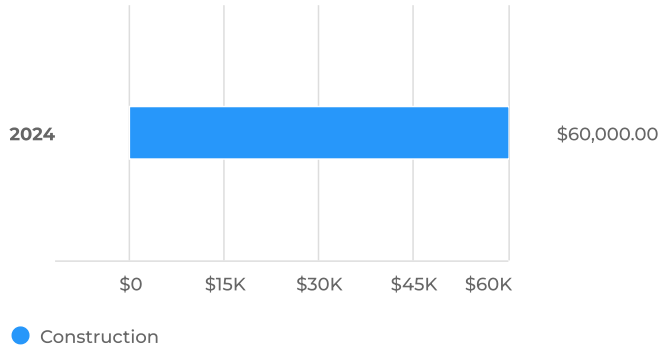
Capital Cost

FY2024 Budget
\$60,000

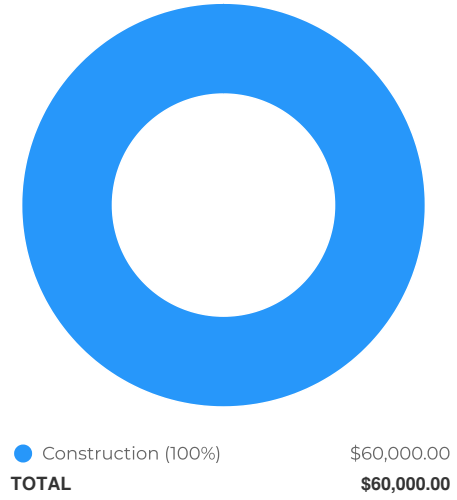
Total Budget (all years)
\$60K

Project Total
\$60K

Capital Cost by Year



Capital Cost for Budgeted Years

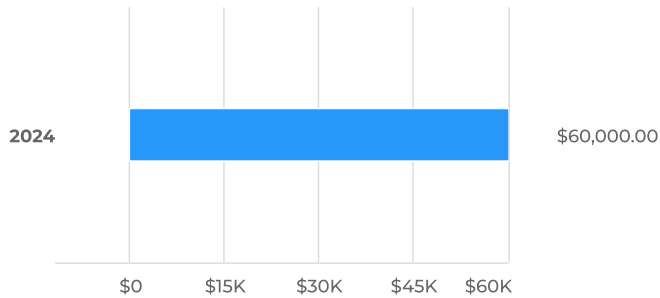


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction	\$60,000	\$60,000
Total	\$60,000	\$60,000

Funding Sources

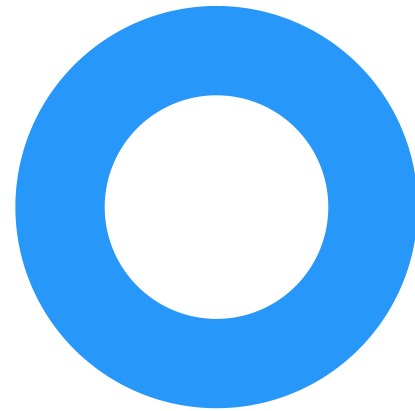
FY2024 Budget **\$60,000** Total Budget (all years) **\$60K** Project Total **\$60K**

Funding Sources by Year



● Water Operations

Funding Sources for Budgeted Years



● Water Operations (100%) \$60,000.00
TOTAL \$60,000.00

Funding Sources Breakdown		
Funding Sources	FY2024	Total
Water Operations	\$60,000	\$60,000
Total	\$60,000	\$60,000

JW-1 SCADA Waterwell set up

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2024
Est. Completion Date	05/01/2024
Department	Water
Type	Other

Description

The JW1 water well is located outside the city off Ralph Fair Road and near Plant 4. This water well was never put into operation due to previous concerns of contamination from the military base. However, a few years back, the base notified the city that the water showed no signs of contamination and may be used; the city also conducted its sampling, which passed all requirements.

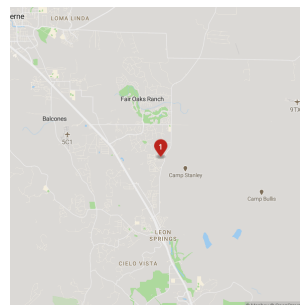
This pump has all the infrastructure needed to pump water to plant four except for the SCADA control panel, allowing it to communicate with the plants and come on and off as demand requires. Staff recommends installing a new SCADA panel at the well and bringing this water well online.

The attached image shows the well location (yellow and red dot) along with water plant 4 (black square).

Images



Location



Project Status

In the planning phase.

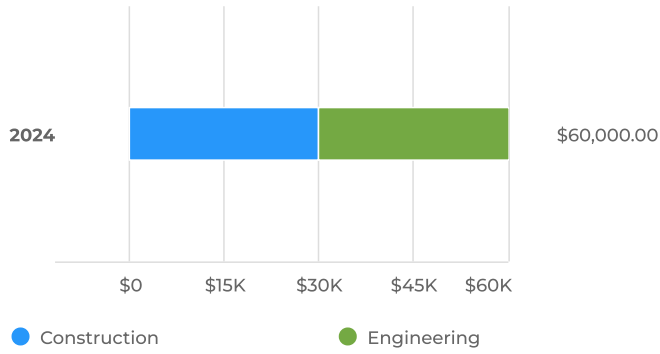
Capital Cost

FY2024 Budget
\$60,000

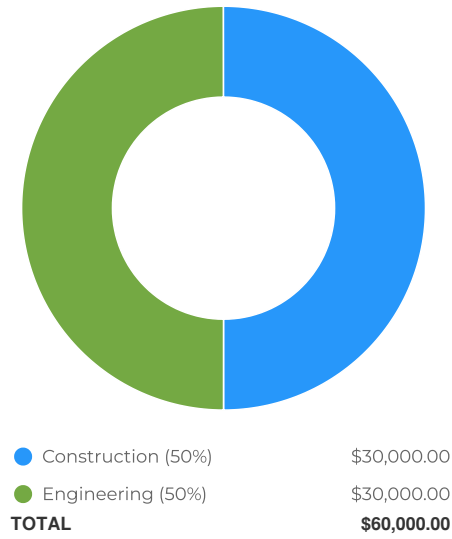
Total Budget (all years)
\$60K

Project Total
\$60K

Capital Cost by Year



Capital Cost for Budgeted Years

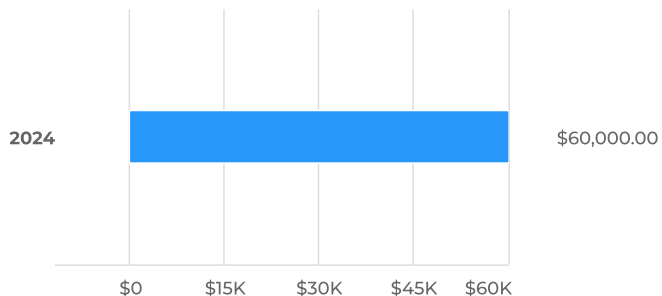


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Engineering	\$30,000	\$30,000
Construction	\$30,000	\$30,000
Total	\$60,000	\$60,000

