



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, July 18, 2024 at 6:30 PM

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

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

AGENDA

OPEN MEETING

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

CITIZENS and GUEST FORUM

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

3. Citizens to be heard.

PRESENTATIONS

4. Recognition of the Employee of the Quarter (Q3 - April through June 2024): Amanda Wade, Administrative Support Specialist.

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

CONSENT AGENDA

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

5. Approval of the June 20, 2024 Regular City Council meeting minutes.

Christina Picioccio, TRMC, City Secretary

6. Approval of the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas establishing a Transportation Safety Advisory Committee, amending the City's Code of Ordinances, Chapter 1, Article 1.08 Boards, Commissions, and Committees.

Laura Koerner, Council Member Place 4

7. Approval of a resolution adopting the Fair Oaks Ranch Transportation Safety Advisory Committee Rules of Procedure.

Laura Koerner, Council Member, Place 4

8. Approval of a resolution authorizing the City Manager to sign an Interlocal Agreement with the City of San Antonio for the designation of the City's Health Authority.

Gregory C. Maxton, Mayor

9. Approval of a resolution authorizing the execution of an agreement with Patti Engineering for Water Well Electrical Improvements.

Clayton Hoelscher, Procurement Manager

CONSIDERATION/DISCUSSION ITEMS

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

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

11. Consideration and possible action on the first reading of an ordinance closing the intersection of Noble Lark Drive and Dietz Elkhorn Road to vehicular traffic.

Grant Watanabe, Director of Public Works and Engineering Services

WORKSHOP

12. FY 2024-25 Budget Workshop - City Secretary, Municipal Court, and Utilities.

Summer Fleming, Director of Finance
Christina Picioccio, TRMC, City Secretary
Ricardo Bautista, Municipal Court Administrator
Grant Watanabe, Director of Public Works

REPORTS FROM STAFF AND COMMITTEES

13. Update on Boards and Commissions applications.

Christina Picioccio, TRMC, City Secretary

REQUESTS AND ANNOUNCEMENTS

14. Announcements and reports by Mayor and Council Members.
15. Announcements by the City Manager.
16. 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:

17. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.

18. 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)

19. 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

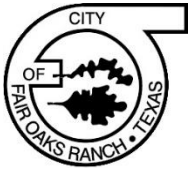
Signature of Agenda Approval: s/Scott M. Huizenga

Scott M. Huizenga, City Manager

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

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, July 15, 2024 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of various boards, committees, and commissions may attend the City Council meeting.

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 20, 2024 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

Council Present: Mayor Maxton and Council Members: Rhoden, Olvera, Koerner, and Parker

Council Absent: Council Members: Stroup and Muenchow

With a quorum present, the meeting was called to order at 6:32 PM.

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

CITIZENS and GUEST FORUM

3. Citizens to be heard.

Setterfeld Estates resident Christine Graham asked Council to consider how emergency services might be impeded by the road closure at Noble Lark and asked Council Member Olvera to recuse himself during this agenda item as he is a resident of the neighborhood.

Resident Sharon Brimhall explained that the City has not been transparent about the proposed community center and only involved citizens asking for feedback on the design and not whether the building was wanted by residents. She commended the City for the new website and inclusion of upcoming projects. Ms. Brimhall also noted her opposition to the closure of Noble Lark.

Resident Barry Brower explained that since the Noble Lark road closure, he feels that the residents have their street back and that neighbors are now able to walk through the neighborhood. He urged the Council to think of the safety of the residents.

PRESENTATIONS

4. Presentation of Life Saving Recognition to Ms. Madison Gaugler and presentation of Fair Oaks Ranch Police Department's Life Saving Award to K-9 Officer David Magness.

Tim Moring, Chief of Police, presented a Life Saving Award to K-9 Officer David Magness, and noted the Life Saving Recognition to Ms. Madison Gaugler, who was unable to be present at the meeting.

CONSENT AGENDA

5. Approval of the June 4, 2024 Special City Council meeting minutes.

6. Approval of the June 6, 2024 Regular City Council meeting minutes.

7. Approval of the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending the Comprehensive Plan to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149

acres generally located along the north side of Ralf Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

8. **Approval of the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) for 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.**
9. **Approval of the second reading of an ordinance amending the budget of the City of Fair Oaks Ranch for FY 2023-24 to fund \$10,000 toward the Oak Wilt Program.**
10. **Approval of a resolution authorizing the execution of an agreement with JCM Commercial Services LLC for sealcoating.**
11. **Approval of Council Member Stroup's absence from the June 6, 2024 Regular City Council meeting.**

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

VOTE: 5 - 0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS

12. **Consideration and approval of a resolution by the City Council of the City of Fair Oaks Ranch, Texas authorizing and approving Publication of Notice of Intention to issue Certificates of Obligation; complying with the requirements contained in Securities and Exchange Commission Rule 15c2-12; and providing an effective date.**

Council Member Stroup arrived at 6:58 PM.

MOTION: Made by Council Member Rhoden, seconded by Council Member Stroup, that the City Council adopt a resolution authorizing and approving a Publication of Notice of Intent to issue Certificates of Obligation.

VOTE: 6 - 0; Motion Passed.

13. **Consideration and possible action approving a resolution supporting proposed policy amendments to the Unified Development Code and to the Mixed Use Village District Residential Component and directing the City Manager to schedule public hearings on proposed amendments.**

MOTION: Made by Council Member Olvera, seconded by Council Member Stroup, to approve a resolution supporting proposed policy amendments to the Unified Development Code and to the Mixed Use Village District Residential Component and directing the City Manager to proceed with scheduling public hearings on proposed Unified Development Code amendments.

VOTE: 6 - 0; Motion Passed.

14. Consideration and possible action approving a resolution authorizing the execution of an Interlocal Agreement between Boerne ISD and the City of Fair Oaks Ranch for the School Resource Officer Program.

MOTION: Made by Council Member Olvera, seconded by Council Member Parker, to approve a resolution authorizing the City Manager to sign the three-year agreement with Boerne ISD for two School Resource Officer positions for Fair Oaks Ranch and Van Raub Elementaries.

VOTE: 6 - 0; Motion Passed.

15. Consideration and possible action of approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas establishing a Transportation Safety Advisory Committee, amending the City's Code of Ordinances, Chapter 1, Article 1.08 Boards, Commissions, and Committees, and providing for severability and repealing clauses, and an effective date.

MOTION: Made by Council Member Koerner, seconded by Council Member Stroup, to approve the first reading of an ordinance establishing the Fair Oaks Ranch Transportation Safety Advisory Committee.

VOTE: 6 - 0; Motion Passed.

WORKSHOP

16. FY 2024-25 General Fund Department Budget Workshop - Finance, Administration, Human Resources & Communications, Information Technology and Non-departmental/shared.

Summer Fleming, Director of Finance, provided a brief overview regarding the FY 2024-25 General Fund budget. Carole Vanzant, Assistant City Manager - Community Services, provided more details to the Council regarding Administration and answered questions of the Council. Joanna Merrill, IPMS-SCP, Director of Human Resources and Communications, provided more details regarding the Human Resources and Communications Department, and answered questions of the Council. Brian LeJeune, Information Technology Manager, provided an overview of the Information Technology budget and answered questions of the Council.

17. Noble Lark Drive at Dietz Elkhorn Road Closure.

Carole Vanzant, Assistant City Manager, introduced Michael Garza from Legacy Engineering who provided a presentation to Council regarding the Noble Lark road closure. After a discussion by the Council, staff was directed to bring back an agenda item on the access closure at a future meeting.

REPORTS FROM STAFF/COMMITTEES

18. Update on Request for Proposals for Municipal Solid Waste Collection, Disposal and Recycling Services

Clayton Hoelscher, Procurement Manager, provided Council information regarding the request for proposals for Municipal Solid Waste Collection, Disposal and Recycling services. He explained that the City is negotiating with the top ranked companies and expects that a recommendation will be brought to the Council for action at its July 18, 2024 meeting.

REQUESTS AND ANNOUNCEMENTS

19. Announcements and reports by Mayor and Council Members.

Council Member Koerner announced the Open House of the Fire Station #132 on Ralph Fair Road from 10:00 AM – 2:00 PM on Saturday, June 22, 2024 and urged residents to visit. The Fair Oaks Ranch Police Department will be present along with the Fire Department, Acadian EMS, and a special appearance from the Emergency Air Services helicopter.

Mayor Maxton announced that the City has once again partnered with the Country Club for the July 4th celebration. The event is scheduled for July 4, 2024 on the driving range and attendees can arrive as soon as 6:00 PM. The fireworks will begin at dark. He also announced that the annual road maintenance program has kicked off and is expected to be completed on July 18, 2024. GVTC has notified the City of their plans to install new fiberoptic cables beginning at the intersection of Fair Oaks Parkway and Ralph Fair Road. GVTC will move up the Parkway towards the Country Club. Mayor Maxton also reminded everyone that the regularly scheduled meeting on July 4, 2024 has been canceled in observance of Independence Day and the next meeting will be held on July 18, 2024.

20. Announcements by the City Manager.

N/A

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

Council Member Stroup asked to discuss the creation of a citizen committee to address the policy portion of the proposed Community Center.

CONVENE INTO EXECUTIVE SESSION

City Council did not convene into closed 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:

22. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.

23. 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)

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

RECONVENE INTO OPEN SESSION

N/A

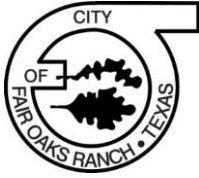
ADJOURNMENT

Mayor Maxton adjourned the meeting at 9:29 PM.

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas establishing a Transportation Safety Advisory Committee, amending the City's Code of Ordinances, Chapter 1, Article 1.08 Boards, Commissions, and Committees.

DATE: July 18, 2024

DEPARTMENT: City Council

PRESENTED BY: Consent Item – Laura Koerner, Council Member, Place 4

INTRODUCTION/BACKGROUND:

The City wants everyone who travels within or through our community to reach their destination safely. Accordingly, throughout the years, after staff presentations on traffic study results related to stop or yield signs, improved intersections, and speed limiting devices, the City Council has approved applicable ordinances.

Many municipalities have transportation safety committees which review and discuss transportation matters in their communities before Council consideration. At the May 2, 2024, City Council workshop, Council Member Koerner led a discussion on establishing a Fair Oaks Ranch Transportation Safety Advisory Committee (TSAC). At the June 20, 2024, City Council meeting, the City Council approved the first reading of an ordinance establishing the Committee. A draft Rules of Procedure was provided for their review.

Who? The Committee is made up of five regular members and two alternates. Terms are staggered for two (2) years. Volunteers must be residents of Fair Oaks Ranch. Additionally, the City Manager will assign city staff as non-voting members to participate and support the Committee with the minimum representation from Public Safety or Public Works departments.

What? The purpose and duties of the TSAC, include but not limited to:

- Improve the city's quality of life through a citizen-government partnership that promotes transportation safety.
- Review transportation (vehicles, bicycles, pedestrians, etc.) safety issues submitted to them either by citizens or by city staff.
- Provide recommendations to the City Council with respect to means of transportation involving city-owned roadways, walks, and paths, including, but not limited to, no parking zones, yield and stop signs, speed limit increases and decreases, hike and bike lanes; and
- Direct citizen requests regarding privately-owned roadways, walks, and paths within the city to the appropriate organization (i.e. Country Club, FORHA, etc.).

- Advise the City Council and provide recommendations regarding the overall planning and programming of transportation safety improvements.
- Develop materials needed for promotion of transportation safety.
- Create and annually review a city’s transportation safety plan.
- Review proposed transportation safety ordinances and make recommendations to the City Council.
- Other duties as the City Council may direct.

Upon the approved establishment of the Committee, a Rules of Procedure will be created and presented to the City Council for their consideration and possible action at a future meeting.

When? The TSAC will meet quarterly or more frequently. Meetings will be open to the public and will follow the Texas Open Meetings Act.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Continued improvement of the city’s quality of life relative to transportation safety.
2. Provides for a citizen-government partnership.
3. Meets the city’s Strategic Action Plan pillars of Reliable and Sustainable Infrastructure and Responsible Growth Management.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Budgeted funds as warranted.

LEGAL ANALYSIS:

Approved as to Form.

RECOMMENDATION/PROPOSED MOTION:

Consent Item – I move to approve the second reading of an ordinance establishing the Fair Oaks Ranch Transportation Safety Advisory Committee.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, ESTABLISHING A TRANSPORTATION SAFETY ADVISORY COMMITTEE, AMENDING THE CITY’S CODE OF ORDINANCES, CHAPTER 1, ARTICLE 1.08 BOARDS, COMMISSIONS, AND COMMITTEES, AND PROVIDING FOR SEVERABILITY AND REPEALING CLAUSES AND AN EFFECTIVE DATE

WHEREAS, Chapter 1, Article 1.08 of the City of Fair Oaks Ranch Code of Ordinances provides for city Boards, Commissions, and Committees, and,

WHEREAS, the Fair Oaks Ranch City Council desires to create an advisory committee to review transportation (vehicles, bicycles, pedestrians, etc.) safety issues and provide recommendations to the Council, and,

WHEREAS, the City Council finds a Transportation Safety Advisory Committee is warranted after careful consideration of establishing an advisory committee to assist in the continuance of the city’s quality of life through a citizen-government partnership that promotes safe and secure public roads and walks, and,

WHEREAS, the City Council further finds that amending Chapter 1, Article 1.08 Boards, Commissions, and Committees is necessary to establish an advisory committee.

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

- Section 1.** The City Fair Oaks Ranch Transportation Safety Advisory Committee is established.
- Section 2.** The City of Fair Oaks Ranch Code of Ordinances Chapter 1, Article 1.08 Boards, Commissions, and Committees is hereby amended as set forth in the attached Exhibit A.
- Section 3.** City staff shall create, by resolution, the committee’s Rules of Procedure and present the rules at a future City Council meeting for consideration and approval.
- Section 4.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section 5.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.
- Section 6.** That it is officially found, determined, and declared that the meeting at which this ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 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.

Section 8. If any provision of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this ordinance would have been enacted without such invalid provision.

Section 9. All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this ordinance are hereby repealed to the extent of such conflict, and the provisions of this ordinance shall be and remain controlling as to the matters ordained herein.

Section 10. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 11. 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.

Section 12. This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 20th day of June 2024.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 18th day of July 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

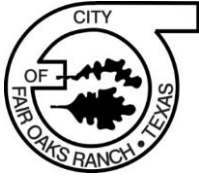
Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

Chapter 1 “General Provisions;” Article 1.08 “Boards, Commissions, and Committees” is hereby amended with the inclusion of the following:

Sec. 1.08.003 Transportation Safety Advisory Committee

1. The Fair Oaks Ranch Transportation Safety Advisory Committee is hereby established.
2. The Committee shall consist of five (5) regular members and two (2) alternates who will serve staggered two (2) year terms, starting October 1, 2024.
3. Members serve at the will of the City Council and shall be resident citizens.
4. The City Manager will assign city staff as non-voting members to participate and support the Committee with the minimum representation from the Public Safety or Public Works department.



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of a resolution adopting the Fair Oaks Ranch Transportation Safety Advisory Committee Rules of Procedure.

DATE: July 18, 2024

DEPARTMENT: City Council

PRESENTED BY: Laura Koerner, Council Member, Place 4

INTRODUCTION/BACKGROUND:

At the May 2, 2024, City Council workshop, Council Member Koerner led a discussion on establishing a Transportation Safety Advisory Committee (TSAC). At the June 20th regular meeting, the City Council approved the first reading of an ordinance establishing the City of Fair Oaks Ranch Transportation Advisory Safety Committee. The second reading will be considered at the July 18th regular meeting.

Section 3 of the ordinance states the committee's Rules of Procedure shall be created, by resolution, and presented to the City Council for consideration and approval.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with the requirement of the adopting ordinance creating the Fair Oaks Ranch Transportation Safety Advisory Committee in establishing Committee rules.
2. Outlines the general rules governing how the Committee works, covering topics such as agendas, minutes, members, duties, etc.
3. Ensures compliance with laws and regulations.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Budgeted funds as warranted.

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent Item - I move to approve a resolution adopting the Transportation Safety Advisory Committee Rules of Procedures.

A RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS
ADOPTING THE FAIR OAKS RANCH TRANSPORTATION SAFETY ADVISORY
COMMITTEE RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, On July 18, 2024, the City Council of the City of Fair Oaks Ranch, by ordinance, established the Fair Oaks Ranch Transportation Safety Advisory Committee, and,

WHEREAS, Section 3 of the ordinance requires the committee’s Rules of Procedure be created, by resolution, and presented to the City Council for consideration and approval, and,

WHEREAS, after careful review and consideration, the City Council deems it appropriate to adopt the Transportation Safety Advisory Committee’s Rules of Procedures.

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

Section 1. The Fair Oaks Ranch Transportation Safety Advisory Committee Rules of Procedure is adopted as set forth in the attached, as “**Exhibit A.**”

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

Section 3. If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

Section 4. That it is officially found, determined, and declared that the meeting at which this resolution 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 resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. 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 18th day of July 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A
CITY OF FAIR OAKS RANCH
TRANSPORTATION SAFETY ADVISORY COMMITTEE
RULES OF PROCEDURES

1.0 Statement

It is hereby declared that the appointment to the Transportation Safety Advisory Committee is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

2.0 Creation and Membership

- 2.1** The Transportation Safety Advisory Committee (“TSAC”) was established, under Ordinance 2024-09, and members serve at the will of the City Council. Appointments and reappointments to the Committee shall be made annually based on the term expiration and expressed interest of members to continue to serve, or at such other times as may be authorized by State Law. Members, including Alternates, shall be Fair Oaks Ranch resident citizens. Terms shall coincide with the city’s fiscal year (October 1 through September 30). Appointments to fill unexpired terms will be made on an as needed basis.
- 2.2** The Committee shall consist of five (5) members who shall be appointed by majority vote of the City Council. The members shall serve for a term of two (2) years, staggered, and are subject to removal for cause, as found by the City Council. Each member shall occupy a place on the Committee, such places being numbered 1 through 5. A vacancy on the TSAC shall be filled for the unexpired term.
- 2.3** City Council by majority vote shall appoint two (2) individuals as alternate Committee members to serve in the absence of one (1) or more regular members when requested to do so by the Chairperson or by the City Manager or designee. An alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member. Alternates shall be Fair Oaks Ranch citizens. A vacancy among the alternate members is filled in the same manner as a vacancy among the regular members.
- 2.4** The City Manager shall assign city staff as non-voting members to participate and support the Committee with the minimum representation from Public Safety or Public Works departments.
- 2.5** Staff should develop orientation sessions at the beginning of new terms of office for new and alternate Committee members. If a seat becomes vacant and a new member(s) are appointed to complete an unexpired term, the new member(s) should also be provided an orientation session.

2.6 All members, including alternates, are encouraged to attend every called meeting of the TSAC. If necessary, the Chairperson will call an alternate member (s) to serve prior to taking a meeting Roll Call.

2.7 Sitting City Council members are prohibited from serving on the Committee.

3.0 Officers

3.1 The Committee shall select from among its members in their first meeting of the fiscal year following new appointments, a Chairperson and Vice-chairperson to serve for a period of one (1) year.

3.2 If a vacancy of either position exists, a majority of the remaining members who are present and voting shall appoint an existing Committee member to complete the unexpired term.

3.3 In the absence of both the Chairperson and Vice-chairperson, the Committee shall elect an Acting Chairperson.

4.0 Officers Duties

4.1 The Chairperson shall preside over all posted meetings and perform all duties as required by law; Chapter 211, Texas Local Government Code, and Chapter 551, Texas Government Code.

4.2 The Vice-chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

5.0 Purpose and Duties of the Committee

5.1 The purpose and duties of the Transportation Safety Advisory Committee is to:

- Improve the city’s quality of life through a citizen-government partnership that promotes transportation safety.
- Review transportation (vehicles, bicycles, pedestrians, etc.) safety issues submitted to the Committee either by citizens or by city staff.
- Provide recommendations to the City Council with respect to means of transportation involving city-owned roadways, walks, paths, etc. including, but not limited to, the following:
 - Changes to traffic patterns
 - Poor sight distance at intersections
 - Crosswalks
 - No Parking zones
 - Yield and stop signs
 - Speed limit increases and decreases
 - Hike and bike lanes; and/or,
 - Speed limiting devices.

- Direct citizen requests regarding privately-owned roadways, walks, and paths within the city to the appropriate organization (e.g. Country Club, FORHA, etc.).
- Advise the City Council and provide recommendations regarding the overall planning and programming of transportation safety improvements.
- Duties may include, but are not limited to, the following:
 - Developing materials needed for promotion of transportation safety.
 - Creating and annually reviewing the city’s transportation safety plan.
 - Reviewing proposed transportation safety ordinances and make recommendations to the City Council.
 - All other duties as the City Council may direct.

6.0 Meeting Rules of Order

- 6.1 The Committee shall follow and abide by the current edition of the Roberts Rules of Orders on file in the City Secretary’s office.
- 6.2 The Chairperson shall rule on all points of order.
- 6.3 The Committee may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.

7.0 Quorum

- 7.1 A quorum shall consist of three (3) members. Alternate members shall be considered as a voting member for purposes of a quorum when regular members are not present.
- 7.2 No matters may be handled without the presence of a quorum.
- 7.3 All votes shall be by a majority of members present except as otherwise stated in these rules or applicable statute.

8.0 Agendas

- 8.1 Meeting agendas shall be prepared by the City Secretary’s office for each meeting. A copy of the agenda, at the minimum, shall be posted at the meeting location as required by law for a period of seventy-two (72) hours prior to the meeting.
- 8.2 All meetings shall follow, as closely as possible, the posted agenda.
- 8.3 Agendas may be amended by the Chairperson as to order of items, during the called meeting, but not as to content.
- 8.4 Committee members can suggest agenda items related to the scope of Committee’s duties and with sufficient notice for staff availability, if warranted.
- 8.5 No request or application shall be considered beyond the next regular meeting.

9.0 Meeting Minutes

- 9.1 Minutes, paper, and voice recordings, of all regular and special meetings shall be kept in the City Secretary’s office and are subject to amendment and ratification by the Committee at a regular meeting.
- 9.2 The minutes of the Committee's proceeding shall be "record minutes" showing the overall vote, or if a member is absent or fails to vote, shall reflect that fact.
- 9.3 The Chairperson or Vice-chairperson, in the absence of the Chairperson, will sign the approved minutes.

10.0 Regular Meetings

- 10.1 The Committee shall meet quarterly or more frequently at the Fair Oaks Ranch Municipal Complex or another location when properly posted, as required by law, for a period of seventy-two (72) hours. All meetings shall be open to the public.
- 10.2 Dates and time of the regular and special meetings shall be set by the Committee, in coordination with the City Manager or his/her designee. Under special circumstances the Committee may cancel or reschedule a meeting date and/or time.
- 10.3 Any Committee member missing two (2) consecutive regularly scheduled meetings without a valid excuse, provided to the Chairperson, which includes illness, death in the family, scheduled family vacation, or emergency shall be subject to dismissal from the Committee. The Chairperson has the responsibility of reporting any committee member’s proposed dismissal to the City Council for their consideration.
- 10.4 City staff may make a recommendation on agenda items and may present findings or information as needed or requested by the Committee or City Manager.

11.0 Special Meetings

- 11.1 When needed and in coordination with the City Manager, special meetings may be called by the Chairperson, at the request of two (2) or more members, or by a majority of the Committee at any previous meeting.
- 11.2 Special meetings must be posted in accordance with the open meetings act.

12.0 Addressing the Committee

- 12.1. Persons desiring to address the Committee may sign in prior to the start of a meeting, on a form provided by the City Secretary’s office.
- 12.2. Persons who desire to address the Committee will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines below when addressing the Committee:
 - A. Approach the podium, state their name and address and whether or not they are representing a person or an organization.
 - B. Speak so that all present in the room may hear clearly.
 - C. Address all statements and questions to the Chairperson.

- D. Be courteous in language and deportment.
- E. Limit their comments to 5 minutes.

12.3. The Chairperson may interrupt a speaker to redirect or terminate remarks when they are not relevant to the matter before the Committee, or when the Chairperson determines the remarks to be out of order.

12.4. Committee members may question or ask/provide clarification from the speaker regarding specific statements made by the speaker.

13.0 Staff Responsibilities

13.1 The City Manager or designee shall be responsible for providing the Committee with the necessary professional, technical, and clerical services, among which, shall be the following:

- A. Prepare and submit agenda, staff reports, and any special projects.
- B. To the extent necessary, introduce and factually explain items on the agenda.
- C. Coordinate the services of all staff including public information requests for and on behalf of the Committee.
- D. Have custody and maintain all Committee records.
- E. Attend to all official Committee correspondence and communications.

14.0 Written Request Required

14.1 Every submittal for Committee review and recommendation shall be made in writing on a city application form provided by the City Secretary's office. The request shall be complete in all respects before being accepted by the City Secretary office.

15.0 Conflict of Interest Rules

15.1 Any member who concludes that they may have a conflict of interest on a matter defined in Local Government Code Chapter 171.004 shall file an affidavit stating the nature and extent of the conflict of interest with the City Secretary and shall abstain from further participation (e.g., voting on or discussing) in the matter at hand.

16.0 Motions

16.1 A motion may be made by any member.

16.2 A motion to recommend approval requiring City Council action shall require a majority favorable vote of the members present. Failure of the Committee to secure a majority concurring vote to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under this rule.

17.0. Miscellaneous

17.1 All members of the Committee are encouraged to obtain as much information on all requests as possible, including inspection of affected properties, from the City Manager or designee.

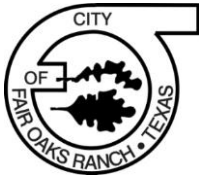
18.0 Records

18.1 In accordance with the city's adopted records retention schedule, applicable original Committee records shall be retained as a part of the permanent record.

