



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>

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.

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.

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

Amanda Valdez, TRMC, Deputy City Secretary

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

Amanda Valdez, TRMC, Deputy City Secretary

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.

Kelsey Delgado, Environmental Program Manager

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.

Scott M. Huizenga, Interim City Manager

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

Gregory C. Maxton, Mayor

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
Carole Vanzant, Assistant City Manager, Community Services
Joanna Merrill, IPMS-SCP, Director of Human Resources and Communications
Summer Fleming, Interim Finance Director
Brian Lejeune, IT 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.

RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

ADJOURNMENT

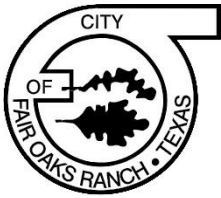
Signature of Agenda Approval: s/Gregory C. Maxton

Gregory C. Maxton, Mayor

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 3, 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, June 15, 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, Bliss, Koerner, Parker, and Muenchow

Council Absent: Council Member: Rhoden

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 – None.

PRESENTATIONS

4. Joanna Merrill, IPMS-SCP, Director of Human Resources and Communications, introduced new employees: Jennifer Koontz, Administrative Clerk; Andrea Cervantes, Payroll & Accounts Payable Specialist; Jason Hanley, Police Officer; Yuleima Barrios, Administrative Clerk.

CONSENT AGENDA

5. Approval of the June 1, 2023 Regular City Council meeting minutes.

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

VOTE: 6-0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS

6. Consideration and possible action approving a resolution authorizing the execution of an agreement with the Center for Public Safety Management, LLC for a Fire and EMS Standards of Cover and Utilization Study.

MOTION: Made by Council Member Koerner, seconded by Council Member Bliss, to approve a resolution authorizing the execution of an agreement with the Center for Public Safety Management, LLC. for a Fire and EMS Standards of Cover and Utilization Study in the amount of \$73,775.00.

VOTE: 6-0; Motion Passed.

7. Consideration and possible action approving a resolution authorizing the execution of an agreement with Lopez Salas Architects, Inc. for Design Services for a Civic Center.

MOTION: Made by Council Member Muenchow, seconded by Council Member Parker, to approve a resolution authorizing the execution of an agreement with Lopez Salas Architects, Inc. for Design Services for a Civic Center for \$272,219.00 with a 10% contingency in the amount of \$27,221.90, for a total value not to exceed \$299,440.90.

VOTE: 6-0; Motion Passed.

8. Consideration and possible action approving a resolution authorizing the execution of an agreement with Safeware, Inc. for a High-Water Detection System.

MOTION: Made by Council Member Parker, seconded by Council Member Stroup, to approve a resolution authorizing the execution of an agreement with Safeware, Inc. for \$172,859.98 with a 5% contingency in the amount of \$8,642.99, for a total value not to exceed \$181,502.97.

VOTE: 6-0; Motion Passed.

REPORTS FROM STAFF AND COMMITTEES

Mayor Maxton moved items 10 and 11 out of order.

10. Update to Council regarding the upcoming Fourth of July Event.

Joanna Merrill, IPMA-SCP, Director of Human Resources and Communications, provided an update to Council regarding the Fourth of July event and reported that the project came in under budget.

11. Update on UDC Amendments.

Carole Vanzant, Assistant City Manager of Community Services, provided an update on the proposed UDC amendments and provided a timeline for the public hearings and other necessary steps to complete the adoption process.

WORKSHOP

9. FY 2023-2024 General Fund Department Budget Workshop - Public Works and Public Safety.

Julie Lovelace, Interim Accounting Manager, led a workshop regarding the FY 2023-2024 General Fund focusing on Public Works and Public Safety. Director of Public Works & Engineering, Grant Watanabe, and Chief of Police, Tim Moring were on hand to answer questions and provide clarification to Council.

REQUESTS AND ANNOUNCEMENTS

12. Announcements and reports by Mayor and Council Members.

Council Member Koerner announced the unveiling of a bronze monument at Veterans Park Plaza named "Athena's Prayer" in Boerne honoring women veterans during the annual Women Veterans Day celebration. She explained that it's the only monument of its kind in Texas. Council Member

Koerner also announced her attendance at the groundbreakings for the Fair Oaks Emergency Room on I-10.

Mayor Maxton reminded everyone to submit applications to serve on a Board Commission or Committee by submitting an application to the City Secretary's office. Mayor Maxton also reminded everyone that although the City is not in any drought contingency that residents continue conservation efforts to avoid any drought contingency during the hot summer months. Finally, Mayor Maxton announced that all city staff has moved out of the portable building and back into City Hall. The trash container and portable building are expected to be removed very soon.

13. Announcements by the City Manager.

Interim City Manager, Scott Huizenga, announced the resignation of Public Work Assistant Director, Julio Colunga. Mr. Colunga accepted the Director position in the City of Shavano Park. The Mayor and Council expressed congratulations to Mr. Colunga on the great opportunity.

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

Mayor Maxton reiterated the request from Council Member Koerner, during the Budget Workshop, to put an item on the agenda to revisit the MDD grant request for the Civic Center Project.

CONVENE INTO EXECUTIVE SESSION

City Council convened into Executive Session at 8:48 PM regarding:

Sec. 551.072 (Deliberation regarding real property)

18. The City Council will meet in closed session to deliberate the purchase, exchange, lease or value of real property that may be considered for the protection of significant groundwater recharge features.

Sec. 551.074 (Personnel Matters)

19. The City Council will meet in closed session pursuant to Texas Government Code Section 551.074, Personnel Matters, to deliberate the process and options for the future appointment of a City Manager.

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:

15. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
16. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.

Sec. 551.072 (Deliberation regarding real property)

17. 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

City Council reconvened into Open Session at 10:19 PM. No action was taken.

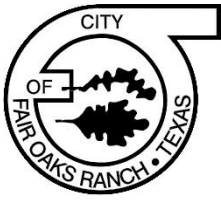
ADJOURNMENT

Mayor Maxton adjourned the meeting at 10:20 PM.

ATTEST:

Gregory C. Maxton, Mayor

Amanda Valdez, TRMC, Deputy City Secretary



CITY OF FAIR OAKS RANCH
CITY COUNCIL SPECIAL MEETING

Friday, June 23, 2023 at 9:00 AM

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, Parker, and Muenchow

Council Absent: Council Member: Koerner

With a quorum present, the meeting was called to order at 9:11 AM.

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

CITIZENS and GUEST FORUM

3. Citizens to be heard.

Vincent Caldarola, resident, made recommendations to Council regarding adjustments to city operations for lowering costs.

David Horwath, resident and P&Z Commission Vice Chair, spoke in support of the city hiring a project manager as recommended by Director of Public Works and Engineering Services, Grant Watanabe, at the June 15, 2023 regular City Council meeting. He noted that there was a significant amount of time spent answering questions from Council that could have been avoided had there been a dedicated person overseeing the project.

PURPOSE OF SPECIAL CALLED MEETING

4. FY 2023-24 Budget Workshop - Strategic Action Plan.

Scott Huizenga, Interim City Manager, led a workshop with Council regarding the FY 2023-24 budget, focusing on the Strategic Action Plan.

ADJOURNMENT

Mayor Maxton adjourned the meeting at 12:10 PM.

ATTEST:

 Gregory C. Maxton, Mayor

 Amanda Valdez, TRMC, Deputy City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

July 6, 2023

AGENDA TOPIC: 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

DATE: July 6, 2023

DEPARTMENT: Public Works

PRESENTED BY: Kelsey Delgado, Environmental Program Manager

INTRODUCTION/BACKGROUND:

On April 20, 2023, staff presented a draft ordinance amending Chapter 1 “General Provisions,” Article 1.07 “Trees And Shrubs” for City Council consideration. Based on feedback received, the following changes have been incorporated into the proposed ordinance:

- Replaced “parkway” with “unimproved shoulder” in the list of definitions.
- Added “unimproved shoulder” exhibits to provide examples typically found throughout the city. Examples include Battle Intense, Post Oak Trail and Fair Oaks Parkway.
- Clarified the City is responsible for the maintenance of public trees, including those located in unimproved shoulder areas.

The City’s Public Works Department currently maintains most trees within the City’s rights-of-way, parkways, and public properties to ensure there are no obstructions to driver sight distance, pedestrian walkways, or other safety hazards. With the adoption of this ordinance, HOAs and adjacent property owners may continue to maintain trees in the vicinity of their subdivisions or properties. This includes unimproved shoulder areas and islands. Depictions of unimproved shoulder areas are included in the proposed ordinance attached as **Exhibit A**.

No new enforcement mechanisms will be implemented as a result of the adoption of the new Article sections. The Public Works Department will continue to notify and request HOAs and property owners trim trees on their property that become an obstructions or safety hazards prior to taking any action.

By amending Chapter 1 Article 1.07 to include the authority and responsibility for trees on public properties, the City is one step closer to obtaining Tree City USA® recognition.

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:

I move 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.

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, the City Council, on April 20, 2023, 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 to define the authority and 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 A1**.
- 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.

Exhibit A

- 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:

Amanda Valdez, TRMC,
Deputy City Secretary

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

Exhibit A1

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.

Exhibit A1

- (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.

Exhibit A1

Unimproved Shoulder Examples

(a)





CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH

July 6, 2023

AGENDA TOPIC: 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 (“City”) for development of a civic center, and execution of all applicable documents by the City Manager

DATE: July 6, 2023

DEPARTMENT: Administration

PRESENTED BY: Scott M. Huizenga, Interim City Manager

INTRODUCTION/BACKGROUND:

At its regular business meeting on July 2, 2020, the City Council authorized the submission of a funding application to the MDD for construction of a civic center. The City Manager formally submitted the application to the MDD on July 15, 2020.

At its regular meeting on July 15, 2020, the MDD formed a subcommittee to perform the initial evaluation of the city’s grant application. At a meeting on August 19, 2020, the subcommittee reported that the project:

- Complied with statute and the MDD Project Category List
- Fit the MDD goals and objectives
- Was assessed as having low levels of risk for project execution and sustainable operations
- Would provide benefits to the community

Based on those findings, the MDD Board authorized the President and Treasurer to negotiate a Grant Award Agreement with the City. The Agreement was approved by the MDD Board on September 16, 2020, and by the City Council on September 17, 2020. The original Agreement had an expiration date of 1,095 days from the original date of execution and allowed for a construction duration of 1,095 days from the original date of execution. Due to the expiration of the original timeframe approaching, there is a need to amend the original Agreement. This Amendment captures the following:

- References to the square footage are amended from 3,000-4,000 square feet to 3,000-5,000 square feet.
- The construction duration is increased by an additional 1,095 days from the date the Amendment is fully executed.
- The expiration date is increased by an additional 1,095 days from the date the Amendment (**Exhibit B1**) is fully executed.
- The Grant Award is increased to \$1.2 million.

The purpose of this agenda item is for the City Council to consider amending the original Grant Award Agreement as detailed above. The original Agreement is included for reference as **Exhibit A**.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 3.5 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable City Facilities.
- The use of MDD funds to reimburse the City for cost associated with the construction of a civic center represents the use of sales tax proceeds to develop an asset that should provide enduring value to the citizens of Fair Oaks Ranch.
- The remittance of the Grant Award Payment by the MDD to the City will continue to be governed by the terms and conditions of the existing agreement, inclusive of this amendment.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The City will utilize General Fund reserves or short-term financing to fund the construction of the civic center as programmed in the adopted budget. Acceptance of the grant award ensures the City's General Fund Reserve will be reimbursed and made whole upon completion of the project.

LEGAL ANALYSIS:

The proposed project is an authorized project pursuant to Local Government Code Chapter 377. The original agreement was prepared with the assistance of the City Attorney, and the amendment was reviewed as to form.

RECOMMENDATION/PROPOSED MOTION:

I move 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.

A RESOLUTION

A RESOLUTION OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING EXECUTION OF AN AMENDMENT TO THE CHAPTER 377 PROJECT FUNDING AGREEMENT ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF FAIR OAKS RANCH, TEXAS AND THE FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT, AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER

WHEREAS, in accordance with Chapter 377 of the Texas Local Government Code ("377"), the Fair Oaks Ranch Municipal Development District ("MDD") may establish and provide for the administration of a program for making loans and grants of public money to promote state or local economic development, stimulate business and commercial activity, as well as recreational or community facilities in the District; and,

WHEREAS, the City of Fair Oaks Ranch ("City") and MDD entered into a Project Funding Agreement ("Agreement") for a Civic Center on September 25, 2020; and,

WHEREAS, the Civic Center will be constructed on City-owned property on the existing City Campus which is located in the District; and,

WHEREAS, the Agreement is set to expire on September 20, 2023; and,

WHEREAS, the City Council desires to continue with the Civic Center Project; and,

WHEREAS, the City Council finds it to be in the public interest of the residents of Fair Oaks Ranch to amend the Agreement.