Funding Sources

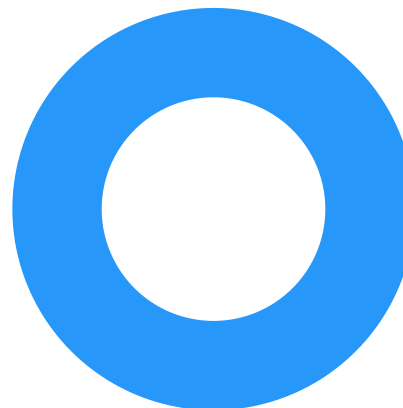
FY2024 Budget **\$60,000** Total Budget (all years) **\$60K** Project Total **\$60K**

Funding Sources by Year



● Water Operations

Funding Sources for Budgeted Years



● Water Operations (100%) \$60,000.00
TOTAL \$60,000.00

Funding Sources Breakdown		
Funding Sources	FY2024	Total
Water Operations	\$60,000	\$60,000
Total	\$60,000	\$60,000

Water plant 1 valve installation

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2022
Est. Completion Date	02/28/2023
Department	Water Utility
Type	Other

Description

There is currently a minor water leak at water plant 1. For staff to repair this line, it would require shutting down the gravity feed line leaving water plant one that feeds gravity zone B. Shutting this line down would shut the water off to half of the city. The proposed valve would be cut into the water line without shutting the water off to residents and allowing staff to make future repairs if needed. Staff would be hiring a contractor to come in and install the valve. A demo of the valve cut in process can be seen by looking up AVT EZ Valve.

Images



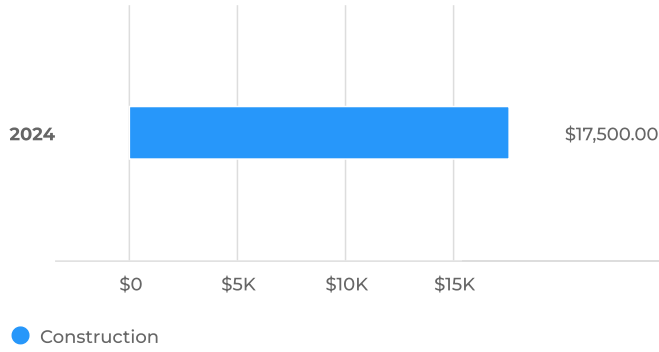
Capital Cost

FY2024 Budget
\$17,500

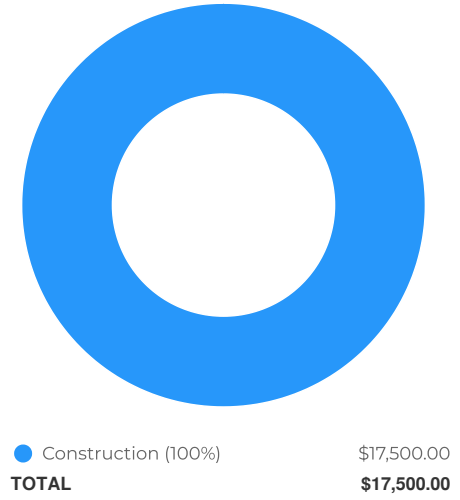
Total Budget (all years)
\$17.5K

Project Total
\$17.5K

Capital Cost by Year



Capital Cost for Budgeted Years

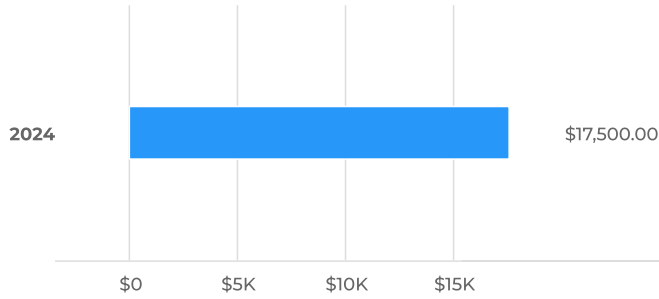


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction	\$17,500	\$17,500
Total	\$17,500	\$17,500

Funding Sources

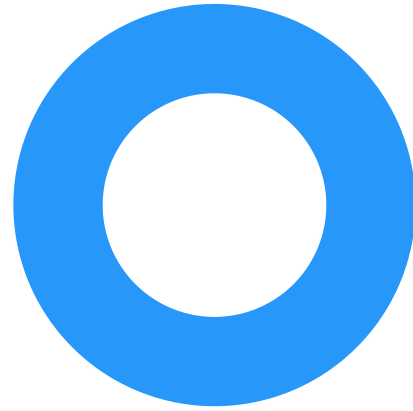
FY2024 Budget Total Budget (all years) Project Total
\$17,500 **\$17.5K** **\$17.5K**

Funding Sources by Year



● Water Operations

Funding Sources for Budgeted Years



● Water Operations (100%) \$17,500.00
TOTAL **\$17,500.00**

Funding Sources Breakdown		
Funding Sources	FY2024	Total
Water Operations	\$17,500	\$17,500
Total	\$17,500	\$17,500

easement gates

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2024
Est. Completion Date	09/30/2024
Department	Water
Type	Other

Description

The utility has multiple water and sewer lines in residents' backyards. Some water and sewer lines are inaccessible due to fences built over them without gates. Due to the missing gates, in the event of a water line or sewer backup, staff could not access the pipes without damaging residents' gates. Staff recommends starting a new project to install a gate and make the easement accessible. The attached image is a water line along Ralph Fair Road properties that is currently inaccessible.