18.2 Official records and citizen requests filed for Committee action in regular or special meetings shall be on file in the City Secretary's office and by appointment, shall be open to public inspection during customary working hours.

19.0 Amendments

19.1 This document may be amended, in whole or in part, by a majority vote of City Council present at a scheduled City Council meeting.



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of a resolution authorizing the City Manager to sign an Interlocal Agreement with the City of San Antonio for the designation of the City's Health Authority

DATE: July 18, 2024

DEPARTMENT: City Council

PRESENTED BY: Consent Item – Gregory C. Maxton, Mayor

INTRODUCTION/BACKGROUND:

Government Code Chapter 791 authorizes a local government to contract or agree with another local government to perform governmental functions and services. One applicable service is the designation of the City's Health Authority through an Interlocal Agreement. The agreement must:

- be authorized by the governing body of each party to the contract; and
- state the purpose, terms, rights, and duties of the contracting parties.

Texas Health and Safety Code Chapter 121 Sec. 121.028 provides provisions for the appointment of a local Health Authority:

- The governing body of a municipality that has not established a local health department or a public health district may appoint a physician as health authority to administer state and local laws relating to public health in the municipality's jurisdiction.
- An individual appointed to serve as health authority for a municipality may serve as the health authority for one or more other jurisdictions under an interlocal contract made in accordance with Chapter 791, Government Code.

Under Subchapter E of Chapter 121, the established public health district for the City of San Antonio and Bexar County is the San Antonio Metropolitan Health District. As having one Health Authority for the county and surrounding cities ensures swift emergency services in the event of a catastrophic occurrence, the City of San Antonio offers an Interlocal Agreement to us designating the San Antonio Metropolitan Health District's medical director as the City of Fair Oaks Ranch Health Authority.

The City Council considered and approved this item at its June 18, 2020 meeting.

Exhibit A, attached is an updated Interlocal Agreement and Certificate of Appointment appointing Chichi Junda Woo, M.D., the Medical Director of the San Antonio Metropolitan Health District, as the City's Health Authority. Dr. Woo has been the Medical Director at the San Antonio Metropolitan Health District since 2015. She was appointed Local Health Authority for the City of San Antonio in 2018, for Bexar County in 2019, and for various cities in 2020 including Alamo Heights, Balcones Heights, China Grove, Live Oak, Olmos Park, and Shavano Park. She is trained in the Incident Command System, leads San Antonio's COVID-19 response in congregate settings, and sits on the

local work group for Biowatch, an early detection and warning system for bioterrorism events. She received a Master of Public Health from the UT School of Public Health, trained as an ob-gyn at Baylor College of Medicine in Houston and attended medical school at State University of New York at Buffalo.

As the City of Fair Oaks Ranch has no local health department or a qualified staff member to serve and perform the duties of a Health Authority, city staff recommends designating Dr. Woo as the City's Health Authority.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- 1. Complies with Government Code Chapter 791 and the Texas Health and Safety Code Chapter 121 relative to the appointment of a local Health Authority.
- 2. Ensures the protection of the health and safety of the public.
- 3. Assures our citizens that their emergency health needs will be met.
- 4. Administers state and local laws relating to public health within the District thus avoiding the duty falling to State officials.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

No compensation except when Dr. Woo specifically provides services to the City.

LEGAL ANALYSIS:

Reviewed as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent Item – I move to approve a resolution authorizing the City Manager to sign an Interlocal Agreement with the City of San Antonio for the designation of the City's Health Authority.

A RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS
AUTHORIZING THE APPOINTMENT OF THE FAIR OAKS RANCH HEALTH AUTHORITY.**

WHEREAS, Government Code Chapter 791 authorizes a local government to enter into a Interlocal Agreement with another local government to designate the city’s Health Authority, and,

WHEREAS, ChiChi Junda Woo, M.D. has been designated by Bexar County and San Antonio as the San Antonio Metropolitan Health District Medical Director to administer state and local laws relating to public health within their jurisdiction, and,

WHEREAS, The City of Fair Oaks Ranch has no local health department or a qualified staff member to serve and perform the duties of a Health Authority, and,

WHEREAS, To protect the health and safety of the public in the City of Fair Oaks Ranch, the City Council desires to appoint Dr. Woo as its Health Authority in accordance with Government Code Chapter 791 and the Health and Safety Code Chapter 121.

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

- Section 1.** ChiChi Junda Woo, M.D. is appointed to serve as the City of Fair Oaks Ranch Health Authority for a two-year term, upon taking her oath of office. The appointment will renew automatically thereafter for as long as Dr. Woo continues to serve as the San Antonio Metropolitan Health Medical District Director.
- Section 2.** The Mayor of the City of Fair Oaks Ranch or designee is authorized to execute all documents related to this appointment, including those attached under **Exhibit A**.
- Section 3.** That the recitals contained in the preamble hereto 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.** If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.
- Section 5.** That it is officially found, determined, and declared that the meeting at which this resolution 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 resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.
- Section 6.** All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 7. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 8. 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 18th day of July 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

STATE OF TEXAS

§

INTERLOCAL AGREEMENT

§

FOR DESIGNATION OF

COUNTY OF BEXAR

§

HEALTH AUTHORITY

This Interlocal Agreement (the “Agreement”) is entered into under the authority of Government Code Chapter 791 and Health and Safety Code §121.028(c) by the City of San Antonio (“SAN ANTONIO”), a Texas Municipal Corporation, acting by and through its City Manager, and the municipality that is listed and has signed below, entirely or partially situated within Bexar County, Texas, through their duly authorized City Manager, Board of Directors or other lawfully designated representative (the municipality shall hereinafter be referred to singularly as a “CITY”).

RECITALS

Bexar County and SAN ANTONIO are members of the San Antonio Metropolitan Health District (the “District”), a Public Health District under Health and Safety Code Chapter 121, Subchapter E.

The Medical Director of the District, Chichi Junda Woo, M.D. (“Dr. Woo”), has been designated by Bexar County and SAN ANTONIO as the Health Authority to administer state and local laws relating to public health within the jurisdiction of the District pursuant to the attached Bexar County Resolution and City Ordinance incorporated herein for all purposes as Exhibits I and II, which includes SAN ANTONIO and the unincorporated areas of Bexar County, but does not include the jurisdiction of the CITY.

In order to protect the health and safety of the public throughout Bexar County, to include areas within the jurisdiction of the CITY, the CITY desires to appoint Dr. Woo as its Health Authority, in accordance with Government Code Chapter 791.

Accordingly, the parties to this Agreement (collectively, the “Parties”) agree as follows:

ARTICLE I
PURPOSE

1.01 The purpose of this Agreement is to appoint Dr. Woo as the Health Authority for the CITY and to describe the terms and conditions under which she will provide assistance to the CITY.

ARTICLE II
TERM

2.01 This Agreement will begin on the date Dr. Woo qualifies as the CITY’S Health Authority by taking the oath of office and will automatically renew thereafter for as long as Dr. Woo continues to serve as the Medical Director of the District.

2.02 The CITY may terminate this Agreement by giving ninety days written notice to SAN ANTONIO. A termination by a CITY is only effective as to that CITY. A copy of this Agreement will be kept on file in the office of the District.

EXHIBIT A

**ARTICLE III
DESIGNATION OF HEALTH AUTHORITY**

3.01 The CITY will appoint Dr. Woo to serve as their Health Authority pursuant to Health and Safety Code Chapter 121. The position of Health Authority is a public office to which the holdover provision of the Texas Constitution, Article XVI, Section 17, applies. The terms and conditions under which Dr. Woo’s authority is invoked are more fully described in Article IV below. A copy of the Certificate of Appointment for the CITY is attached to this Agreement as Exhibit “A”.

3.02 The CITY will re-appoint Dr. Woo as their Health Authority upon expiration of her two-year term and Dr. Woo will qualify to continue serving as the Health Authority for the CITY by taking the oath of office and by filing all appropriate documentation with the state.

**ARTICLE IV
EMERGENCY AND NON-EMERGENCY SERVICES**

4.01 In the event of an occurrence anywhere within Bexar County of: a) a chemical, nuclear, or biological agent, or b) a naturally-occurring catastrophe, including but not limited to an infectious disease, (an “Emergency Event”) that, in the sole discretion of Dr. Woo or her designee, constitutes a civil emergency and places the health and safety of the residents of Bexar County at risk, then Dr. Woo shall be the Health Authority permitted to provide emergency assistance anywhere within Bexar County. Upon the occurrence of an Emergency Event, Dr. Woo shall have all powers and duties granted to a Health Authority under Health and Safety Code §121.024, including the authority to impose control measures to prevent the spread of disease in accordance with Health and Safety Code Chapter 81.

4.02 The CITY may consult with Dr. Woo regarding the remediation or abatement of a condition that threatens the public health in that CITY but is not an Emergency Event. However, no services shall be performed in that CITY by Dr. Woo or the District without prior written authorization from that CITY sent to the address set forth in section 5.01 of this Agreement.

**ARTICLE V
COMPENSATION**

5.01 If Dr. Woo provides services to a CITY in accordance with Article IV Sections 4.01 or 4.02, that CITY shall reimburse SAN ANTONIO on behalf of the District for those services actually rendered in accordance with Government Code Chapter 791.011(e) to the address set forth below:

San Antonio Metropolitan Health District
Accounting Division Attn: Accounting Division
100 W. Houston, 14th Floor
San Antonio TX, 78205

Compensation for the services shall be payable only out of current revenues available to that CITY.

EXHIBIT A

**ARTICLE VI
REPRESENTATIONS**

6.01 The CITY represents that it has, through resolution or other official action, designated Dr. Woo as Health Authority and authorized her, or her designee, to provide emergency assistance as described in this Agreement.

**ARTICLE VII
SEVERABILITY**

7.01 If any provision of this Agreement is found to be invalid, all other provisions will nevertheless remain in effect.

**ARTICLE VIII
GOVERNING LAW**

8.01 This Agreement will be governed by the laws of the State of Texas, and all obligations of the Parties under this Agreement are performable in Bexar County, Texas. In any legal action arising from this Agreement, the laws of Texas will apply.

**ARTICLE IX
MULTIPLE COUNTERPARTS**

9.01 For the convenience of the Parties, this Agreement has been executed in counterpart copies, which are in all respects identical and each of which will be deemed to be complete in itself so that any one may be introduced in evidence or used for any other purpose without the production of the other counterparts.

EXECUTED THIS _____ DAY OF _____, 20_____.

HEALTH AUTHORITY:

CHICHI JUNDA WOO, M.D.
Medical Director
San Antonio Metropolitan Health District

Date: _____

CITY OF SAN ANTONIO:

APPROVED AS TO LEGAL FORM:

ERIK WALSH
City Manager

ANDREW SEGOVIA
City Attorney for the City of San Antonio

Date: _____

Date: _____

CITY OF FAIR OAKS RANCH:

By: _____

Its: _____

Date: _____



Certificate of Appointment for a Health Authority

The Health Authority has been appointed and approved by the:

(Put an "X" by the appropriate designation below)

- Commissioners Court for _____ County
- Governing Body for the Municipality of Fair Oaks Ranch, Texas
- _____
Director, _____ Health Department
- _____
Director, _____ Public Health District

I, Scott Huizenqa _____, acting in my capacity
as: *(Put an "X" by the appropriate designation below)*

- County Judge or Designee
- Mayor or Designee
- Non-physician and the Local Health Department Director
- Non-physician and the Public Health District Director

do hereby certify the physician, Chichi Junda Woo _____, who is licensed
by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

- Health Authority
- Health Authority Designee

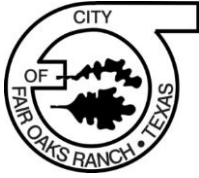
for the jurisdiction of Fair Oaks Ranch, Texas _____, Texas.

Date term of office begins _____, 2024

Date term of office ends _____, 2026, unless removed by law.

I certify to the above information on this the _____ day of _____, 2024

Signature of Appointing Official



CITY COUNCIL CONSENT ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of a resolution authorizing the execution of an agreement with Patti Engineering, Inc. for Water Well Electrical Improvements

DATE: July 18, 2024

DEPARTMENT: Finance

PRESENTED BY: Consent Item – Clayton Hoelscher, Procurement Manager

INTRODUCTION/BACKGROUND:

The City budgeted \$240,000 for electrical improvements at four different water well locations: Wells 25, 27, 28 and 31. Like most heavy equipment, these well pumps are designed to run on three-phase power because three-phase motors are more efficient, more cost effective, and run at lower amperage for a given horsepower than single-phase motors. Because three-phase power is not available in the vicinity of these wells, rotary phase converters were used to add the third phase. This project replaces the existing rotophase converters with variable frequency drives (VFD's) to supply three-phase power and enable soft starts which bring the motors up to speed gradually and reduces wear and tear on the pumps.

To support this effort, a Request for Proposals was advertised. Proposals were received on June 14. One proposal was received from Patti Engineering, Inc. The negotiated price for this project is \$240,000.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 3.1 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable Water Resources.
- Complies with Competitive Procurement Requirements.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The City budgeted \$240,000 for this Project. The negotiated amount is within budget.

LEGAL ANALYSIS:

The Contractor will be required to sign and adhere to the City's Standard Construction Agreement prior to the commencement of work. A copy is attached as Exhibit A.

RECOMMENDATION/PROPOSED MOTION:

Consent Item – I move to approve a resolution authorizing the execution of an agreement with Patti Engineering, Inc. for a total value not to exceed \$240,000, expenditure of the required funds, and execution of all applicable documents by the City Manager.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH PATTI ENGINEERING FOR WATER WELL ELECTRICAL IMPROVEMENTS, EXPENDITURE OF THE REQUIRED FUNDS, AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER.

WHEREAS, the City of Fair Oaks Ranch (the “City”) included funds in FY 2023-24 for electrical improvements to four water well locations.

WHEREAS, proposals were received in accordance with Texas Local Government Code Chapter 252; and,

WHEREAS, the proposal from Patti Engineering, Inc. was selected; and,

WHEREAS, the cost for this Project is \$240,000; and,

WHEREAS, the City Council of the City of Fair Oaks Ranch supports this purchase and authorizes the execution of an agreement with Patti Engineering, Inc. **(Exhibit A)**.

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

Section 1 The City Council hereby authorizes the City Manager to execute an agreement with Patti Engineering, Inc. for water well electrical improvements, to expend required funds up to \$240,000, and to execute any and all applicable documents to effectuate this resolution.

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

Section3. If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

Section 4. That it is officially found, determined, and declared that the meeting at which this resolution 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 resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. 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 18th day of July 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

**CITY OF FAIR OAKS RANCH
CONSTRUCTION AGREEMENT**

**THE STATE OF TEXAS §
 §
KENDALL COUNTY §**

This Construction Agreement (“Agreement”) is made and entered by and between the City of Fair Oaks Ranch, Texas, (the “City”) a Texas municipality, and Patti Engineering, Inc. (“Contractor”).

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

Section 2. Scope of Work.

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

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

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

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

Section 3. Compensation.

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

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

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

Section 4. Time of Completion.

The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination. The Project shall be completed for inspection and acceptance by the City on or before twenty four weeks after contract execution.

Section 5. Insurance.

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

Contractor shall maintain the following limits and types of insurance:

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

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

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

Subcontractor: In the case of any work sublet, the Contractor shall require subcontractor and independent contractors working under the direction of either the Contractor or a

subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

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

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

Section 6. Miscellaneous Provisions.

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

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

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

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

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

(F) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 7. Termination.

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Contractor and City;
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
- (3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;
- (4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Contractor.

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

at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

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

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

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

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

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

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

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

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

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

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

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

Section 19. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

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

Section 21. Right To Audit. City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained

in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

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

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

24. Boycott Israel. The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas government code chapter 2270) by entering this agreement, Professional verifies that it does not Boycott Israel, and agrees that during the term of the agreement will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

25. Energy Company Boycotts. Contractor represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Contractor shall promptly notify City.

26. Firearm Entities and Trade Association Discrimination. Contractor verifies that: (1) it does not, and will not for the duration of the contract, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Contractor shall promptly notify City.

27. Sales Tax. The City qualifies as an exempt agency under the Texas Limited Sales, Excise and Use Tax Act (the “Tax Act”) and is not subject to any State or City sales taxes on materials incorporated into the project. Labor used in the performance of this contract is also not subject to State or City sales taxes. The City will provide an exemption certificate to the Contractor. The Contractor must have a sales tax permit issued by the Comptroller of Public Accounts and shall issue a resale certificate complying with the Tax Act, as amended, when purchasing said materials. The Contractor is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the services to be provided under this Contract, tangible personal property purchased for use in the performance of this Contract and not completely consumed, or other taxable services used to perform this Contract, or other taxes required by law in connection with this Contract.

28. Compliance with Laws, Charter, Ordinances. Contractor, its agents, employees and subcontractors must comply with all applicable federal and state laws, the ordinances of the City of Fair Oaks Ranch, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies. Contractor must obtain all necessary permits, bonds and licenses that are required in completing the work contracted for in this agreement.

29. Liquidated Damages. Contractor hereby acknowledges that the award of the contract includes the requirement to timely commence the work on the Project in accordance with the fully executed Contract. Contractor hereby further agrees to pay to City as liquidated damages the applicable sum quoted below, for each calendar day in excess of the time set forth for completion of the Project. Time of completion is of the essence for the Project.

For each day that any work shall remain uncompleted after the time specified in the Contract, or the increased time granted by the City, or as equitably increased by additional work or materials ordered after the Contract is executed, the sum per day given in the following schedule, unless otherwise specified in the special provisions, shall be deducted from the monies due from the City:

AMOUNT OF CONTRACT	AMOUNT OF LIQUIDATED DAMAGES
Less than \$25,000.00	\$100.00 Per Day
\$25,000.00 to \$99,999.99	\$150.00 Per Day
\$100,000.00 to \$499,999.99	\$200.00 Per Day
\$500,000.00 to \$1,000,000.00	\$250.00 Per Day
More than \$1,000,000.00 (sliding scale)	\$350 Per Day first 30 days; \$400 Per Day 31-60 days; \$500 Per Day 90 days and beyond

The sum of money thus deducted for such delay, failure or non-completion is not to be considered as a penalty, but shall be deemed, taken and treated as reasonable liquidated damages, per day that the default shall continue after the time stipulated in the Contract for completing the work. The said amounts are fixed and agreed upon because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages that the City in such event would sustain; and said amounts are agreed to be the amounts of damages which the City would sustain and which shall be retained from the monies due, or that may become due, under the Contract; and if said monies be insufficient to cover the amount owing, then the surety shall pay any additional amounts due. Notwithstanding the foregoing, in the event that the actual damages incurred by the City exceed the amount of liquidated damages, the City shall be entitled to recover its actual damages.

30. Warranty

The Contractor shall provide a warranty covering defect of material and workmanship for one calendar year following final completion of the Project.

EXECUTED on _____.

CITY:

CONTRACTOR:

By: _____

By: _____

Name: Scott M. Huizenga

Name: _____

Title: City Manager

Title: _____

ADDRESS FOR NOTICE:

CITY

CONTRACTOR

City of Fair Oaks Ranch
Attn: Scott M. Huizenga
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

Patti Engineering, Inc.
Attn: Tim Hebert
7601 South Congress Ave. Suite #400
Austin, TX 78745

Exhibit "A"

SCOPE OF SERVICES

Solution Partner
Automation Drives



Well Control Improvements

June 12, 2024

Prepared for:

Clayton Hoelscher

City of Fair Oaks Ranch, Texas

Presented by:

Tim Hebert

thebert@PattiEng.com

737-208-9077



www.pattiengineering.com



Corporate Office

2110 E. Walton Blvd.
Suite A
Auburn Hills, MI 48326

248.364.3200
800.852.0994 *US only*

Texas

7601 South Congress Ave.
Suite #400
Austin, TX 78745

512.355.4199

Indiana

7202 East 87th St.
Suite 101
Indianapolis, IN 46256

765.513.0373

Project Summary

Several well sites serving Elmo Davis and Plant 2 are supplied with single phase power while running three phase pumps. Rotary phase converters are used to add the third phase needed by the pumps. This equipment is old, noisy (sound and electrical) and inefficient. The City of Fair Oaks has asked Patti Engineering to provide a fixed price proposal for engineering services to upgrade the motor controls.

Wells targeted:

- 25 – Plant 2
- 27 – Plant 2
- 28 – Plant 2
- 31 – Elmo Davis
- 26 - *Optional*

Patti Engineering will replace the existing rotary phase converters with Siemens G120 modular multifunctional frequency converters (aka VFD). The VFD's will provide the third phase of electricity required by the pumps along with programmed start/stop functionality. Each unit will be installed in an outdoor rated enclosure along with the necessary radio control hardware.

Current installation, to be demoed (typical)



VFD

Customer Responsibilities

ACCESS TO:

- The facility(s) and equipment and assist Patti Engineering as needed with install, testing, and verification
- An expert in the functional use and process requirements of all currently installed customer equipment and/or all proposed equipment – You best know your process

MATERIALS:

- Detailed sequence of operation and a functional specification describing how the system should operate
- Current copies of all sample, template and existing software
- Current copies of all relevant mechanical prints, 3D CAD drawings, simulations, etc.
- Any passwords necessary to access and modify the code
- All programs must be sufficiently commented to be understandable
- Current or sample (*as applicable*) electrical drawings in AutoCAD format
- All required 3rd party licenses for installed systems (*software, drivers, etc.*)
- The above materials must be supplied within the first two weeks of project kickoff, and be accurate and complete in their initial submitted form, or an additional PO may be required

REQUIRED:

- Electrical and network feeds as required by designed systems
- Coordinated upstream disconnect of electric utilities

Patti Engineering Responsibilities

Provide controls system engineering as described in the Project Summary above except as specifically stated otherwise within this proposal.

ENGINEERING DEVELOPMENT

Provide offsite engineering development services

- Programming
 - Configure and commission VFDs and radios
- Electrical/CAD design (AutoCAD format)
 - New and updated prints

MATERIALS/EQUIPMENT

Provide required electrical controls hardware for each site (4):

- Outdoor electrical enclosures including:
 - VFD
 - Air conditioner
 - Fused disconnect
 - Radio hardware
- Electrical material
 - New service entrance disconnect and conductors
- *Optional manual transfer switch and generator receptacle*
 - *Wells 25 and 31 only*
- *Optional Well 26*
 - *Manual transfer switch and generator receptacle not included*
 - *Includes additional time for install and support*

ONSITE SUPPORT for BASE SCOPE

Provide up to 4 days (single shift) for:

- Installation supervision
- Configuration and tuning
- Debug
- Commissioning

Provide up to 2 days (single shift) for:

- Production support

If more than any of the above allotted time is required/requested and Patti Engineering is not directly responsible for the need for the additional time, an extension PO will be required to continue onsite support.

Identified Project Risks

- Prevented access to sites may require a change order for additional trips.
- Demoted equipment to be removed from site by client.
- Existing submersible pumps are assumed to be in good working order and capable of being controlled by VFD.
- Existing motor conductors are assumed to be in good condition and VFD rated.
- Existing concrete slabs are assumed to be in good condition and capable of supporting new equipment.
- *Optional Well 26 has not been reviewed for this proposal and is assumed to be of similar scope and complexity as the others. Additional scope will require a change order.*
- Spares are not included

SAFETY

- No engineering analysis of existing safety systems (mechanical or electrical) is provided as part of this proposal. While any obvious safety concerns observed during the project will be noted to the customer, Patti Engineering accepts no responsibility for the safe operation of anything existing on the equipment prior to this work. All liability for the performance of the existing safety equipment remains with the original parties. All Patti Engineering provided equipment will be engineered to operate safely within the existing constraints of the equipment/machine.
- No responsibility for unsafe operation of any associated equipment by 3rd parties is transferred to Patti Engineering through this project.

DELAYS

- Patti Engineering is committed to timely completion of projects for clients, allowing the benefits of the customer's investment to provide quick returns. Patti commits many resources for the duration of the project at the pricing provided to this end. However, a customer may request a halt in progress when a project is to be delayed or put on hold.
 - In support of such client needs, Patti provides up to 4 weeks of customer-initiated delays at no charge.
 - After 4 weeks, an administration fee of 2% of the project total will be charged at the beginning of each month thereafter to offset the cost of keeping the project open and resources available to the project.
 - Given the inflationary and other economic changes that are occurring, a project that has been delayed 6 months or more will require Patti Engineering to revise the pricing of the remaining portion of the project at then current prices before a continuation.
- Supply chain issues are an ongoing concern. Any material needed cannot be committed or expedited until ordered. Please consider this in the timing of purchase orders

Investment Required	
ITEM	PRICE
BASE TOTAL	\$240,000

Payment Terms

Patti Engineering will bill this project in the following increments:

- 50% upon receipt of PO (*due upon receipt*)
- 20% upon design review/ready to order materials
- 20% upon ready for onsite support
- 10% upon completion

- This proposal is subject to Patti Engineering’s standard Terms and Conditions (Patti Engineering document #SA.002.12)
- Any additional or out of scope work can be added via a change order or can be billed per Patti Engineering’s rate schedule (Patti Engineering document #SA.005.35)
- Any software provided is subject to Patti Engineering’s standard licensing agreement or the software supplier’s end user license agreement (Patti Engineering document #IS.001.00)
- Proposed pricing is valid for a period of **30 days**
- Any shipping costs, wire transfer, taxes or permit fee costs not specifically covered above shall be the customer’s responsibility
- Work will commence by Patti Engineering only after the PO is received by Patti Engineering
- At this time, Patti Engineering projects that we can be ready onsite no sooner than 16 weeks from the project kickoff
- Please note that this projection can change at any time depending on current workload at time of receipt of a purchase order. If your timeframe is critical, please request a more definitive schedule shortly after we receive your PO
- Once we kickoff the project our engineering department will begin work-planning, order any necessary parts; and, we will be able to offer a more definitive schedule
- Please reference our proposal number in the PO and provide an email address to which we may send billing questions

Exhibit "B"

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

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

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

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

1. The City of Fair Oaks Ranch shall be named as an additional insured with respect to General Liability and Automobile Liability **on a separate endorsement.**
2. A waiver of subrogation in favor of The City of Fair Oaks Ranch shall be contained in the Workers Compensation and all liability policies and must be provided **on a separate endorsement.**
3. All insurance policies shall be endorsed to the effect that The City of Fair Oaks Ranch will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name The City of Fair Oaks Ranch as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
5. **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
6. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Fair Oaks Ranch of any material change in the insurance coverage.
7. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
8. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
9. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Fair Oaks Ranch.
10. Insurance must be purchased from insurers having a minimum AmBest rating of B+.
11. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05). Coverage must be written on an occurrence form.
12. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions

representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.