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

SECTION 1. The City Council hereby reaffirms its support of the Project.

SECTION 2. The City Council hereby authorizes the City Manager to execute an Amendment (**Exhibit A1**) with the MDD, and to execute any and all applicable documents to effectuate this Resolution.

SECTION 3. 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 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 this 6th day of July, 2023.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Amanda Valdez, TRMC,
Deputy City Secretary

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

FIRST AMENDMENT TO CHAPTER 377 PROJECT FUNDING AGREEMENT ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF FAIR OAKS RANCH, TEXAS AND THE FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT

This First Amendment ("First Amendment") to the Agreement between the City of Fair Oaks Ranch and the Fair Oaks Ranch Municipal Development District dated September 25, 2020 ("Funding Agreement") is made and entered by and between the City of Fair Oaks Ranch, Texas ("City") and the Fair Oaks Ranch Municipal Development District ("MDD").

RECITALS

WHEREAS, on September 25, 2020, the City and MDD entered into a Funding Agreement for a Civic Center; and,

WHEREAS, the Funding Agreement between the City and the MDD is set to expire on September 20, 2023; and,

WHEREAS, the Funding Agreement may be amended by mutual written agreement of the Parties, as approved by the governing bodies of the MDD and City; and,

WHEREAS, both parties have determined a three-year extension (1,095 days) of the Funding Agreement is in the best interest of the residents of Fair Oaks Ranch; and,

WHEREAS, the approximate square footage of the Civic Center has changed from approximately 3,000-4,000 square feet to 3,000-5,000 square feet; and,

WHEREAS, the Funding Agreement states that upon the completion of the Facility and receipt of a certificate of occupancy, as contemplated by the Agreement, the MDD agrees to reimburse the City up to SIX HUNDRED THOUSAND DOLLARS AND NO CENTS (\$600,000.00); and,

WHEREAS, this Amendment changes the reimbursement amount from the MDD to the City up to ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00).

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises and covenants hereinafter contained, the City and MDD in this First Amendment to the Funding Agreement, agree to amend the Funding Agreement as follows in Parts 1, 2, 3, 4, and 5 below. All other terms and conditions of the Funding Agreement not expressly amended by this First Amendment shall continue in full force and effect.

Part 1: Article III - Definitions

"Facility" means the planned Fair Oaks Ranch Civic Center that will add approximately 3,000-5,000 square feet of flexible, and highly functional meeting and event space to be built on property owned by the City and including public meeting space, conference rooms and a kitchen for the express purpose of creating a welcoming gathering space for private and public events using flexible space for community programs, private and public meetings, city staff, and resident use.

"Maximum Grant Amount" or "Maximum Total Amount of Grant Payment" means an amount not to exceed *ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00)*.

Part 2: Article IV - Facility

Description of the Facility. Located in the Heart of the City of Fair Oaks Ranch, the Civic Center will add approximately *3,000-5,000 square feet* of flexible and highly functional meeting and event space. The center will be built on property owned by the City and will replace a time-worn existing City building and will include public meeting space, conference rooms and a kitchen. The exterior façade of the new civic center will be enhanced with building material repurposed from the existing building to ensure the unique hill country theme of the municipal campus is maintained.

The purpose of the project is to create a welcoming gathering space for private and public events. The center will maximize flexible space for community programs, private and public meetings, city staff, and resident use while minimizing cost relative to square footage. The civic center will feature the following:

- A new building that helps create a community gathering space for residents.
- *3,000-5,000 square feet* of flexible, highly functional space, inclusive of a Board room to better accommodate large capacity town hall meeting formats.
- Design elements that strengthen and celebrate Fair Oaks Ranch's Hill Country aesthetic.
- A seamless transition between City Hall complex buildings and maximized greenspace.
- Kitchen facility to enhance catering needs for events and meetings.
- Outdoor seating areas.

Part 3: Article V – City's Obligations

2. Default

- a. **Construction.** Failure to complete the construction of the Facility within ONE THOUSAND NINETY-FIVE DAYS (1,095) days from the *date this First Amendment is fully executed*, shall cause the automatic termination of this Agreement without the need for any further action by the MDD; and, the MDD shall have no obligation to make any Grant Payments to City. Enforcement of this section is subject to Force Majeure. In the event of unforeseeable third-party delays, which are not Force Majeure, and upon a reasonable showing by City that it has in good faith commenced and is diligently pursuing the correction, removal or abatement of such delays by using commercially reasonable efforts, the MDD may consent to and excuse any such delays.

Part 4: Article VI – MDD's Obligation

1. **Grant Payments.** Provided City is in full compliance with the terms of this Agreement and is not in Default, upon receipt of both a Certificate of Occupancy and Notice of Substantial Completion as defined in the contract for construction for the Facility, a Grant Payment not to exceed *ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00)* shall be made from MDD to City.
3. **Maximum Total Amount of Grant Payment.** The maximum total amount of any Grant Payment authorized by this Agreement shall not exceed *ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00)*.

Part 5: Article VIII – Termination

- 1. Termination.** This Agreement shall terminate upon the earliest occurrence of any one or more of the following:
- (a) The written agreement of the Parties;
 - (b) The Agreement's Expiration Date, 1,095 days from *the date this First Amendment is fully executed*;
 - (c) Default by City; or
 - (d) Payment of the maximum funds contemplated herein.

Executed on this _____ day of _____, 2023.

MDD

By: _____
Laura Koerner, MDD President

ATTEST:

By: _____
Rachelle Garcia, MDD Secretary

Executed on this _____ day of _____, 2023.

CITY

By: _____
Scott M. Huizenga, Interim City Manager

ATTEST:

By: _____
Christina Picioccio, City Secretary

**CHAPTER 377 PROJECT FUNDING AGREEMENT
ECONOMIC DEVELOPMENT AGREEMENT
BETWEEN THE CITY OF FAIR OAKS RANCH, TEXAS AND
THE FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT**

This Chapter 377 Project Funding Agreement ("Agreement") is entered into between the City of Fair Oaks Ranch, Texas, a Texas home-rule municipal corporation, ("City") and the Fair Oaks Ranch Municipal Development District, a political subdivision of the State of Texas and City of Fair Oaks Ranch ("MDD"). The City and MDD may be referred to jointly herein as "the Parties" and individually as a "Party".

RECITALS

WHEREAS, in accordance with Chapter 377 of the Texas Local Government Code ("377"), the District may establish and provide for the administration of a program for making loans and grants of public money to promote state or local economic development, stimulate business and commercial activity, as well as recreational or community facilities in the District; and

WHEREAS, City desires to construct a Civic Center ("Facility") to add approximately 3,000 - 4,000 square feet of flexible, and highly functional meeting and event space built on property owned by the City to include public meeting space, conference rooms and a kitchen; and

WHEREAS, the exterior façade of the new civic center will be enhanced with building material repurposed from the existing building to ensure the unique hill country theme of the municipal campus is maintained; and

WHEREAS, the purpose of the project is to create a welcoming, flexible, gathering space for private and public events for community programs, private and public meetings, city staff, and resident use while minimizing cost relative to square footage; and

WHEREAS, upon the completion of the Facility and receipt of a certificate of occupancy, as contemplated by this Agreement, District agrees to reimburse the City up to SIX HUNDRED THOUSAND DOLLARS AND NO CENTS (\$600,000.00); and

WHEREAS, the Parties are executing and entering into this Agreement to set forth certain terms and obligations of the Parties with respect to such matters; and

WHEREAS, the Parties recognize that all agreements of the Parties hereto and all terms and provisions hereof are subject to the laws of the State of Texas and all rules, regulations and interpretations of any agency or subdivision thereof at any time governing the subject matters hereof; and

WHEREAS, the Parties agree that all conditions precedent for this Agreement to become a binding agreement have occurred and been complied with, including all requirements pursuant to the Texas Open Meetings Act and all public notices and hearings; if any, have been conducted in accordance with Texas law; and

WHEREAS, on the Effective Date, the commitments contained in this Agreement shall become legally binding obligations of the Parties.

NOW, THEREFORE, in consideration of the mutual covenants, benefits and agreements described and contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and further described herein, the Parties agree as follows:

ARTICLE I RECITALS

1. Recitals. The recitals set forth above are declared true and correct by the Parties and are hereby incorporated as part of this Agreement.

ARTICLE II AUTHORITY AND TERM

1. Authority.

(a) The MDD's execution of this Agreement is authorized by Chapter 377 of the Texas Local Government Code and constitutes a valid and binding obligation of the MDD. The MDD acknowledges that City is acting in reliance upon the MDD's performance of its obligations under this Agreement in making the decision to commit substantial resources and money to the completion of the Facility, hereinafter established. The MDD's execution of this agreement is authorized by any necessary action of the governing bodies of the District and City.

(b) The City's execution of this Agreement is authorized by any necessary action by the governing body of the City and constitutes a valid and binding obligation of the City.

2. Term.

This Agreement will become enforceable upon the Effective Date and will terminate on the first to occur of:

(a) The expiration of the Grant Term;

(b) Upon actual receipt by City of the MDD's payment of the Maximum Grant Amount; or

(c) Upon termination as provided for herein, whichever occurs first (the "Term").

3. Purpose.

The purpose of this Agreement is to formalize the agreements between the City and the MDD for the grant of funds associated with the construction of the Facility. This Agreement specifically states the covenants, representations of the Parties, and the incentives associated with City's commitment to abide by the terms of this Agreement, which has been approved by the bodies governing the MDD and the City as required by state law. It is expressly agreed that this Agreement constitutes a single transaction. A failure to perform any obligation by City may constitute a breach of the entire Agreement and terminate any further commitments by the MDD unless an alternative penalty or remedy is provided for herein.

4. Administration of Agreement.

Upon the effective date, the MDD may designate, by Board action, the Treasurer and/or President to act as liaison and first point of contact for the City for purposes of this Agreement. Any proposed amendments to the Agreement shall still require the approval of the governing body of the MDD and City.

ARTICLE III DEFINITIONS

As used in this Agreement, the following terms shall have the meanings ascribed below. All undefined terms shall retain their usual and customary meaning as ascribed by common and ordinary usage.

"Act of Default" or "Default" means failure to timely, fully, and materially comply with one or more requirements, obligations, duties, terms, conditions or warranties, as stated in this Agreement. MDD may accept substantial compliance in lieu of full compliance by written waiver of such Act of Default.

"Certificate of Occupancy" shall mean that final document issued by the City, entitled "Certificate of Occupancy", indicating that all applicable codes, regulations, and ordinances enforced by the City have been unconditionally, fully, and completely complied with in all respects. A Certificate of Occupancy shall not include a certificate issued in error, mistake, or misrepresentation of facts, nor any temporary or conditional document authorizing temporary or conditional occupancy.

"City of Fair Oaks Ranch" or "City" means the governing municipal corporation that is legally authorized to control the area that is within the city limits of the City of Fair Oaks Ranch, and the area that is within the City and/or Comal, Kendall and Bexar County, Texas.

"Code" means the Fair Oaks Ranch Code of Ordinances in effect as of the Effective Date.

"Effective Date" means the Effective Date described in Article IX.

"Facility" means the planned Fair Oaks Ranch Civic Center that will add approximately 3,000 -

4,000 square feet of flexible, and highly functional meeting and event space to be built on property owned by the City and including public meeting space, conference rooms and a kitchen for the express purpose of creating a welcoming gathering space for private and public events using flexible space for community programs, private and public meetings, city staff, and resident use.

“Force Majeure” means an event beyond the reasonable control of a Party obligated to perform an act or take some action under this Agreement including, but not limited to, acts of God, earthquake, fire, explosion, war, civil insurrection, acts of the public enemy, act of civil or military authority, sabotage, terrorism, floods, lightning, hurricanes, tornadoes, severe snow storms or utility disruption, strikes, and lockouts.

“Grant Term” means the period beginning on the Effective Date and ending on the date of termination as provided for in this Agreement

“Improvements constructed on or installed within the Facility” shall mean only those improvements for which a Certificate of Occupancy has been issued by the City building official as required by the Code.