Images



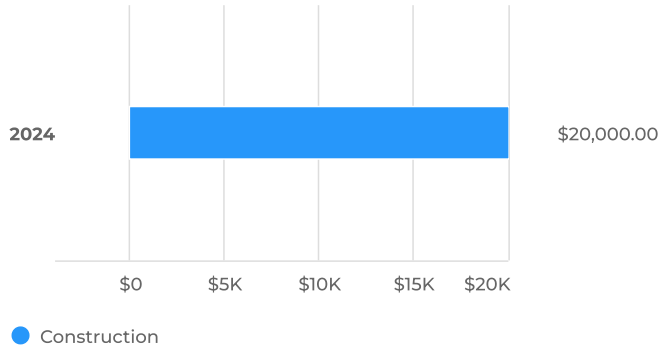
Capital Cost

FY2024 Budget
\$20,000

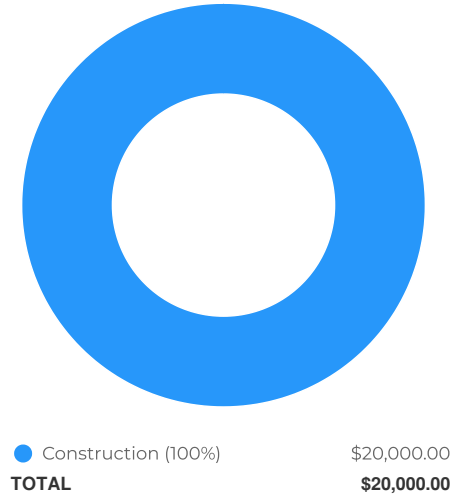
Total Budget (all years)
\$20K

Project Total
\$20K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction	\$20,000	\$20,000
Total	\$20,000	\$20,000

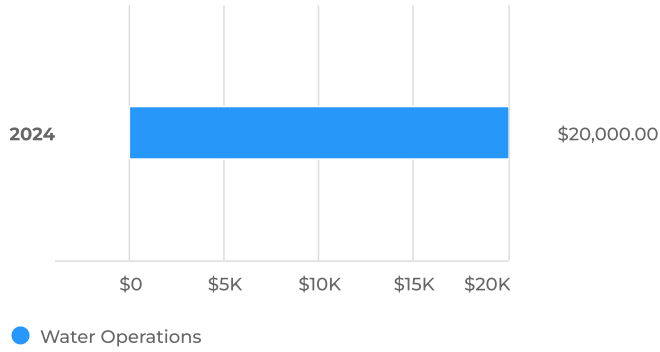
Funding Sources

FY2024 Budget
\$20,000

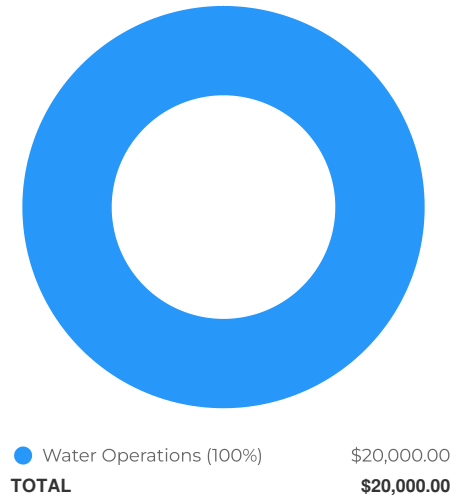
Total Budget (all years)
\$20K

Project Total
\$20K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Water Operations	\$20,000	\$20,000
Total	\$20,000	\$20,000

NEW meter base station

Overview

Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2024
Est. Completion Date	06/30/2024
Department	Water Utility
Type	Capital Equipment

Description

Our current base stations used for capturing the water meter reads will be 10 years old and unable to provide additional information to efficiently manage the water meters in the Sensus Cloud environment. The old equipment is not being manufactured or stocked much any longer so replacement parts are very sparse. Newer equipment would be easier to come by without the risk of an outage for meter reads.

This project will be replacing all of the equipment in our base station cabinets, including the cabinets themselves. The new model transceiver is better suited to extreme temperature swings and will no longer require the built-in HVAC unit in our old cabinets. We replaced the S-900 model transceiver at Plant-2 from a component failure last year and it was a refurbished model that took a while to be replaced.

the base stations are located at water plant 1 and water plant 2.

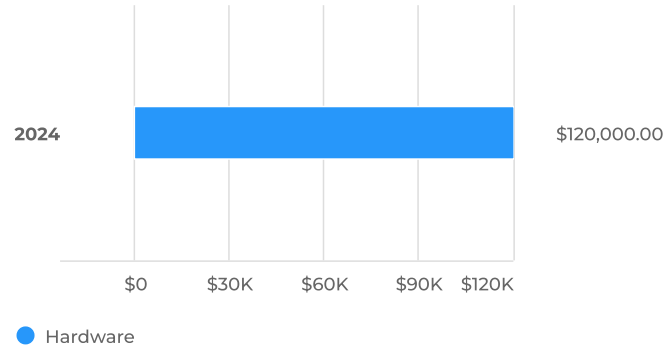
Supplemental Attachments

 [meter base station\(/resource/cleargov-prod/projects/documents/ba7a0663e455ea367ae3.pdf\)](/resource/cleargov-prod/projects/documents/ba7a0663e455ea367ae3.pdf)

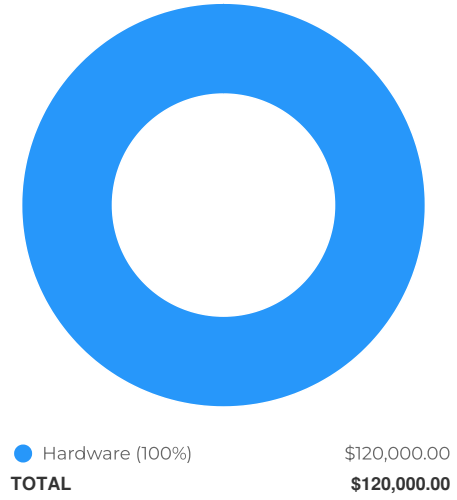
Capital Cost

FY2024 Budget **\$120,000** Total Budget (all years) **\$120K** Project Total **\$120K**

Capital Cost by Year



Capital Cost for Budgeted Years

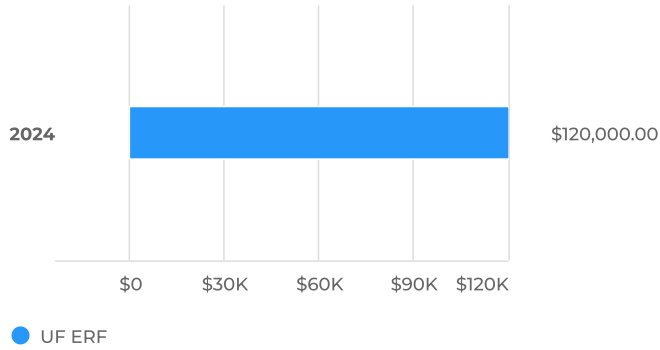


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Hardware	\$120,000	\$120,000
Total	\$120,000	\$120,000

