

# CITY OF FAIR OAKS RANCH CITY COUNCIL REGULAR MEETING

Thursday, June 05, 2025 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

Citizens to be heard

### **PRESENTATIONS**

4. Recognition of Joanna Merrill, Director of Human Resources, for receiving the TMHRA Lone or Almost Alone Ranger of the Year Award

Jim Williams, MBA, ICMA-CM, Assistant City Manager

#### 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 corrected May 1, 2025 City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

- <u>6.</u> Approval of the May 13, 2025 Special City Council meeting minutes canvassing the election Christina Picioccio, TRMC, City Secretary
- 7. Approval of the May 13, 2025 Special City Council Open House minutes

Christina Picioccio, TRMC, City Secretary

8. Approval of the May 15, 2025 Regular City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

9. Approval of the May 20, 2025 Regular City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

<u>10.</u> Approval of a resolution authorizing the transfer of K-9 Officer Buddy

Clayton Hoelscher, Procurement Manager

### **PUBLIC HEARING**

- 11. The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on proposed amendments to the City of Fair Oaks Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees
  - A. Mayor opens the public hearing
  - B. Report from Building Official
  - C. City Council receives public testimony for/against the proposed updates to the fee schedule
  - D. The Mayor closes the public hearing
  - E. The City Council may discuss the proposed updates to the fee schedule

Scott Davis, Building Official

# **CONSIDERATION/DISCUSSION ITEMS**

12. Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees

Scott Davis, Building Official

13. 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

Summer Fleming, CGFO, Director of Finance Grant Watanabe, P.E., Director of Public Works and Engineering Services

14. Consideration and possible action approving a resolution directing the City Manager to submit an Amendment to the Chapter 377 Project Funding Agreement between the Fair Oaks Ranch Municipal Development District and the City of Fair Oaks Ranch to include the full construction cost for the Community Center Project and authorizing execution of all applicable documents by the City Manager

Kelsey Delgado, Project Manager Clayton Hoelscher, Procurement Manager

15. Consideration and possible action approving a resolution setting a public hearing date for proposed amendments to Land Use Assumptions, Capital Improvement Plans, and Water and Wastewater Impact Fees

> Grant Watanabe, P.E., Director of Public Works Jessica Vassar, P.E., Freese and Nichols, Inc.

16. Consideration and possible action approving a resolution adopting the FY 2026-30 Five-Year Financial Plan

Summer Fleming, CGFO, Director of Finance

<u>17.</u> Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch's Personnel Policies

Jim Williams, MBA, ICMA-CM, Assistant City Manager

18. Consideration and possible action approving a resolution to appoint Council Members as members or liaisons to various boards, committees, and commissions

Gregory C. Maxton, Mayor

### WORKSHOP

19. Budget Process Introduction

Summer Fleming, CGFO, Director of Finance

20. FY 2025-26 General Fund Department Budget Workshop - Public Works and Public Safety

Summer Fleming, CGFO, Director of Finance Todd Smith. Chief of Police

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

21. Recap of Transportation Safety Advisory Committee submittals

Carole Vanzant, CPM, Assistant City Manager Al Schmidt, Chairperson, Transportation Safety Advisory Committee

### REPORTS FROM STAFF AND COMMITTEES

22. FY 2025-26 Boards and Commissions

Christina Picioccio, TRMC, City Secretary

23. Capital Improvements Advisory Committee (CIAC) Semi-Annual Report and Impact Fee Recommendations

Paul Mebane, CIAC Chairperson

### **REQUESTS AND ANNOUNCEMENTS**

- 24. Announcements and reports by Mayor and Council Members
- 25. Announcements by the City Manager
- 26. 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:

27. The City Council will meet in closed session pursuant to Texas Government Code Section 551.072, Deliberations Regarding Real Property, to deliberate the purchase, exchange, lease, or value of real property for the potential future location of municipal facilities

### 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, Christina Picioccio, TRMC, 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, June 02, 2025 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, May 1, 2025 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch Live Stream: https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live

# **MINUTES**

### **OPEN MEETING**

# 1. Roll Call - Declaration of a Quorum

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

Swarek

Council Absent: Council Member Parker

With a quorum present, the meeting was called to order at 6:31 PM.