“Maximum Grant Amount” or *“Maximum Total Amount of Grant Payment”* means an amount not to exceed SIX HUNDRED THOUSAND DOLLARS AND NO CENTS (\$600,000.00.)

“Program” means the economic development program established by the MDD by Resolution, or Order, as authorized by Chapter 377, *Texas Local Government Code*, for making loans and grants of public money to promote state or local economic development, stimulate business and commercial activity, as well as recreational or community facilities within the District.

“Project” means City’s planned development, construction of the Facility.

“Property” means that parcel of land generally located at the City Hall Complex that served as the former location of the police department, and the vacant land adjacent thereto.

“Substantial Completion” generally means that point in time when the entity or person overseeing the construction of the Facility provides possession to the City, and as more specifically defined in the construction documents for the Facility

ARTICLE IV FACILITY

Description of the Facility. Located in the Heart of the City of Fair Oaks Ranch, the Civic Center will add approximately 3,000 - 4,000 square feet of flexible, and highly functional meeting and event space. The center will be built on property owned by the City and will replace a time-worn existing City building and will include public meeting space, conference rooms and a kitchen. The exterior façade of the new civic center will be enhanced with building material repurposed from the existing building to ensure the unique hill country theme of the municipal campus is maintained.

The purpose of the project is to create a welcoming gathering space for private and public events.

The center will maximize flexible space for community programs, private and public meetings, city staff, and resident use while minimizing cost relative to square footage. Utilizing an alternative delivery method to leverage value engineering and design simultaneously with construction, the civic center will feature the following:

- A new building that helps create a community gathering space for residents.
- 3,000 – 4,000 square feet of flexible, highly functional space, inclusive of a Board room to better accommodate large capacity town hall meeting formats.
- Design elements that strengthen and celebrate Fair Oaks Ranch's Hill County
- aesthetic.
- A seamless transition between city hall complex buildings and maximized greenspace.
- Kitchen facility to enhance catering needs for events and meetings.
- Outdoor seating areas

Project Objectives, Community Benefits, and Desired Outcomes

The City of Fair Oaks Ranch Civic Center will help address the growing demand for community and meeting space by local organizations and the City. Groups such as HOA's, FORHA, local businesses, or civic organizations consistently reach out to utilize City Hall, but the City currently lacks capacity. Further, the City is unable to accommodate larger town hall type meetings when conducting city business and must rent outside facilities. Many groups choose to host meetings outside the City or join organizations within other communities that offer appropriate space. Over the past decade, the City has seen an exponential increase in the number of families seeking to enjoy civic groups close to home rather than travel to neighboring Boerne or San Antonio. Likewise, other meeting spaces for local boards and organizations are expensive.

The City of Fair Oaks Ranch has always been known as a community that cares about its residents and organizations, the desire is for the Civic Center to foster this spirit of participation within new and existing organizations. With increased availability of gathering spaces, the Civic Center will be a source of community engagement and offer an opportunity for creation of new community groups, or expansion of existing groups. The additional capacity provided by the new civic center will support the City's goal of enhancing community engagement.

Bringing together the City's services and public spaces, the Civic Center will create a balance between meeting the community's service needs at one location and providing a space for civic pride and engagement. The overall objective being a facility that provides a functional and attractive public space for Fair Oaks Ranch residents to host their own meetings and events while simultaneously addressing the City's administrative and public meeting needs.

ARTICLE V CITY'S OBLIGATIONS

1. Required Reporting

Quarterly Progress Reports. Beginning on the effective date, City shall deliver to MDD a report at each MDD Quarterly Meeting (unless such meeting is cancelled) until completion of the Facility and payment of the Grant. Each Quarterly Progress Report may include, but not necessarily be limited to, the following elements:

- a. construction schedule

- b. scope of work changes
- c. contract amendments
- d. risk and mitigations

2. Default.

a. Construction. Failure to complete the construction of the Facility within ONE THOUSAND NINETY-FIVE DAYS (1,095) days from the Effective Date, shall cause the automatic termination of this Agreement without the need for any further action by the MDD; and, the MDD shall have no obligation to make any Grant Payments to City. Enforcement of this section is subject to Force Majeure. In the event of unforeseeable third-party delays, which are not Force Majeure, and upon a reasonable showing by City that it has in good faith commenced and is diligently pursuing the correction, removal or abatement of such delays by using commercially reasonable efforts, the MDD may consent to and excuse any such delays.

b. Force Majeure Events. Should a Force Majeure event impact the scheduled completion of the Facility, the City shall notify the MDD as soon as possible after learning of the qualifying event. The notice should include a description of the event, the specific delay that has been caused by the event, associated documentation, and the amount of time the City is requesting to be added to the time for completion of the Facility as an Amendment to the Agreement. Said request will be considered by the MDD at a called or regular meeting of the Board.

c. Reports and Information. City's failure to timely and substantially comply with the reporting requirements of this Article may be considered a default; and, MDD shall be under no obligation to make any Grant Payment until such default is cured by compliance with such reporting requirements.

ARTICLE VI MDD'S OBLIGATION

- 1. Grant Payments.** Provided City is in full compliance with the terms of this Agreement and is not in Default, upon receipt of both a Certificate of Occupancy and Notice of Substantial Completion as defined in the contract for construction for the Facility, a Grant Payment not to exceed SIX HUNDRED THOUSAND DOLLARS AND NO CENTS (\$600,000.00) shall be made from MDD to City.
- 2. Source of Grant Payments.** Said Grant Payments shall be payable only from the MDD's Project Fund for its portion of all Sales Tax generated within the District received from the Comptroller, or any other lawfully appropriated funds held by the MDD for project purposes.
- 3. Maximum Total Amount of Grant Payment.** The maximum total amount of any Grant Payment authorized by this Agreement shall not exceed SIX HUNDRED THOUSAND DOLLARS AND NO CENTS \$600,000.00.
- 4. Designated Funds.** MDD will provide for the Grant Payment to be made pursuant to this Agreement by establishing a separate MDD fund, or a subaccount of any existing fund or

account in the MDD treasury, into which the Maximum Grant funds will be deposited or otherwise designated during the Term of this Agreement (the “Designated Funds”).

5. **Grant does not create a Debt.** Amounts payable under this Agreement constitute economic development funds and do not create a debt of the MDD. Said funds are payable only after complete performance as set forth herein.

ARTICLE VII COVENANTS AND DUTIES

1. **City’s Covenants and Duties.** City makes the covenants and warranties to the MDD, and agrees to timely and fully perform the obligations and duties contained in Article V of this Agreement. Any false or substantially misleading statements contained herein or failure to timely and fully perform those obligations and duties within this Agreement shall be an act of Default by the City.

(a) The execution of this Agreement has been duly authorized by the governing body of City, and the individual signing this Agreement is empowered to execute such Agreement and bind the entity. Said authorization, signing, and binding effect is not in contravention of any law, rule, regulation, or of the provisions of City Charter.

(b) City shall timely and fully comply with all of the terms and conditions of this Agreement.

(c) City agrees to obtain or cause to be obtained, all necessary permits and approvals from City and/or all other governmental agencies having jurisdiction over the construction of any improvements to the property.

(d) City agrees to develop the Project in accordance with the ordinances, rules, and regulations in effect on the date the Project was designated, unless specified otherwise in this Agreement.

(e) City agrees to commence and complete the Project in substantial accordance with the Agreement.

(f) City shall cooperate with the MDD in providing all necessary information to assist them in complying with this Agreement.

(g) In accordance with Texas Government Code section 2264.051 City certifies that it does not and will not knowingly employ an undocumented worker, as that term is defined in the section and will require the same of those constructing the Facility.

(h) To the extent required by Texas Government Code Section 2270.002 City acknowledges it currently does not, and shall not during the term of this Agreement, “Boycott Israel” and will require the same of those constructing the Facility.

2. **MDD’s Covenants and Duties.**

(a) The MDD agrees to pay to City an amount, as specified below, not to exceed the Maximum Grant Amount from sources contemplated by this Agreement over a period not

to exceed the Grant Term, subject to the conditions precedent that City has timely and fully complied with all applicable terms and conditions contained in this Agreement, and the above designated Development Requirements are then satisfied. Further, MDD's obligation to pay City shall cease upon payment in full of the Maximum Grant Amount, or the expiration of this Agreement after the Grant Term, even if the Maximum Grant Amount has not been paid, or termination of this Agreement by MDD as provided herein, whichever occurs first.

(b) Failure by MDD to timely and substantially comply with its obligations hereunder shall be an Act of Default by MDD if uncured as provided for herein, and such uncured Act of Default will give City the right to the contracted amount then currently owing not already provided to City by MDD, subject the dispute resolution process established in Article IX.

(c) Subject to the terms and conditions as set forth above, MDD shall pay City the Maximum Grant Amount. Such payment is due to City as provided in Article VI. Failure by MDD to timely and fully comply with its obligations hereunder shall be an Act of Default.

ARTICLE VIII TERMINATION

1. **Termination.** This Agreement shall terminate upon the earliest occurrence of any one or more of the following:

- (a) The written agreement of the Parties;
- (b) The Agreement's Expiration Date, 1,095 days from the Effective Date;
- (c) Default by City; or
- (d) Payment of the maximum funds contemplated herein.

ARTICLE IX DISPUTE RESOLUTION

1. **Mediation.** If a dispute arises out of or relates to this Agreement or the breach thereof, the Parties shall first in good faith seek to resolve the dispute through negotiation between designated representatives of each respective Party. If such dispute cannot be settled through negotiation, the Parties agree to try in good faith to settle the dispute by mediation under the Commercial Mediation Rules of the American Arbitration Association before resorting to litigation. Notwithstanding the foregoing, any Party may seek immediate equitable relief, without attempting to settle a dispute through mediation, in any case where such Party is entitled to equitable relief by law, the terms of the Agreement, or otherwise. All costs of mediation shall be assessed equally between the Parties with each party bearing their own costs for attorneys' fees, experts, and other costs of mediation and any ensuing litigation.

ARTICLE X MISCELLANEOUS

1. **MDD's Liability Limitations.** Should MDD fail to timely or substantially comply with any one or more of the requirements, obligations, duties, terms, conditions, or warranties of the Agreement, such failures shall be an Act of Default by MDD and MDD shall have ninety days to cure and remove the Default upon receipt of written notice to do so from City. City specifically agrees that MDD shall only be liable to City for the amount of the money payments then currently owing to City, and shall not be liable to City for any alleged or actual incidental or consequential damages.
2. **Mutual Assistance.** The Parties will do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out such terms and provisions.
3. **Effective Date.** This Agreement shall become effective on the date of execution by the last party.
4. **Representations and Warranties.** The MDD represents and warrants to City that this Agreement is within their authority, and that they are duly authorized and empowered to enter into this Agreement, unless otherwise ordered by a court of competent jurisdiction. City represents and warrants to the MDD that it has the requisite authority to enter into this Agreement.
5. **Independent Contractors.**
 - (a) It is expressly understood and agreed by all Parties hereto that in performing their services hereunder, City at no time will be acting as an agent of the MDD and that all consultants or contractors engaged by City respectively will be independent contractors of City; and nothing contained in this Agreement is intended by the Parties to create a partnership or joint venture between the Parties and any implication to the contrary is hereby expressly disavowed. The Parties hereto understand and agree that the MDD will not be liable for any claims that may be asserted by any third party occurring in connection with City respectively under this Agreement.
 - (b) By entering into this Agreement, the Parties do not waive, and shall not be deemed to have waived, any rights, immunities, or defenses either may have, including the defense of parties, and nothing contained herein shall ever be construed as a waiver of sovereign or official immunity by the City or MDD with such rights being expressly reserved to the fullest extent authorized by law and to the same extent which existed prior to the execution hereof.
 - (c) No employee of the City, or any board member, or agent of the MDD, or City Council member or agent of City shall be personally responsible for any liability arising under or growing out of this Agreement.
6. **Notice.** Any notice required or permitted to be delivered hereunder shall be deemed delivered by actual delivery, facsimile with receipt confirmation, or by depositing the same in the United States Mail, postage prepaid and certified with return receipt requested, addressed to the Party at the address set forth below:

If intended for MDD:

MDD President
City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78006

If to the City:

City Manager
City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78006

Any Party may designate a different address at any time upon written notice to the other Parties.