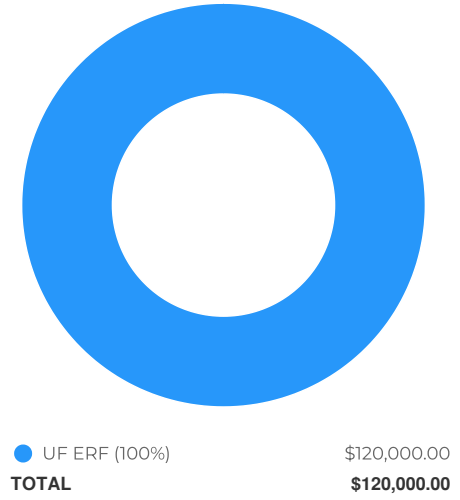
Funding Sources

FY2024 Budget **\$120,000** Total Budget (all years) **\$120K** Project Total **\$120K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
UF ERF	\$120,000	\$120,000
Total	\$120,000	\$120,000

MEMORANDUM

Date: April 21, 2023

To: Scott Huizenga, Interim City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
 Summer Fleming, Acting Director of Finance
 Carole Vanzant, Assistant City Manager

Subj: **Justification for New FTE Position – Utility Technician**

As part of the FY2023-2024 budget process, the Public Works Department respectfully requests to add a new FTE position (Utility Technician) to our organization. The position is necessary to maintain the level of service that our utility customers expect to receive and our City Council expects us to provide. Please find my justification responses below:

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

The last time a new Utility Technician position was approved was in 2018. Since then, our city has experienced significant growth with over 430 new water/wastewater connections added, miles of new pipeline constructed, and increasing number of leaks/breaks due to aging infrastructure. In addition, new EPA/TCEQ rules and regulations related to lead and copper have placed unfunded mandates on our utility. Additionally, new proposed drinking water standards regarding per- and polyfluoroalkyl substances (PFAS) are pending final approval. All new rules and regulations require increased testing, inspection, monitoring, public notification and action to reduce levels if they exceed regulatory standards.

Our utility currently operates with ten field employees. The ratio of water/wastewater connections to employees is currently 522. In 2018 (after last FTEs approved) the ratio was 478 connections per employee. When compared to other cities in TX, our city lags in terms of adequate utility staffing. A recent benchmark staffing study conducted by the City of Pearland showed many cities (i.e. Denton, Round Rock, Sugar Land, Baytown, League City and Abilene) are staffed between 146-432 customer accounts per utility employee. Based on past experience from utility supervisors who have been with the city prior to 2018, it is our position that the 478 connections/employee ratio should be the minimum standard to maintain sustainable operations with a target of 425 connections/employee as the goal. The addition of one new FTE will bring the ratio down to 474 connections/employee which is within the minimum standard. See attached Utility Tech Staffing Matrix for details.

Without the one additional FTE, when utility staff take leave, attend off-site training or positions are vacant due to retirement/resignation, there is a strain on the current staff. Current staff members feel they cannot take time off without leaving their team short-staffed and often hesitate to use their vacation. In the past, utility supervisors have also volunteered to serve as the on-call operator

so that other utility staff were not on-call for more than one week per month. The Public Works Department respectfully requests one FTE be approved in the FY2023-2024 budget cycle, with the goal of achieving 425 connections/employee in the future.

• If this is a new position, please include a description of the location where the desk/work location will be.

The new FTE would be co-located with utility staff in the designated shop area.

• Include any additional startup costs, if any. o Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Cell Phone-\$1000

Training/cert/conference-\$1000

Supplies/Uniform-\$800

• Describe why this position will, or will not, be needed in future budget years?

Our city’s utility customer base and infrastructure is expected to continue to grow for the foreseeable future. The need for the new position will not go away.

• How do you plan to fund this position creation or reclassification increases in your budget? o Salary savings from the previous budget year should not be used as justification for your department’s ability to fund a new position or a reclassification increase.

TCEQ requires that all sewer mains within the Edwards Aquifer Recharge Zone be cleaned and inspected (by CCTV camera) every 5 years to identify any cracks/breaks and protect our groundwater resources. In the past, the Utility has contracted with a third party to camera the zone, which has cost anywhere from \$200,000-\$300,000. With the addition of one new FTE and additional equipment (hydro-excavator requested as capital purchase), the department would be capable of conducting this in-house. This will result in savings of \$200,000-\$300,000 every 5 years. In addition, the Council is supportive of a wastewater rate change which will cover the wastewater cost of service and will likely occur prior to FY2023-2024. As a result of the rate change, the water utility will have surplus revenue (\$400-700k/yr) since it will no longer need to supplement wastewater rate payers.



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Utility Technician
Department:	Public Works
Pay Grade:	14
Reporting Manager:	Water/Wastewater Supervisor
FLSA:	Non-Exempt

GENERAL PURPOSE

Under supervision, performs a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City’s water and wastewater treatment facilities.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Water/Wastewater Supervisor. No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with assigned treatment plant and facility rounds; inspect, monitor, troubleshoot, performance test and document plant processes by reading plant equipment gauges, meters, SCADA systems and other instrumentation.
- Record plant operation logs and reports; perform and record mathematical calculations related to plant operational activities.
- Mix and add treatment chemicals; install and replace chlorine cylinder tanks.
- Assist in installation, maintenance, and repair of plant machinery and equipment including pumps, valves, motors, meters, feeders and analyzers.
- Assist in the repair of water/sewer line breaks, installation of water meters, fire hydrant flushing/inspections, utility locates and other duties as assigned.
- Collect water and wastewater samples as required by TCEQ.
- Perform general plant and facility maintenance such as cleaning, painting, and repairing plant facilities; performs various grounds maintenance duties as required.
- Operate a variety of heavy equipment including backhoes, loaders, mini-excavator, and tractors (Training provided). Operate light equipment including, mower, pavement saw, chainsaw, weed eater, power washer, and other various shop power tools.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.

MINIMUM EDUCATION & EXPERIENCE

Graduation from high school or GED equivalent, basic mathematical skills, and familiarity working with common hand and power tools. Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job may be considered.

KNOWLEDGE ABILITIES & SKILLS

Knowledge of:

- Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.

Ability to:

- Perform heavy manual tasks for extended periods of time.
- Work safely.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with employees, other departments and the public.
- Understand and carry out written and oral instructions.

Skills:

- Operation of listed tools and equipment.