- 13. Upon request, Contractor shall furnish The City of Fair Oaks Ranch with certified copies of all insurance policies.
- 14. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the City of Fair Oaks Ranch within ten (10) business days after contract award and prior to starting any work by the successful Contractor's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the City of Fair Oaks Ranch, all required endorsements identified in sections A, B, C and D, above shall be sent to the City of Fair Oaks Ranch. The certificate of insurance and endorsements shall be sent to:

City of Fair Oaks Ranch
Attn: Clayton Hoelscher, Procurement Manager
Email: choelscher@fairoaksranchtx.org
7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

Exhibit "C"

EVIDENCE OF INSURANCE

Evidence of Insurability



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2023

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

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

PRODUCER CIA Insurance & Risk Management 45600 Village Boulevard Shelby Township MI 48315		CONTACT NAME: Linda Majeske PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: lmajeske@ciainsurance.com	
INSURED Patti Engineering Inc 2110 E. Walton Blvd, Suite A Auburn Hills MI 48326		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co NAIC # 18058 INSURER B: Accident Fund National Insurance Co 12305 INSURER C: Chubb INSURER D: Hiscox INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23/24 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2618115	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2618115	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB887077	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	100069300	11/01/2023	11/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			PHPK2618116	11/01/2023	11/01/2024	Each Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 General liability coverage includes Contractual Liability as broad as ISO Form CG0001.

CERTIFICATE HOLDER City of Fair Oaks Ranch Tobin Maples 7286 Dietz Elkhorn Fair Oaks Ranch TX 78015	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

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

DATE: July 18, 2024

DEPARTMENT: Public Works

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

INTRODUCTION/BACKGROUND:

The City requires engineering services for the Dietz Elkhorn Road (East) Reconstruction project. The project will reconstruct Dietz Elkhorn Road, between FM3351 and Fair Oaks Parkway, while incorporating drainage improvements, utility and driveway adjustments.

In July 2023, the City executed a work authorization with Pape-Dawson Engineers, Inc. for the first half of engineering services (schematic design) in the amount of \$291,525.00. The scope included surveying, geotechnical investigation, preliminary engineering, and schematic design for several roadway and multimodal transportation options such as the addition of wider shoulders, sidewalk, shared use path and combined use path. The consultant also provided support for the August 29, 2023 townhall meeting which featured this project as one of the topics.

In March 2024, the City Council selected Option 1 (Reconstruction with wider shoulders). This option includes five-foot paved shoulders on both sides of the road to provide space for bicyclists and golf carts to safely pull over and let vehicles behind them pass.

In May 2024, City staff and the General Engineering Consultant (GEC) completed scope and fee negotiations for the second half of engineering services (final design) in the amount of \$285,220.00. This scope includes project management, roadway design, drainage analysis, utility coordination, bid and construction phase services. The consultant will also support one public meeting prior to contractor mobilization to inform residents, BISD and other stakeholders of the project schedule, traffic control plan, detour routes, and points of contact.

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

Based on the draft schedule included in the consultant’s proposal, final design is expected to be completed in February 2025. The project should be bid in March 2025, with construction starting in late May 2025 once the BISD school year lets out. This timeline allows residents and Fair Oaks Ranch Elementary School staff and families to become familiar with the Dietz Elkhorn lane closures and detour routes well in advance of the 2025-2026 school year.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

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

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The City budgeted \$509,429 for this project this fiscal year. The current budget is adequate to cover the cost of remaining schematic design services (previous work authorization) and this work authorization.

LEGAL ANALYSIS:

Legal has reviewed the resolution and approved it as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution authorizing the execution of a work authorization with Pape-Dawson Engineers, Inc. for engineering services for the Dietz Elkhorn (East) Reconstruction Project for \$285,220.00, with a 5% contingency in the amount of \$14,261.00 for a total value not to exceed \$299,481.00, expenditure of the required funds, and execution of all applicable documents by the City Manager.

A RESOLUTION

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

WHEREAS, the City Council identified the Dietz Elkhorn (East) Reconstruction project as a high priority in the adopted Roadway Capital Improvements Plan; and,

WHEREAS, the project includes the complete replacement of the roadway from Fair Oaks Parkway to FM 3351 (Ralph Fair Road), drainage improvements, utility and driveway adjustments; and,

WHEREAS, in July 2023, the City executed a work authorization with Pape-Dawson Engineers, Inc. for surveying, geotechnical investigation, preliminary engineering and schematic design services for various roadway and multimodal transportation options; and,

WHEREAS, in March 2024, the City Council selected Option 1 (Reconstruction with Wider Shoulders); and,

WHEREAS, voters of the City of Fair Oaks Ranch approved the issuance of general obligation bonds in the May 2024 election for construction of this project; and,

WHEREAS, the City Council deems it necessary to advance the schematic design to final design, including the preparation of construction documents, in order to bid the project next fiscal year.

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

Section 1 The City Council hereby authorizes the City Manager to execute an agreement with Pape-Dawson Engineers, Inc. for final design, bid and construction phase services for the Dietz Elkhorn (East) Reconstruction project, to expend required funds up to \$299,481.00, and to execute any and all applicable documents to effectuate this resolution.

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

Section3. If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

Section 4. That it is officially found, determined, and declared that the meeting at which this resolution 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

resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. 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 18th day of July 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney



June 7, 2024

Sent Via Email

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

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

Dear Grant,

The General Engineering Consultant (GEC) Team has reviewed the revised proposal from Pape-Dawson dated May 30, 2024. Pape-Dawson Engineers was selected as part of the City of Fair Oaks Ranch's on-call engineering services.

The project will include advancement of the schematic design to final design, bid, and construction necessary to reconstruct Dietz Elkhorn Road with proposed width modifications. Pape-Dawson's fees are summarized in Table 1, below.

Table 1 - Engineering Fee Summary

	Fee	Duration
Base Scope	\$267,230	796 Calendar Days

We are recommending approval of the Pape-Dawson Proposal of \$267,230. If you have any questions, please feel free to contact me at mike.garza@leg-pllc.com or 210.660.1960, extension 401.

Respectfully,

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

Enclosures (1): Pape-Dawson Engineers Proposal Dated May 30, 2024

Cc: Steve Fried, Acting Assistant Public Works Director



**SCOPE OF SERVICES
WORK AUTHORIZATION #006 - DIETZ ELKHORN (EAST) RECONSTRUCTION
FINAL DESIGN, BID AND CONSTRUCTION PHASE
ON-CALL ENGINEERING SERVICES CONTRACT
PAPE-DAWSON ENGINEERS, INC / CITY OF FAIR OAKS RANCH**

GENERAL DESCRIPTION

The City of Fair Oaks Ranch requires engineering services for the Dietz Elkhorn Road (East) Reconstruction project. The project will reconstruct Dietz Elkhorn Road, between FM3351 and Fair Oaks Parkway while incorporating drainage improvements and wider shoulders (Option 1) as determined during the schematic design phase.

SCOPE OF SERVICES

Provide engineering services as described in Pape-Dawson scope and fee proposal (dated May 30, 2024) Exhibit A – Final Design and Construction. The consultant will advance the schematic design recently completed to final design, bid and construction. This includes project management, roadway design, drainage analysis, utility coordination, bid and construction phase services. The consultant shall support one (1) public meeting prior to construction start to inform residents and other stakeholders of project scope, timeline and traffic control plan.

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

PROJECT ASSUMPTIONS/EXCLUSIONS

See Exhibit 2A.

COMPENSATION:

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

Base Services (Lump Sum)	\$265,730.00
<u>Other Direct Costs (as incurred)</u>	<u>\$ 1,500.00</u>
TOTAL FEE	\$267,230.00

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

Accepted for **City of Fair Oaks Ranch**

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

By: _____

By: _____

Name: Scott M. Huizenga

Name: Steven Dean, PE, CFM

Title: City Manager

Title: Vice President, Water Resources

Date: _____

Date: _____

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

SCOPE OF SERVICES

PROJECT DESCRIPTION

The City of Fair Oaks Ranch (FOR) capital improvement project number 5 is the reconstruction of Dietz-Elkhorn Road with pavement width modifications from Fair Oaks Parkway to FM 3351 "Ralph Fair Road." The estimated project construction cost is approximately \$3.5M.

Pape-Dawson will advance the schematic design recently completed to final design, bid and construction. We will perform the roadway design, hydrologic and hydraulic analysis.

A) Project Schedule

- 1. Project Schedule – Pape-Dawson Engineers shall submit an approved Program format Project Schedule within 10 calendar days after the kick-off meeting.

B) Invoice Submittals and Progress Reports – Pape-Dawson Engineers shall submit to the City of Fair Oaks Ranch its invoices of services completed and compensation due, arranged by tasks.

- 1. The invoice submittal shall be submitted to the Public Works Department by the 1st day of each month will include the following:
 - a) Invoice – The budgeted and currently authorized amounts for each task, along with the invoiced and to-date amounts.
 - b) Project Schedule Updates – An updated Project Schedule and related documents.
 - c) Progress Reports – A monthly report of the status of work performed through the end of the month. Pape-Dawson Engineers shall summarize decisions or agreements made, and shall outline unresolved or pending issues requiring the City’s involvement.

C) Progress Reports, and Progress Meetings

- 1. Kick-off and Progress Meetings – Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch Public Works Department no more than twice a month. Progress Meetings shall be coordinated to take place at completion or near completion of major scheduled milestones. Pape-Dawson Engineers shall prepare an agenda and will be submitted 24-hours before the meeting. Pape-Dawson Engineers shall prepare and distribute meeting minutes within three (3) working days of a meeting.

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

I. DESIGN PHASE ENGINEERING SERVICES**A. Utility Coordination (Continuation from the Schematic Design)**

1. Pape-Dawson Engineers will serve as the central point of information sharing and communication between City of Fair Oaks Ranch Public Works Department and Utility Companies.
2. Pape-Dawson Engineers shall coordinate with each of the Utility Company Coordinators throughout the Final Design Phase. Unless directed otherwise, a representative of the City of Fair Oaks Ranch Public Works Department shall be present at all meetings with the Utility Companies. Pape-Dawson Engineers shall deliver to each of the Utility Companies, a file transfer of pdf and electronic files (or other submittal requirements as dictated by the Utility Company) of each Project Submittal for their review and comments. *(Including but not limited to the following Utility Co's: CPS Electric, Telecommunication [AT&T, Spectrum, GVTC], Pipelines, Pedernales Electric Cooperative (PED), etc.)*
3. Pape-Dawson Engineers to identify all existing utility infrastructures within the proposed project alignments of the project.
4. Pape-Dawson Engineers to identify proposed or planned utility projects within the project limits.
5. Pape-Dawson Engineers shall compile, maintain, and update a Utility Conflict Matrix to include email and all correspondence with all utility owners. Provide the most current copy of the conflict list to the City of Fair Oaks Ranch at each progress meeting and milestone submittal, and coordinate with utility companies to resolve conflicts. The Utility Conflict Log should include the following information:
 1. Owner of the facility, including the facility address and the name, email and telephone number of the contact person at the facility;
 2. Location of conflict, identified by station and offset;
 3. Type of facility;
 4. Expected clearance date;
 5. Status;
 6. Effect on construction; and
 7. Type of adjustment required.
6. Pape-Dawson Engineers shall create utility layout exhibits clearly reflecting existing and proposed utility locations, type of facility, and potential conflicts. Layouts will be updated to include proposed utility adjustments as needed during the life of the project.

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

7. Pape-Dawson Engineers will review project plans to identify utility conflicts early in the planning process and work with utility companies to resolve any identified conflicts.
8. Pape-Dawson Engineers will work with utility companies to eliminate or minimize impacts to the utility company's designs, construction, schedules and costs.

B. Coordination with Texas Department of Transportation (TxDOT)

Pape-Dawson will provide a supporting role in coordination with TxDOT for the Ralph Fair Road and Diet Elkhorn intersection. This is to include the creation of exhibits or analysis being requested by TxDOT.

C. Drainage Analysis

1. Update schematic drainage report to Final deliverable
2. Confirm need for Water Pollution Abatement Plan/Contributing Zone Plan
3. Finalization of 3 drainage structure areas along Dietz Elkhorn road as described in drainage report.

D. Project Submittals**1. 70% Submittal Package**

- a. Submittal package shall contain/include but not be limited to at a minimum a written response to the City of Fair Oaks Ranch Schematic review comments and the following documents:
 - A. Cover Sheet
 - B. Sheet Index
 - C. General Notes and Construction Notes
 - D. Project Layout Sheets
 - E. Survey Control Sheets
 - F. Quantity Summaries
 - G. Construction Sequence/Traffic Control Plans/Detour Route Plans
 - H. Typical Sections
 - I. Roadway Plan and Profile Sheets
 - J. Roadway intersection Sheets
 - K. Driveway Sheets
 - L. Drainage Area Sheets
 - M. Culvert Plan and Profile Sheets
 - N. Ditch Grading Sheets
 - O. Scour Mitigation Sheets

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

- P. Utility Plan Sheets
- Q. Permanent Pavement Markings and Sign Drawings
- R. Storm Water Pollution Prevention Plan & Narrative
- S. Tree Preservation Plan (if applicable)
- T. Roadway/Driveway Cross-Section Layouts
- U. Project specific details
- V. Opinion of Probable Construction Cost
- W. QA/QC Certification Form
- X. Schematic Submittal Review Record spreadsheet reflecting all comments addressed and modified as needed
- Y. Key Specifications for review

- b. Deliver all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via email upon request.
- c. Within fourteen (14) calendar days of the submittal, Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch (70% Design Review Meeting) to discuss the submittal package. Approval of the submittal package shall be required prior to continuing with the detailed design.

2. 95% Submittal Package

- a. Submittal shall include a written response to City of Fair Oaks Ranch 70% review comments and the following additional documents:
 - A. Updated plan set
 - B. Updated Opinion of Probable Construction Cost
 - C. QA/QC Certification Form
 - D. 70% Submittal Review Record spreadsheet reflecting all comments addressed and modified as needed
- b. Deliver all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via email upon request.
- c. Within seven (7) calendar days of the submittal, Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch (95% Design Review Meeting) to discuss the submittal package. Approval of the submittal package shall be required prior to continuing with the detailed design.

3. Final Submittal Package

- a. Submit 100% signed and sealed design original documents (Bid-ready Drawings and Specifications), Final Front End Documents (Specifications/Bid Form), and Opinion of

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

Probable Construction Cost estimate (excluding land costs) along with the reviewed Pre-Final drawings, specifications, and Opinion of Probable Construction Cost (if necessary). Pape-Dawson Engineers shall also submit an approximated construction schedule and an estimate of construction duration. Plans shall be submitted with the QA/QC Certification Form.

- b. Furnish as a part of Pape-Dawson Engineers basic fee not more than five (5) paper sets of bidding documents along with a electronic file transfer of these documents. Bidding documents shall include but are not limited to the following:
 - A. Plan Set
 - B. Specifications
 - C. Geotech Study
 - D. Other project-related documents
- c. Deliver a PDF copy of the bidding documents and all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via file transfer. All files must be fully operational and located on the appropriate levels.

E. Conduct a Progress Meeting with the City of Fair Oaks Ranch

1. For every milestone submittal Pape-Dawson Engineers will meet with the City of Fair Oaks Staff to discuss Project Progress and goals.
 - a. There will be a minimum of 2 meetings (70% and 95%).

F. Supplemental Items (if necessary)

1. Water Pollution Abatement Plan /Contributing Zone Plan (CZP)
 - a. Since this project is located over the Aquifer Contributing Zone development activity is regulated by the Texas Commission on Environmental Quality (TCEQ). TCEQ requires the submittal outlining project development and describing treatment of storm water runoff. TCEQ approval can take up to 120 days from date of submittal. To expedite this review time, it is extremely important to have a site plan at the earliest possible date, and begin preparation based on this site plan. This task includes:
 - Review of site plan to calculate the percentage of impervious cover.
 - Calculation of background pollutant loads for site prior to development.
 - Calculation of pollutant loads after development.
 - Select temporary and permanent pollution abatement measures.
 - In conjunction with the grading and drainage plan, Pape-Dawson to size, locate, and design sand filtration basin(s) or other treatment methods.

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

- Preparation of plans and details for sand filtration basin or coordination with the manufacturer to obtain plans and details for other permanent alternative measures.
- Prepare a report using the forms and format required by TCEQ.
- One-time site reconnaissance with TCEQ and San Antonio Water System (SAWS) representatives, where appropriate.
- Submittal of application package to the TCEQ for review and approval.
- Monitor the review process/BMP Certification.

Note: Review fee (provided by Owner) to be included with submittal.

G. Exclusionary items on this Scope of Services

1. There shall not be CLOMRs or LOMRs affiliated with this scope.
2. No subsurface utility engineering is included.
3. Any addition or change to the roadway/pavement design not described within this scope or current geotechnical report will be supplemental as Additional Services and a separate Scope of Services.
4. Any addition of a drainage structure design/location not described within this scope will be supplemental as Additional Services and a separate Scope of Services.
5. Water/wastewater adjustments will be considered Additional Services.
6. Permit submittal with the Texas Department of Transportation.

H. Bid Phase Services

1. Pape-Dawson Engineers shall attend the Pre-Bid Conference with City of Fair Oaks Ranch representatives and prospective bidders, prepare a sign-in sheet, and Pre-Bid Conference Minutes, prepare and issue addenda as appropriate to clarify, correct, or change the bidding documents.
2. Pape-Dawson Engineers shall tabulate and furnish to the City of Fair Oaks Ranch the bid tabulation and written recommendation (Based on best value or Competitive Sealed Proposal Methods) regarding the award of the contract within seven (7) calendar days of receiving the bid documents.

I. Workshop/Public Involvement/HOA and group meetings

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

1. Public Meeting – A “Here we come” Public Meeting/Workshop will be coordinated and held before breaking ground. Pape-Dawson Engineers shall assist the City of Fair Oaks Ranch in presenting those findings to property owners and stake holders.

II. CONSTRUCTION PHASE SERVICES**A. Construction Services**

1. Pape-Dawson shall attend a Pre-construction Conference with the representatives of the City of Fair Oaks Ranch and the Contractor.
2. Pape-Dawson Engineers shall attend monthly virtual status meetings with the Contractor and City of Fair Oaks Ranch representatives.
3. Pape-Dawson Engineers shall make monthly visits to the site to observe as an experienced and qualified design professional the progress and quality of the executed work, and to determine in general if the work is proceeding in accordance with the plans and specifications and submit brief, monthly written reports relating to such visits; Pape Dawson Engineers shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work; Pape Dawson Engineers shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor or the safety precautions and programs incident to the work of the Contractor. Pape Dawson’s efforts will be directed towards providing CONSULTANT’s professional judgment to City that the completed Project will conform to the plans and specifications. City shall not be responsible for the failure of the Contractor to perform the construction work in accordance with plans and specifications and the Contractor’s contract. However, CONSULTANT shall report to City any deficiencies in the work actually detected by CONSULTANT.
4. After Contractor’s approval, Pape-Dawson Engineers shall review and take appropriate action (approve with modifications, reject, etc.) upon the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to minimize delay. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The approval of a specific item shall not indicate approval of an assembly of which the item is a component.
5. City will require the CONTRACTOR to submit to Pape-Dawson Engineers any request for additional information (RFI) requests. The Pape-Dawson Engineers shall review and deliver to the City of Fair Oaks Ranch its written recommendation regarding the RFI. It is anticipated that there will be one (1) RFI per month during the project. If additional RFI’s are generated

EXHIBIT "A"

**Fair Oaks Ranch
Pape-Dawson Task Order
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

above four (4) per month compensation will be requested as stated under Construction Phase Optional Services. RFI deemed to be due to inconsistencies in the design documents will not be counted in the estimated number of RFI's in the contract.

6. Pape-Dawson Engineers shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).

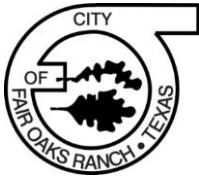
7. After completion of the work, and before final payment to the Contractor, it shall be City's responsibility to require (through contract documents prepared by Pape-Dawson Engineers) a set of "Record Drawings" from the Contractor, who has control of the work and who is in a position to know how the Project was constructed. Pape-Dawson Engineers, after receiving this information, shall use the information to create a set of electronic "Record Drawings" for City's permanent file. Record Drawings and documents shall also be provided to the City in PDF format. City of Fair Oaks Ranch shall not hold Pape-Dawson Engineers liable for the information supplied by the Contractor.

PD Project No. 12692-XX Project Name: Dietz-Elkhorn (East) Reconstruction -Final Design and Construction		Total Task Hours	Total Task Cost	Vice President	Project Manager	Project Engineer	EIT 4	EIT 1	GIS Analyst	Technician	Operations/Clerical	Direct Expenses
				\$ 345	\$ 225	\$ 185	\$ 140	\$ 125	\$ 125	\$ 115	\$ 85	
Basic Services												
1) Project Management			\$ 17,605.00									\$ -
a)	Maintain project schedule	12	\$ 2,620.00		10	2						\$ -
b)	Conduct internal coord.	27	\$ 6,595.00	5	20	2						\$ -
c)	Prepare monthly invoices	26	\$ 5,770.00		24	2						\$ -
d)	Host monthly client coord. meetings	12	\$ 2,620.00		10	2						\$ -
70% Design												
2) Roadway Design			\$ 88,615.00									\$ -
a)	Kick-off meeting w/ CLIENT & GEC	4	\$ 1,140.00	2	2							\$ -
b)	Conduct site visit	6	\$ 1,100.00		2	2	2					\$ -
70% Design and Plans												
c)	Cover Sheet	2	\$ 230.00							2		
d)	Sheet Index Sheet	4	\$ 640.00		1	1				2		
e)	General Notes/ Construction Notes	13	\$ 2,055.00		2	4		6		1		
f)	Project Layout Sheets	22	\$ 2,750.00		1	1		4		16		
g)	Survey Control Sheets	15	\$ 2,015.00		1	2		4		8		
h)	Quantity Summaries	28	\$ 3,790.00		1	2	8	12		5		
i)	Construction Sequence/Traffic Control Plans/Detour Route Plans	47	\$ 6,170.00	1	2	2	5	5		32		
j)	Typical Roadway Sections	14	\$ 1,890.00		1	1	4			8		
k)	Roadway Plan and Profile Sheets	89	\$ 11,315.00	1	2	4	6	20		56		
l)	Intersection Sheets	29	\$ 3,885.00		1	4		16		8		
m)	Drainage Area Sheets	41	\$ 5,505.00		2	4	6	14		15		
n)	Culvert Structure Plan and Profile Sheets	28	\$ 3,780.00		2	4		6		16		
o)	Ditch/Grading Sheets	38	\$ 5,130.00		2	4	4	16		12		
p)	Scour Mitigation Sheets	26	\$ 3,690.00		2	4	8			12		
q)	Utility Layout Sheets	19	\$ 2,495.00		1	2		6		10		
r)	Permanent Pavement Markings and Sign Drawings	33	\$ 4,475.00		2	4	4	8		15		
s)	Cross Sections	28	\$ 3,420.00			2		6		20		
t)	Driveway Layouts and Summary Table	35	\$ 4,555.00		1	2	8	8		16		
u)	Project Specific Details	26	\$ 3,590.00		2	4	4			16		
v)	Storm Water Pollution Prevention Plan and Narrative	50	\$ 8,010.00		20				6	24		
w)	Opinion of Probable Costs	18	\$ 3,300.00		6	6	6					
x)	Submittal Preparation	13	\$ 2,265.00	1	2	4	4				2	
y)	70% Design Review Meeting	6	\$ 1,420.00	2	2		2					
3) Drainage Analysis			\$ 27,440.00									\$ -
a)	Internal drainage area map	33	\$ 4,655.00		3	4	10			16		
b)	Detailed design of three cross culverts	50	\$ 7,630.00		4	12	24			10		\$ -
c)	Detailed ditch and driveway culvert analysis and design	50	\$ 7,630.00		4	12	24			10		\$ -
d)	Review criteria for Water Pollution Abatement Plan/Contributing Zone Plan	10	\$ 2,010.00		4	6						
e)	Update Drainage Report	35	\$ 5,515.00	1	4	4	24				2	