7. **Governmental Records.** All invoices, records and other documents required for submission to the City pursuant to the terms of this Agreement are Governmental Records for the purposes of Texas Penal Code Section 37.10
8. **Governing Law.** The Agreement shall be governed by the laws of the State of Texas, and the venue for any action concerning this Agreement shall be in Kendall County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.
9. **Amendment.** This Agreement may be amended by mutual written agreement of the Parties, as approved by the governing bodies of MDD and the City.
10. **Legal Construction.** In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect other provisions of this Agreement, and it is the intention of the Parties to this Agreement that, in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.
11. **Interpretation.** Each of the Parties has been represented by counsel of their choosing in the negotiation and preparation of this Agreement. Regardless of which Party prepared the initial draft of this Agreement, this Agreement shall, in the event of any dispute, whatever its meaning or application, be interpreted fairly and reasonably and neither more strongly for or against any Party.
12. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written agreement between the Parties that, in any manner, relates to the subject matter of this Agreement, except as provided for in any Exhibits attached hereto or duly approved amendments to this Agreement, as approved by governing bodies of MDD and the City.
13. **Paragraph Headings.** The paragraph headings contained in this Agreement are for convenience only and will in no way enlarge or limit the scope or meaning of the various and several paragraphs.

14. **Counterparts.** This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

15. **Exhibits.** Any Exhibits attached hereto are incorporated by reference for all purposes. Exhibits included:

Exhibit "A" Application for Funding.

Exhibit "B" Facility Depiction and Description.

Exhibit "C" Site Plan.

Exhibit "D" Resolutions of Approval

16. **Survival of Covenants.** Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

17. **Employment of Undocumented Workers.** During the term of this Agreement, City agrees to not knowingly contract with any firm or individual for the construction of the Facility who employs any undocumented workers.

18. **Governmental Functions; Liability; No Waiver of Immunity or Defenses**

a. Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.

i. The services provided for herein are governmental functions, and the City and the MDD shall be engaged in the conduct of a governmental function while providing and/or performing any service pursuant to this Agreement.

ii. The relationship of the MDD and the City shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.

iii. Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venturers, or any other similar such relationship between the Parties.

b. The City shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, representatives, or assigns of the MDD in connection with the Agreement, and the MDD covenants and agrees, to the extent permitted by law, that the MDD shall be solely responsible, as between the MDD and the City, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by the MDD or its respective employees, agents, representatives, or assigns, in connection therewith.

c. The MDD shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, representatives, or assigns of the City in connection with the Agreement, and the City covenants and agrees, to the extent permitted by law, that the City shall be solely responsible, as between the MDD and the City, for and with respect to any claim or cause of action

arising out of or with respect to any act, omission, or failure to act by the City or its respective employees, agents, representatives, or assigns, in connection therewith.

d. Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the MDD shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.

e. Neither Party waives or relinquishes any immunity or defense on behalf of itself, its trustees, councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements contained herein.

19. **Additional Instruments.** The Parties agree and covenant to cooperate, negotiate in good faith, and to execute such other and further instruments and documents as may be reasonably required to fulfill the public purposes provided for and included within this Agreement.

20. **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, it is the intention of the Parties that the remainder of this Agreement not be affected, and it is also the intention of the Parties that, in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid, or enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

Executed on this 25th day of September 2020.

MDD

By: Allen R. McDavid
Al McDavid, President

ATTEST:

By: Leah
Board Secretary

Executed on this 25th day of September, 2020.

CITY

By: Tobin E. Maples
Tobin E. Maples, City Manager

ATTEST:

By: Christina Picioccio
Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

July 6, 2023

AGENDA TOPIC: Discussion and possible action to shape and frame the Q3 Town Hall meeting

DATE: July 6, 2023

DEPARTMENT: Administration

PRESENTED BY: Gregory C. Maxton, Mayor

INTRODUCTION/BACKGROUND:

Service delivery in a comprehensive planning model begins with an understanding of how developing and administering policies and controls reflect the values of the community. Effective public engagement requires proactive leadership through the communication of information, seeking clarity of issues to address, ensuring familiarity with City operations, and a committed approach to discover the City's capacities and assets. A public engagement component provides local leaders with some level of comfort for their policy decisions and ensures stakeholders (citizens) are satisfied with delivery and outcomes. The intent of this planning model is to facilitate Planning *with* the citizenry rather than Planning *for* the citizenry. In this vein, the City Council has committed to leading one Town Hall meeting *per* quarter during FY 2022-23.

Q1 - A Transportation Town Hall was held on January 24, 2023, at Spring Creek United Methodist Church, and was attended by approximately 110 citizens.

Q2 - A Wastewater and Emergency Response & Disaster Recovery Town Hall was held on April 18, 2023, at Spring Creek United Methodist Church, and was attended by approximately 60 citizens.

At the May 18th City Council town hall recap workshop, the Council expressed the desire that future town halls be less formal to encourage citizen participation. To facilitate this, meetings will be attended by less than a quorum of council, eliminating the formalities to which a structured city council meeting must adhere.

Attendees at the April 18th meeting offered the suggestion of street maintenance as the next topic. At the Special City Council meeting held on June 23, 2023 the City Council also proposed "local mobility and Multi-Modal Connectivity" as a potential future topic. Other potential topics previously identified by Council include:

- Dietz Elkhorn Roadway Reconstruction
- Strategic Plan
- Budget
- Drainage
- Public Safety
- Communications and Citizen Outreach

The above list is not comprehensive but rather a starting point for Council discussion.

City staff has reached out to Spring Creek United Methodist Church. Assuming City Council would prefer an evening meeting and continuing with the Tuesday precedent, the following dates are proposed: July 18th and 25th; August 1st, 8th, 15th, 22nd, and 29th; and September 5th 12th, 19th and 26th. Should City Council opt for the Dietz Elkhorn Roadway Reconstruction topic, the consultant company, Pape Dawson Engineers, Inc. is available August 1st, 22nd, and 29th and September 5th.

The purpose of this agenda item is to discuss and, if possible, select the topic and date for the next town hall meeting, and to establish council presence. Once the topic and date are determined, staff will begin to devote resources to shape and frame the town hall meeting and to develop the necessary supportive materials.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Advances Strategic Action Plan Project 5.2.3 to Create Opportunities for Resident Engagement and Participation. Town hall events encourage communication between its citizens and their elected officials.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

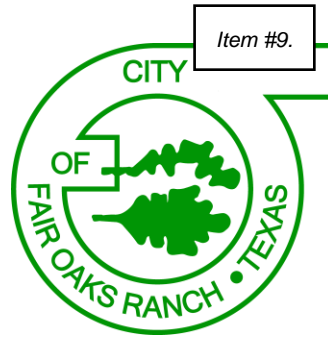
TBD

LEGAL ANALYSIS:

No Legal analysis was required for this agenda item.

RECOMMENDATION/PROPOSED MOTION:

I move that the next town hall topic to be _____ and for the town hall to be held on_____. Council members _____, _____, and _____ will attend.



FY 2023-24 General Fund Budget Update

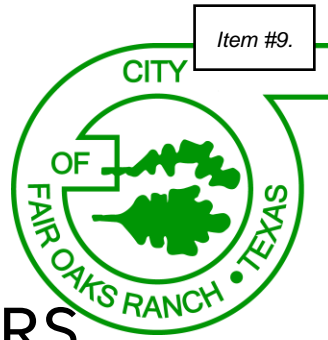
July 6, 2023

Julie Lovelace, Interim Accounting Manager



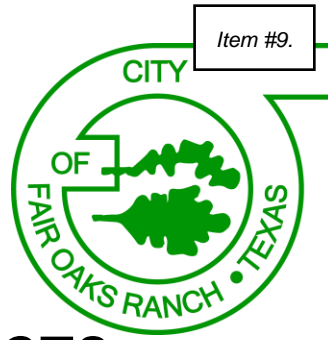
Preliminary Taxable Values

| County | Tax Year 2022 | Tax Year 2023 | Change | % Change |
|--------------|------------------------|------------------------|----------------------|--------------|
| Bexar | \$1,408,789,310 | \$1,582,563,267 | \$173,773,957 | 12.3% |
| Kendall | 493,053,636 | 555,015,350 | 61,961,714 | 12.6% |
| Comal | 329,605,361 | 368,343,387 | 38,738,026 | 11.8% |
| Total | \$2,231,448,307 | \$2,505,922,004 | \$274,473,697 | 12.3% |



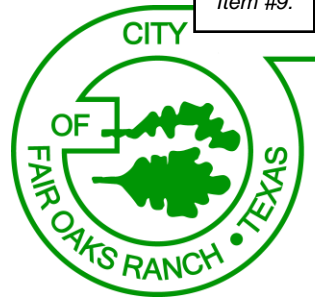
Changes to Budget Since Last Meeting

- Personnel costs increased \$17,915 after receiving the new TMRS contribution rate for 2024
- Moved the Docuware annual subscription from strategic projects to the operating budget for City Secretary: \$4,000
- Received a contract increase for ADT: \$81
- Reduced Court Technology budget after increasing the projected spend for the current year: -\$57,743



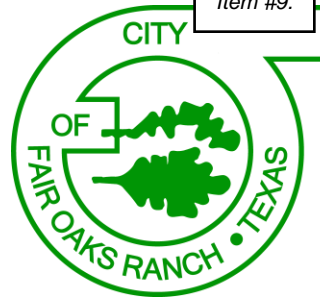
Changes to Budget Since Last Meeting

- Added warranty costs for the two small servers in IT capital: \$278
- Watchguard Cloud contract decrease: -\$9,989
- HALT software decrease: -\$1,235
- Removed the cost of the Netflow Monitoring software from IT for further discussion: -\$8,332
- Increased the budget for CPS Energy: \$4,000



General Fund Summary

| Category | Amount |
|---|--------------------|
| Revenues | \$10,393,567 |
| Expenditures | (\$9,316,252) |
| Operating surplus/(deficit) | \$1,077,315 |
| Net Transfer (to)/from Equipment Replacement Fund | (\$29,445) |
| Transfer (to)/from Strategic Projects Fund | (\$586,454) |
| Capital Outlay | (\$514,111) |
| Total surplus/(deficit) | (\$52,695) |



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 | (\$241,985) | \$877,028 |
| Total Fund Balance | \$5,802,672 | (\$52,695) | \$5,749,977 |

Questions?

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 | 586,454 | 301,945 | | 1,160,899 |
| Total Revenues | 10,666,067 | 586,454 | 301,945 | 563,062 | 12,117,528 |
| <u>Expenditures:</u> | | | | | |
| Personnel | 6,059,009 | | | | 6,059,009 |
| Supplies, Maintenance & Operations | 1,159,111 | | | | 1,159,111 |
| Professional Services | 1,865,126 | - | | | 1,865,126 |
| Shared Services | 233,006 | | | | 233,006 |
| Capital Outlay | 514,111 | 841,992 | | | 1,356,103 |
| Debt Service | - | | | 553,563 | 553,563 |
| Transfers & Non-Cash Adjustments | 888,399 | | 260,000 | | 1,148,399 |
| Total Expenditures | 10,718,762 | 841,992 | 260,000 | 553,563 | 12,374,317 |
| Revenues Over/(Under) Expenditures | (52,695) | (255,538) | 41,945 | 9,499 | (256,789) |
| Ending Fund Balance | 5,749,977 | (0) | 1,187,207 | 73,000 | 7,010,184 |

| GENERAL FUND PROJECTED FUND BALANCE | | | | | |
|---|--------------------|----------------------------------|-----------------------------------|-------------------------------|-----------------------------------|
| Estimation of where Fund balances would be at 9/30/2024 | | | | | |
| | FINAL 9/30/2022 | 2022-23 Projected closeout | 9/30/2023 Projected Balance | 2023-24 Budget Closeout | 9/30/2024 Projected 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 | (241,985) | 877,028 |
| | 4,365,224 | (3,246,211) | 1,119,013 | (241,985) | 877,028 |
| General Fund Balance | 8,780,175 | (2,977,504) | 5,802,672 | (52,695) | 5,749,977 |

| 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 | <u>7,341,717</u> | <u>7,686,926</u> | <u>7,963,116</u> | <u>7,944,522</u> | <u>8,300,628</u> | <u>337,512</u> | <u>4.2%</u> | <u>356,106</u> |
| 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 | <u>651,534</u> | <u>761,408</u> | <u>692,050</u> | <u>729,050</u> | <u>740,685</u> | <u>48,635</u> | <u>7.0%</u> | <u>11,635</u> |
| Interest | | | | | | | | |
| Bank/Investment Interest | 4,286 | 79,926 | 72,000 | 521,000 | 450,000 | 378,000 | 525.0% | (71,000) |
| Total Interest | <u>4,286</u> | <u>79,926</u> | <u>72,000</u> | <u>521,000</u> | <u>450,000</u> | <u>378,000</u> | <u>525.0%</u> | <u>(71,000)</u> |

| 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 | 285,450 | 88,010 | 44.6% | 44,843 |
| Total Services Costs | 1,321,500 | 1,514,155 | 1,729,032 | 1,780,840 | 1,865,126 | 136,094 | 7.87% | 84,286 |
| 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 | 586,454 | (2,856,541) | -83.0% | (2,856,541) |
| 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 | 1,402,510 | (2,591,930) | -64.89% | (2,872,407) |
| Total Departmental Budget | 7,319,332 | 9,308,963 | 13,071,283 | 13,576,574 | 10,718,762 | (2,352,521) | -18.00% | (2,857,812) |

| 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 | - | - | - | - | 26,315 | 26,315 | 0.0% | 26,315 |
| Total Services Costs | 31,205 | 38,614 | 77,565 | 73,628 | 97,435 | 19,870 | 25.6% | 23,807 |
| 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 | 267,893 | 35,390 | 15.2% | 35,275 |

| 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 | 586,454 | (2,856,541) | -83.0% | (2,856,541) |
| 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 | 888,399 | (2,909,091) | -76.6% | (2,909,091) |
| Total Departmental Budget | 624,554 | 1,671,201 | 4,117,993 | 4,396,287 | 1,071,218 | (3,046,775) | -74.0% | (2,889,087) |

| | 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 | 586,454 |
| Total Revenue | 182,000 | 1,236,222 | 3,442,995 | 3,442,995 | 586,454 |
| <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 | 232,757 |
| 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 | 841,992 |
| 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 |
| | <u>260,000</u> |