SPECIAL REQUIREMENTS

Valid Texas Class C Driver’s License and a Valid Texas Class B Commercial Driver’s License or the ability to obtain within 90 days of employment. Federal Emergency Management Agency (FEMA) training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and

FY 2024-28 General Fund CIP

2023 2024 2025 2026 2027 2028

RELIABLE AND SUSTAINABLE INFRASTRUCTURE - DRAINAGE PROJECTS							
3.3.2	Drainage 7840 Silver Spur Trail (Drainage CIP # 17)	28,796	-	-	-	-	-
3.3.3	Drainage 29010 Tivoli Way (Drainage CIP #34)	1,200,000	-	-	-	-	-
3.3.7	Drainage 7967 Turf Paradise Lane (Drainage CIP #37)	94,000	-	-	-	-	-
3.3.9	Drainage 7820 Rolling Acres Trail (Drainage CIP #5)	250,000	-	-	-	-	-
3.3.10	Drainage Rockinghorse Lane (Drainage CIP #61)	29,609	-	-	-	-	-
3.3.22	Drainage 28907 Chartwell Lane (CIP #35)	-	64,829	260,000	-	-	-
3.3.23	Drainage 8622 Delta Dawn (CIP# 15)	-	245,000	-	-	-	-
3.3.14	Drainage 8472 Rolling Acres Trail (CIP# 2)	-	-	65,000	150,000	-	-
3.3.17	Drainage 8040 Rolling Acres Trail (CIP# 4)	-	-	65,000	150,000	-	-
3.3.18	Drainage 7740 Pimlico Lane (CIP# 42)	-	-	109,465	-	-	-
3.3.13	Drainage 7420 Rolling Acres Trail (CIP#6)	-	-	-	108,867	108,867	510,000
3.3.12	Drainage 8426 Triple Crown (CIP# 41)	-	-	-	-	225,000	-
3.3.20	Drainage 8312 Triple Crown (CIP #43)	-	-	-	-	240,000	-
3.3.6	Drainage 29314 Sumpter Drive (CIP# 32)	-	-	-	-	-	61,829
3.3.19	Drainage 32030 Scarteen (CIP# 53)	-	-	-	-	-	61,829
Total Drainage		1,602,405	309,829	499,465	408,867	573,867	633,658
RELIABLE AND SUSTAINABLE INFRASTRUCTURE - ROADWAY PROJECTS							
3.4.7	Modify Chartwell and Dietz Intersection	98,126	-	-	-	-	-
3.4.10	Dietz Elkhorn Roadway reconstruction	300,915	300,000	253,128	1,843,760	1,843,760	-
3.4.13	Post Oak Tr Roadway reconstruction, TX Dot Grant	875,000	-	-	-	-	-
3.4.14	Connect sidewalk between Elkhorn Ridge subdivision	15,000	250,000	-	-	-	-
3.4.15	Battle Intense Reconstructing sidewalk curb.	54,500	-	-	-	-	-
3.4.16	Reconstruct Battle Intense Trailside	-	-	300,000	-	-	-
3.4.12	Rolling Acres Roadway reconstruction	-	-	-	373,901	373,901	2,492,673
Total Roadway		1,343,541	550,000	553,128	2,217,661	2,217,661	2,492,673
RELIABLE AND SUSTAINABLE INFRASTRUCTURE - BUILDINGS							
3.5.5	Plan and construct a civic/community center	412,815	800,000	-	-	-	-
Total Buildings		412,815	800,000	-	-	-	-
Total Needed to Fund All Projects		3,358,761	1,659,829	1,052,593	2,626,528	2,791,528	3,126,331
Potential Cash Funding			859,829	239,465	300,000	333,867	123,658
Debt Funding Needed			800,000	813,128	2,326,528	2,457,661	3,002,673

Unfunded General Fund Strategic Projects

2023 2024 2025 2026 2027 2028

RELIABLE AND SUSTAINABLE INFRASTRUCTURE - DRAINAGE							
3.3.11	Drainage Ammann Road Low Water Cross (CIP# 1)	-	55,275	55,275	506,892	506,892	-
RELIABLE AND SUSTAINABLE INFRASTRUCTURE - ROADWAY							
3.4.11	Ammann Road Reconstruction	-	373,901	373,901	2,492,673	2,492,673	-
PUBLIC HEALTH, SAFETY, AND WELFARE							
4.2.4	Fire Station #3 Phase 2 Upgrades	-	476,400	-	-	-	-
OPERATIONAL EXCELLENCE							
5.2.6	Design and Construct a City Gateway Feature	-	500,000	-	-	-	-
5.5.10	Phone System Upgrade	-	4,822	-	-	-	-
5.5.31	IT Penetration Testing and Assessment	-	112,000	-	-	-	-
5.5.40	Remote Desktop Server Upgrade	-	13,762	-	-	-	-
Total Needed to Fund Projects		-	1,536,160	429,176	2,999,565	2,999,565	-
Potential Cash Funding			18,584	-	-	-	-
Debt Funding Needed			1,517,576	429,176	2,999,565	2,999,565	-

FY 2024-28 Estimated Tax Rates Bond Program Scenario						
	<u>Current FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>
Tax Rate/\$100 Valuation						
General Fund (M&O)	0.3023	0.2844	0.2676	0.2638	0.2600	0.2563
Debt Service Fund (I&S)	0.0268	0.0238	0.0242	0.0255	0.0313	0.0367
Total Tax Rate	0.3291	0.3083	0.2918	0.2893	0.2914	0.2930
Total Taxable Valuation	2,109,584,004	2,320,542,404	2,552,596,645	2,680,226,477	2,814,237,801	2,954,949,691
M&O Tax Rate/\$100 Valuation	0.3023	0.2844	0.2676	0.2638	0.2600	0.2563
Total M&O Levy	6,377,272	6,600,477	6,831,494	7,070,596	7,318,067	7,574,199
% Increase in M&O Levy		3.50%	3.50%	3.50%	3.50%	3.50%
Total Taxable Valuation	2,109,584,004	2,320,542,404	2,552,596,645	2,680,226,477	2,814,237,801	2,954,949,691
I&S Tax rate/\$100 Valuation	0.0268	0.0238	0.0242	0.0255	0.0313	0.0367
Total I&S Levy	565,959	553,163	616,669	683,350	881,582	1,084,501
% Increase in I&S Levy		-2.26%	11.48%	10.81%	29.01%	23.02%
Total Levy (100%)	\$ 6,943,232	\$ 7,153,640	\$ 7,448,163	\$ 7,753,946	\$ 8,199,649	\$ 8,658,700
Ave Home Taxable Value	\$ 566,488	\$ 623,137	\$ 685,450	\$ 719,723	\$ 755,709	\$ 793,495
Average Tax Bill	\$ 1,864	\$ 1,921	\$ 2,000	\$ 2,082	\$ 2,202	\$ 2,325
M&O Portion	\$ 1,712	\$ 1,772	\$ 1,834	\$ 1,899	\$ 1,965	\$ 2,034
I&S Portion	\$ 152	\$ 149	\$ 166	\$ 184	\$ 237	\$ 291