PD Project No. 12692-XX Project Name: Dietz-Elkhorn (East) Reconstruction -Final Design and Construction		Total Task Hours	Total Task Cost	Vice President	Project Manager	Project Engineer	EIT 4	EIT 1	GIS Analyst	Technician	Operations/Clerical	Direct Expenses
4) Utility Coordination			\$ 20,500.00									\$ -
a)	Update existing utility base map & conflict matrix	50	\$ 6,410.00		2	2		30		16		\$ -
b)	Prepare for and attend utility coord. meetings	62	\$ 8,450.00		2	10		40		10		\$ -
c)	Utility Sheets	40	\$ 5,640.00		2	10		12		16		\$ -
95% Design												
5) Roadway Design			\$ 58,850.00									\$ -
a)	Review and respond to 70% Design Review Comments	9	\$ 1,985.00	1	4	4						\$ -
95% Design and Plans												
b)	Cover Sheet	1	\$ 115.00							1		\$ -
c)	Sheet Index Sheet	1	\$ 115.00							1		\$ -
d)	General Notes/ Construction Notes	7	\$ 1,105.00		1	2	2			2		\$ -
e)	Project Layout Sheets	7	\$ 985.00		1		2	2		2		\$ -
f)	Survey Control Sheets	8	\$ 1,075.00		1		1	2		4		\$ -
g)	Quantity Summaries	30	\$ 4,000.00		1	2	2	25				\$ -
h)	Construction Sequence/Traffic Control Plans/Detour Route Plans	25	\$ 3,365.00	1	1	1		8		14		\$ -
i)	Typical Roadway Sections	7	\$ 1,075.00		1	2		2		2		\$ -
j)	Roadway Plan and Profile Sheets	42	\$ 5,730.00	1	1	2	12	12		14		\$ -
k)	Intersection Sheets	19	\$ 2,675.00		1	2	8	4		4		\$ -
l)	Drainage Area Sheets	23	\$ 3,155.00		1	2	8	6		6		\$ -
m)	Culvert Structure Plan and Profile Sheets	25	\$ 3,285.00		1	2	4	6		12		\$ -
n)	Ditch/Grading Sheets	27	\$ 3,495.00		1	2	4	4		16		\$ -
o)	Scour Mitigation Sheets	19	\$ 2,495.00		1	2		6		10		\$ -
p)	Utility Layout Sheets	20	\$ 2,600.00		2			8		10		\$ -
q)	Permanent Pavement Markings and Sign Drawings	26	\$ 3,220.00				6	8		12		\$ -
r)	Cross Sections	21	\$ 2,875.00		2	1	2	12		4		\$ -
s)	Driveway Layouts and Summary Table	14	\$ 1,750.00				4	4		6		\$ -
t)	All Standard and Project Specific Details	31	\$ 3,895.00		1	2		8		20		\$ -
u)	Storm Water Pollution Prevention Plan and Narrative	16	\$ 2,100.00		1	1		8		6		\$ -
v)	Opinion of Probable Costs	18	\$ 3,210.00		6	6		6				\$ -
w)	Submittal Preparation	19	\$ 3,035.00	1	4	2		4		8		\$ -
x)	95% Design Review Meeting	6	\$ 1,510.00	2	2	2						\$ -
100% Design												
6) Roadway Design			\$ 14,705.00									\$ -
a)	Review and respond to 95% Design Review Comments	10	\$ 2,170.00	1	4	5						\$ -
100% Design and Plans												
b)	Finalize Plan Sheets	48	\$ 6,535.00	1	3	4	5	5		30		\$ -
c)	Final Specifications	9	\$ 1,515.00		3		6					\$ -
d)	Final Opinion of Probable Cost	10	\$ 1,740.00		4		6					\$ -
e)	Submittal Preparation	15	\$ 2,745.00	1	2	6	6					\$ -

PD Project No. 12692-XX Project Name: Dietz-Elkhorn (East) Reconstruction -Final Design and Construction		Total Task Hours	Total Task Cost	Vice President	Project Manager	Project Engineer	EIT 4	EIT 1	GIS Analyst	Technician	Operations/Clerical	Direct Expenses
7)	TxDOT Coordination		\$ 4,560.00									\$ -
a)	Supporting TxDOT Documents (Exhibits)	32	\$ 4,560.00		2	8	4			18		
8)	Bidding		\$ 6,850.00									\$ 1,500.00
a)	Pre-Bid Conference (Attendance) (Documents- 5 sets @\$300 ea)	9	\$ 1,705.00	1	2	4					2	\$ 1,500.00
b)	Prepare and Issue Addenda as Appropriate	22	\$ 4,550.00	2	4	16						
c)	Prepare Bid Tabulation Documents	3	\$ 595.00		1	2						
9)	Construction		\$ 26,605.00									\$ -
a)	Public Meeting/Workshop/Here we come	6	\$ 1,220.00	1	1	2	2					\$ -
b)	Pre-Construction Conference	4	\$ 1,140.00	2	2							
c)	Monthly Status Meetings w/ Contractor & City (15 @ 1 hr/ea) (Virtual)	15	\$ 3,375.00		15							
d)	Monthly Site Visits (Avg 1 hr/ea for 15 months), plus prep & travel time	50	\$ 7,420.00		2	10	30			8		
e)	Review Shop Drawings, Product Data and Samples only as per design.	25	\$ 3,725.00		5		12			8		
f)	Address RFI requests (Anticipated one (1) RFI per month)	28	\$ 3,960.00		4		12			12		
g)	Final Inspection	8	\$ 1,300.00			4	4					
h)	Prepare Record Drawings for City's permanent file.	30	\$ 4,465.00	1	6		5			18		
LABOR TOTAL				29	243	229	300	353	6	620	6	

Summary		
Sub-Total Design & Permitting		\$ 232,275.00
Sub-Total Bidding & Construction		\$ 33,455.00
Supplemental Services		\$ 17,990.00
Direct Expenses		\$ 1,500.00
Total		\$ 285,220.00



**CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Consideration and possible action on the first reading of an ordinance closing the intersection of Noble Lark Drive and Dietz Elkhorn Road to vehicular traffic.
DATE: July 18, 2024
DEPARTMENT: Public Works
PRESENTED BY: Grant Watanabe, Director of Public Works and Engineering Services

INTRODUCTION/BACKGROUND:

Last year, residents residing on Noble Lark Drive and Kalkallo Drive noted an increase of traffic in using Noble Lark Road as a cut-through to and from Dietz Elkhorn Road. The heaviest traffic was causing safety concerns during school drop off and pick up times. In December 2023, after meetings with the Mayor and staff to discuss the concerns, the intersection was temporarily closed to assess the impacts to traffic flow in the area.

After the closure, additional discussions were held to hear feedback on driver experiences due to the temporary closure. Most comments centered around:

1. Concerns that the shutdown impacts emergency response time to the school.
2. Longer commute time due to increased traffic at the Dietz Elkhorn Road and Square Gate four-way stop.
3. Children arriving home later by bus, reportedly by up to 30 minutes.
4. Concerns of funding the closure.
5. Noting the decision needs to come down to safety of residents versus convenience.
6. Children, walkers, and bikers are no longer being impacted by heavy traffic.
7. No vehicle queuing and blocking driveways or impeding solid waste pick up service on Noble Lark.
8. Reiteration that Noble Lark Drive is not intended to be used as a through street.

Additionally, the Leon Springs Volunteer Fire Department noted no reported issues regarding response times or ingress/egress issues. The Boerne Independent School District declared they did not have an official position on the closure.

On June 20, 2024, staff and the city’s General Engineering Consultant presented City Council a summary of the Noble Lark Drive Closure analysis. The presentation and report provided:

1. Various traffic count results along with pre- and post-travel times.
2. Key study considerations.
3. Drone footage.

- 4. Pros and cons of available alternatives with cost estimates for closing access at or re-opening Noble Lark Drive.
- 5. Reasons for recommending closure.

After City Council consideration and discussion, City Council directed staff to present an ordinance closing the access to and from Noble Lark Drive and Dietz Elkhorn Road. If approved, staff will return to Council with closure options and cost estimates for a gated emergency access or permanent barricades such as the continuation of fencing or placement of boulders. Depending on the closure, a hammerhead turnaround may be needed. Additionally, each option will include applicable road signage.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The closure enhances safety for residents by redirecting traffic to designated collector and connector routes that are designed to handle the higher volumes of traffic.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

A closure will require some form of permanent barrier to enforce the restriction. The cost will depend on the chosen design. Additional budget impact includes cost of applicable signage.

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the first reading of an ordinance closing the intersection of Noble Lark Drive and Dietz Elkhorn Road to vehicular traffic.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, CLOSING THE INTERSECTION OF NOBLE LARK DRIVE AND DIETZ ELKHORN ROAD TO VEHICULAR TRAFFIC; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Fair Oaks Ranch is authorized by Title 7, Subchapter C of the Texas Transportation Code to establish and regulate compliance with rules governing the use of public thoroughfares, and,

WHEREAS, residents along Noble Lark Drive and Kalkallo Drive have informed the City of increased vehicle traffic causing safety concerns due to motorists using the roadways as a cut-through to and from Dietz Elkhorn Road, and,

WHEREAS, on December 18, 2023, the City temporarily closed Noble Lark Drive at Dietz Elkhorn Road to assess the impacts to traffic flow in the area, and,

WHEREAS, resident meetings were held on March 22 and 28, 2024 to hear feedback on driver experiences due to the temporary closure, and,

WHEREAS, at the June 20, 2024 City Council meeting, staff presented the “Noble Lark Drive Closure Analysis” conducted by the city’s General Engineering Consultant inclusive of traffic counts, drone footage, key considerations, and a recommendation to close the intersection of Noble Lark Drive and Dietz Elkhorn Road, and,

WHEREAS, after the presentation and discussion, City Council directed staff to present a proposed ordinance closing the intersection of Noble Lark Drive and Dietz Elkhorn Road, and,

WHEREAS, the City Council has deemed closing the intersection of Noble Lark Drive and Dietz Elkhorn Road is in the best of the public’s safety and well-being.

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

Section 1. The City Council authorizes the closing of the intersection of Noble Lark Drive and Dietz Elkhorn Road to any vehicular traffic as depicted in **Exhibit A**.

Section 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.

Section 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.

Section 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.

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

Section 6. 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.

Section 7. If any provision of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this ordinance would have been enacted without such invalid provision.

Section 8. All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this ordinance are hereby repealed to the extent of such conflict, and the provisions of this ordinance shall be and remain controlling as to the matters ordained herein.

Section 9. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 10. 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 18th day of July, 2024.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 1st day of August, 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriquez Bernal Santee & Zech
P.C., City Attorney

Exhibit A



Noble Lark Dr. / Dietz Elkhorn Rd. Intersection Closure



General Fund Budget Overview

FY 2024-25



Item #12.

Summer Fleming
Director of Finance



Preliminary Taxable Values

County	Tax Year 2023	Tax Year 2024	Change (\$)	Change (%)
Bexar	\$1,575,409,555	\$1,730,342,576	\$154,933,021	9.8%
Kendall	546,576,179	595,760,096	49,183,917	9.0%
Comal	363,190,122	378,616,791	15,426,669	4.2%
Total	\$2,485,175,856	\$2,704,719,463	\$219,543,607	8.8%

Updated 7/8/24



Changes to the Budget Since Last Workshop

- Increase of \$42,391 in the FORU Management Fee from the Utility Fund
- Increase in the IT budget of \$84 for alarm service increase
- Increase in the Maintenance personnel budget of \$1,252 for Assistant Director of Public Works hire
- Increase in Court Technology budget of \$3,000 and a decrease of \$6,000 in Court Capital Outlay for revised requests
- Increase in Finance budget of \$5,000 for audit services



General Fund Summary

Category	Amount
Revenues	\$11,072,109
Expenditures	(\$9,967,469)
Operating surplus/(deficit)	\$1,104,640
Net transfer (to)/from Equipment Replacement Fund	(\$316,438)
Transfer (to)/from Strategic Projects Fund	(\$60,000)
Capital Outlay	(\$194,600)
Total surplus/(deficit)	\$533,602



Fund Balance Summary

Category	FY 2023-24 Ending	FY 2024-25 Budget	FY 2024-25 Ending
Court Technology	\$23,587	(\$5,823)	\$17,764
Court Security	15,322	1,500	16,822
Other Restricted	90,601	5,200	95,801
Non-spendable	77,024	-	77,024
Tree Mitigation	149,600	(49,600)	100,000
Operating Reserve	4,738,120	182,798	4,920,918
Unallocated	1,927,899	399,527	2,327,426
Total Fund Balance	\$7,022,153	\$533,602	\$7,555,755



Questions?



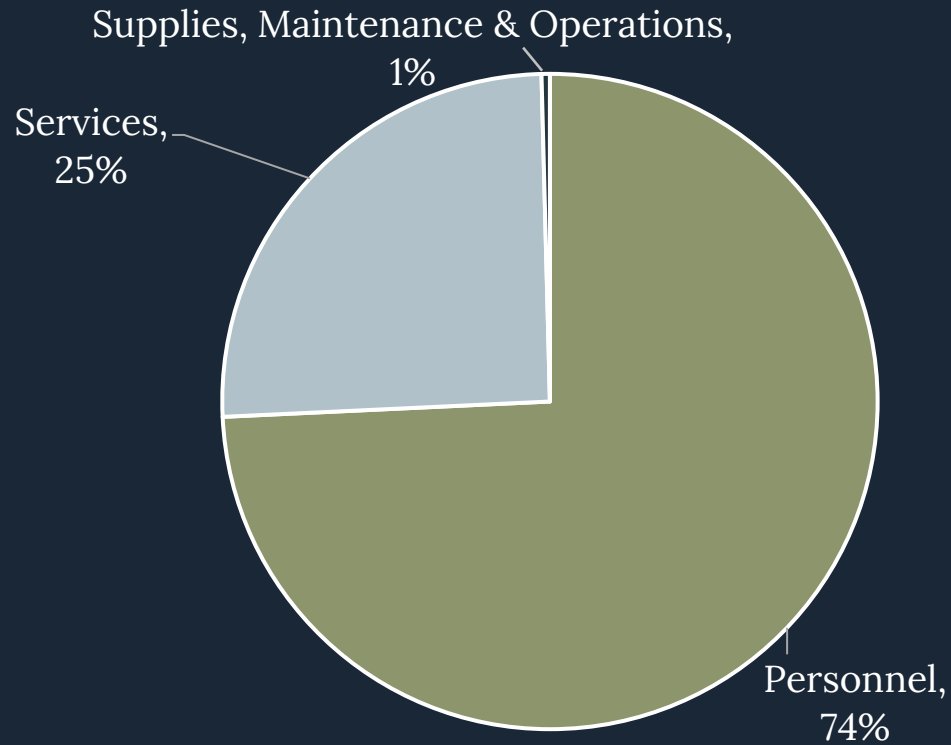
City Secretary

FY 2024-25 Proposed Budget

Proposed FY 2024-25 Budget: \$303,815

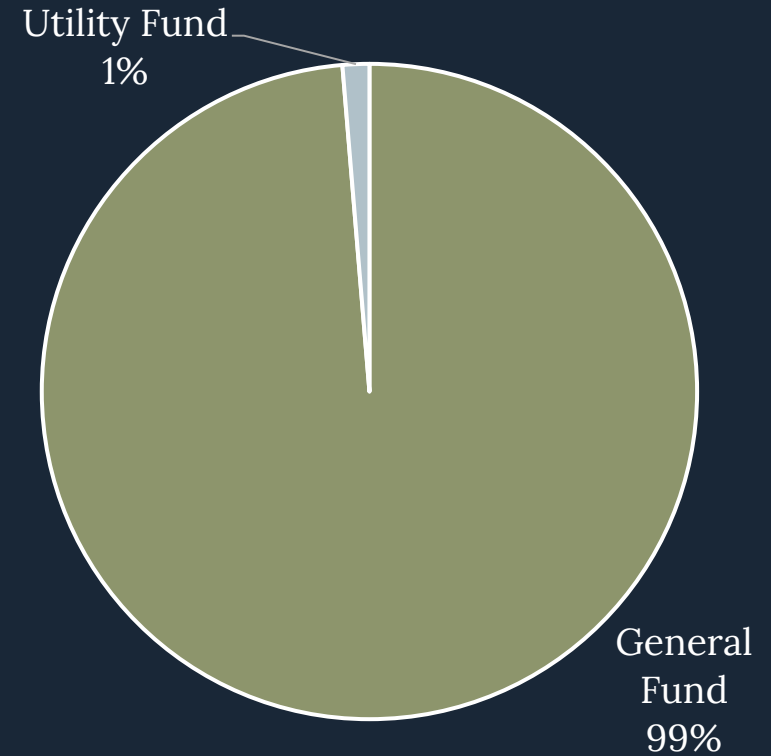


Budget by Category

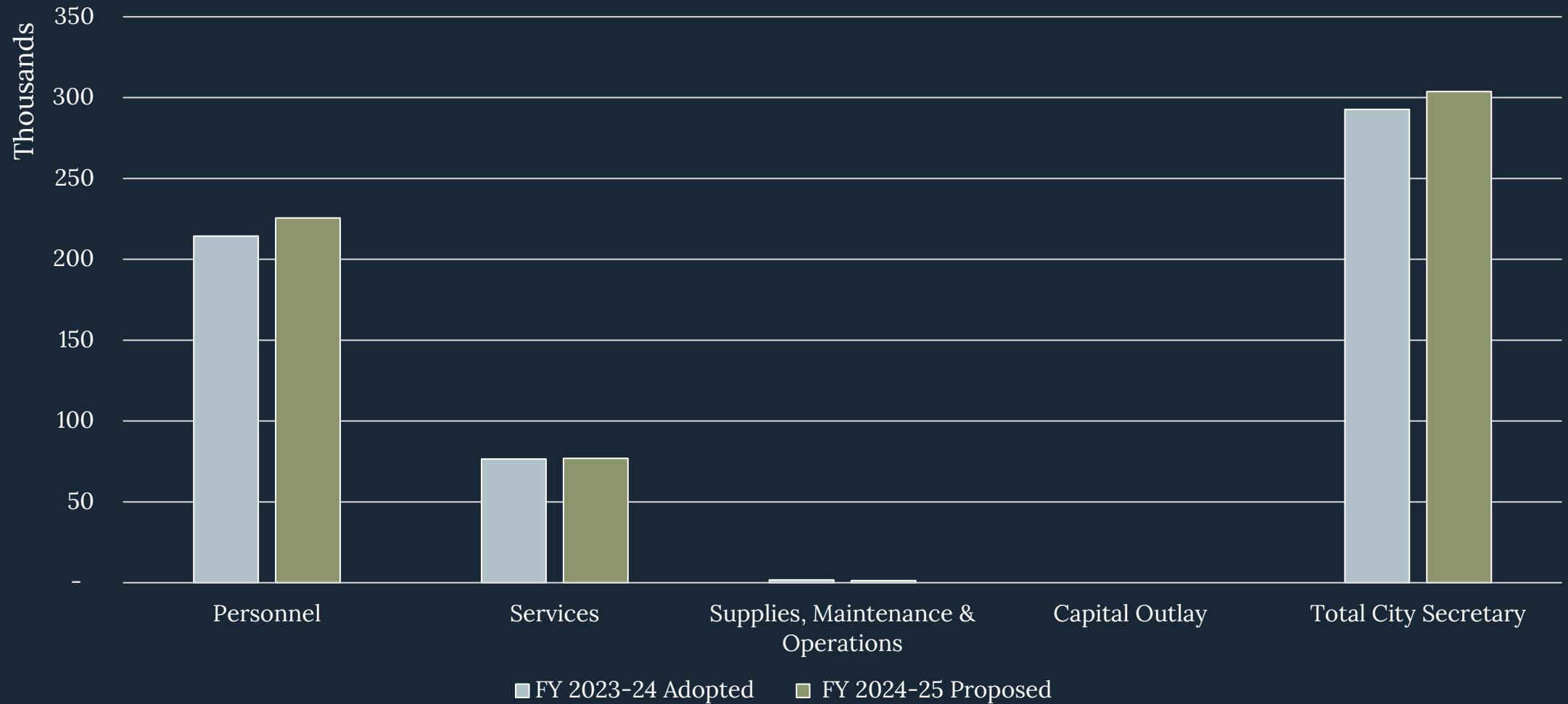


2 positions
0 vacancies

Budget by Fund



Changes to the Budget



Budget Highlights



- No significant changes to the budget.



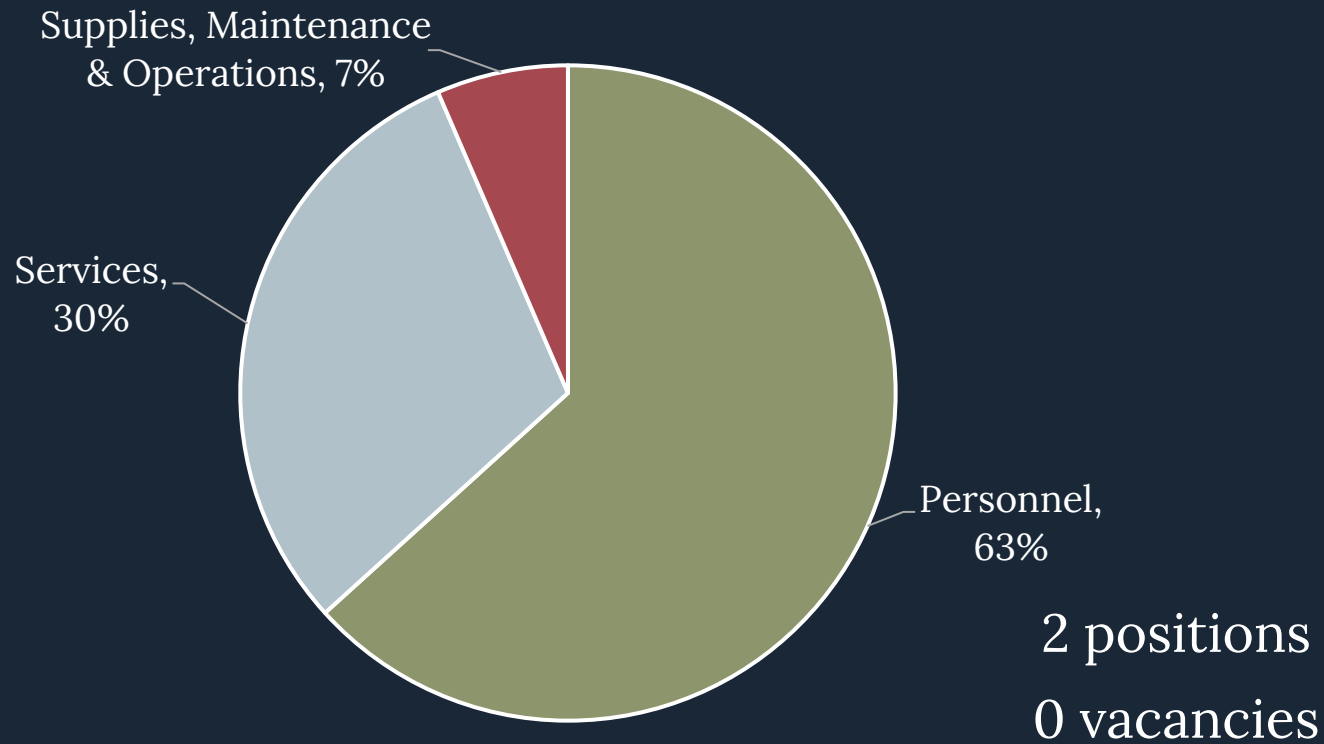
Municipal Court

FY 2024-25 Proposed Budget

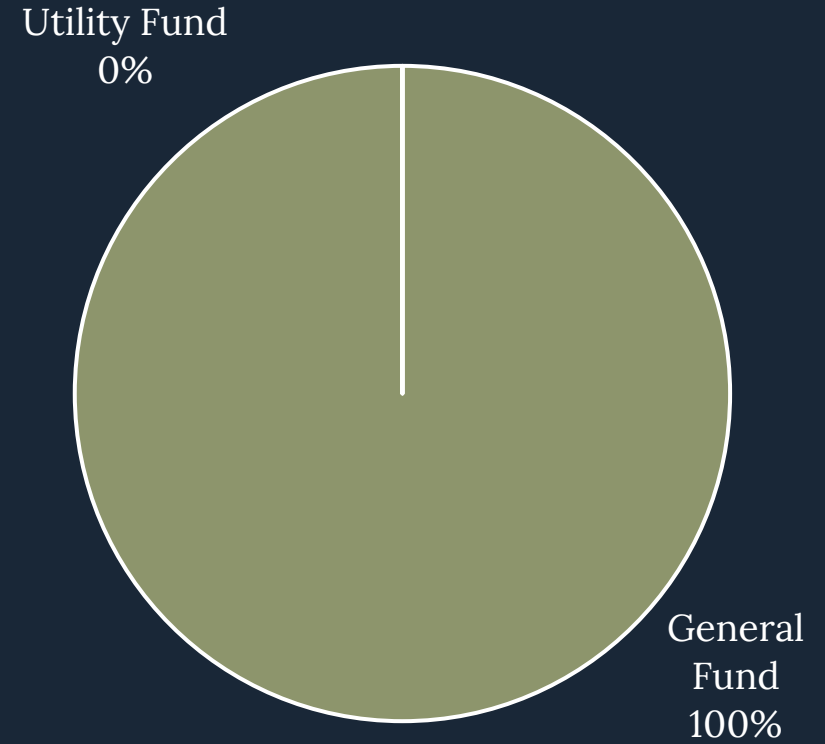
Proposed FY 2024-25 Budget: \$267,671



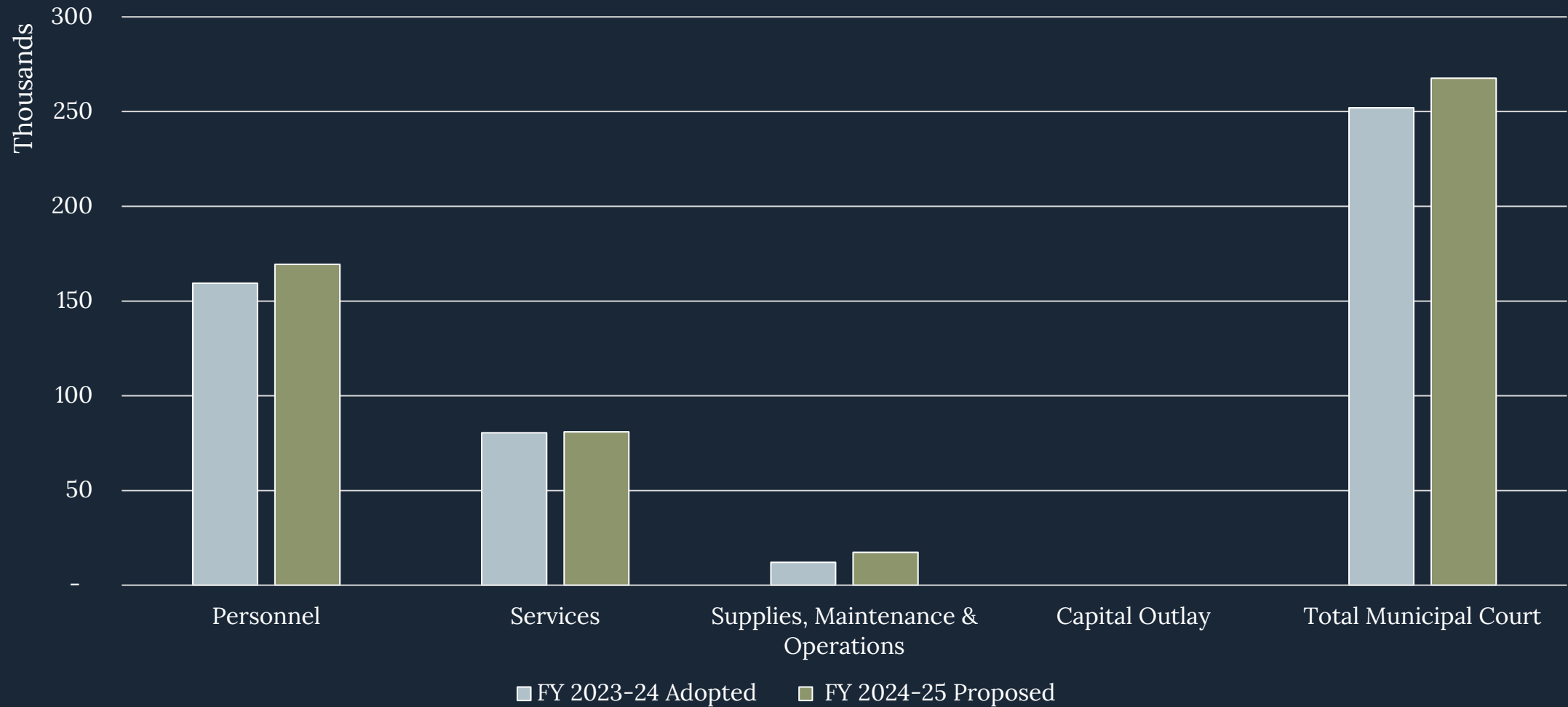
Budget by Category



Budget by Fund



Changes to the Budget



Budget Highlights

- Court Technology includes a request for an additional laptop for a back-up cashier on court days (\$4,823), and a microphone array to increase the audio quality of trials/hearings required for Court of Record (\$6,000). Funds for these requests will come from the Court Technology restricted funds.