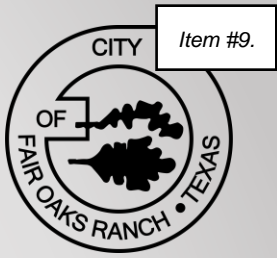
Street Bond Debt Service

| | 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 | | | |

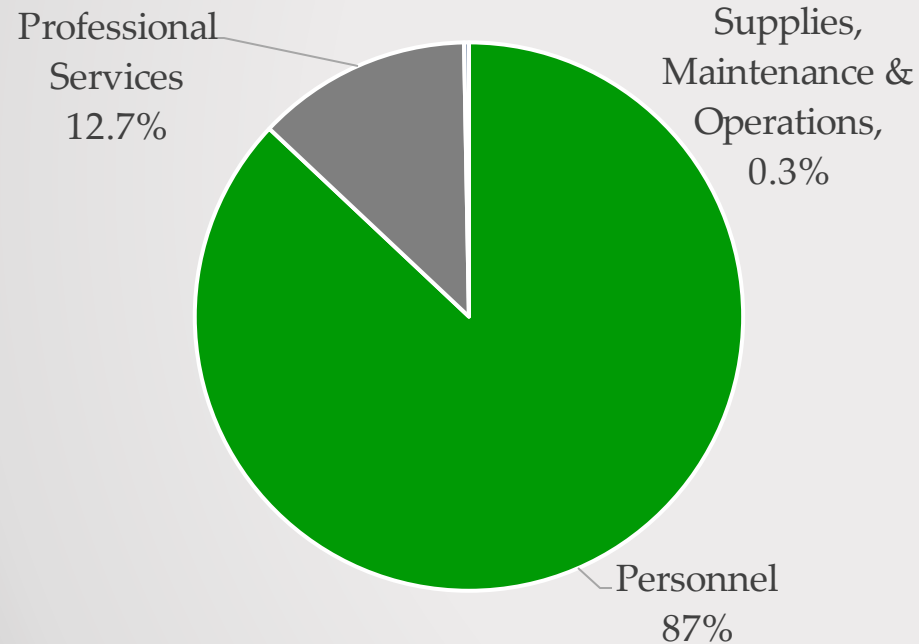
Administration

FY 2023-24 Proposed Budget

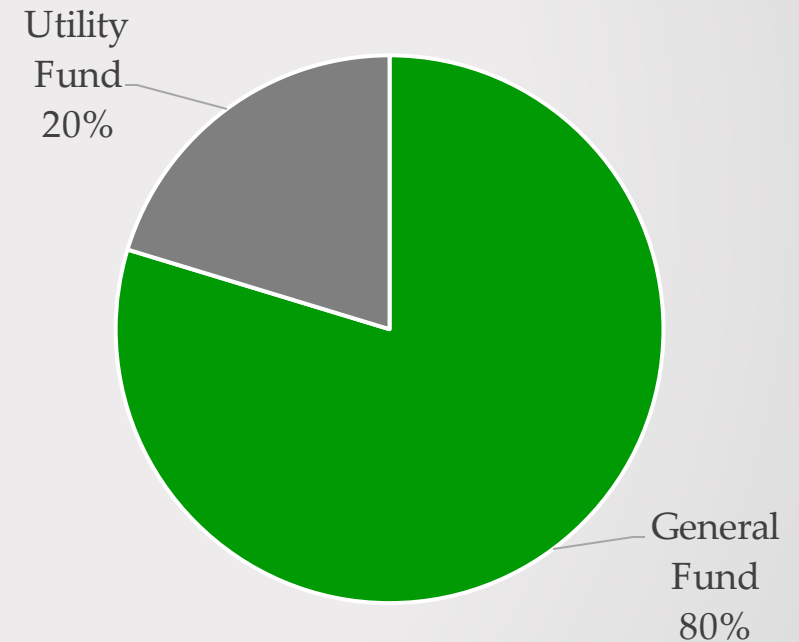
Proposed FY 2023-24 Budget: \$910,996



Budget by Category

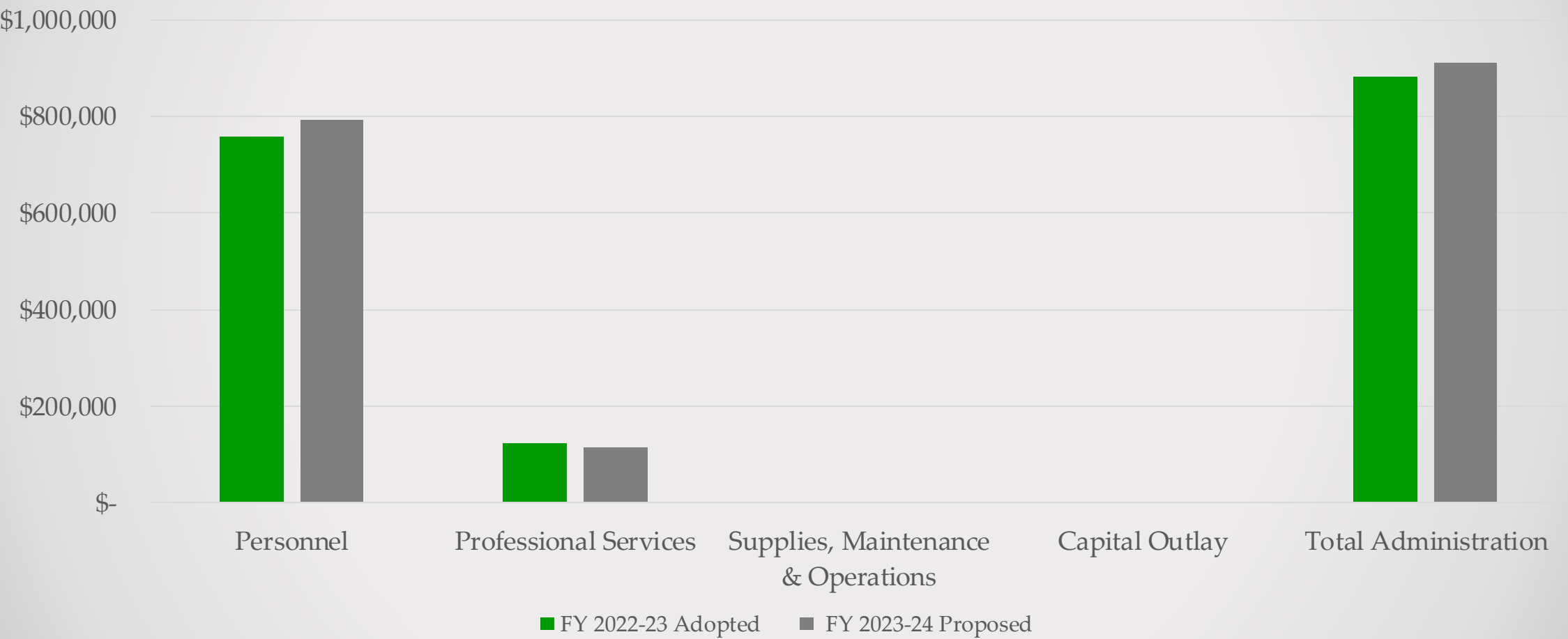


Budget by Fund



5 positions
2 vacancies

Changes to the Budget



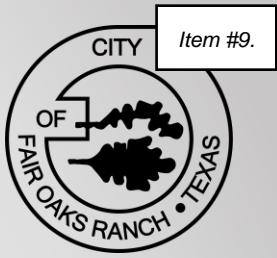
Budget Highlights

- Supplies budget includes \$700 for new headsets for the clerks

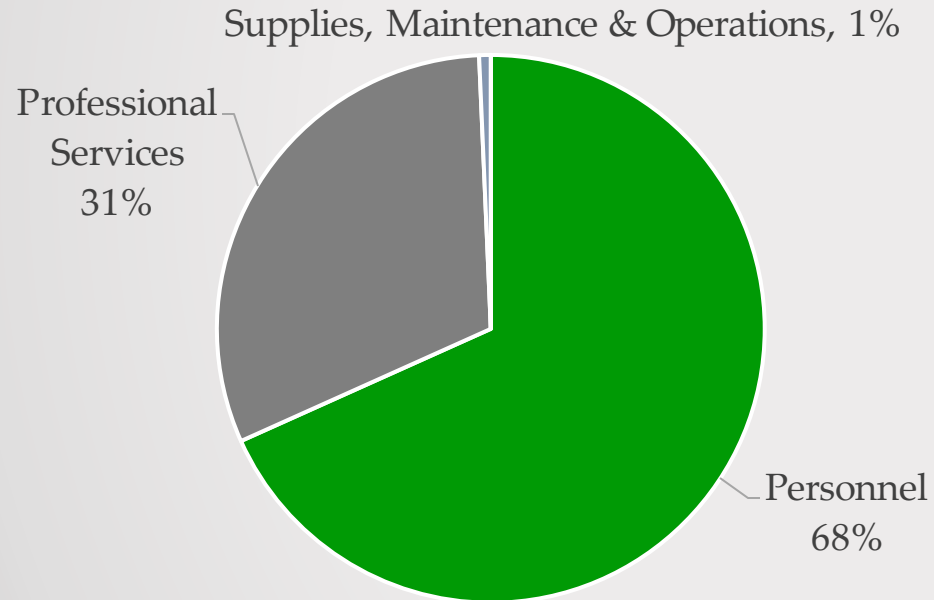
HR and Communications

FY 2023-24 Proposed Budget

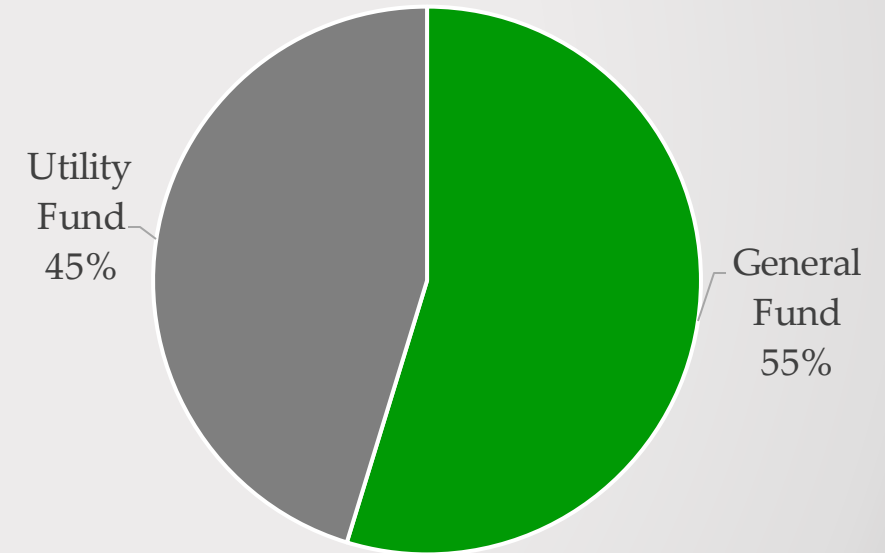
Proposed FY 2023-24 Budget: \$489,454



Budget by Category

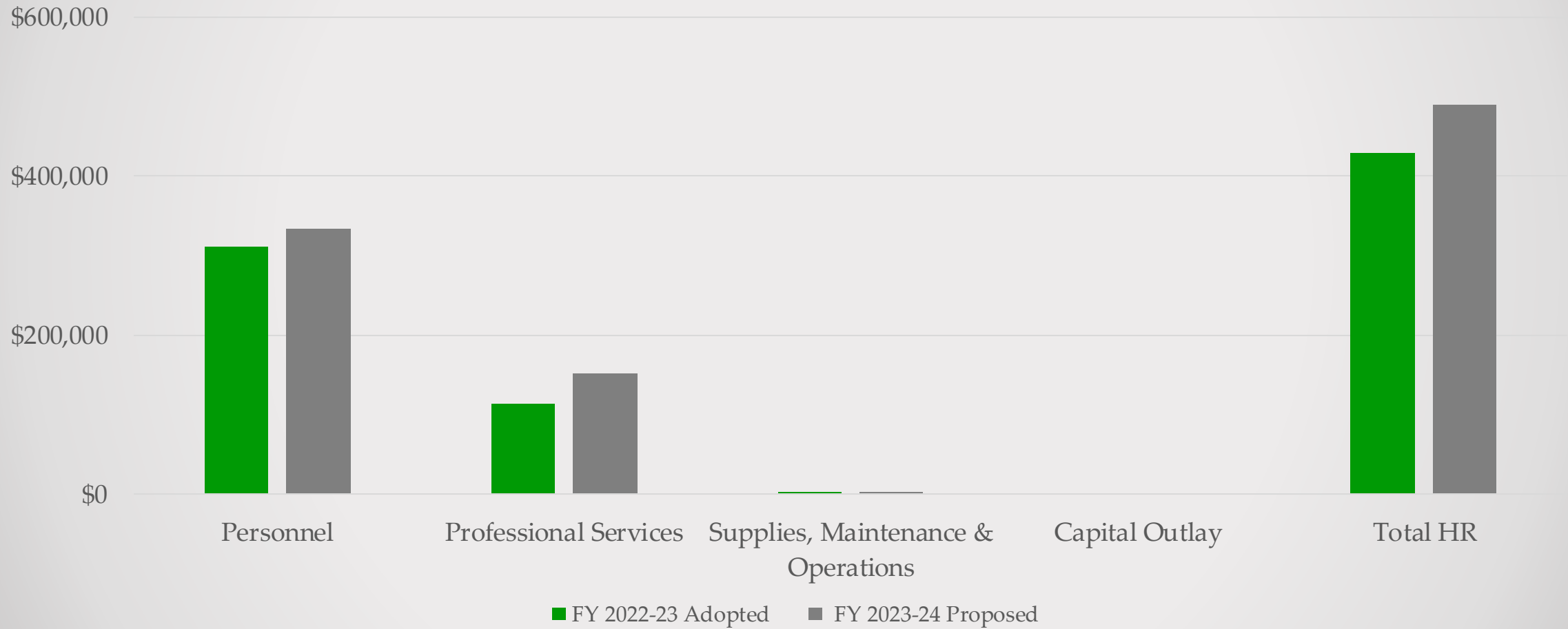


Budget by Fund



3 positions
0 vacancies

Changes to the Budget



Budget Highlights

- Includes new association dues (NPELRA)
- Professional services includes the addition of \$49,853 in department specific software that was previously budgeted in Information Technology and \$1,000 for new communications software (Constant Contact.)