FY 2024-28 Utility Fund CIP

	2023	2024	2025	2026	2027	2028
RELIABLE AND SUSTAINABLE INFRASTRUCTURE - WATER						
3.1.2 Plant 2 Tank and Variable Frequency Drives (1W)	7,065	-	-	-	-	-
3.1.4 Replace Creek Crossings West (not Impact Fee)(6R)	144,196	-	-	-	-	-
3.1.5 Willow Wind Drive/Red Bud Hill Water Line (29R)	70,705	845,968	-	-	-	-
3.1.6 Build Elevated Storage Tank (2W)	50,000	736,313	3,480,000	3,480,000	-	-
3.1.10 Replace Rolling Acres Trail Water Line Rehabilitation	66,794	587,443	-	-	-	-
3.1.11 Expand Plant No. 5 (impact fee) (5W)	15,000	1,270,000	-	-	-	-
3.1.24 Old Fredericksburg Waterline	291,920	260,000	-	-	-	-
3.1.3a Upgrade Elmo Davis Pump Station (1R, 2R)		385,000	-	-	-	-
3.1.8 Well 27 Electrical (15R) Add Variable Frequency		60,000	-	-	-	-
3.1.27 Well 31 Electrical (19R) Add Variable Frequency	-	60,000	-	-	-	-
3.1.30 Well 25 Electrical (New) Add Variable Frequency	-	60,000	-	-	-	-
3.1.31 Well 28 Electrical (New) Add Variable Frequency	-	60,000	-	-	-	-
3.1.13 Upgrade Electrical at Plant No. 3 Pump Station (5R)		-	71,557	294,489	-	-
3.1.3b Upgrade Electrical at Elmo Davis Pump Station (3R)		-	67,642	296,348	81,559	-
3.1.25 Well K6 Electrical (11R) Add Variable Frequency	-	-	60,000	-	-	-
3.1.26 Well CR1 Electrical (16R) Add Variable Frequency	-	-	60,000	-	-	-
3.1.12 Expand Elmo Davis Water Plant Zone C (impact Fee) (6W)	-	-	-	178,661	973,198	256,790
Water Total	645,680	4,324,724	3,739,199	4,249,498	1,054,757	256,790
RELIABLE AND SUSTAINABLE INFRASTRUCTURE - WASTEWATER						
3.2.2 Solids Handling Improvements (4R)	1,095,497	-	-	-	-	-
3.2.11 Wastewater Treatment Plant Phase 1 Expansion (2S)	100,000	2,531,000	2,531,000	-	-	-
3.2.3 Install Sewer Line and Decommission Falls Lift Station (1S)	-	-	-	104,957	721,654	-
3.2.6 Improvements at School Lift Station (8R)	-	-	-	280,575	-	-
3.2.7a Improvements at Deer Meadows Lift Stations No 1 (10R)	-	-	-	-	159,563	-
3.2.7b Improvements at Deer Meadows Lift Stations No 2 (9R)	-	-	-	-	159,563	-
Wastewater Total	1,195,497	2,531,000	2,531,000	385,532	1,040,780	-
Total Needed to Fund Projects	1,841,177	6,855,724	6,270,199	4,635,030	2,095,537	256,790
Potential Cash Funding - Capital Fees		240,000	259,199	283,618	400,685	256,790
Debt Funding Needed		6,615,724	6,011,000	4,351,412	1,694,852	-

	2023	2024	2025	2026	2027	2028
Water Debt Service Fee	7.43	7.32	15.77	24.03	29.52	31.49
Wastewater Debt Service Fee	2.29	2.26	8.68	15.00	19.18	20.68
Water Capital Reserve Fee	7.36	7.36	7.36	7.36	7.36	7.36
Wastewater Capital Reserve Fee	4.51	4.51	4.51	4.51	4.51	4.51

Fire Station #3 Phase 2 Upgrades

Overview

Request Owner	
Est. Start Date	11/01/2023
Est. Completion Date	09/30/2024
Department	Public Health, Safety and Welfare
Type	Other

Description

Build out upstairs with bunk rooms

Isolate the 1st floor shower from the men's restroom

Install bay door openers with remote operation

Install Open Path building access control

Install a building back-up generator

Project Status

Proposal Phase

Capital Cost Detail

Build out upstairs with bunk rooms (\$240k)

1. 6 Bedrooms – approximately 8' by 9'
2. 2 Restrooms
 1. Male – Shower, toilet stall, and urinal
 2. Female – Shower and toilet stall
3. Dayroom – approximately 16' by 16'
4. Hallways as required from interior stairs.
5. Utilities – HVAC, water, power, cable to the dayroom, and internet drop(s) for wi-fi.
6. Estimate based on interior build-out cost of \$200/SF x 1200SF

Isolate the 1st floor shower from the men's restroom (\$20k)

1. Construct new doorway, wall off shower from men's restroom
2. Relocate plumbing, electrical/lighting, HVAC as needed
3. Add sink in the shower area
4. Estimate based on interior build-out cost of \$200/SF x 100SF

Install bay door openers with remote operation (\$17k)

1. Estimate based on Hill Country Doors quote (3 clickers w/2 buttons each)

Install Open Path building access control (\$25k)

1. 3 Access Control external doors with REX (Request to Exit) and external readers
2. 6 door sensors for garage bay doors (identify if open/closed)

- 3. Firewall (requires static IP address via ISP)
- 4. Per Brian, we will be able to tie ESD access cards into our future system if we can get their specific card format and facility code
- 5. Estimate based on SOG quote
- 6. Quote excluded lifts, electrical, conduit, credentials (est. \$5k)

Install a building back-up generator (\$95k)

- 1. Generator (60kW, LP gas) – same size as PW Maintenance bldg.
- 2. External LP gas tank
- 3. Concrete foundation pad
- 4. Automatic Transfer Switch
- 5. Panelboard
- 6. Estimate based on City PD Generator (150kW installed in 2020 for \$110,722)

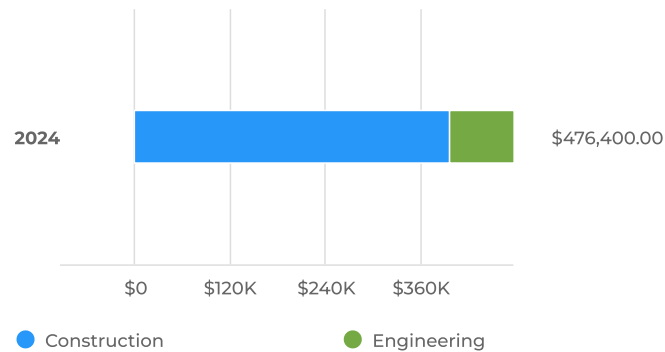
Total Estimated Construction Cost (\$397k)