Consolidated Budget						
By Fund						
Governmental Funds						
	General Fund	SAP	Equip Repl	Debt Service	Bond Capital Fund	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	7,022,153	14,498	1,183,476	87,989	-	8,308,116
<u>Revenues:</u>						
Taxes	8,889,869			1,080,000		9,969,869
Franchise Fees	762,350					762,350
Interest	450,000			7,000	17,000	474,000
Permits	168,200					168,200
Animal Control	1,495					1,495
Fines & Forfeitures	207,300					207,300
Fees & Services	360,415					360,415
Miscellaneous Income	232,480					232,480
Bond Proceeds					3,835,000	3,835,000
Utility Revenues						-
Transfers from other Funds	56,700	60,000	373,138			489,838
Total Revenues	11,128,809	60,000	373,138	1,087,000	3,852,000	16,500,947
<u>Expenditures:</u>						
Personnel	6,293,203					6,293,203
Supplies, Maintenance & Operations	1,276,836				-	1,276,836
Professional Services	2,123,840	60,000				2,183,840
Shared Services	273,591					273,591
Capital Outlay	194,600	-			3,202,665	3,397,265
Debt Service	-			1,160,981		1,160,981
Transfers & Non-Cash Adjustments	433,138		56,700			489,838
Total Expenditures	10,595,207	60,000	56,700	1,160,981	3,202,665	15,075,553
Revenues Over/(Under) Expenditures	533,602	-	316,438	(73,981)	649,335	1,425,394
Ending Fund Balance	7,555,755	14,498	1,499,914	14,008	649,335	9,733,510

GENERAL FUND PROJECTED FUND BALANCE					
Estimation of where Fund balances would be at 9/30/2025					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	9/30/2023	Projected	Projected	Budget	Projected
		closeout	Balance	Closeout	Balance
<u>Non-spendable</u>	77,024	-	77,024	-	77,024
<u>Restricted</u>					
Court Technology	18,587	5,000	23,587	(5,823)	17,764
Court Security Building	15,322	-	15,322	1,500	16,822
Court Efficiency	1,079	565	1,644	450	2,094
Court Truancy Prevention Fund	15,809	5,000	20,809	5,700	26,509
Court Jury Fund	166	150	316	150	466
Felony Forfeiture	43,275	-	43,275	-	43,275
Leose Training	16,005	4,234	20,239	(1,100)	19,139
PEG Fees	4,319	-	4,319	-	4,319
Total Restricted	114,562	14,949	129,511	877	130,388
<u>Committed</u>	-	-	-		
<u>Assigned</u>					
Tree Mitigation	-	149,600	149,600	(49,600)	100,000
Legal Reserve	50,000	-	50,000	-	50,000
Operating Reserve	4,505,321	182,798	4,688,120	182,798	4,870,918
	4,555,321	332,398	4,887,720	133,198	5,020,918
<u>Unassigned</u>					
Allocated	1,049,228	(1,049,228)	-	-	-
Unallocated	829,095	1,098,804	1,927,899	399,527	2,327,426
	1,878,323	49,576	1,927,899	399,527	2,327,426
General Fund Balance	6,625,229	396,923	7,022,153	533,602	7,555,755

STRATEGIC PROJECTS FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Assigned	3,269,573	(3,255,075)	14,498	-	14,498

EQUIPMENT REPLACEMENT FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Assigned	1,140,475	43,001	1,183,476	316,438	1,499,914

DEBT SERVICE FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Restricted	77,976	10,013	87,989	(73,981)	14,008

BOND CAPITAL FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Restricted	-	-	-	649,335	649,335

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
General Fund Revenue Detail								
Taxes								
General Property	5,958,773	6,410,186	6,545,557	6,692,466	6,964,647	419,090	6.4%	272,181
Delinquent Property	82,073	26,865	30,000	37,000	30,000	-	0.0%	(7,000)
Penalty & Interest	42,147	22,965	25,000	25,000	25,000	-	0.0%	-
Mixed Beverage	27,783	27,984	25,000	20,000	25,000	-	0.0%	5,000
Local Sales	1,050,767	1,104,090	1,116,715	1,228,316	1,230,148	113,433	10.2%	1,832
Street Maintenance	262,692	276,023	279,178	307,079	307,537	28,359	10.2%	458
Property Reduction	262,692	276,023	279,178	307,079	307,537	28,359	10.2%	458
Total Taxes	7,686,926	8,144,135	8,300,628	8,616,940	8,889,869	589,241	7.1%	272,929
Franchise Fees								
Time Warner Cable	61,589	64,073	60,900	60,900	60,900	-	0.0%	-
GVTC Cable/Telephone	67,732	64,222	70,035	63,035	65,000	(5,035)	-7.2%	1,965
AT&T Cable/Telephone	2,504	1,976	2,750	1,750	2,500	(250)	-9.1%	750
Miscellaneous	523	582	1,000	300	700	(300)	-30.0%	400
City Public Service	471,892	456,923	457,000	461,000	470,000	13,000	2.8%	9,000
Pedernales Electric Company	99,280	101,352	93,000	101,000	105,000	12,000	12.9%	4,000
Grey Forest Utilities	24,400	24,807	23,500	23,500	23,500	-	0.0%	-
Garbage Regular	31,323	34,465	31,000	35,000	34,000	3,000	9.7%	(1,000)
Garbage Recycling	2,165	-	1,500	-	750	(750)	-50.0%	750
Total Franchise Fees	761,408	748,401	740,685	746,485	762,350	21,665	2.9%	15,865
Interest								
Bank/Investment Interest	79,926	577,165	450,000	600,000	450,000	-	0.0%	(150,000)
Total Interest	79,926	577,165	450,000	600,000	450,000	-	0.0%	(150,000)

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Permits								
New Residential Permits	227,063	146,456	100,000	160,000	80,000	(20,000)	-20.0%	(80,000)
New Commerical Permits	-	2,592	5,000	5,000	5,000	-	0.0%	-
Remodeling/Additions	37,336	22,312	30,000	30,000	20,000	(10,000)	-33.3%	(10,000)
Other BC and Permits	69,950	58,109	61,000	46,000	50,000	(11,000)	-18.0%	4,000
Contractor Registration	9,995	8,330	9,200	9,200	9,000	(200)	-2.2%	(200)
Food/Health	3,990	3,875	3,875	4,400	4,200	325	8.4%	(200)
Total Permits Costs	348,333	241,674	209,075	254,600	168,200	(40,875)	-19.6%	(86,400)
Animal Control								
Pet Licenses	720	985	640	890	1,000	360	56.3%	110
Pet Impound/Quarantine	210	430	495	995	495	-	0.0%	(500)
Total Animal Control	930	1,415	1,135	1,885	1,495	360	31.7%	(390)
Fines & Forfeitures								
Municipal Court Fines	159,245	191,267	160,000	180,000	190,000	30,000	18.8%	10,000
Municipal Court Security	5,346	5,737	6,000	6,000	6,000	-	0.0%	-
Municipal Court Technology	4,414	4,714	5,000	5,000	5,000	-	0.0%	-
Municipal Court Efficiency	105	408	315	565	450	135	42.9%	(115)
Court Truancy Prevention Fund	5,356	5,793	5,000	5,000	5,700	700	14.0%	700
Municipal Court Jury Fund	107	116	150	150	150	-	0.0%	-
Total Fines & Forfeitures	174,573	208,035	176,465	196,715	207,300	30,835	17.5%	10,585
Fees & Services								
FORU Management	257,566	257,499	210,003	287,474	292,365	82,362	39.2%	4,891
Special Fees	19,131	11,888	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%	-
Tree Mitigation Fees	-	-	-	159,600	-	-	0.0%	(159,600)
Credit Card Service Fee	10,236	9,707	12,900	11,000	12,900	-	0.0%	1,900
Total Fees & Services	317,082	309,244	278,053	513,224	360,415	82,362	29.6%	(152,809)

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Miscellaneous								
Miscellaneous	15,422	121,167	120,661	120,661	127,280	6,619	5.5%	6,619
City Event Sponsorships	185	850	750	1,480	1,200	450	60.0%	(280)
Sale of Assets	673	16,931	-	-	-	-	0.0%	-
Other Sources - SBITAs	-	193,012	-	-	-	-	0.0%	-
Donations/Grants	1,283,952	310,696	103,600	143,600	88,600	(15,000)	-14.5%	(55,000)
School Guard Crossing Fund	11,261	12,391	10,665	14,165	13,500	2,835	26.6%	(665)
Lease Proceeds	1,582	1,576	1,850	4,234	1,900	50	2.7%	(2,334)
Police Seized Proceeds	777	54,677	-	-	-	-	0.0%	-
Total Miscellaneous	1,313,852	711,301	237,526	284,140	232,480	(5,046)	-2.1%	(51,660)
Transfers								
Capital Replacement	58,907	303,067	272,500	260,000	56,700	(215,800)	-79.2%	(203,300)
Total Transfers	58,907	303,067	272,500	260,000	56,700	(215,800)	-79.2%	(203,300)
Total Resources	10,741,938	11,244,436	10,666,067	11,473,988	11,128,809	462,742	4.3%	(345,179)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
General Fund								
Expenditure Summary								
Personnel								
Salaries	3,358,769	3,915,819	4,435,518	3,954,414	4,750,965	315,447	7.1%	796,551
Overtime	89,651	100,443	43,581	87,363	45,208	1,627	3.7%	(42,155)
Taxes - Social Security	204,231	239,701	275,418	241,704	295,734	20,316	7.4%	54,030
Taxes - Medicare	48,465	56,688	64,947	56,725	69,545	4,598	7.1%	12,820
Taxes SUTA/FUTA	1,390	568	5,454	6,399	7,266	1,812	33.2%	867
Workers Compensation	74,812	108,385	114,140	106,300	81,676	(32,464)	-28.4%	(24,624)
Retirement	407,306	482,728	552,703	494,472	611,717	59,014	10.7%	117,245
Health Insurance	497,595	567,474	666,615	535,276	661,988	(4,627)	-0.7%	126,712
Uniform Allowance	21,000	23,500	27,000	22,000	28,000	1,000	3.7%	6,000
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	0
Allowance for Vacancies	-	-	(145,612)	-	(266,096)	(120,484)	82.7%	(266,096)
Total Personnel Costs	4,710,417	5,502,505	6,046,964	5,511,851	6,293,203	246,239	4.1%	781,352
Supplies, Maintenance & Operations								
Supplies and Consumables	28,374	30,367	32,825	34,825	33,275	450	1.4%	(1,550)
Minor Equipment and Furniture	49,740	37,741	46,340	61,126	43,590	(2,750)	-5.9%	(17,536)
Fuel	67,960	74,201	65,450	68,050	65,500	50	0.1%	(2,550)
Uniforms	20,156	30,013	22,730	27,730	31,605	8,875	39.0%	3,875
Miscellaneous	531	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	39,402	27,828	35,880	35,880	35,880	-	0.0%	-
Equipment Maintenance/Repairs	13,968	17,632	15,500	15,500	15,500	-	0.0%	-
Building Maintenance/Repairs	26,973	76,344	23,063	52,063	28,063	5,000	21.7%	(24,001)
Landscaping & Greenspace Maintenance	6,373	1,712	15,500	15,500	5,500	(10,000)	-64.5%	(10,000)
Street Maintenance	951,877	894,353	870,000	910,431	930,000	60,000	6.9%	19,569
Drainage Work	1,076	4,940	20,000	20,000	20,000	-	0.0%	-
Committees - Communications	199	82	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	-	500	500	500	-	0.0%	-
Committee - Board of Adjustments	203	-	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	-	500	-	0.0%	500
Urban Wildlife	-	-	500	500	500	-	0.0%	-

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Court Technology	8,360	-	2,823	-	10,823	8,000	283.4%	10,823
Court Security	2,008	-	6,000	51,338	4,500	(1,500)	-25.0%	(46,838)
Oak Wilt Program	-	-	-	-	15,000	15,000	0.0%	15,000
Tree and Landscape Protection	-	-	-	-	29,750	29,750	0.0%	29,750
City Approved Events	-	-	-	-	4,850	4,850	0.0%	4,850
Emergency Response	-	436,482	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,217,258	1,631,694	1,159,111	1,294,943	1,276,836	117,725	10.16%	(18,108)
Services								
Professional Services	1,213,859	1,298,848	1,457,175	1,537,908	1,461,539	4,364	0.3%	(76,369)
Dues/Subscriptions	14,834	16,482	18,996	21,596	19,323	327	1.7%	(2,273)
Training/Seminars & Related Travel	48,238	56,455	114,005	106,755	120,615	6,610	5.8%	13,860
Meetings and Related Travel	5,621	7,738	22,000	12,300	22,590	590	2.7%	10,290
Elections	-	21,306	32,000	32,000	32,000	-	0.0%	-
Investigations	11,519	4,677	7,000	7,000	6,000	(1,000)	-14.3%	(1,000)
Lease Training	-	-	3,000	3,000	3,000	-	0.0%	-
Asset Forfeiture	-	22,954	-	-	-	-	0.0%	-
Public Relations	24,928	50,927	64,100	64,791	84,100	20,000	31.2%	19,309
Employee Appreciation	12,801	14,420	15,340	15,340	14,760	(580)	-3.8%	(580)
Employment Costs	2,467	2,738	2,675	2,675	2,675	-	0.0%	-
Recording/Reporting/History	5,571	8,651	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	174,317	150,471	309,812	311,975	347,238	37,426	12.1%	35,263
Total Services Costs	1,514,155	1,655,667	2,056,103	2,125,340	2,123,840	67,737	3.29%	(1,500)
Shared Services								
Facility Contracts & Services	80,087	67,745	176,555	134,292	102,470	(74,085)	-42.0%	(31,822)
Postage	3,176	2,434	5,625	5,625	4,125	(1,500)	-26.7%	(1,500)
General Liability Insurance	51,940	58,066	65,000	86,378	90,000	25,000	38.5%	3,622
Electricity	44,754	41,173	44,000	44,000	44,000	-	0.0%	-
Phone/Cable/Alarms	33,947	33,334	41,648	41,648	32,996	(8,652)	-20.8%	(8,652)
Total Shared Services Costs	213,904	202,752	332,828	311,943	273,591	(59,237)	-17.80%	(38,352)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	150,182	519,820	514,111	720,417	194,600	(319,511)	-62.1%	(525,817)
Leases and SBITA's	-	86,078	-	-	-	-	0.0%	-
Transfer to Debt Service Fund 06	-	-	-	-	-	-	0.0%	-
Transfer to SAP Fund 02	1,236,222	3,442,995	813,526	813,526	60,000	(753,526)	-92.6%	(753,526)
Transfer to Equip Repl Fund 31	275,185	354,495	301,945	301,945	373,138	71,193	23.6%	71,193
Total Capital Outlay & Transfers Costs	<u>1,661,589</u>	<u>4,403,388</u>	<u>1,629,582</u>	<u>1,835,888</u>	<u>627,738</u>	<u>(1,001,844)</u>	<u>-61.48%</u>	<u>(1,208,150)</u>
Total Departmental Budget	9,317,323	13,396,006	11,224,588	11,079,965	10,595,207	(629,381)	-5.61%	(484,758)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Mayor & Council								
Supplies, Maintenance & Operations								
Supplies and Consumables	-	-	-	-	-	-	0.0%	-
Minor Equipment and Furniture	-	-	-	-	-	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	-	266	350	350	350	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Committees - Communications	199	82	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	-	500	500	500	-	0.0%	-
Committee - Board of Adjustments	203	-	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	-	500	-	0.0%	500
Urban Wildlife	-	-	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	460	348	2,850	2,350	2,850	-	0.0%	500
Services								
Professional Services	-	-	-	-	-	-	0.0%	-
Dues/Subscriptions	2,944	3,068	3,200	3,200	3,245	45	1.4%	45
Training/Seminars & Related Travel	-	-	7,000	3,500	7,000	-	0.0%	3,500
Meetings and Related Travel	3,415	3,642	11,800	5,800	11,800	-	0.0%	6,000
Public Relations	449	586	5,250	5,250	5,250	-	0.0%	-
Total Services Costs	6,808	7,295	27,250	17,750	27,295	45	0.2%	9,545
Total Departmental Budget	7,268	7,643	30,100	20,100	30,145	45	0.1%	10,045

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Administration								
Personnel								
Salaries	400,189	414,704	472,019	311,499	463,923	(8,096)	-1.7%	152,424
Overtime	47	85	119	261	125	6	5.0%	(136)
Taxes - Social Security	21,509	23,236	26,986	18,547	27,248	262	1.0%	8,701
Taxes - Medicare	5,731	6,061	6,846	4,534	6,729	(117)	-1.7%	2,195
Taxes SUTA/FUTA	241	35	306	282	398	92	30.1%	116
Workers Compensation	703	1,462	1,424	1,260	1,004	(420)	-29.5%	(256)
Retirement	47,595	50,596	58,274	39,142	59,189	915	1.6%	20,047
Health Insurance	35,507	29,177	33,807	22,546	33,458	(349)	-1.0%	10,912
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	0
Allowance for Vacancies	-	-	(2,918.00)	-	(6,086)	(3,168)	108.6%	(6,086)
Total Personnel Costs	518,723	532,557	604,063	405,270	593,188	(10,875)	-1.8%	187,918
Supplies, Maintenance & Operations								
Supplies and Consumables	651	375	650	650	850	200	30.8%	200
Minor Equipment and Furniture	497	417	1,600	1,789	1,250	(350)	-21.9%	(539)
Fuel	25	25	100	100	150	50	50.0%	50
Uniforms	137	131	250	250	360	110	44.0%	110
Total Supplies, Maintenance & Operations Costs	1,309	948	2,600	2,789	2,610	10	0.4%	(179)
Services								
Professional Services	107,817	116,236	85,040	160,040	105,000	19,960	23.5%	(55,040)
Dues/Subscriptions	4,073	4,607	3,995	3,995	4,318	323	8.1%	323
Training/Seminars & Related Travel	7,914	3,475	17,220	13,720	16,375	(845)	-4.9%	2,655
Meetings and Related Travel	1,093	2,056	5,300	2,800	5,840	540	10.2%	3,040
Employee Appreciation	54	575	250	250	300	50	20.0%	50
Total Services Costs	120,951	126,948	111,805	180,805	131,833	20,028	17.9%	(48,973)
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	27,360	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	27,360	-	-	-	-	-	0.0%	-
Total Departmental Budget	668,343	660,453	718,468	588,864	727,631	9,163	1.3%	138,766

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Secretary								
Personnel								
Salaries	139,469	152,779	160,347	160,788	171,626	11,279	7.0%	10,838
Taxes - Social Security	8,098	8,928	9,942	9,622	10,641	699	7.0%	1,019
Taxes - Medicare	1,894	2,088	2,325	2,250	2,489	164	7.1%	239
Taxes SUTA/FUTA	18	18	180	234	234	54	30.0%	-
Workers Compensation	369	478	484	428	372	(112)	-23.1%	(56)
Retirement	16,337	18,202	19,791	19,586	21,891	2,100	10.6%	2,305
Health Insurance	19,401	19,738	21,360	16,181	18,343	(3,017)	-14.1%	2,162
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	185,587	202,231	214,429	209,090	225,596	11,167	5.2%	16,506
Supplies, Maintenance & Operations								
Supplies and Consumables	912	1,162	1,200	1,200	950	(250)	-20.8%	(250)
Minor Equipment and Furniture	95	267	400	1,164	200	(200)	-50.0%	(964)
Uniforms	-	87	100	100	100	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,007	1,516	1,700	2,464	1,250	(450)	-26.5%	(1,214)
Services								
Professional Services	3,249	2,807	10,889	10,889	11,039	150	1.4%	150
Dues/Subscriptions	671	708	960	960	1,000	40	4.2%	40
Training/Seminars & Related Travel	3,209	6,052	6,180	6,180	6,400	220	3.6%	220
Meetings and Related Travel	178	432	1,500	1,000	1,500	-	0.0%	500
Elections	-	21,306	32,000	32,000	32,000	-	0.0%	-
Employee Appreciation	35	129	100	100	100	-	0.0%	-
Recording/Reporting/History	5,571	8,651	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	-	-	10,930	10,930	10,930	-	0.0%	-
Total Services Costs	12,914	40,085	72,559	72,059	72,969	410	0.6%	910
Total Departmental Budget	199,507	243,831	288,688	283,613	299,815	11,127	3.9%	16,202

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Human Resources and Communications								
Personnel								
Salaries	94,621	117,752	129,503	133,060	180,878	51,375	39.7%	47,818
Taxes - Social Security	5,594	6,996	8,029	7,895	11,214	3,185	39.7%	3,319
Taxes - Medicare	1,308	1,636	1,878	1,846	2,623	745	39.7%	777
Taxes SUTA/FUTA	14	14	135	176	234	99	73.3%	59
Workers Compensation	277	384	391	346	392	1	0.3%	46
Retirement	11,029	14,022	15,984	16,201	23,071	7,087	44.3%	6,870
Health Insurance	8,016	10,083	10,927	10,602	15,404	4,477	41.0%	4,802
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	120,858	150,887	166,847	170,126	233,816	66,969	40.1%	63,690
Supplies, Maintenance & Operations								
Supplies and Consumables	4,123	1,330	1,600	1,600	1,900	300	18.8%	300
Minor Equipment and Furniture	5,082	1,414	1,600	1,600	6,400	4,800	300.0%	4,800
Uniforms	178	143	150	150	250	100	66.7%	100
Total Supplies, Maintenance & Operations Costs	9,384	2,887	3,350	3,350	8,550	5,200	155.2%	5,200
Services								
Professional Services	2,795	520	550	550	1,625	1,075	195.5%	1,075
Dues/Subscriptions	1,440	2,269	2,280	4,880	2,175	(105)	-4.6%	(2,705)
Training/Seminars & Related Travel	2,933	3,874	8,875	8,875	10,775	1,900	21.4%	1,900
Meetings and Related Travel	724	826	950	950	1,000	50	5.3%	50
Public Relations	17,912	43,667	50,750	51,441	66,250	15,500	30.5%	14,809
Employee Appreciation	10,343	10,822	12,040	12,040	11,310	(730)	-6.1%	(730)
Employment Costs	2,467	2,738	2,675	2,675	2,675	-	0.0%	-
Tech/Internet/Software	-	150	31,915	34,470	17,902	(14,013)	-43.9%	(16,568)
Total Services Costs	38,614	64,867	110,035	115,881	113,712	3,677	3.3%	(2,169)
Total Departmental Budget	168,855	218,641	280,232	289,357	356,078	75,846	27.1%	66,721