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

### **CITIZENS and GUEST FORUM**

### Citizens to be heard.

Resident Carole Willoughby congratulated Council Member Koerner on her eight years of service to the City of Fair Oaks Ranch. She expressed a desire for increased transparency in how information is communicated to residents, particularly regarding decisions made by the City. She emphasized the importance of clear messaging to help minimize misunderstandings. Ms. Willoughby also inquired about the timeline for the Community Center project and whether the facility would be available for private event rentals.

Resident Sharon Brimhall thanked Council Member Koerner for her service and echoed Ms. Willoughby's comments regarding the proposed Community Center. She raised questions about the intended use of the facility and expressed concern for the preservation of the heritage oaks surrounding the site.

### **PRESENTATIONS**

### 4. Municipal Clerks Week Proclamation.

Gregory C. Maxton, Mayor, presented a proclamation honoring Municipal Clerks Week, May 4 – May 10, 2025.

# 5. Police Week and Peace Officers Memorial Day Proclamation.

Gregory C. Maxton, Mayor, presented a proclamation honoring Police Week, May 11 – May 17, 2025, and Peace Officers Memorial Day, May 1, 2025.

### 6. Lemonade Day Proclamation

Gregory C. Maxton, Mayor, presented a proclamation encouraging the citizens of Fair Oaks Ranch to support the children that participate in Lemonade Day, May 3, 2025.

May 1, 2025

## 7. Honoring Council Member Koerner's Eight Years of Service

Mayor Gregory C. Maxton recognized Council Member Laura Koerner for her eight years of dedicated service to the City of Fair Oaks Ranch. He commended her leadership, commitment, and the meaningful impact she has made on the community. The City Council expressed their appreciation and offered best wishes for her future endeavors.

### **CONSENT AGENDA**

- 8. Approval of the April 17, 2025, Regular City Council meeting minutes
- 9. Approval of the second reading of an ordinance amending the budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025
- 10. Approval of the second reading of an ordinance of the City Council of the City Fair Oaks Ranch, Texas amending the Fair Oaks Ranch Code of Ordinances, Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 Stop and Yield Signs by establishing a four-way stop intersection at Battle Intense, High Eschelon, and Hansel Drive
- 11. Approval of the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors of the City of Fair Oaks Ranch Code of Ordinances
- 12. Approval of a resolution authorizing the execution of an agreement with Clark Construction of Texas, Inc. for mill and overlay road construction, expenditure of the required funds, and execution of all applicable documents by the City Manager
- 13. Approval of a resolution authorizing the execution of an agreement with Intermountain Slurry Seal, Inc. for micro-surfacing, expenditure of the required funds, and execution of all applicable documents by the City Manager
- 14. Approval of a resolution authorizing the execution of a purchase order with Chastang Ford for a Ford F-450, expenditure of the required funds, and execution of all applicable documents by the City Manager

MOTION: Made by Council Member Stroup, seconded by Council Member Rhoden, to approve the

Consent Agenda.

VOTE: 6 - 0; Motion Passed.

### **CONSIDERATION/DISCUSSION ITEMS**

15. Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch's Personnel Policies

MOTION: Made by Council Member Rhoden, seconded by Council Member Swarek, to approve a resolution amending the City of Fair Oaks Ranch's Personnel Policies with the amendment of striking the word "permanent" in Section 4.01.01. The section will now read "Regular full-time employees are individuals employed to authorized positions

where the employee is scheduled to work, on average, more than 32 hours per work week. Regular full-time employees are eligible for all employee benefit programs

May 1, 2025

offered by the City."

VOTE: 6 - 0; Motion Passed.

- 16. Consideration and possible action approving a resolution of the City Council of the City of Fair Oaks Ranch, Texas authorizing the placement of two radar feedback signs on Dietz Elkhorn Road west
- MOTION 1: Made by Council Member Swarek, seconded by Council Member Stroup, to approve resolution authorizing the placement of the two radar feedback signs on Dietz Elkhorn Road west.

VOTE 2: 6 - 0; Motion Passed.

17. Consideration and possible action approving a resolution authorizing a Utility Service Agreement between the City of Fair Oaks Ranch, Texas and AD Acquisitions, LLC regarding water and wastewater services for an 80.69-acre parcel of land at 29850 Ralph Fair Road, a portion of the Corley Tract, and execution of all applicable documents by the City Manager

The Mayor left the meeting at 7:49 PM and returned at 7:51 PM.