Architectural and Engineering Services (\$79.4k - \$20%)

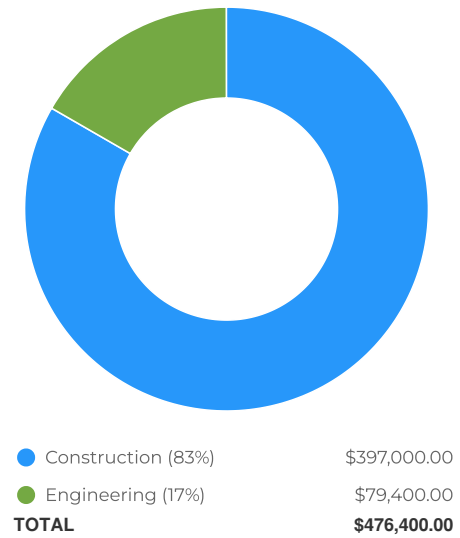
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$476,400	\$476.4K	\$476.4K

Capital Cost by Year



Capital Cost for Budgeted Years

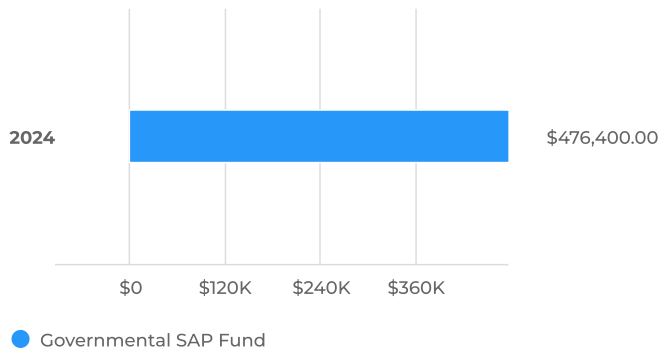


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Engineering	\$79,400	\$79,400
Construction	\$397,000	\$397,000
Total	\$476,400	\$476,400

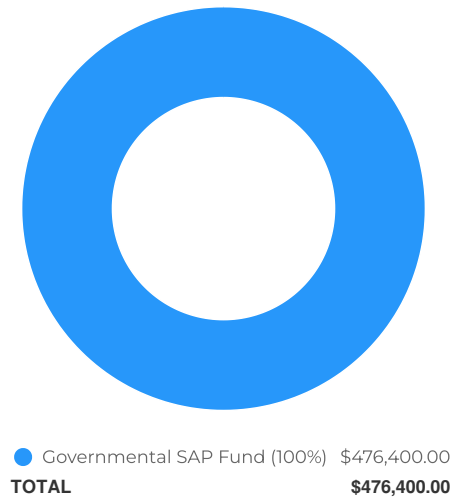
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$476,400	\$476.4K	\$476.4K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Governmental SAP Fund	\$476,400	\$476,400
Total	\$476,400	\$476,400

SAP Project Request Form

Item #9.

Project: Gateway Feature

SAP Pillar:

RELIABLE AND SUSTAINABLE INFRASTRUCTURE PRIORITY AREAS AND PROJECTS

Date: 5.4.23

SAP Goal:

Status of Project: Signatures (reverse side) will authorize work within stated limits.

- Proposed concept Conceptual design (attached) Design complete (attached)
 Baseline complete (attached) Execution underway Review

Opportunity

Unsatisfactory Aspects of Current Situation:

The boat was removed during the I-10 bridge work and nothing has been put back in its place.

Expected Improvements due to this Project:

The branding committee will be working together to come up with a gateway feature so that the city stands out upon entering.

Performance Criteria

Standard specifications, special requirements or performance targets for the deliverables:

design, bid, build.

Scope

General Scope Statement:

The goal of this project is to establish a gateway feature on Fair Oaks Parkway and I-10 which will eventually lead to other gateway features at key entrances into the city helping establish the city's brand.

Specific Inclusions: (including major components, sub-projects, contacts, clarification)

Hire an engineer to design and assist with constructions/project management.

Additional Details:

Assumptions

The feature will be set on the Parkway.

Project Timeline and Constraints

Issue an RFQ, award the design, award the construction, and close out the project once complete.

Project Team

Include leaders of sub-projects from scope statement. Initial of functional manager may be required in "assigned" column

<i>Function</i>	<i>Name</i>	<i>Assigned</i>
	Clayton	procurement
	Scott	lead
	Julio	committee member
	Carole	committee member
	Joanna	committee member

Costs and Funding: List all Capital and Operational Costs and Funding Sources

\$500,000 from the general fund.

Submitted By
Julio Colunga

Date 05/04/2023

Approved By

Date

SAP Project Request Form

Item #9.

Project: IT Assessment

SAP Pillar: Evaluate & Update IT Infrastructure

Date: 07/10/2023

SAP Goal: Conduct IT Assessment

Status of Project: Signatures (reverse side) will authorize work within stated limits.

- Proposed concept Conceptual design (attached) Design complete (attached)
 Baseline complete (attached) Execution underway Review

Opportunity

Unsatisfactory Aspects of Current Situation:

It has been three (3) years since our last assessment of our network and infrastructure. Much has changed in that time frame in terms of changes to our infrastructure.

Expected Improvements due to this Project:

Identification of areas to improve from an outside perspective with an executive report to management so cybersecurity concerns may be prioritized and considered for funding. Assess and recommend changes to our existing policies along with new policies to help mitigate future issues.

Performance Criteria

Standard specifications, special requirements or performance targets for the deliverables:

An executive report will be generated for management along with a detailed report for IT.

Scope

General Scope Statement:

Conduct an assessment of our IT infrastructure by an independent third party and provide recommendations for improvement.

Specific Inclusions: (including major components, sub-projects, contacts, clarification)

See included proposal.

Additional Details:

Depending on the services we are looking for the timeline and deliverables could be adjusted.

Assumptions

IT is available to assist during assessment.
3rd parties are comfortable with their customers performing independent vulnerability assessments on their infrastructure. This is typically acquired by us prior to finalizing the assessment schedule. The proposal is only an estimate and will need to be refreshed once services are selected.

Project Timeline and Constraints

Jan-2023: Sign updated proposal
Mar-2023: Begin Assessment
Jun-2023: Provide Report to management and IT

Project Team

Include leaders of sub-projects from scope statement. Initial of functional manager may be required in "assigned" column

Table with 3 columns: Function, Name, Assigned. Rows include Brian LeJeune, Jason MacDonald, and Apollo Project Team.