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Finance								
Personnel								
Salaries	150,934	185,120	217,514	187,305	221,550	4,036	1.9%	34,245
Overtime	79	184	157	102	167	10	6.4%	65
Taxes - Social Security	8,658	10,797	13,496	10,743	13,746	250	1.9%	3,003
Taxes - Medicare	2,025	2,525	3,156	2,513	3,215	59	1.9%	702
Taxes SUTA/FUTA	20	26	225	234	293	68	30.2%	59
Workers Compensation	461	699	656	580	480	(176)	-26.8%	(100)
Retirement	17,894	22,183	26,866	22,723	28,280	1,414	5.3%	5,557
Health Insurance	29,012	30,166	37,043	29,566	35,084	(1,959)	-5.3%	5,518
Allowance for Vacancies	-	-	(4,025)	-	-	4,025	-100.0%	-
Total Personnel Costs	209,084	251,701	295,088	253,767	302,815	7,727	2.6%	49,048
Supplies, Maintenance & Operations								
Supplies and Consumables	1,044	714	1,300	1,300	1,300	-	0.0%	-
Minor Equipment and Furniture	106	661	500	500	500	-	0.0%	-
Uniforms	86	96	250	250	250	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,235	1,471	2,050	2,050	2,050	-	0.0%	-
Services								
Professional Services	85,399	71,584	75,735	79,335	90,785	15,050	19.9%	11,450
Dues/Subscriptions	1,525	673	410	410	462	52	12.7%	52
Training/Seminars & Related Travel	1,795	4,096	6,100	6,600	6,350	250	4.1%	(250)
Meetings and Related Travel	-	12	400	200	400	-	0.0%	200
Employee Appreciation	156	200	250	250	250	-	0.0%	-
Tech/Internet/Software	-	-	9,740	9,440	10,083	343	3.5%	643
Total Services Costs	88,875	76,565	92,635	96,235	108,330	15,695	16.9%	12,095
Total Departmental Budget	299,194	329,737	389,773	352,052	413,195	23,422	6.0%	61,143

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Information Technology								
Personnel								
Salaries	80,330	86,779	91,101	91,354	97,680	6,579	7.2%	6,326
Taxes - Social Security	4,613	5,039	5,648	5,250	6,056	408	7.2%	806
Taxes - Medicare	1,079	1,179	1,321	1,228	1,416	95	7.2%	188
Taxes SUTA/FUTA	9	9	90	117	117	27	30.0%	-
Workers Compensation	184	274	275	243	211	(64)	-23.3%	(32)
Retirement	9,414	10,339	11,244	11,128	12,459	1,215	10.8%	1,331
Health Insurance	12,312	12,725	13,187	14,637	15,095	1,908	14.5%	458
Total Personnel Costs	107,942	116,344	122,866	123,957	133,034	10,168	8.3%	9,077
Supplies, Maintenance & Operations								
Supplies and Consumables	195	87	200	200	200	-	0.0%	-
Minor Equipment and Furniture	244	247	200	578	200	-	0.0%	(378)
Uniforms	79	92	100	100	100	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	518	426	500	878	500	-	0.0%	(378)
Services								
Professional Services	2,732	909	114,000	114,000	2,000	(112,000)	-98.2%	(112,000)
Dues/Subscriptions	88	88	175	175	388	213	121.4%	213
Training/Seminars & Related Travel	1,367	1,364	4,750	4,000	6,250	1,500	31.6%	2,250
Meetings and Related Travel	-	180	350	350	350	-	0.0%	-
Employee Appreciation	109	109	100	100	100	-	0.0%	-
Tech/Internet/Software	174,317	150,321	184,728	184,728	231,721	46,993	25.4%	46,993
Total Services Costs	178,612	152,970	304,103	303,353	240,809	(63,294)	-20.8%	(62,544)
Shared Services								
Facility Contracts & Services	25,184	18,397	17,461	17,461	18,991	1,530	8.8%	1,530
Phone/Cable/Alarms	33,947	33,334	41,648	41,648	32,996	(8,652)	-20.8%	(8,652)
Total Shared Services Costs	59,132	51,731	59,109	59,109	51,987	(7,122)	-12.0%	(7,122)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	41,066	207,564	20,626	20,048	27,000	6,374	30.9%	6,952
Lease Principal	-	19,213	-	-	-	-	0.0%	-
Lease Interest	-	2,682	-	-	-	-	0.0%	-
SBITA Principal	-	59,762	-	-	-	-	0.0%	-
SBITA Interest	-	3,485	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	41,066	292,706	20,626	20,048	27,000	6,374	30.9%	6,952
Total Departmental Budget	387,269	614,176	507,204	507,345	453,330	(53,874)	-10.6%	(54,015)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Municipal Court								
Personnel								
Salaries	86,985	102,498	107,605	107,894	115,418	7,813	7.3%	7,524
Overtime	2,177	-	344	300	369	25	7.3%	69
Taxes - Social Security	5,170	5,615	6,693	5,933	7,179	486	7.3%	1,246
Taxes - Medicare	1,209	1,314	1,565	1,387	1,679	114	7.3%	292
Taxes SUTA/FUTA	18	18	180	234	234	54	30.0%	-
Workers Compensation	369	319	325	288	250	(75)	-23.1%	(38)
Retirement	10,487	12,212	13,324	13,167	14,769	1,445	10.8%	1,602
Health Insurance	18,991	27,723	29,433	28,280	29,510	77	0.3%	1,230
Total Personnel Costs	125,407	149,698	159,469	157,482	169,408	9,939	6.2%	11,926
Supplies, Maintenance & Operations								
Supplies and Consumables	1,493	1,516	1,700	1,700	1,700	-	0.0%	-
Minor Equipment and Furniture	291	2,546	1,400	1,778	200	(1,200)	-85.7%	(1,578)
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	217	32	150	150	150	-	0.0%	-
Court Technology	8,360	-	2,823	-	10,823	8,000	283.4%	10,823
Court Security	2,008	-	6,000	51,338	4,500	(1,500)	-25.0%	(46,838)
Total Supplies, Maintenance & Operations Costs	12,369	4,094	12,073	54,966	17,373	5,300	43.9%	(37,593)
Services								
Professional Services	78,478	94,197	74,590	74,590	73,040	(1,550)	-2.1%	(1,550)
Dues/Subscriptions	70	155	800	800	800	-	0.0%	-
Training/Seminars & Related Travel	2,550	2,513	3,550	3,550	6,650	3,100	87.3%	3,100
Meetings and Related Travel	46	96	300	300	300	-	0.0%	-
Employee Appreciation	-	50	100	100	100	-	0.0%	-
Tech/Internet/Software	-	-	1,092	-	-	(1,092)	-100.0%	-
Total Services Costs	81,144	97,012	80,432	79,340	80,890	458	0.6%	1,550
Total Departmental Budget	218,920	250,804	251,974	291,788	267,671	15,697	6.2%	(24,117)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Public Safety and Emergency Services								
Personnel								
Salaries	1,665,671	2,015,402	2,231,540	2,010,430	2,373,776	142,236	6.4%	363,346
Overtime	74,082	84,341	36,430	76,061	36,846	416	1.1%	(39,215)
Taxes - Social Security	105,650	128,063	140,614	126,341	149,459	8,845	6.3%	23,118
Taxes - Medicare	24,708	29,950	32,886	29,548	34,954	2,068	6.3%	5,406
Taxes SUTA/FUTA	604	281	2,700	3,031	3,510	810	30.0%	479
Workers Compensation	54,276	80,113	82,732	80,098	56,686	(26,046)	-31.5%	(23,412)
Retirement	206,310	252,956	279,794	255,457	307,440	27,646	9.9%	51,983
Health Insurance	247,223	286,570	329,966	263,035	336,200	6,234	1.9%	73,165
Uniform Allowance	21,000	23,500	27,000	22,000	28,000	1,000	3.7%	6,000
Allowance for Vacancies	-	-	(103,920)	-	(209,473)	(105,553)	101.6%	(209,473)
Total Personnel Costs	2,399,524	2,901,175	3,059,742	2,866,001	3,117,398	57,656	1.9%	251,397
Supplies, Maintenance & Operations								
Supplies and Consumables	3,657	3,267	5,000	5,000	4,500	(500)	-10.0%	(500)
Minor Equipment and Furniture	28,511	14,684	26,550	36,983	18,700	(7,850)	-29.6%	(18,283)
Fuel	46,970	51,124	43,000	43,000	43,000	-	0.0%	-
Uniforms	13,350	20,383	11,550	16,550	18,750	7,200	62.3%	2,200
Vehicle Maintenance/Repairs	25,475	20,114	20,880	20,880	20,880	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	117,963	109,572	106,980	122,413	105,830	(1,150)	-1.1%	(16,583)
Services								
Professional Services	674,484	715,345	850,171	859,771	945,850	95,679	11.3%	86,079
Dues/Subscriptions	3,076	3,059	4,275	4,275	4,025	(250)	-5.8%	(250)
Training/Seminars & Related Travel	21,399	21,098	24,250	24,250	27,300	3,050	12.6%	3,050
Meetings and Related Travel	-	-	500	-	500	-	0.0%	500
Investigations	11,519	4,677	7,000	7,000	6,000	(1,000)	-14.3%	(1,000)
Lease Training	-	-	3,000	3,000	3,000	-	0.0%	-
Asset Forfeiture	-	22,954	-	-	-	-	0.0%	-
Public Relations	6,567	6,674	8,100	8,100	12,600	4,500	55.6%	4,500
Employee Appreciation	1,149	1,507	1,500	1,500	1,500	-	0.0%	-
Tech/Internet/Software	-	-	43,550	43,550	40,108	(3,442)	-7.9%	(3,442)
Total Services Costs	718,194	775,314	942,346	951,446	1,040,883	98,537	10.5%	89,437

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	-	256,926	247,985	384,542	65,000	(182,985)	-73.8%	(319,542)
Total Capital Outlay & Transfers Costs	-	256,926	247,985	384,542	65,000	(182,985)	-73.8%	(319,542)
Total Departmental Budget	3,235,681	4,042,987	4,357,053	4,324,402	4,329,111	(27,942)	-0.6%	4,709

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Maintenance								
Personnel								
Salaries	303,898	390,621	517,301	470,181	596,176	78,875	15.2%	125,995
Overtime	13,197	14,745	6,004	9,878	7,136	1,132	18.9%	(2,742)
Taxes - Social Security	18,623	23,847	32,445	28,595	37,405	4,960	15.3%	8,810
Taxes - Medicare	4,355	5,577	7,588	6,687	8,748	1,160	15.3%	2,061
Taxes SUTA/FUTA	402	90	990	1,236	1,404	414	41.8%	168
Workers Compensation	14,295	22,176	25,552	21,015	20,578	(4,974)	-19.5%	(437)
Retirement	37,039	48,287	64,589	58,394	76,952	12,363	19.1%	18,558
Health Insurance	70,394	90,832	114,337	87,577	114,247	(90)	-0.1%	26,670
Allowance for Vacancies	-	-	(34,749)	-	(50,537)	(15,788)	45.4%	(50,537)
Total Personnel Costs	462,203	596,174	734,057	683,563	812,109	78,052	10.6%	128,546
Supplies, Maintenance & Operations								
Supplies and Consumables	6,933	6,985	6,000	8,000	8,250	2,250	37.5%	250
Minor Equipment and Furniture	12,499	14,613	12,250	13,194	12,850	600	4.9%	(344)
Fuel	14,931	17,451	15,000	19,000	15,000	-	0.0%	(4,000)
Uniforms	5,028	8,082	7,900	7,900	9,225	1,325	16.8%	1,325
Vehicle Maintenance/Repairs	13,927	7,713	15,000	15,000	15,000	-	0.0%	-
Equipment Maintenance/Repairs	13,968	17,632	15,500	15,500	15,500	-	0.0%	-
Building Maintenance/Repairs	26,973	76,344	23,063	52,063	28,063	5,000	21.7%	(24,001)
Landscaping & Greenspace Maintenance	6,373	1,712	15,500	15,500	5,500	(10,000)	-64.5%	(10,000)
Street Maintenance	19,530	26,527	30,000	30,000	30,000	-	0.0%	-
Drainage	1,076	4,940	20,000	20,000	20,000	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	121,238	181,999	160,213	196,157	159,388	(826)	-0.5%	(36,770)
Services								
Professional Services	4,963	543	200	10,733	200	-	0.0%	(10,533)
Dues/Subscriptions	100	189	932	932	932	-	0.0%	-
Training/Seminars & Related Travel	5,489	6,463	12,700	12,700	15,075	2,375	18.7%	2,375
Meetings and Related Travel	-	249	400	400	400	-	0.0%	-
Employee Appreciation	521	506	500	500	600	100	20.0%	100
Tech/Internet/Software	-	-	21,548	21,548	24,821	3,273	15.2%	3,273
Total Services Costs	11,072	7,951	36,280	46,813	42,028	5,748	15.8%	(4,785)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	81,756	49,300	233,000	307,327	102,600	(130,400)	-56.0%	(204,727)
Total Capital Outlay & Transfers Costs	81,756	49,300	233,000	307,327	102,600	(130,400)	-56.0%	(204,727)
Total Departmental Budget	676,270	835,424	1,163,550	1,233,861	1,116,125	(47,425)	-4.1%	(117,736)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Building Codes and Permits								
Personnel								
Salaries	192,229	157,700	188,147	167,845	244,734	56,587	30.1%	76,889
Overtime	-	-	278	153	462	184	66.2%	309
Taxes - Social Security	11,673	9,417	11,682	9,923	15,202	3,520	30.1%	5,279
Taxes - Medicare	2,730	2,202	2,732	2,321	3,555	823	30.1%	1,234
Taxes SUTA/FUTA	27	36	270	360	468	198	73.3%	108
Workers Compensation	941	1,228	1,042	928	999	(43)	-4.1%	71
Retirement	22,617	18,844	23,256	20,450	31,275	8,019	34.5%	10,825
Health Insurance	27,749	27,385	38,906	32,104	38,898	(8)	0.0%	6,794
Total Personnel Costs	257,965	216,812	266,313	234,084	335,593	69,280	26.0%	101,509
Supplies, Maintenance & Operations								
Supplies and Consumables	528	476	575	575	675	100	17.4%	100
Minor Equipment and Furniture	1,974	328	750	1,883	2,300	1,550	206.7%	417
Fuel	2,368	1,182	3,900	2,000	5,175	1,275	32.7%	3,175
Uniforms	150	213	530	530	770	240	45.3%	240
Total Supplies, Maintenance & Operations Costs	5,020	2,200	5,755	4,988	8,920	3,165	55.0%	3,932
Services								
Professional Services	16,651	56,687	46,000	28,000	22,000	(24,000)	-52.2%	(6,000)
Dues/Subscriptions	165	1,053	590	590	515	(75)	-12.7%	(75)
Training/Seminars & Related Travel	1,098	2,317	11,100	11,100	6,200	(4,900)	-44.1%	(4,900)
Meetings and Related Travel	-	-	100	100	100	-	0.0%	-
Employee Appreciation	133	111	150	150	200	50	33.3%	50
Tech/Internet/Software	-	-	144	144	155	11	7.6%	11
Total Services Costs	18,047	60,168	58,084	40,084	29,170	(28,914)	-49.8%	(10,914)
Total Departmental Budget	281,031	279,180	330,152	279,156	373,683	43,531	13.2%	94,527

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Engineering and Planning								
Personnel								
Salaries	244,441	292,464	320,441	314,056	285,204	(35,237)	-11.0%	(28,852)
Overtime	68	1,089	249	609	103	(146)	-58.6%	(506)
Taxes - Social Security	14,644	17,763	19,883	18,856	17,584	(2,299)	-11.6%	(1,272)
Taxes - Medicare	3,425	4,155	4,650	4,410	4,137	(513)	-11.0%	(273)
Taxes SUTA/FUTA	38	42	378	495	374	(4)	-1.1%	(121)
Workers Compensation	2,937	1,252	1,259	1,114	704	(555)	-44.1%	(410)
Retirement	28,582	35,088	39,581	38,222	36,391	(3,190)	-8.1%	(1,831)
Health Insurance	28,989	33,074	37,649	30,749	25,749	(11,900)	-31.6%	(5,000)
Total Personnel Costs	323,125	384,926	424,090	408,510	370,246	(53,844)	-12.7%	(38,264)
Supplies, Maintenance & Operations								
Supplies and Consumables	4,348	10,060	11,000	11,000	9,350	(1,650)	-15.0%	(1,650)
Minor Equipment and Furniture	441	2,564	1,090	1,657	990	(100)	-9.2%	(667)
Fuel	3,666	4,419	3,450	3,950	2,175	(1,275)	-37.0%	(1,775)
Uniforms	931	488	1,400	1,400	1,300	(100)	-7.1%	(100)
Street Maintenance	932,348	867,826	840,000	880,431	900,000	60,000	7.1%	19,569
Oak Wilt Program	-	-	-	-	15,000	15,000	0.0%	15,000
Tree and Landscape Protection	-	-	-	-	29,750	29,750	0.0%	29,750
City Approved Events	-	-	-	-	4,850	4,850	0.0%	4,850
Total Supplies, Maintenance & Operations Costs	941,734	885,358	856,940	898,438	963,415	56,875	6.6%	15,377
Services								
Professional Services	237,292	240,020	200,000	200,000	210,000	10,000	5.0%	10,000
Dues/Subscriptions	683	615	1,379	1,379	1,464	85	6.2%	85
Training/Seminars & Related Travel	485	5,201	12,280	12,280	12,240	(40)	-0.3%	(40)
Meetings and Related Travel	165	244	400	400	400	-	0.0%	-
Employee Appreciation	301	411	350	350	300	(50)	-14.3%	(50)
Tech/Internet/Software	-	-	6,165	7,165	11,518	5,353	86.8%	4,353
Total Services Costs	238,926	246,492	220,574	221,574	235,922	15,348	7.0%	14,348

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	-	6,030	12,500	8,500	-	(12,500)	-100.0%	(8,500)
Total Capital Outlay & Transfers Costs	-	6,030	12,500	8,500	-	(12,500)	-100.0%	(8,500)
Total Departmental Budget	1,503,785	1,522,806	1,514,104	1,537,022	1,569,583	5,879	0.4%	(17,039)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Non-Departmental and Shared								
Supplies, Maintenance & Operations								
Supplies and Consumables	4,490	4,395	3,600	3,600	3,600	-	0.0%	-
Emergency Response	-	436,482	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	5,021	440,877	4,100	4,100	4,100	-	0.0%	-
Shared Services								
Facility Contracts & Services	54,902	49,348	159,094	116,831	83,479	(75,615)	-47.5%	(33,352)
Postage	3,176	2,434	5,625	5,625	4,125	(1,500)	-26.7%	(1,500)
General Liability Insurance	51,940	58,066	65,000	86,378	90,000	25,000	38.5%	3,622
Electricity	44,754	41,173	44,000	44,000	44,000	-	0.0%	-
Total Shared Services Costs	154,772	151,021	273,719	252,834	221,604	(52,115)	-19.0%	(31,230)
Capital Outlay & Transfers								
Transfer to SAP Fund 02	1,236,222	3,442,995	813,526	813,526	60,000	(753,526)	-92.6%	(753,526)
Transfer to Equip Repl Fund 31	275,185	354,495	301,945	301,945	373,138	71,193	23.6%	71,193
Lease Principal	-	812	-	-	-	-	0.0%	-
Lease Interest	-	124	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	1,511,407	3,798,426	1,115,471	1,115,471	433,138	(682,333)	-61.2%	(682,333)
Total Departmental Budget	1,671,201	4,390,324	1,393,290	1,372,405	658,842	(734,448)	-52.7%	(713,563)

Governmental Strategic Projects Fund

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	1,073,184	1,407,555	3,269,573	3,269,573	14,498
<u>Revenues:</u>					
Transfer from General Fund	1,236,222	3,442,995	813,526	813,526	60,000
Total Revenue	1,236,222	3,442,995	813,526	813,526	60,000
<u>Reliable and Sustainable Infrastructure</u>					
City Civic Center	-	17,748	-	395,067	-
City Hall Renovation	376,825	321,403	-	340,416	-
Chartwell and Dietz Intersection	352,393	98,126	-	-	-
Post Oak Trail Widening	-	664,506	-	210,494	-
Dietz Elkhorn Reconstruction	-	100,721	309,235	509,429	-
Dietz Elkhorn Sidewalk	-	14,770	300,000	435,230	-
Battle Intense Sidewalk	-	48,912	-	-	-
Drainage CIP #5 Rolling Acres Trail	14,262	48,833	-	222,905	-
Drainage CIP #17 Silver Spur Trail	12,841	28,796	-	-	-
Drainage CIP #34 Tivoli Way	23,428	88,747	-	1,111,253	-
Drainage CIP #37 Turf Paradise Lane	-	93,770	-	-	-
Drainage CIP #61 Rockinghorse Lane	-	29,609	-	-	-
Bond Development Program	52,031	-	-	132,982	-
Drainage CIP #35 Chartwell Lane	-	-	64,829	64,829	-
Drainage CIP #15 Delta Dawn	-	-	245,000	245,000	-
<u>Public Health, Safety, and Welfare</u>					
Public Safety Command Structure Program Review	895	-	-	-	-
Fire Services Program Review	1,128	-	-	73,775	-
Emergency Medical Services Program Review	1,128	-	-	-	-
Fire Station #3 Upgrades	-	-	150,000	150,000	-

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
<u>Operational Excellence</u>					
Compensation and Benefit Plan Study	-	-	-	-	50,000
Employee Handbook	-	-	-	-	10,000
Communications and Marketing Strategy	27,471	2,068	-	40,071	-
Records Management	3,591	-	-	-	-
IT Infrastructure projects	24,835	-	-	-	-
City Records Digitization Program	-	22,967	-	-	-
Ticketing with GIS compatibility	10,498	-	-	-	-
Fuel Station	-	-	-	97,150	-
3rd Party Scanning	-	-	-	40,000	-
<u>Capital Improvement</u>					
Infrastructure	-	-	-	-	-
Furniture and Equipment (City Hall Renovation)	524	-	-	-	-
Total Expenditures	901,851	1,580,977	1,069,064	4,068,601	60,000
Total Change in Fund Balance	334,371	1,862,018	(255,538)	(3,255,075)	-
Ending Fund Balance	1,407,555	3,269,573	3,014,035	14,498	14,498

Vehicle and Equipment Replacement Fund					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	872,769	1,089,047	1,140,475	1,140,475	1,183,476
<u>Revenues:</u>					
Transfer from General Fund	275,185	354,495	301,945	301,945	373,138
Total Revenue	275,185	354,495	301,945	301,945	373,138
<u>Transfers</u>					
Transfer to General Fund for Purchases	58,907	303,067	260,000	258,944	56,700
Total Expenditures	58,907	303,067	260,000	258,944	56,700
Revenue Over / (Under) Expenditures	216,278	51,428	41,945	43,001	316,438
Beginning Fund Balance	1,089,047	1,140,475	1,182,420	1,183,476	1,499,914

Scheduled Replacements:	
2025 Ford Explorer	20,700
2024 Ford Ranger 4x4	30,000
Walk In Cooler	6,000
	<u>56,700</u>

Debt Service Fund					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	44,337	52,658	77,976	77,976	87,989
<u>Revenues:</u>					
General Property-I & S	545,404	568,287	539,997	552,076	1,074,000
Delinquent Property	8,161	2,728	3,500	3,500	3,500
Penalty & Interest	3,932	2,003	2,500	2,500	2,500
Interest Income on Investments	409	4,829	3,500	5,500	7,000
Total Revenue	557,906	577,848	549,497	563,576	1,087,000
<u>Expenditures:</u>					
Bond Principal	450,000	460,000	470,000	470,000	1,000,000
Bond Interest Payable	99,185	92,130	83,163	83,163	160,581
Bond Agent Fees	400	400	400	400	400
Total Expenditures	549,585	552,530	553,563	553,563	1,160,981
Revenue Over / (Under) Expenditures	8,321	25,318	(4,066)	10,013	(73,981)
Ending Fund Balance	52,658	77,976	73,910	87,989	14,008

Bond Capital Fund					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	-	-	-	-	-
<u>Revenues:</u>					
Bond Proceeds	-	-	-	-	3,835,000
Bond Premium	-	-	-	-	-
Interest Income	-	-	-	-	17,000
Total Revenue	-	-	-	-	3,852,000
<u>Expenditures:</u>					
Dietz Elkhorn Rdwy Incidentals	-	-	-	-	-
Dietz Elkhorn Rdwy Construction	-	-	-	-	2,093,922
Rolling Acres Rdwy Incidentals	-	-	-	-	-
Rolling Acres Rdwy Construction	-	-	-	-	-
Ammann Rdwy Incidentals	-	-	-	-	-
Ammann Rdwy Construction	-	-	-	-	439,699
Battle Intense Rdwy Incidentals	-	-	-	-	-
Battle Intense Rdwy Construction	-	-	-	-	420,000
Drainage CIP #35 Chartwell Lane	-	-	-	-	-
Drainage CIP #2 8472 Rolling Acres Trail	-	-	-	-	67,600
Drainage CIP #4 8040 Rolling Acres Trail	-	-	-	-	67,600
Drainage CIP #42 Vestal Park Culvert	-	-	-	-	113,844
Total Expenditures	-	-	-	-	3,202,665
Revenue Over / (Under) Expenditures	-	-	-	-	649,335
Ending Fund Balance	-	-	-	-	649,335



Utility Fund Budget Overview

FY 2024-25



Item #12.