Requests Not Yet Funded

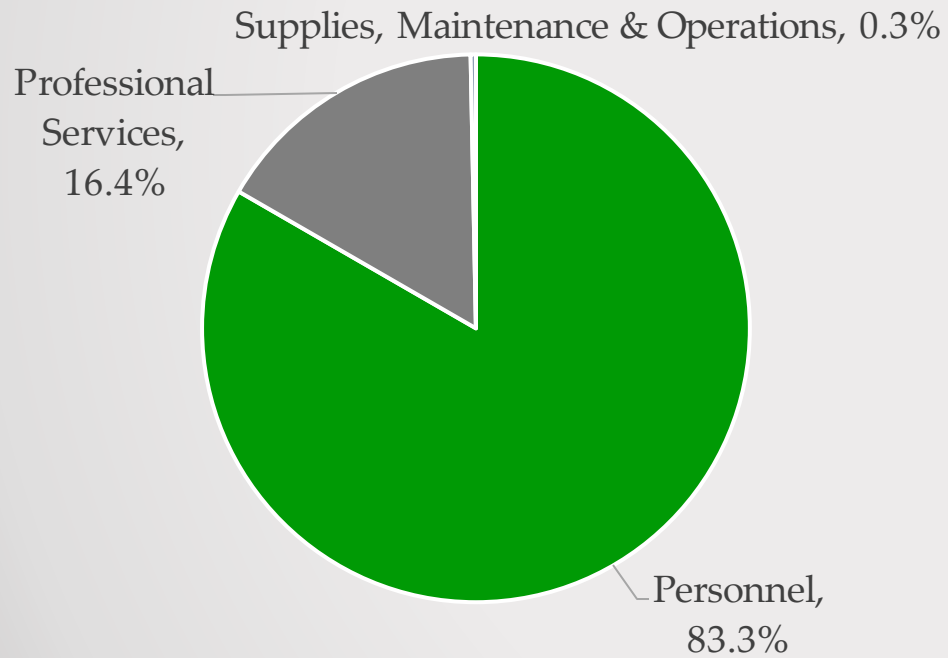
- 2 Physical Mailouts to the Residents during the year
 - Attempt to reach all residents in a non-tech manner
 - Estimated cost \$7,000 (\$3,500 per mailout)
- Monsido Software
 - Monitors the city website for ADA compliance, broken links, and typos.
 - Cost: \$5,000/yr
- New FTE Request – Manager of Communications

Finance

FY 2023-24 Proposed Budget

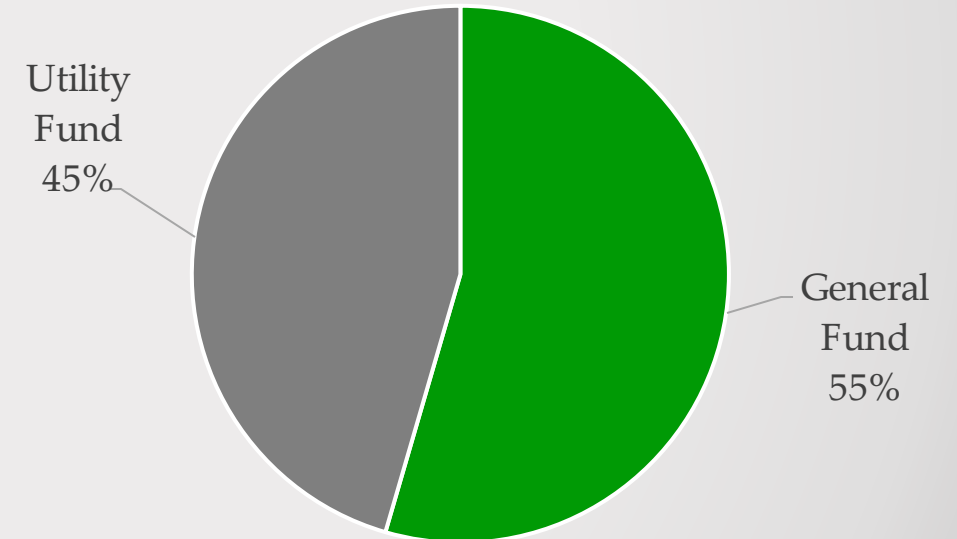
Proposed FY 2023-24 Budget: \$721,447

Budget by Category

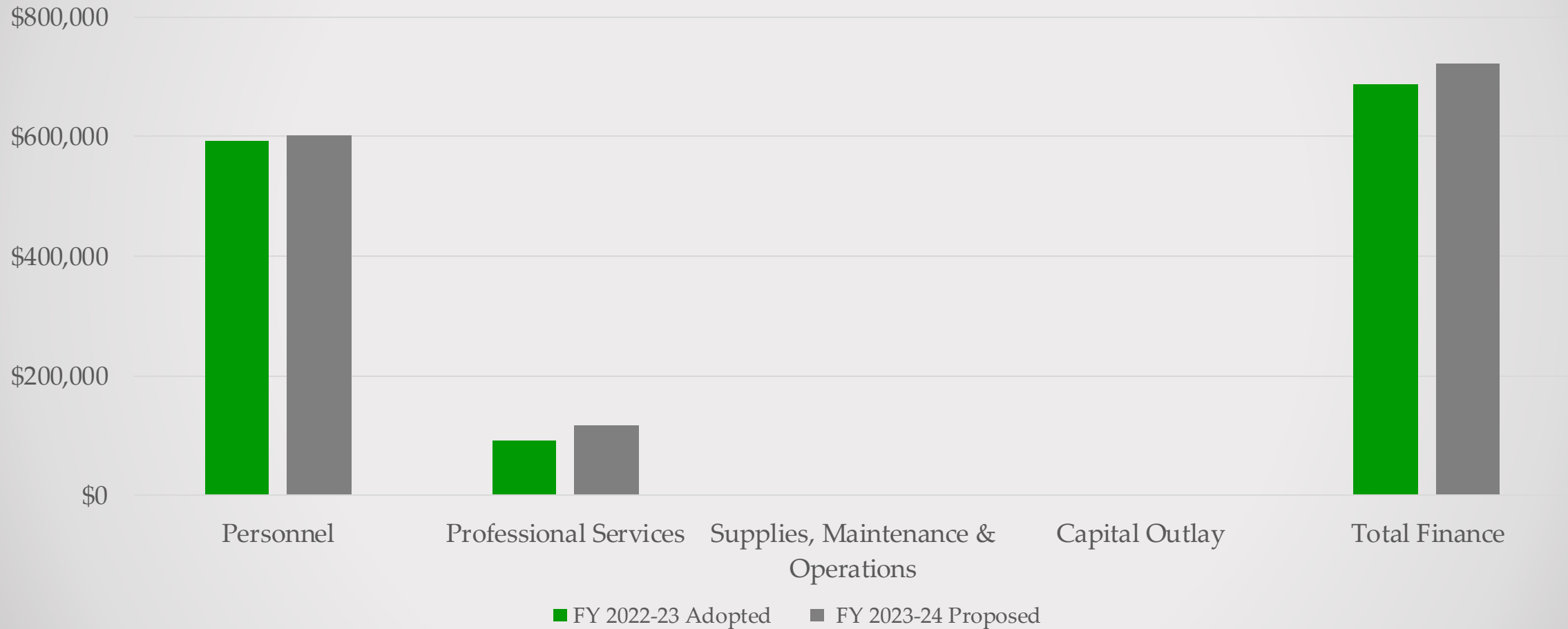


5 positions
1 vacancy

Budget by Fund



Changes to the Budget



Budget Highlights

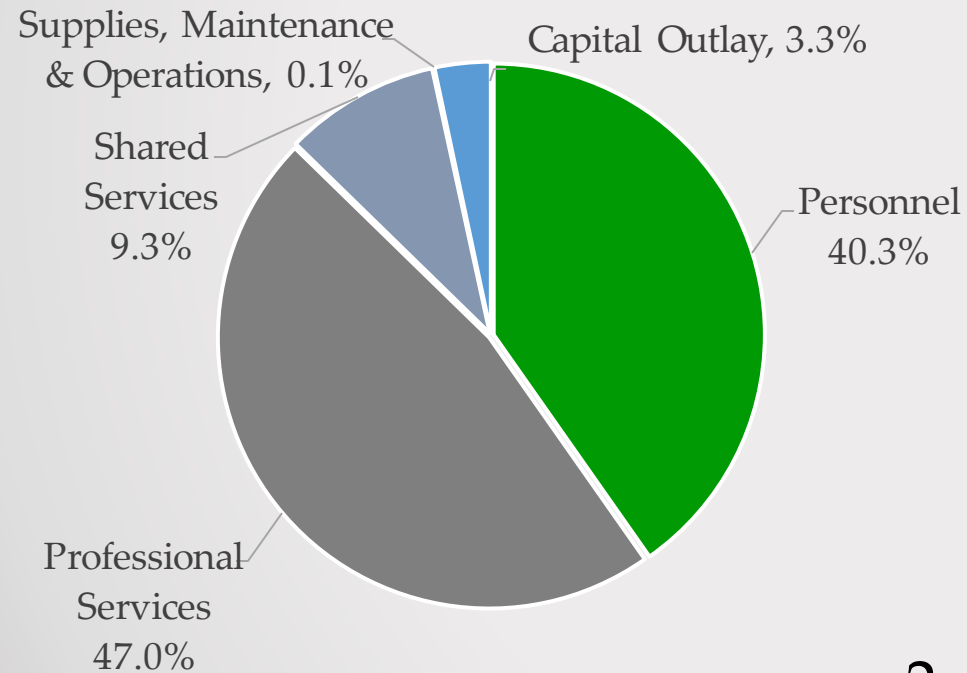
- Professional services includes the addition of \$13,980 department specific software that was previously budgeted in Information Technology and \$5,200 new software for ClearGov Strategic Planning.
- Professional services also includes the addition of the GFOA Conference, moved from the Administration budget (\$2,000), and increases in appraisal district fees for the 3 counties.