Costs and Funding: List all Capital and Operational Costs and Funding Sources

- \$112,000 in total for all services offered
* \$50,000 Attack simulation and 2-day Table Top Exercise with Senior Leadership and select employees from departments
* \$32,000 Review of policies, procedures, and up to three (3) CONOPS Recommendations
* \$25,000 Assessment of infrastructure to include indicators of Ransomware
* \$5,000 Review of M365 environment

Submitted By: Brian LeJeune Date: 07/11/2023

Approved By: Date:

SAP Project Request Form

Item #9.

Project: Phone System Upgrade

SAP Pillar: Evaluate & Update IT Infrastructure

Date: 07/10/2023

SAP Goal:

Status of Project: Signatures (reverse side) will authorize work within stated limits.

- Proposed concept Conceptual design (attached) Design complete (attached)
 Baseline complete (attached) Execution underway Review

Opportunity

Unsatisfactory Aspects of Current Situation:

Our phone system is currently running on Windows Server 2012 R2. This operating system will not be supported by Microsoft for security patches on October 2023. Remaining to run on an unsupported operating system could cause issues in the future if we do not upgrade. The phone system software itself is also very old (7+ years).

Expected Improvements due to this Project:

Migration to supported software for both the phone system software and operating system the software runs on.

Performance Criteria

Standard specifications, special requirements or performance targets for the deliverables:

The project will be graded on minimizing the downtime associated with the phone system upgrade. It is intended to maintain our existing feature set and migrate the current configurations to the new server.

Scope

General Scope Statement:

Upgrade our phone system software to run on an operating system that will be supported for a few more years by Microsoft.

Specific Inclusions: (including major components, sub-projects, contacts, clarification)

See included proposal.

Additional Details:

This is a band-aide fix to provide IT additional time to properly research and propose a full replacement of our current phone system to meet future needs. Our existing system has both feature and hardware limitations that would take too much money to correct.

Assumptions

IT already has all licenses (Anti-virus, RMM, etc.) for supporting the new phone server while the old phone server is operational.
 We will have to record our automated attendant messages if any changes are made to the selections callers are prompted when they first call in during off hours.

Project Timeline and Constraints

Sep-2023: IT builds new virtual server for phone system
 Sep-2023: Refresh quote to prepare for signature
 Oct-2023: Sign updated quote
 Oct-2023: ArtComm assigns resources and schedules migration date

Project Team

Include leaders of sub-projects from scope statement. Initial of functional manager may be required in "assigned" column

<i>Function</i>	<i>Name</i>	<i>Assigned</i>
	Brian LeJeune	
	Jason MacDonald	
	Artcom Project Team	

Costs and Funding: List all Capital and Operational Costs and Funding Sources

\$4,822.00
 * \$2,542.00 Renew Shoreware Support Contract (1-year)
 * \$2,280.00 Labor to install & migrate configurations on new server

Submitted By
 Brian LeJeune *Date* 07/11/2023

Approved By _____ *Date* _____

Artcom Communications

Phone: 210-684-8877
7810 Fortune Dr.
San Antonio, TX 78250



Quote

No.: **11301**
Date: 7/11/2023

Prepared for:

Prepared by: Adrian Macias
Account No.: 2688

City of Fair Oaks Ranch
7286 Dietz-Elkhorn Rd.
Fair Oaks Ranch, Texas 78015 USA

Quantity	Description	UOM	Sell	Total
1	ShoreCare Partner Support Renewal (1 year, no phones) - Required for Migration to New Server	EA	\$2,542.00	\$2,542.00
1	Total labor to Upgrade to MiVoice Connect on New Server	EA	\$2,280.00	\$2,280.00

Your Price: **\$4,822.00**

Total: **\$4,822.00**

Prices are firm until 8/10/2023

Terms: Net 30 days

Prepared by: Adrian Macias, adrian@artcomtx.com

Date: 7/11/2023

Exclusions:

- **Network hardware, Network configuration, Servers, and New Shoretel/Mitel Appliances are not included in this proposal.
- **Any material found to be required upon commencement of work that is not specified in this proposal will have to be requested by customer in writing and will be handled as a separate proposal.
- **Taxes are not included in this proposal

Accepted by: _____

Date: _____

Disclaimer

All prices are valid for 30 business days from the quoted date.
Please fax signed quote to Fax # 210-684-8987 or email to schedule@artcomtx.com so that your order can be placed.
A 50% deposit is required before a schedule date can be confirmed.

SAP Project Request Form

Item #9.

Project: Remote Desktop Server Upgrade

SAP Pillar: Evaluate & Update IT Infrastructure

Date: 07/10/2023

SAP Goal:

Status of Project: Signatures (reverse side) will authorize work within stated limits.

Proposed concept

Conceptual design (attached)

Design complete (attached)

Baseline complete (attached)

Execution underway

Review

Opportunity

Unsatisfactory Aspects of Current Situation:

Our Remote Desktop Servers (RDS) are exposed to the Internet and required for remote Incode access. In addition, they are also utilizing Windows Server 2012 R2, which will stop being supported by Microsoft in October 2023.

Expected Improvements due to this Project:

Build new servers based on Windows Server 2019 and RDS software that will remain patched by Microsoft for a few more years.

Performance Criteria

Standard specifications, special requirements or performance targets for the deliverables:

Install RDS licenses on new servers to allow for Incode to be accessed remotely.

Scope

General Scope Statement:

To build an updated remote desktop server (RDS) environment for use by staff to access Incode remotely.

Specific Inclusions: (including major components, sub-projects, contacts, clarification)

See included proposal.

Additional Details:

The use of a contractor for the installation and configuration of the RDS software since the software may have changed between Windows Server 2012 R2 and Windows Server 2019. Software changes could require IT to attend class, which is why a contractor is being considered for use to save on time and training costs.

Assumptions

IT has enough licenses (Antivirus, RMM, etc.) to cover us for the new servers while the old servers are being used.

Project Timeline and Constraints

Project approval in September 2023.
IT to build new servers in September 2023.
Project start in October 2023.
Project estimated to take 1.5-2 weeks for completion.

Project Team

Include leaders of sub-projects from scope statement. Initial of functional manager may be required in "assigned" column

<i>Function</i>	<i>Name</i>	<i>Assigned</i>
	Brian LeJeune	
	Jason MacDonald	
	Centre Technologies Project Team	

Costs and Funding: List all Capital and Operational Costs and Funding Sources

\$12,724.10 in total
* \$ 10,670.00 - Centre Technologies Installation, Configuration, Project Management, Testing, and Documentation
* \$ 2,054.10 - Centre Technologies - Microsoft RDS licenses

Submitted By
Brian LeJeune *Date* 07/10/2023

Approved By _____ *Date* _____