Summer Fleming
Director of Finance



Utility Fund Budget Highlights

- Personnel includes COLA, merit and new FTE Communications Manager
- Includes the addition of a water tank maintenance contract
- Incorporates Certificates of Obligation for CIP Projects



Current Utility Rates

Residential Water Tiered Volume Charges

Commercial Water Tiered Volume Charges

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

Water Base Service Charge \$26.48-\$94.42 depending on meter size
 Surface Water Fee: \$15.23
 TCEQ Fee: \$0.19
 Debt Service Fee: \$7.33
 Capital Reserve Fee: \$7.36

Wastewater Base Service Charge: \$28.94
 Wastewater Volumetric Rate: \$6.00 per 1,000 gal
 TCEQ Fee: \$0.05
 Debt Service Fee: \$2.26
 Capital Reserve Fee: \$4.51



Proposed Utility Rates

Residential Water Tiered Volume Charges

Commercial Water Tiered Volume Charges

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

Water Base Service Charge \$26.48-\$94.42 depending on meter size
 Surface Water Fee: \$15.90
 TCEQ Fee: \$0.19
 Debt Service Fee: \$23.84
 Capital Reserve Fee: \$2.67

Wastewater Base Service Charge: \$28.94
 Wastewater Volumetric Rate: \$6.00 per 1,000 gal
 TCEQ Fee: \$0.05
 Debt Service Fee: \$17.14
 Capital Reserve Fee: \$0.00



Operating Budget





Operating Revenue and Expenses

Category	Water Utility	Wastewater Utility	Total
Operating Revenue	\$4,296,696	\$1,713,153	\$6,009,849
Operating Expenses			
Personnel	1,095,358	1,121,671	2,217,029
Supplies, Maintenance, and Operations	2,555,787	584,559	3,140,346
Services	315,786	74,200	389,986
Total Operating Expenses	3,966,931	1,780,430	5,747,361
Operating Income	\$329,765	(\$67,277)	\$262,488

Non-Operating Revenue and Expenses



Category	Water Utility	Wastewater Utility	Equipment Replacement	Total
Non-Operating Revenues				
Impact, Capital and Debt Fees	\$1,240,889	\$590,630		\$1,831,519
Interest Earnings	200,000	200,000		400,000
Non-Operating Expenses				
Depreciation	(550,000)	(270,600)		(820,600)
Debt Service Costs	(37,446)	(16,629)		(54,075)
Transfers In/(Out)	(114,000)	(67,000)	181,000	-
Non-Operating Revenue (Expenses)	\$739,443	\$436,401	\$181,000	\$1,356,844



Combined Net Position

Category	Projected 9/30/2024	FY 2024-25 Change	Projected 9/30/2025
Net Investment in Capital Assets	\$11,695,268	\$631,113	\$12,326,381
Unrestricted Net Position			
Water Capital Fund	728,766	203,468	932,234
Wastewater Capital Fund	580,115	175,000	755,115
Equipment Replacement Fund	530,241	181,000	711,241
Operating Reserve	4,954,681	(589,836)	4,364,845
Debt Service Reserve	333,282	1,018,587	1,351,869
Total Unrestricted Net Position	7,127,084	988,219	8,115,303
Total Net Position	\$18,822,352	\$1,619,332	\$20,441,684



Questions?



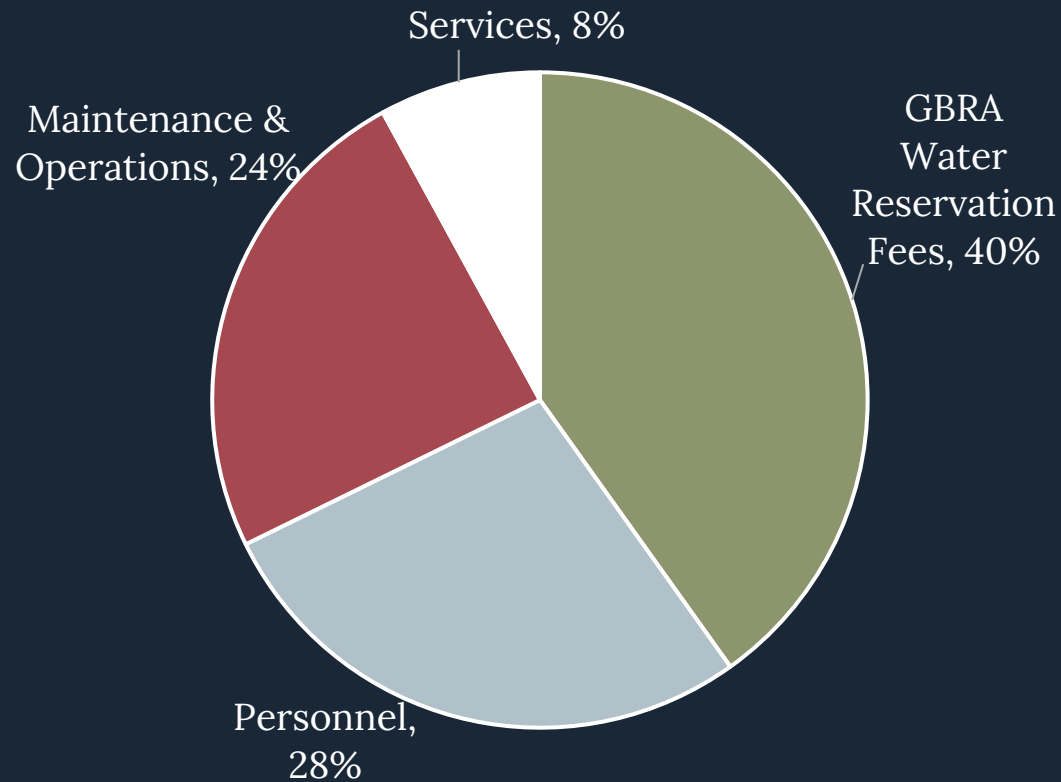
Water & Wastewater Utility

FY 2024-25 Proposed Budget

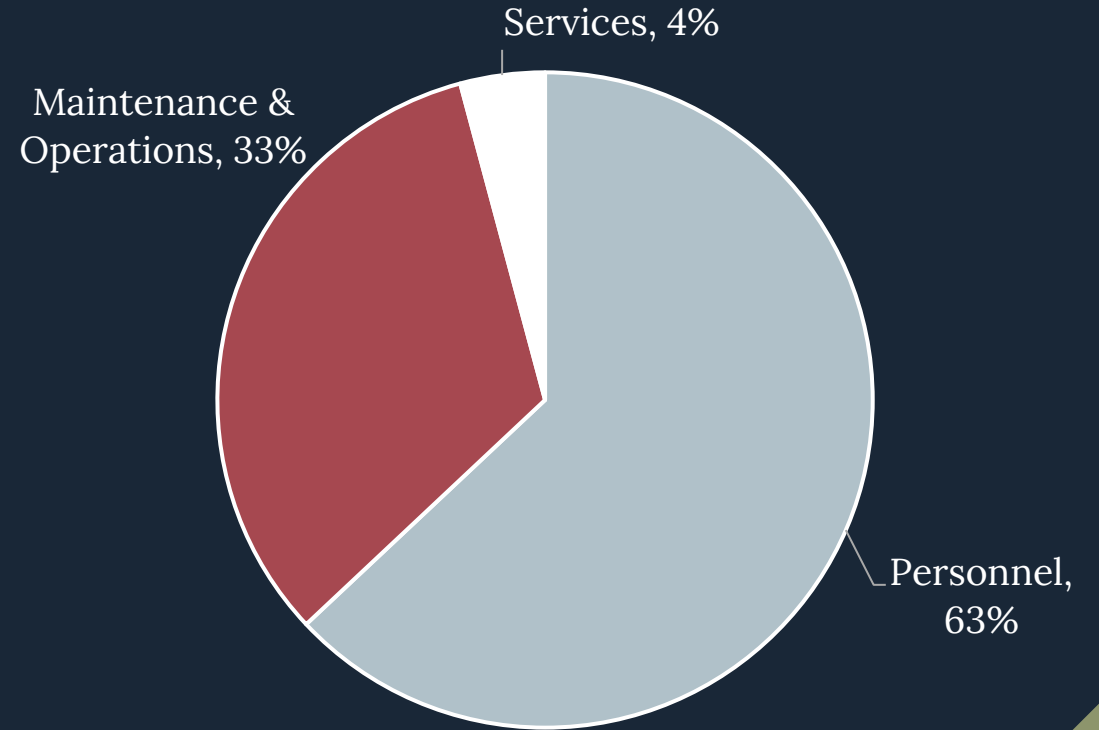
Operating Expenses (before transfers, capital and depreciation)



Water Utility



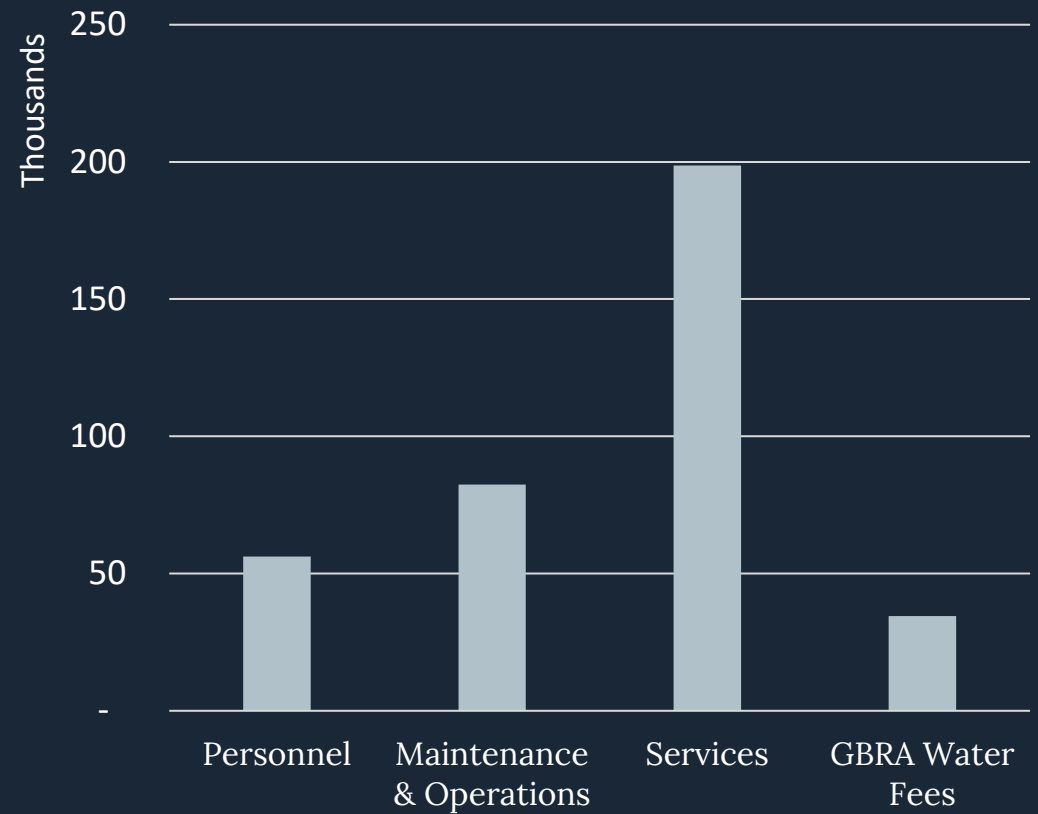
Wastewater Utility



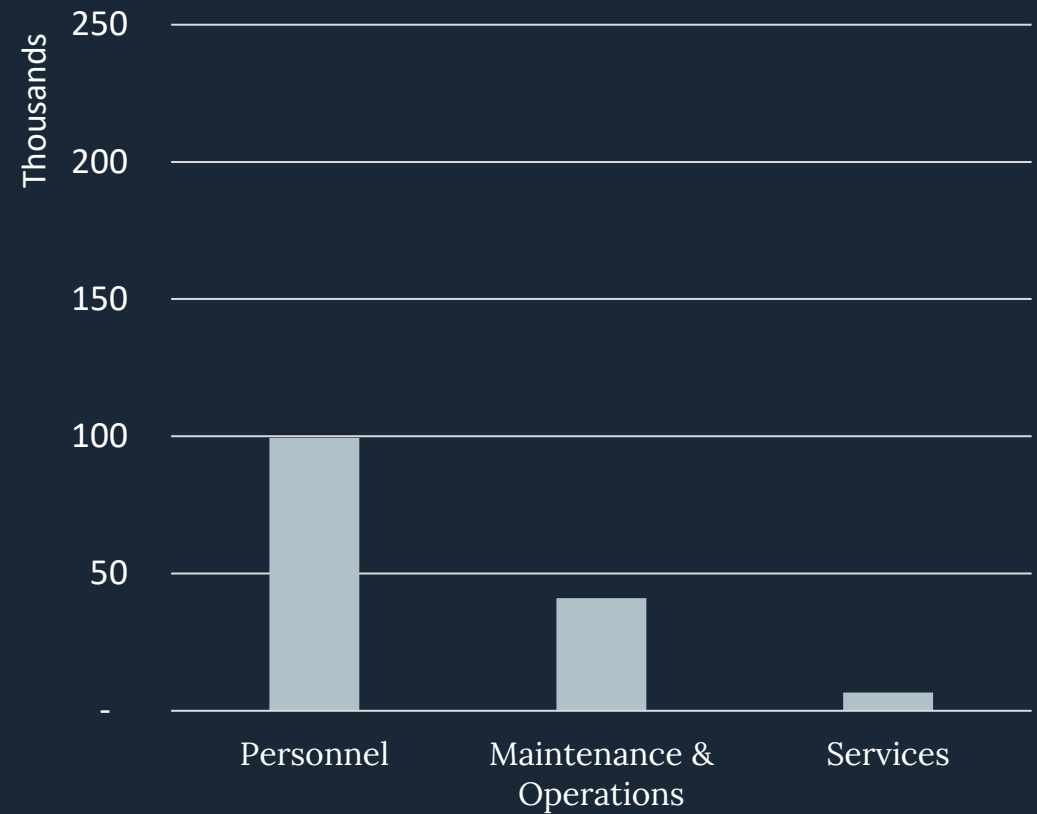


Changes to Expenses

Water Utility



Wastewater Utility





Water Budget Highlights

- Personnel costs include the addition of a Communications Manager (split with General Fund), and an only 1.7% increase in water service due to employee turnover
- Includes the addition of a 10-year water tank maintenance contract (\$207,036 per year)
- Includes a \$34,517 increase in GBRA fees
- Includes a \$12,500 increase in general liability insurance
- Includes a \$20,000 increase in software costs



Wastewater Budget Highlights

- Personnel costs include the addition of a Communications Manager (split with General Fund)
- Includes a \$12,500 increase in general liability insurance
- Includes a \$30,000 increase in software costs



Funded Operational Capital

- Well #26 VFD Upgrades (\$60,000)



Requests not Yet Funded

- Water tank trailer (\$11,750*)
- Message board trailer (\$20,000*)

*Amount represents full cost and will be split with the General Fund

Consolidated Utility Funds Budget by Division Summary Budget

	Water	Wastewater	Equipment Replacement Fund	Utility Fund Total
Utility Operating Revenues	4,296,696	1,713,153	-	6,009,849
Utility Operating Expenses				
Personnel	1,095,358	1,121,671	-	2,217,029
Supplies, Maintenance & Operations	2,555,787	584,559	-	3,140,346
Services	315,786	74,200	-	389,986
Total Utility Operating Expenses	<u>3,966,931</u>	<u>1,780,430</u>	-	<u>5,747,361</u>
Operating Income/(Loss)	<u>329,765</u>	<u>(67,277)</u>	-	<u>262,488</u>
Non-Operating Revenues (Expenses)				
Non-Operating Revenues	1,440,889	790,630	-	2,231,519
Capital Outlay	(3,246,367)	(650,000)	-	(3,896,367)
Depreciation	(550,000)	(270,600)	-	(820,600)
Asset Transfer for GAAP	3,246,367	650,000	-	3,896,367
Debt Service Costs	(37,446)	(16,629)	-	(54,075)
Transfers Out	(3,503,835)	(892,000)	-	(4,395,835)
Transfers In	<u>3,389,835</u>	<u>825,000</u>	<u>181,000</u>	<u>4,395,835</u>
Total Non-Operating Revenue (Expenses)	739,443	436,401	181,000	1,356,844
Net Income/(Loss)	1,069,208	369,124	181,000	1,619,332

Consolidated Utility Budget by Fund Summary

	Water Operations	Wastewater Operations	Water SAP	Wastewater SAP	Utility Equip. Repl	Utility Fund Total
Utility Operating Revenues	4,296,696	1,713,153				6,009,849
Utility Operating Expenses						
Personnel	1,095,358	1,121,671				2,217,029
Supplies, Maintenance & Operations	2,555,787	584,559				3,140,346
Services	315,786	74,200				389,986
Total Utility Operating Expenses	3,966,931	1,780,430	-	-	-	5,747,361
Operating Income/(Loss)	329,765	(67,277)	-	-	-	262,488
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	1,440,889	790,630				2,231,519
Capital Outlay	(60,000)	-	(3,186,367)	(650,000)		(3,896,367)
Depreciation	(550,000)	(270,600)				(820,600)
Asset Transfer for GAAP	3,246,367	650,000				3,896,367
Debt Service Costs	(37,446)	(16,629)				(54,075)
Transfers Out	(3,503,835)	(892,000)			-	(4,395,835)
Transfers In	-	-	3,389,835	825,000	181,000	4,395,835
Total Non-Operating Revenue (Expenses)	535,975	261,401	203,468	175,000	181,000	1,356,844
Net Income/(Loss)	865,740	194,124	203,468	175,000	181,000	1,619,332

Utility Funds Net Position

	Actual 9/30/2023	Projected FY 2023-24	Projected 9/30/2024	Budget FY 2024-25	Budget 9/30/2025
Net investment in Capital Assets	9,550,921	2,144,347	11,695,268	631,113	12,326,381
<u>Unrestricted Net Position</u>					
Contribution in Aid - EST	401,583	(156,822)	244,761	-	244,761
Water Capital	996,336	(512,332)	484,004	203,468	687,472
Wastewater Capital	1,250,609	(670,494)	580,115	175,000	755,115
Operating Reserve	4,337,118	617,563	4,954,681	(589,836)	4,364,845
Debt Service Reserve	336,514	(3,232)	333,282	1,018,587	1,351,869
Equipment Replacement Fund	876,126	(345,885)	530,241	181,000	711,241
Total Unrestricted	8,198,286	(1,071,202)	7,127,084	988,219	8,115,303
Total Net Position	<u>17,749,207</u>	<u>1,073,145</u>	<u>18,822,352</u>	<u>1,619,332</u>	<u>20,441,684</u>

Water Utility Fund Summary Proposed Budget

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Water Operating Revenues	4,319,040	4,373,143	3,452,804	4,234,804	4,296,696	843,892	24.4%	61,892
Water Operating Expenses								
Personnel	891,323	922,626	1,039,193	947,423	1,095,358	56,165	5.4%	147,935
Supplies, Maintenance & Operations	2,002,730	2,373,247	2,438,840	2,570,827	2,555,787	116,947	4.8%	(15,041)
Services	361,114	195,053	117,142	127,348	315,786	198,644	169.6%	188,438
Total Water Operating Expenses	3,255,166	3,490,925	3,595,175	3,645,598	3,966,931	371,756	10.3%	321,333
Operating Income	1,063,874	882,217	(142,371)	589,206	329,765	472,136	-331.6%	(259,441)
Non-Operating Revenues (Expenses)								
Non-Operating Revenues	862,078	785,414	766,740	1,026,740	1,440,889	674,149	87.9%	414,149
Capital Outlay	(62,998)	(185,948)	(552,500)	(670,783)	(60,000)	492,500	-89.1%	610,783
Depreciation	(498,557)	(547,243)	(508,075)	(508,075)	(550,000)	(41,925)	8.3%	(41,925)
Asset Transfer for GAAP	641,967	379,271	792,500	1,562,322	3,246,367	2,453,867	309.6%	1,684,045
Debt Service Expense	(18,842)	(16,141)	(13,873)	(13,873)	(37,446)	(23,574)	169.9%	(23,574)
Transfers Out	(605,716)	(394,794)	(383,815)	(583,815)	(3,503,835)	(3,120,020)	812.9%	(2,920,020)
Transfers In	62,998	100,941	110,000	196,742	-	(110,000)	-100.0%	(196,742)
Total Non-Operating Revenues (Expenses)	380,931	121,500	210,978	1,009,259	535,975	324,997	154.0%	(473,284)
Net Income/(Loss)	1,444,805	1,003,718	68,607	1,598,465	865,740	797,133	1161.9%	(732,724)

Water Utility Fund Revenue Proposed Budget

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Water Operating Revenues								
Water Revenue Residential	3,774,441	3,754,870	2,928,832	3,678,832	3,736,048	807,216	27.6%	57,216
Water Revenue Commercial	159,633	175,338	168,665	168,665	180,094	11,429	6.8%	11,429
Water Contract Commercial	172,604	177,354	177,354	177,354	177,354	-	0.0%	-
Water Revenue Non Potable	78,477	65,998	77,500	77,500	74,000	(3,500)	-4.5%	(3,500)
Water Service Connect Fees	39,770	18,975	25,000	32,500	30,000	5,000	20.0%	(2,500)
Water Penalties	46,768	47,840	34,753	49,753	48,000	13,247	38.1%	(1,753)
Water-Bad Debts	(27)	(1,848)	(500)	(8,000)	(4,000)	(3,500)	700.0%	4,000
Misc./Special Requests	103	90,640	500	500	500	-	0.0%	-
Third Party Reimbursement	13,353	8,300	8,500	3,500	3,500	(5,000)	-58.8%	-
Permits/Variations	1,175	475	1,200	1,200	1,200	-	0.0%	-
Credit Card Service Fee	32,743	35,201	31,000	53,000	50,000	19,000	61.3%	(3,000)
Total Operating Revenues	4,319,040	4,373,143	3,452,804	4,234,804	4,296,696	843,892	24.4%	61,892
Water Non-Operating Revenues								
Water Debt Service	283,245	285,467	282,791	282,791	936,054	653,263	231.0%	653,263
Water Capital	256,178	258,188	283,949	283,949	104,835	(179,114)	-63.1%	(179,114)
Water Impact Fees	293,506	69,871	50,000	250,000	200,000	150,000	300.0%	(50,000)
Water Interest Income	29,150	182,402	150,000	210,000	200,000	50,000	33.3%	(10,000)
Sale of Assets	-	(10,514)	-	-	-	-	0.0%	-
Total Non-Operating Revenues	862,078	785,414	766,740	1,026,740	1,440,889	674,149	87.9%	414,149
Total Water Revenues	5,181,118	5,158,557	4,219,544	5,261,544	5,737,585	1,518,041	36.0%	476,041

**Water Utility Fund Operating Expense
Proposed Budget**

Item #12.

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Operating Expenses								
Service Salaries	261,096	231,245	294,770	240,007	299,814	5,044	1.7%	59,807
Service Overtime	8,102	10,820	8,102	9,134	8,219	117	1.4%	(915)
Service Taxes - FICA	15,744	14,264	18,778	14,868	19,098	320	1.7%	4,230
Service Taxes - MEDICARE	3,682	3,336	4,392	3,480	4,466	74	1.7%	986
Service Workers' Comp	7,505	9,614	10,082	9,215	7,339	(2,743)	-27.2%	(1,876)
Service Taxes - SUTA/FUTA	140	45	518	640	644	126	24.3%	4
Service Retirement	31,443	39,392	37,382	30,552	39,290	1,908	5.1%	8,738
Service Insurance	48,734	45,719	60,093	51,388	60,017	(76)	-0.1%	8,629
Water Service OPEB	-	(131)	-	-	-	-	0.0%	-
Water Service Allowance for Vacancies	-	-	(14,738)	-	(20,000)	(5,262)	35.7%	(20,000)
Administration Salaries	389,286	414,212	465,943	447,685	119,870	(346,073)	-74.3%	(327,815)
Administration Overtime	181	597	186	262	62	(124)	-66.7%	(200)
Administration Taxes - FICA	21,781	24,603	28,783	26,403	7,351	(21,432)	-74.5%	(19,052)
Administration Taxes - MEDICARE	5,132	5,787	6,759	6,182	1,739	(5,020)	-74.3%	(4,443)
Administration Workers' Comp	1,847	1,527	1,462	1,278	259	(1,203)	-82.3%	(1,019)
Administration Taxes - SUTA/FUTA	81	58	504	628	181	(323)	-64.1%	(447)
Administration Retirement	43,758	68,289	57,532	54,455	15,297	(42,235)	-73.4%	(39,158)
Administration Insurance	52,810	53,476	62,703	51,245	15,766	(46,937)	-74.9%	(35,479)
Administration OPEB	-	(227)	-	-	-	-	0.0%	-
Administration Allowance for Vacancies	-	-	(4,058)	-	-	4,058	-100.0%	-
HR & Communications Salaries	-	-	-	-	90,439	90,439	0.0%	90,439
HR & Communications Overtime	-	-	-	-	-	-	0.0%	-
HR & Communications Taxes - FICA	-	-	-	-	5,607	5,607	0.0%	5,607
HR & Communications Taxes - MEDICARE	-	-	-	-	1,311	1,311	0.0%	1,311
HR & Communications Workers' Comp	-	-	-	-	196	196	0.0%	196
HR & Communications Taxes - SUTA/FUTA	-	-	-	-	117	117	0.0%	117
HR & Communications Retirement	-	-	-	-	11,536	11,536	0.0%	11,536
HR & Communications Insurance	-	-	-	-	7,702	7,702	0.0%	7,702
Finance Salaries	-	-	-	-	110,775	110,775	0.0%	110,775
Finance Overtime	-	-	-	-	83	83	0.0%	83
Finance Taxes - FICA	-	-	-	-	6,873	6,873	0.0%	6,873
Finance Taxes - MEDICARE	-	-	-	-	1,607	1,607	0.0%	1,607
Finance Workers' Comp	-	-	-	-	240	240	0.0%	240
Finance Taxes - SUTA/FUTA	-	-	-	-	146	146	0.0%	146