Information Technology

FY 2023-24 Proposed Budget

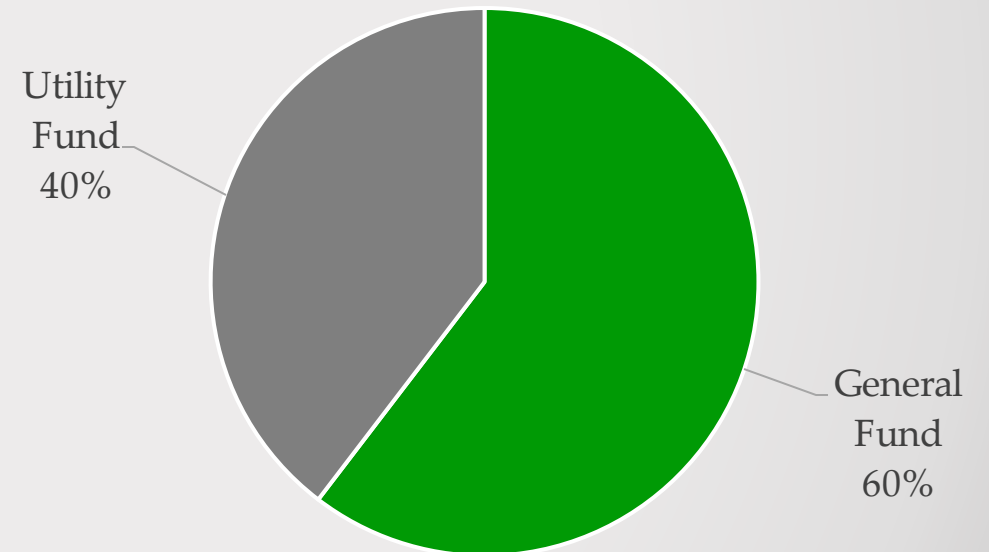
Proposed FY 2023-24 Budget: \$617,918

Budget by Category

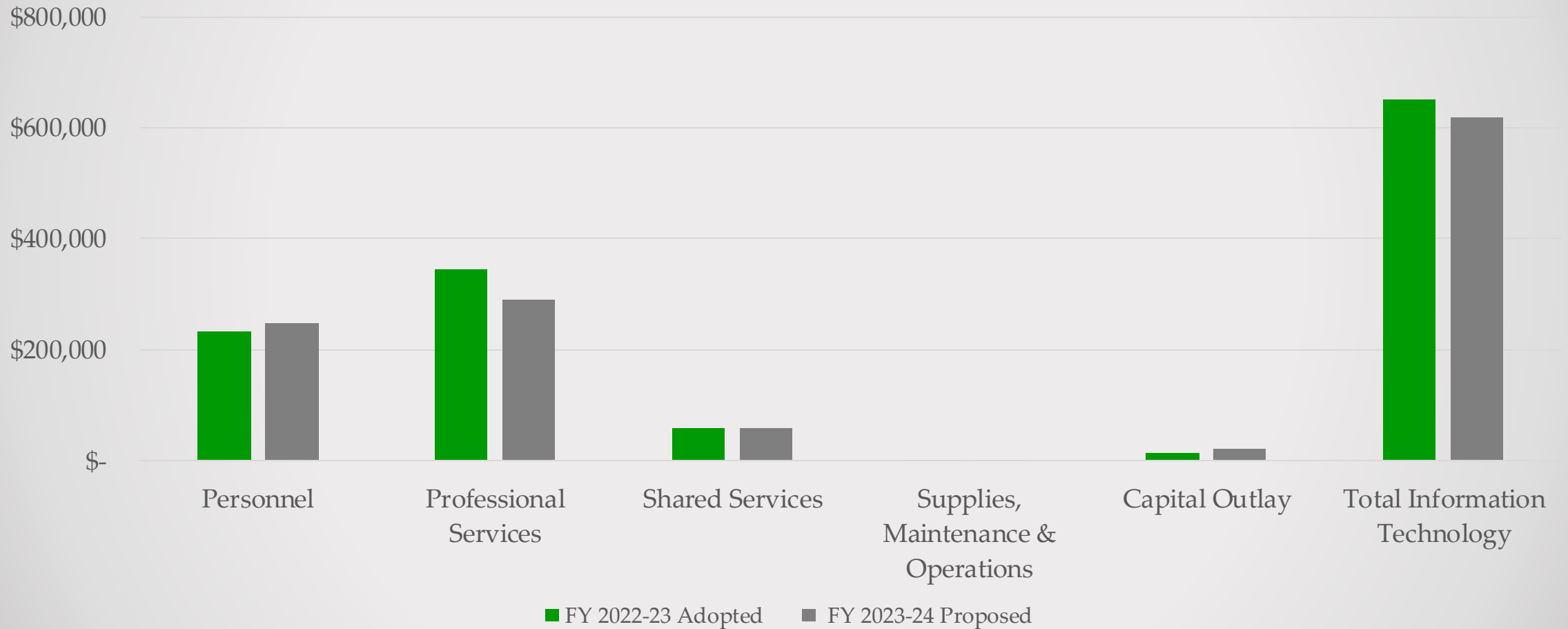


2 positions
0 vacancies

Budget by Fund



Changes to the Budget



Budget Highlights

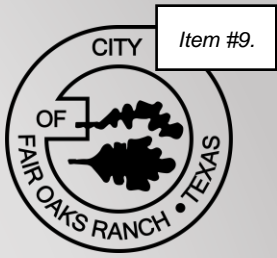
- Professional services includes the removal of \$131,394 of department specific software (now in departmental budgets), and \$88,692 in new software for Microsoft Cloud Services.
- Capital Outlay includes \$5,626 for the purchase of small servers with warranty for the Police Department and \$15,000 for annual workstation replacement.

Requests Not Yet Funded

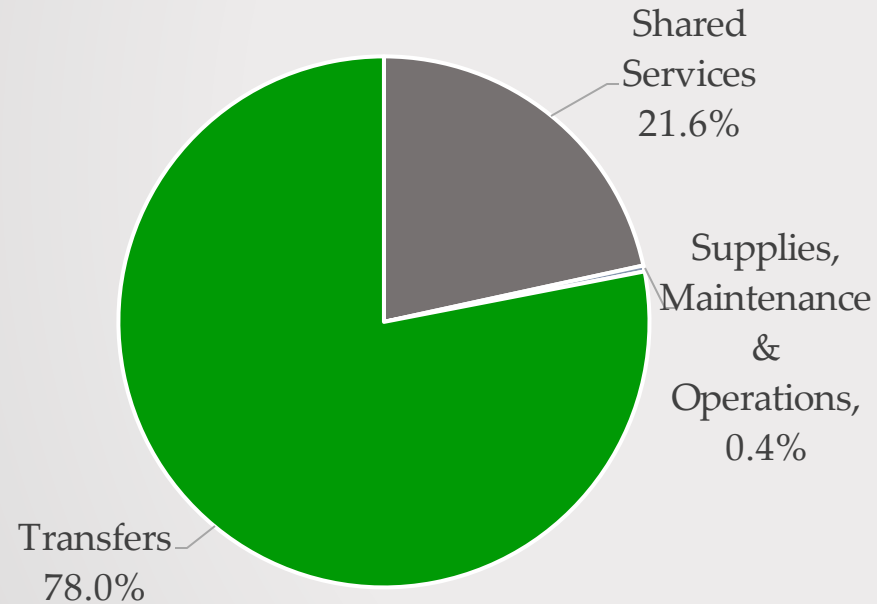
- NetFlow Monitoring Software - \$8,332/year
- \$50,000 for IT Master Plan

Non-Departmental/Shared FY 2023-24 Proposed Budget

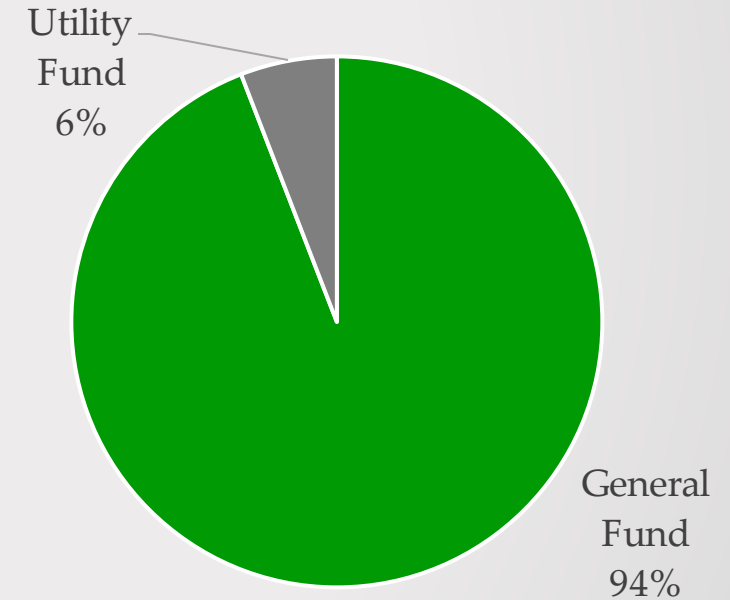
Proposed FY 2023-24 Budget: \$1.1 Million



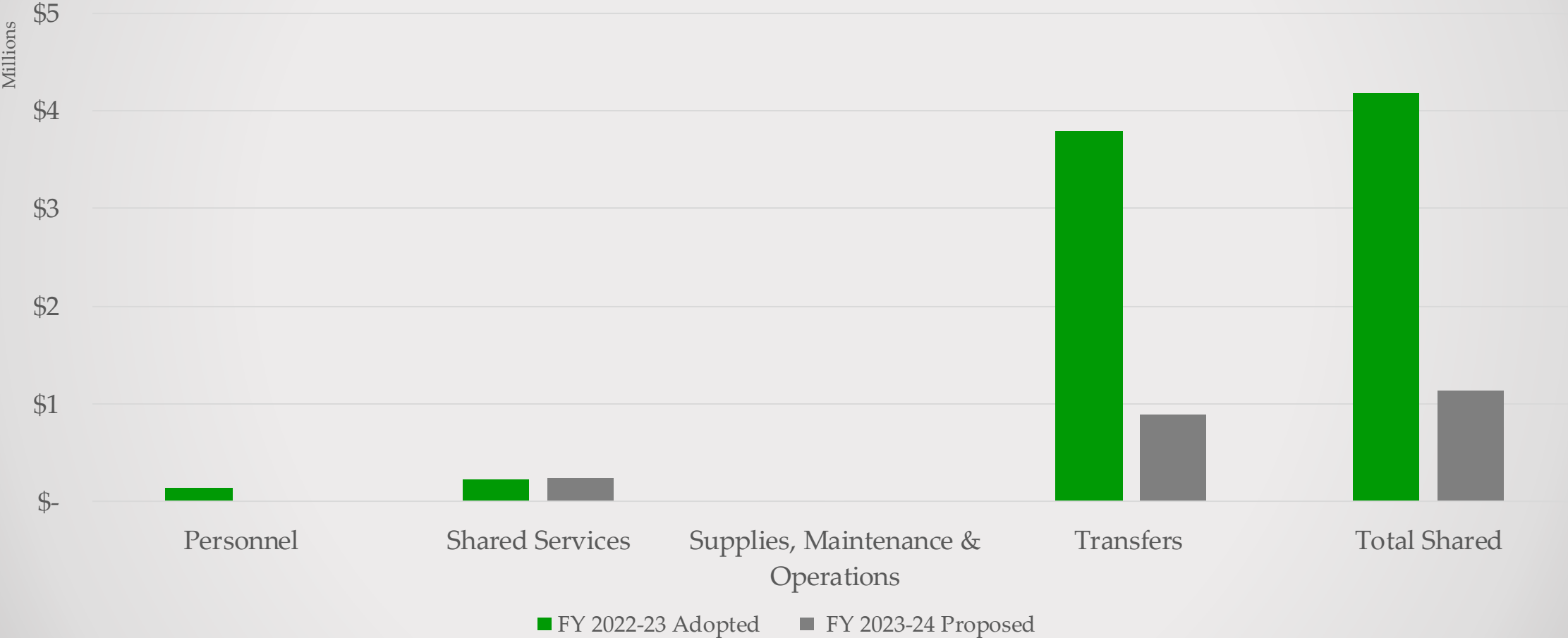
Budget by Category



Budget by Fund



Changes to the Budget



Budget Highlights

- FY 2022-23 COLA personnel costs and rental costs for the portable building removed
- Liability Insurance increase 15%
- CPS Energy increase 10%
- Transfer to SAP Fund decreased by \$2.9M



Date: June 27, 2023

To: Scott Huizenga, Interim City Manager

From: Joanna Merrill, Director of HR & Communications

Justification of New FTE – Communications Manager

For the FY 2023-24 Proposed Budget, the Human Resources and Communications Department requests the addition of a new Communications Manager. The Communications side of this department has grown rapidly in the last year regarding its scope of services. A managerial position is needed to ensure project delivery continued success per City Council direction. This position will also serve to alleviate bandwidth constraints on the Human Resources side of this department to create and update processes and programs.