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget Projected	Item #12.
Finance Retirement	-	-	-	-	14,140	14,140	0.0%	14,140	
Finance Insurance	-	-	-	-	17,542	17,542	0.0%	17,542	
Information Technology Salaries	-	-	-	-	48,840	48,840	0.0%	48,840	
Information Technology Taxes - FICA	-	-	-	-	3,028	3,028	0.0%	3,028	
Information Technology Taxes - MEDICARE	-	-	-	-	708	708	0.0%	708	
Information Technology Workers' Comp	-	-	-	-	106	106	0.0%	106	
Information Technology Taxes - SUTA/FUTA	-	-	-	-	59	59	0.0%	59	
Information Technology Retirement	-	-	-	-	6,230	6,230	0.0%	6,230	
Information Technology Insurance	-	-	-	-	7,547	7,547	0.0%	7,547	
Engineering & Planning Salaries	-	-	-	-	139,311	139,311	0.0%	139,311	
Engineering & Planning Overtime	-	-	-	-	51	51	0.0%	51	
Engineering & Planning Taxes - FICA	-	-	-	-	8,588	8,588	0.0%	8,588	
Engineering & Planning Taxes - MEDICARE	-	-	-	-	2,021	2,021	0.0%	2,021	
Engineering & Planning Workers' Comp	-	-	-	-	345	345	0.0%	345	
Engineering & Planning Taxes - SUTA/FUTA	-	-	-	-	181	181	0.0%	181	
Engineering & Planning Retirement	-	-	-	-	17,776	17,776	0.0%	17,776	
Engineering & Planning Insurance	-	-	-	-	12,841	12,841	0.0%	12,841	
Uniforms	5,145	6,453	7,110	7,110	6,718	(393)	-5.5%	(393)	
Power	191,985	158,995	150,000	150,000	150,000	-	0.0%	-	
Maintenance of Plants/Lines	112,433	143,895	120,000	150,000	120,000	-	0.0%	(30,000)	
Analysis Fees	11,132	10,672	9,000	9,000	12,000	3,000	33.3%	3,000	
Chemicals	5,375	6,428	3,500	6,500	6,500	3,000	85.7%	-	
City Management Fee	209,258	208,678	167,618	205,118	208,375	40,757	24.3%	3,257	
Equipment Maintenance	19,938	6,235	15,900	15,900	17,100	1,200	7.5%	1,200	
Equipment Gas & Oil	13,843	15,477	15,000	15,000	15,000	-	0.0%	-	
GBRA Water Fees	1,205,020	1,532,440	1,557,453	1,530,953	1,591,970	34,517	2.2%	61,017	
Equipment Lease	1,337	2,409	1,000	1,000	300	(700)	-70.0%	(700)	
Tools & Minor Equipment	5,495	11,997	11,125	13,125	12,125	1,000	9.0%	(1,000)	
Training	9,415	10,774	24,638	20,638	25,563	925	3.8%	4,925	
Utilities & Radio	23,118	21,171	27,705	27,705	30,600	2,895	10.4%	2,895	
Signal & Telemetry	162	34	1,536	-	-	(1,536)	-100.0%	-	
Water Building Maintenance	4,881	6,627	11,380	11,380	11,380	-	0.0%	-	
Supplies & Consumables	2,236	3,335	2,200	4,200	3,700	1,500	68.2%	(500)	
Vehicle Maintenance/Repair	3,858	6,165	6,500	6,500	6,500	-	0.0%	-	

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v Projected
Water Inventory Adjustment	2,755	-	-	-	-	-	0.0%	-
Utilities & Telephone	9,234	9,494	9,189	9,189	9,189	-	0.0%	-
Dues & Publications	669	1,185	2,281	2,281	2,714	434	19.0%	434
Water Professional Services	354,625	184,751	106,581	116,581	305,044	198,463	186.2%	188,463
Permit & Licenses	8,441	8,227	8,883	8,883	8,936	53	0.6%	53
General Liability Insurance	25,495	28,127	32,500	34,714	45,000	12,500	38.5%	10,286
Office Supplies	709	2,539	3,244	3,244	3,244	-	0.0%	-
Travel & Meetings	750	3,094	4,250	2,750	1,250	(3,000)	-70.6%	(1,500)
Software & Computer	84,720	117,204	202,267	260,227	222,876	20,609	10.2%	(37,351)
Recording/Reporting	627	154	500	500	500	-	0.0%	-
Postage	595	611	938	938	689	(249)	-26.5%	(249)
Building/Equip Maintenance	88	-	150	-	150	-	0.0%	150
Conservation Ed & Newsletter	-	-	1,370	1,370	1,370	-	0.0%	-
Billing Statement Charges	3,567	3,839	3,400	3,900	3,700	300	8.8%	(200)
Billing Postage	8,890	10,462	8,500	9,000	8,800	300	3.5%	(200)
Copier Lease	1,745	1,673	1,954	1,954	1,789	(165)	-8.4%	(165)
Public Relations	2,937	4,431	4,000	4,206	4,250	250	6.3%	44
Employment Costs	324	809	1,330	1,330	1,337	7	0.6%	7
Employee Appreciation	3,228	5,062	5,231	5,231	5,155	(76)	-1.5%	(76)
Water Miscellaneous	226	-	250	250	250	-	0.0%	-
Credit Card Service Fee	29,587	34,853	27,500	57,500	27,500	-	0.0%	(30,000)
Total Operating Expenses	3,255,166	3,490,925	3,595,175	3,645,598	3,966,931	371,756	10.3%	321,333

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

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Capital Outlays								
Operational Capital	-	78,788	257,500	319,868	60,000	(197,500)	-76.7%	(259,868)
Water Vehicle and Equipment Purchases	62,998	107,160	295,000	350,915	-	(295,000)	-100.0%	(350,915)
Total Capital Outlays	62,998	185,948	552,500	670,783	60,000	(492,500)	-89.1%	(610,783)
Debt Service								
Bond Water Issuance Fees	-	-	-	-	-	-	0.0%	-
Bond Interest Cost	18,842	16,141	13,873	13,873	37,446	23,574	169.9%	23,574
Tax Exempt Lease Interest	-	-	-	-	-	-	0.0%	-
Total Debt Service	18,842	16,141	13,873	13,873	37,446	23,574	169.9%	23,574
Non-Cash Adjustments								
Transfer to Veh/Equip Replace Fund	56,032	66,735	49,866	49,866	114,000	64,134	128.6%	64,134
Transfer to Water Capital Fund	549,684	328,059	333,949	533,949	3,389,835	3,055,886	915.1%	2,855,886
Transfer from ERF	(62,998)	(100,941)	(110,000)	(196,742)	-	110,000	-100.0%	196,742
Transfer of Assets to Balance Sheet	(641,967)	(379,271)	(792,500)	(1,562,322)	(3,246,367)	(2,453,867)	309.6%	(1,684,045)
Water Service Depreciation	498,557	547,243	508,075	508,075	550,000	41,925	8.3%	41,925
Total Non-Cash Adjustments	399,307	461,825	(10,610)	(667,174)	807,468	818,078	-7710.3%	1,432,717
Total Non-Operating Expenses	481,147	663,914	555,762	17,481	904,914	349,152	62.8%	845,508

Water Strategic and Capital Funds					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25
Beginning Fund Balance	1,443,116	1,339,728	1,397,919	1,397,919	728,765
<u>Resources:</u>					
Transfer from Utility Fund	549,684	328,059	333,949	533,949	3,389,835
Total Transfers	549,684	328,059	333,949	533,949	3,389,835
<u>Capital Projects</u>					
Master Water/Wastewater Plan	-	-	-	-	-
Elevated Storage Tank	5,310	14,480	-	161,833	-
Plant 2 Hydro Tank & Variable Drives	547,297	7,065	-	-	-
Creek Crossing West Waterline	18,281	146,112	-	-	-
Elmo Davis Upgrades	-	-	-	-	-
Plant 5 Expansion	-	5,856	-	223,643	1,320,800
Scada Systems Upgrade	43,215	-	-	-	-
GIS Compatible Work Order System	631	-	-	-	-
Willow Wind/Red Bud Hill	-	35,836	-	34,869	879,807
Old Fredericksburg Rd	8,080	25,858	-	266,063	270,400
Rolling Acres Trail Rehab	-	30,011	-	36,783	610,941
Well 27 Upgrades	-	-	60,000	60,000	-
Well 31 Upgrades	-	-	60,000	60,000	-
Well 25 Upgrades	-	-	60,000	60,000	-
Well 28 Upgrades	-	-	60,000	60,000	-
Cibolo Creek Waterline Relocation	-	-	-	239,912	-
Upgrade Plant 3 Electrical	-	-	-	-	74,419
SAWS Emergency Interconnect	-	-	-	-	30,000
<u>Non-Capital Projects</u>					
Water Rate Study	19,930	4,649	-	-	-
Impact Rate Study	-	-	-	-	-
Project Development	-	-	-	-	-
Water System EPA Risk Assessment	10,326	-	-	-	-
Total Expenditures	653,072	269,867	240,000	1,203,103	3,186,367
Total Change in Fund Balance	(103,388)	58,192	93,949	(669,154)	203,468
Ending Fund Balance	1,339,728	1,397,919	1,491,868	728,765	932,233

Wastewater Utility Fund Summary Proposed Budget

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Wastewater Operating Revenues	2,244,531	990,913	1,799,660	1,680,410	1,713,153	(86,507)	-4.8%	32,743
Wastewater Operating Expenses								
Personnel	849,914	931,809	1,022,211	1,008,152	1,121,671	99,460	9.7%	113,519
Supplies, Maintenance & Operations	706,247	579,299	543,513	598,555	584,559	41,046	7.6%	(13,996)
Services	65,036	51,168	67,592	67,792	74,200	6,608	9.8%	6,408
Total Wastewater Operating Expenses	1,621,196	1,562,276	1,633,316	1,674,499	1,780,430	147,114	9.0%	105,931
Operating Income	623,335	(571,363)	166,344	5,911	(67,277)	(233,621)	-140.4%	(73,188)
Non-Operating Revenues (Expenses)								
Non-Operating Revenues	371,265	364,567	343,992	553,992	790,630	446,638	129.8%	236,638
Capital Outlay	(45,013)	(21,860)	(237,500)	(370,892)	-	237,500	-100.0%	370,892
Depreciation	(261,466)	(259,967)	(270,600)	(270,600)	(270,600)	-	0.0%	-
Asset Transfer for GAAP	169,520	1,074,201	237,500	1,335,351	650,000	412,500	173.7%	(685,351)
Debt Service Expense	(3,589)	(3,075)	(2,642)	(2,642)	(16,629)	(13,987)	529.4%	(13,987)
Transfers Out	(1,538,742)	(191,994)	(180,848)	(330,848)	(892,000)	(711,152)	393.2%	(561,152)
Transfers In	56,055	-	102,500	239,942	-	(102,500)	-100.0%	(239,942)
Total Non-Operating Revenues (Expenses)	(1,251,970)	961,872	(7,598)	1,154,303	261,401	268,999	-3540.4%	(892,902)
Net Income/(Loss)	(628,635)	390,509	158,746	1,160,214	194,124	35,378	22.3%	(966,090)

Wastewater Utility Fund Revenue Proposed Budget

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Wastewater Operating Revenues								
Sewer Revenue Residential	961,737	971,993	1,709,775	1,609,775	1,641,971	(67,804)	-4.0%	32,196
Sewer Revenue Commercial	4,418	4,418	58,345	37,345	37,832	(20,513)	-35.2%	487
Sewer Service Connect Fee	25,900	7,700	23,000	23,000	25,000	2,000	8.7%	2,000
Sewer Penalties	8,258	7,211	8,438	11,438	9,000	562	6.7%	(2,438)
Sewer Bad Debt	(18)	(492)	(250)	(1,500)	(1,000)	(750)	300.0%	500
Sewer Grant Revenue	1,244,133	-	-	-	-	-	0.0%	-
Misc/Special Requests	103	83	352	352	350	(2)	-0.6%	(2)
Third Party Reimbursement	-	-	-	-	-	-	0.0%	-
Total Operating Revenues	2,244,531	990,913	1,799,660	1,680,410	1,713,153	(86,507)	-4.8%	32,743
Wastewater Non-Operating Revenues								
Sewer Debt Service	54,320	54,911	54,077	54,077	415,630	361,553	668.6%	361,553
Sewer Capital	97,305	98,362	107,915	107,915	-	(107,915)	-100.0%	(107,915)
Sewer Impact Fee	193,727	34,392	32,000	182,000	175,000	143,000	446.9%	(7,000)
Sewer Interest Income	25,913	176,193	150,000	210,000	200,000	50,000	33.3%	(10,000)
Sale of Assets	-	708	-	-	-	-	0.0%	-
Total Non-Operating Revenues	371,265	364,567	343,992	553,992	790,630	446,638	129.8%	236,638
Total Wastewater Revenues	2,615,796	1,355,479	2,143,652	2,234,402	2,503,783	273,624	12.8%	302,124

**Wastewater Utility Fund Operating Expense
Proposed Budget**

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Operating Expenses								
Service Salaries	238,049	260,093	306,118	309,279	342,592	36,474	11.9%	33,313
Service Overtime	9,116	12,031	8,430	9,622	9,453	1,023	12.1%	(169)
Service Taxes - FICA	14,757	16,082	19,502	19,209	21,827	2,325	11.9%	2,618
Service Taxes - Medicare	3,451	3,761	4,561	4,495	5,105	544	11.9%	610
Service Workers' Comp	8,377	9,808	10,457	9,543	8,356	(2,101)	-20.1%	(1,187)
Service Taxes - SUTA/FUTA	136	49	518	699	702	184	35.5%	3
Service Retirement	28,858	43,367	38,823	38,834	44,903	6,080	15.7%	6,069
Service Insurance	39,252	40,267	51,630	50,696	56,320	4,690	9.1%	5,624
Sewer Service OPEB	-	(144)	-	-	-	-	0.0%	-
Sewer Service Allowance for Vacancies	-	-	(15,305)	-	(20,000)	(4,695)	30.7%	(20,000)
Administration Salaries	384,087	396,754	447,540	429,233	119,870	(327,670)	-73.2%	(309,363)
Administration Overtime	181	597	186	262	62	(124)	-66.7%	(200)
Administration Taxes - FICA	21,267	23,517	27,642	25,214	7,351	(20,291)	-73.4%	(17,863)
Administration Taxes - Medicare	5,010	5,531	6,492	5,913	1,739	(4,753)	-73.2%	(4,174)
Administration Workers' Comp	1,322	1,470	1,407	1,230	259	(1,148)	-81.6%	(971)
Administration Taxes - SUTA/FUTA	78	55	477	593	181	(296)	-62.1%	(412)
Administration Retirement	42,776	65,425	55,261	52,206	15,297	(39,964)	-72.3%	(36,909)
Administration Insurance	53,196	53,361	62,530	51,124	15,766	(46,764)	-74.8%	(35,358)
Administration OPEB	-	(217)	-	-	-	-	0.0%	-
Administration Allowance for Vacancies	-	-	(4,058)	-	-	4,058	-100.0%	-
HR & Communications Salaries	-	-	-	-	90,439	90,439	0.0%	90,439
HR & Communications Overtime	-	-	-	-	-	-	0.0%	-
HR & Communications Taxes - FICA	-	-	-	-	5,607	5,607	0.0%	5,607
HR & Communications Taxes - MEDICARE	-	-	-	-	1,311	1,311	0.0%	1,311
HR & Communications Workers' Comp	-	-	-	-	196	196	0.0%	196
HR & Communications Taxes - SUTA/FUTA	-	-	-	-	117	117	0.0%	117
HR & Communications Retirement	-	-	-	-	11,536	11,536	0.0%	11,536
HR & Communications Insurance	-	-	-	-	7,702	7,702	0.0%	7,702
Finance Salaries	-	-	-	-	110,775	110,775	0.0%	110,775
Finance Overtime	-	-	-	-	83	83	0.0%	83
Finance Taxes - FICA	-	-	-	-	6,873	6,873	0.0%	6,873
Finance Taxes - MEDICARE	-	-	-	-	1,607	1,607	0.0%	1,607
Finance Workers' Comp	-	-	-	-	240	240	0.0%	240

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Bud Projected
Finance Taxes - SUTA/FUTA	-	-	-	-	146	146	0.0%	146
Finance Retirement	-	-	-	-	14,140	14,140	0.0%	14,140
Finance Insurance	-	-	-	-	17,542	17,542	0.0%	17,542
Information Technology Salaries	-	-	-	-	48,840	48,840	0.0%	48,840
Information Technology Overtime	-	-	-	-	-	-	0.0%	-
Information Technology Taxes - FICA	-	-	-	-	3,028	3,028	0.0%	3,028
Information Technology Taxes - MEDICARE	-	-	-	-	708	708	0.0%	708
Information Technology Workers' Comp	-	-	-	-	106	106	0.0%	106
Information Technology Taxes - SUTA/FUTA	-	-	-	-	59	59	0.0%	59
Information Technology Retirement	-	-	-	-	6,230	6,230	0.0%	6,230
Information Technology Insurance	-	-	-	-	7,547	7,547	0.0%	7,547
Engineering & Planning Salaries	-	-	-	-	119,564	119,564	0.0%	119,564
Engineering & Planning Overtime	-	-	-	-	51	51	0.0%	51
Engineering & Planning Taxes - FICA	-	-	-	-	7,363	7,363	0.0%	7,363
Engineering & Planning Taxes - MEDICARE	-	-	-	-	1,734	1,734	0.0%	1,734
Engineering & Planning Workers' Comp	-	-	-	-	302	302	0.0%	302
Engineering & Planning Taxes - SUTA/FUTA	-	-	-	-	146	146	0.0%	146
Engineering & Planning Retirement	-	-	-	-	15,257	15,257	0.0%	15,257
Engineering & Planning Insurance	-	-	-	-	12,639	12,639	0.0%	12,639
Uniforms	5,438	5,745	5,335	5,335	4,955	(380)	-7.1%	(380)
Power	42,770	41,204	40,000	40,000	40,000	-	0.0%	-
Maintenance Of Plant/ Lines	64,643	40,587	50,000	131,448	60,000	10,000	20.0%	(71,448)
Sludge Hauling	323,451	187,193	25,000	-	25,000	-	0.0%	25,000
Analysis Fees	18,248	27,608	27,000	28,500	27,000	-	0.0%	(1,500)
Chemicals	14,614	23,532	32,500	34,000	33,600	1,100	3.4%	(400)
City Management Fee	48,308	48,821	88,406	82,356	83,990	(4,416)	-5.0%	1,634
Equipment Maintenance	11,193	6,262	9,790	11,790	9,790	-	0.0%	(2,000)
Equipment Gas & Oil	12,064	11,699	11,875	11,875	11,875	-	0.0%	-
Equipment Lease	7,128	2,699	2,500	-	300	(2,200)	-88.0%	300
Tools & Minor Equipment	3,887	12,390	10,250	10,250	7,125	(3,125)	-30.5%	(3,125)
Training	7,760	10,717	24,064	20,064	24,450	386	1.6%	4,386
Utilities & Radios	21,455	19,654	26,005	26,005	28,900	2,895	11.1%	2,895
Signal & Telemetry	461	159	1,920	-	-	(1,920)	-100.0%	-
Building Maintenance	3,689	5,855	15,900	15,900	10,900	(5,000)	-31.4%	(5,000)
Supplies & Consumables	2,912	3,735	2,500	4,500	5,200	2,700	108.0%	700
Vehicle Maintenance & Repairs	3,936	7,406	5,000	7,000	5,000	-	0.0%	(2,000)

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Bud Projected
Inventory Adjustment	1	-	-	-	-	-	0.0%	-
Utilities/Telephone	9,412	8,684	8,130	8,130	8,130	-	0.0%	-
Dues & Publications	1,044	1,044	2,324	2,324	2,750	426	18.3%	426
Professional Fees	58,940	42,407	57,081	57,081	63,508	6,427	11.3%	6,427
Permits & Licenses	1,684	1,730	3,693	3,693	3,443	(250)	-6.8%	(250)
Liability Insurance	25,495	28,127	32,500	34,714	45,000	12,500	38.5%	10,286
Office Supplies	873	2,146	2,244	3,744	2,244	-	0.0%	(1,500)
Travel & Meetings	697	1,388	4,250	2,750	1,250	(3,000)	-70.6%	(1,500)
Software & Computers	59,602	64,332	97,024	97,024	127,933	30,909	31.9%	30,909
Recording/Reporting	418	-	350	350	350	-	0.0%	-
Sewer Postage	548	611	600	600	686	86	14.3%	86
Adm Bldg/Equip. Maintenance	88	-	150	-	150	-	0.0%	150
Billing Statement Charges	3,567	3,839	3,500	4,500	3,700	200	5.7%	(800)
Billing Postage	8,890	10,462	8,500	9,500	8,800	300	3.5%	(700)
Copier Lease	1,745	1,673	1,954	1,954	1,789	(165)	-8.4%	(165)
Public Relations	2,937	4,429	4,000	4,200	4,250	250	6.3%	50
Employment Costs	285	821	1,330	1,330	1,337	7	0.6%	7
Employee Appreciation	2,873	3,510	5,181	5,181	5,105	(76)	-1.5%	(76)
Miscellaneous	226	-	250	250	250	-	0.0%	-
Total Operating Expenses	1,621,196	1,562,276	1,633,316	1,674,499	1,780,430	147,114	9.0%	105,931

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

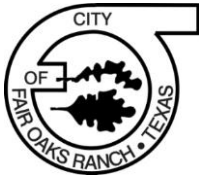
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25	Budget v Budget	Budget v Budget %	Budget v PY Projected
Capital Outlays								
Operational Capital	45,013	-	-	-	-	-	0.0%	-
Wastewater Equipment Purchases	-	21,860	237,500	370,892	-	(237,500)	-100.0%	(370,892)
Total Capital Outlays	45,013	21,860	237,500	370,892	-	(237,500)	-100.0%	(370,892)
Debt Service								
Bond Water Issuance Fees	-	-	-	-	-	-	0.0%	-
Bond Interest Cost	3,589	3,075	2,642	2,642	16,629	13,987	529.4%	13,987
Tax Exempt Lease Interest	-	-	-	-	-	-	0.0%	-
Total Debt Service	3,589	3,075	2,642	2,642	16,629	13,987	529.4%	13,987
Non-Cash Adjustments								
Transfer To Vehicle Repl. Fund	27,707	59,240	40,933	40,933	67,000	26,067	63.7%	26,067
Transfer to Wastewater Capital Fund	1,511,035	132,754	139,915	289,915	825,000	685,085	489.6%	535,085
Transfer from ERF	(56,055)	-	(102,500)	(239,942)	-	102,500	-100.0%	239,942
Asset Transfers to Balance Sheet	(169,520)	(1,074,201)	(237,500)	(1,335,351)	(650,000)	(412,500)	173.7%	685,351
Sewer Service Depreciation	261,466	259,967	270,600	270,600	270,600	-	0.0%	-
Total Non-Cash Adjustments	1,574,633	(622,240)	111,448	(973,845)	512,600	401,152	359.9%	1,486,445
Total Capital, Debt, and Non-Cash	1,623,235	(597,305)	351,590	(600,311)	529,229	177,639	50.5%	1,129,540

Wastewater Strategic and Capital Funds

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25
Beginning Fund Balance	1,087,394	2,257,004	1,250,609	1,250,609	580,115
<u>Transfers:</u>					
Transfer from Utility Fund	1,511,035	132,754	139,915	289,915	825,000
Total Transfers	1,511,035	132,754	139,915	289,915	825,000
<u>Capital Projects</u>					
Solids Handling	124,507	1,052,341	-	43,156	-
Wastewater Treatment Plant Expansion	186,404	77,985	-	917,253	-
GIS Compatible Work Order System	631	-	-	-	-
Cojak Circle Sewer Upgrade	-	-	-	-	650,000
<u>Non-Capital Projects</u>					
Wastewater Rate Study	19,930	8,822	-	-	-
Impact Fee Study	-	-	-	-	-
Project Development	-	-	-	-	-
Wastewater System EPA Risk Assessment	9,953	-	-	-	-
Total Expenditures	341,426	1,139,149	-	960,409	650,000
Total Change in Fund Balance	1,169,610	(1,006,394)	139,915	(670,494)	175,000
Ending Fund Balance	2,257,004	1,250,609	1,390,524	580,115	755,115

Utility Equipment and Vehicle Replacement Fund Proposed Budget

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed Budget 2024-25
Beginning Fund Balance	886,405	851,091	876,126	876,126	530,241
<u>Transfers In:</u>					
Transfer from Water Division	56,032	66,735	49,866	49,866	114,000
Transfer from Wastewater Division	27,707	59,240	40,933	40,933	67,000
Total Transfers In	83,739	125,975	90,799	90,799	181,000
<u>Transfers Out:</u>					
Transfer to Water for Purchases	62,998	100,941	110,000	196,742	-
Transfer to Wastewater for Purchases	56,055	-	102,500	239,942	-
Total Transfers Out	119,053	100,941	212,500	436,684	-
Total Change in Fund Balance	(35,314)	25,035	(121,701)	(345,885)	181,000
Ending Fund Balance	851,091	876,126	754,425	530,241	711,241



CITY COUNCIL REPORT CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Update on Boards and Commissions applications
DATE: July 18, 2024
DEPARTMENT: City Secretary
PRESENTED BY: Christina Picioccio, TRMC, City Secretary

INTRODUCTION/BACKGROUND:

Starting in 2020, the City Council initiated a standardized process to fill boards and commissions on an annual basis. This report provides an update on that process. Thus far, 13 Incumbents whose terms will end September 30, 2024 received email notifications on May 29. The positions were also advertised on the City website and other City social media sites, with regular follow-up messages.

To date, eight of the 13 incumbents have indicated their interest in continuing to serve, three incumbents do not wish to serve, and two responses are still pending. Anticipating the successful second reading of the ordinance establishing the Transportation Safety Advisory Committee (TSAC), we will need an additional seven volunteers (five regular and two alternate members). To date, the City has received one new application.

In summary, of the 20 positions, there are 11 positions remaining to be filled:

- Seven from the Transportation Safety Advisory Committee.
- Three “No” Responses
- One Pending Response

The application deadline is August 6, 2024.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Facilitates community service and citizen involvement while providing fresh perspectives to established committees.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A



Update on Boards and Commission Applications

Christina Picioccio

City Secretary

TO DATE:



BOARD	POSITIONS	YES	NO	PENDING
CIAC	3	0	2	1
MDD	3	3	0	0
P&Z	3	3	0	0
ZBOA	4	3	1	0
TSAC	5 REG & 2 ALT			7
		9	3	8
			11	