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

During FY 2018-19, the City Council approved one new position to handle daily functions related to Human Resources along with the addition of a split function for Communications. At that time the communications scope of services only included managing the City's only social media platform (Facebook) and updating documents on the City website. Since that time, there has been a significant shift regarding the importance of enhancing communications efforts from members of the community and City Council.

As a result, the Communications Department has grown from needing a bandwidth of 0.5 of an FTE to what equates to one full-time position and two 0.5 positions over the course of only four short years. The Human Resources and Communications team has managed to enhance or add services such as community outreach, developing working relationships with media, extending social media presence through additional platforms that require content, creation, and management, and implementing new projects as a part of the strategic action plan.

While staff have been able to manage the enhanced service requests, the current staffing model of splitting time and resources between Human Resources and Communications is not and has not been sustainable throughout the course of this fiscal year. There are important internal HR projects such as the update to the Employee Handbook that we have had to manage around or have had to set aside as a result of the increased demand for rapid communications changes and new requests.

Without the assistance of a Communications Manager, strategic action plan projects in both departments may not proceed on time and on budget. The addition of a Communications Manager will provide the specialized knowledge and skillsets needed to ensure that those targets are achieved.



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

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

The new position may require the Multimedia Communications Officer and the Communications Manager to have a joint office. This would require relocation of other offices.

Include any additional startup costs, if any.

Computer, Monitors, Keyboard, Mouse, Webcam, Soundbar = \$2,000

Desk Phone = \$300

City Cell Phone = \$1000

Desk Furniture & Chair = \$1500

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

The Communications Department and its services have been a large focus for the City Council in recent years and this position will be needed for the foreseeable future to plan, manage, and continue the enhancement of services. The projects currently proposed in the strategic action plan will act as the foundation by which this department will be able to properly and proactively support all other departmental initiatives in future years. As large CIP and departmental SAP projects continue to be planned and budgeted for there will continue to be an increased need for developing educational, marketing, and feedback communication opportunities.

How do you plan to fund this position creation or reclassification increases in your budget?

The position will be split between the General Fund and the Enterprise fund, but at this time there are no cost savings within the current HR & Communications budget for this position. We would request that Council approve an increase in the current budget for this position.



CITY OF FAIR OAKS RANCH

Position Description

| | |
|---------------------------|--|
| Job Title: | Communications Manager |
| Department: | Human Resources / Communications |
| Pay Grade: | 27 |
| Reporting Manager: | Director of Human Resources and Communications |
| FLSA: | Exempt |

Overview:

Under minimal supervision the purpose of this position is to implement and enhance the day-to-day operations of the City's internal and external communication program. This position will serve as the project manager for the department and will execute various tasks related to marketing, communications, public relations, and multimedia. It will be responsible for branding, writing, editing, traditional media, social media, along with website and graphic design initiatives. This position will also play a critical leadership role within the Communications Department.

Essential Duties and Responsibilities:

- Develops comprehensive communication strategies based on business plans by identifying and evaluating appropriate methods to reach targeted markets. Methods may include targeted e-mail, social networks, web page updates, surveys, video, video production, or other methods.
- Contributes to and implements a strategic operating plan by analyzing statistics, identifying issues requiring change, and determining cost-effective methods to address them.
- Manages the production of various media content materials distributed to the public, including concept design, layout, writing, copy editing, and printing or publishing.
- Responsible for managing special projects, developing new projects and activities to promote good public relations that enhance the image of the City.
- Designs and executes appropriate strategies concerning communication opportunities through direct partnerships with staff, managers, directors, and City Council.
- Identifies and evaluates trends from review of internal and external data to assist in the creation and preparation of the departmental budget.
- Oversees the City's online strategy, which includes providing content for the City website and social media assets.
- Supervises the personnel management of one employee including motivation, project assignments, discipline, grievances, and formal performance evaluations.
- Prepares and maintains reports necessary to carry out the functions of the department along with periodic reports for management as requested to track strategic accomplishments.

Effective: June 2023



- Stays up to date on industry knowledge including legal and technical changes.
- Evaluates potential communications strategies to determine effective delivery methods, evaluates existing and potential software to determine whether upgrades or replacements are needed and whether existing systems are optimized.
- Attends committee meetings and public gatherings to coordinate and assist in optimizing campaigns and communication efforts.
- Regular and consistent attendance for the assigned work schedule is essential.
- Performs other duties as assigned.

Minimum Qualifications:

- Valid Texas Class C Driver's License
- Bachelor's Degree in Communications, Journalism, Public Relations, Marketing, or a related field from an accredited college or university.
- Five years of increasingly responsible, professional level experience in journalism, mass media communication, marketing, public relations, or public information.
- Two years of experience managing personnel.
- Experience to include any combination of creative/journalistic writing experience, interview experience, and presentation experience.

Preferred Qualifications:

- Public sector, higher education, corporate, public relations agency experience is preferred.
- Experience with the latest outreach, engagement technologies, and interactive media is highly desirable.
- Experience designing programs and writing or modifying code.
- Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the specified education and experience requirements.

Knowledge, Skills & Abilities:

Knowledge of:

- Business concepts, terminology, principles, and practices to manage an effective communications program.
- Effective time management skills with the ability to handle multiple deadlines while reporting breaking news.
- Government regulations, rules, and procedures including Texas Open Meetings Act (TOMA), and the Texas Public Information Act (PIA).

Ability to:

- Work under minimal supervision; exercise initiative, professional judgement, decision making, time management, and organizations skills.

Effective: June 2023



- Develop videos and interactive content using productions skills.
- Establish and maintain collaborative working relationships.
- Exercise discretion when handling sensitive and confidential information.
- Work flexible hours, including evenings and weekends, as needed.

Skilled in:

- Strong verbal and written communication skills using various tones and formats to present information across multiple platforms and venues.
- Strong analytical and research abilities to obtain information from varying sources.
- Collaboration with others to gain information, resolve problems, and garner support.
- Execute existing guidelines, recommend, and create new approaches as needed
- High level of accuracy and attention to detail.

Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and controls.
- Must be able to walk, stand, stretch, bend, twist, stoop, kneel, and operate equipment.
- Hearing and speech to communicate in person and over the telephone.
- May require frequent lifting, lowering, pushing, pulling, or moving 20-30 lbs. and occasionally up to 50 lbs.

Work Environment:

- 75% of work will be performed indoors at the office
- 25% of work will be performed outdoors or in the field.
- Subject to outside weather conditions

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>.

Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email hr@fairoaksranchtx.org (for internal candidates – contact the hiring manager).

Employee Signature

Date

Effective: June 2023



Physical Demands & Working Conditions

| Activity | Constant | Frequent | Occasional | Not Required | Activity | Constant | Frequent | Occasional | Not Required |
|--|----------|----------|------------|--------------|---------------------------------------|----------|----------|------------|--------------|
| Ability to Hear (with/without aid) | X | | | | Pulling – Hand Over Hand | | X | | |
| Ability to See (with/without aid) | X | | | | Pulling – Straight | | X | | |
| Bending | | X | | | Pulling – Light (under 15 lbs.) | X | | | |
| Carrying – Light (under 15 lbs.) | X | | | | Pulling – Moderate (15 – 44 lbs.) | | X | | |
| Carrying – Moderate (15 – 44 lbs.) | | X | | | Pulling – Heavy (45 lbs. and greater) | | | X | |
| Carrying – Heavy (45 lbs. and greater) | | | X | | Pushing – Light (under 15 lbs.) | X | | | |
| Chemical Hazards | | | | X | Pushing – Moderate (15 – 44 lbs.) | | X | | |
| Climbing | | | X | | Pushing – Heavy (45 lbs. and greater) | | | X | |
| Counting | | X | | | Reaching above Shoulder | X | | | |
| Crawling | | | X | | Reading | X | | | |
| Depth Perception | X | | | | Sitting | X | | | |
| Dust/Mites Hazards | | | | X | Standing | X | | | |
| Electrical Hazards | | | | X | Stooping | | X | | |
| Grasping – Dual Simultaneous | X | | | | Temperatures – Extreme Cold | | | X | |
| Grasping – Simple | X | | | | Temperatures – Extreme Heat | | | X | |
| Heights | | | X | | Temperatures – Extreme Shifts | | | X | |
| Identify Colors | X | | | | Twisting | | X | | |
| Kneeling | | X | | | Walking | X | | | |
| Lifting – Light (under 15 lbs.) | X | | | | Wet Hazards | | | X | |
| Lifting – Moderate (15 – 44 lbs.) | | X | | | Working Alone | | X | | |
| Lifting – Heavy (45 lbs. and greater) | | | X | | Working Indoors | | X | | |
| Mechanical Hazards | | | X | | Working Outdoors | | | X | |
| Noise - Extreme | | | X | | Working on Scaffolding or Ladders | | | X | |
| Operating Forklift | | | | X | Writing | X | | | |
| Operating Heavy Equipment | | | | X | | | | | |
| Operating Motor Vehicle | | X | | | | | | | |
| Operating Office Equipment | X | | | | | | | | |

Communications Mgr.

| Fair Oaks Ranch Benchmark Cities | | | | | |
|---|-------------|--------------|--------------|--------------|--|
| | Min | Mid | Max | Actual | |
| Alamo Heights | N/A | N/A | N/A | N/A | |
| | | | | | |
| Boerne | \$68,473.60 | \$85,592.00 | \$102,710.40 | \$76,502.40 | Digital Managing Editor |
| | | | | | |
| Cibolo | \$72,593.95 | \$90,742.44 | \$108,890.93 | \$85,000.24 | Communications Manager |
| | | | | | |
| Fredericksburg | \$78,486.06 | \$96,537.84 | \$114,589.62 | \$88,504.00 | Public Information Officer |
| | | | | | |
| Granbury | \$64,545.00 | \$80,682.00 | \$96,818.00 | \$89,040.38 | Communications Manager |
| | | | | | |
| Helotes | N/A | N/A | N/A | N/A | |
| | | | | | |
| Lakeway | \$98,759.00 | \$123,448.00 | \$148,138.00 | N/A | Director of Communications |
| | | | | | |
| Leon Valley | N/A | N/A | N/A | N/A | |
| | | | | | |
| Live Oak | N/A | N/A | N/A | N/A | |
| | | | | | |
| Marble Falls | \$60,593.00 | \$73,924.00 | \$87,230.00 | \$85,279.00 | Communications Mgr - reports to Police Chief |
| | | | | | |
| Trophy Club | N/A | N/A | N/A | \$108,076.80 | Communications & Marketing Director |
| | | | | | |
| San Antonio | \$72,126.60 | | \$109,993.00 | \$93,138.36 | Public Relations Manager |
| | | | | | |
| | \$73,653.89 | \$91,821.05 | \$109,767.14 | \$89,363.03 | |