MOTION: Made by Council Member Stroup, seconded by Council Member Rhoden, approve a resolution authorizing the execution of a Utility Service Agreement between the City of Fair Oaks Ranch, Texas and AD Acquisitions, LLC regarding water and wastewater services for an 80.69-acre parcel of land at 29850 Ralph Fair Road, a portion of the

Corley Tract, and execution of all applicable documents by the City Manager.

VOTE: 6 - 0: Motion Passed.

### **WORKSHOP**

### 18. FY 2026-30 Five-Year Financial Plan

Council Member Olvera left the meeting at 8:13 PM and returned at 8:14 PM.

Director of Finance Summer Fleming led a workshop summarizing projected five-year financial scenarios based on revenue and expense assumptions. The City Council expressed interest in maintaining a 50% operating reserve, aligning revenues with expenses, and identifying a plan for the unallocated fund balance. Staff will return on May 15 with additional modeling based on City Council direction.

### **REQUESTS AND ANNOUNCEMENTS**

19. Announcements and reports by Mayor and Council Members.

Council Member Rhoden highlighted the various ways the City Council and staff are sharing information with the public, including posted agendas, live-streamed and archived meetings on YouTube, social media platforms (Facebook, NextDoor, Instagram), regular video updates from the Mayor, Town Halls, and occasional City Council meet and greets.

Council Member Stroup announced several events taking place on Saturday, May 3: Election Day at the Public Safety Training Room, Shred Day at the Fair Oaks Ranch Elementary School parking lot, Fair Oaks Ranch Market Day at Cibolo Creek Church, and Lemonade Day.

Mayor Maxton noted that Election Day will be held on Saturday, May 3, from 7:00 AM to 7:00 PM at the Public Safety Training Room and Boerne City Hall. He also announced that the Cibolo Creek Bridge is anticipated to be open in both directions on Friday, May 2.

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.

N/A

# **CONVENE INTO EXECUTIVE SESSION**

City Council convened into closed session at 9:03 PM 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. 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.

City Council did not convene into closed session regarding:

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

### RECONVENE INTO OPEN SESSION

City Council reconvened into open session at 9:57 PM. No action was taken.

AD	<b>0</b>	IJR	NN	ΛE	NT

Mayor Maxton adjourned the meeting at 9:57 PM.

ATTEST:	Gregory C. Maxton, Mayor
Christina Picioccio, TRMC, City Secretary	



# CITY OF FAIR OAKS RANCH CITY COUNCIL SPECIAL MEETING

Tuesday, May 13, 2025 at 4:00 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch Live Stream: https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live

# **MINUTES**

### **OPEN MEETING**

1. Roll Call - Declaration of a Quorum

Council Present: Mayor Maxton and Council Members: Rhoden, Parker and Swarek

Council Absent: Council Members: Stroup and Olvera

With a quorum present, the meeting was called to order at 4:00 PM. (As per Section 67.004 of the Texas Election Code two members of the authority constitute a quorum for purposes of canvassing an election.)

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

### **CITIZENS and GUEST FORUM**

Citizens to be heard - None.

### PURPOSE OF SPECIAL CALLED MEETING

4. Consideration and possible action approving a resolution canvassing the results of the General Election held on May 3, 2025

MOTION: Made by Council Member Swarek, seconded by Council Member Rhoden, to approve

the resolution canvassing the election returns and declaring the results of the General Election held on May 3, 2025, with the following candidates receiving a majority of all votes cast: Ruben J. Olvera, Place 3; Dale Pearson, Place 4; and Scott Parker, Place 5.

VOTE: 4 - 0: Motion Passed.

## **ADJOURNMENT**

Mayor Maxton adjourned the meeting at 4:05 PM

ATTEST:	Gregory C. Maxton, Mayor
Christina Picioccio, TRMC, City Secretary	



# CITY OF FAIR OAKS RANCH CITY COUNCIL SPECIAL MEETING

Thursday, May 13, 2025 at 5:30 PM Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

# **MINUTES**

An informal, come-and-go Open House was held to provide information and receive public input regarding the proposed Post Oak Development.

The following City Council members were present:

Mayor Gregory C. Maxton, and Council Members Keith Rhoden, Ruben Olvera, Dale Pearson, Scott Parker, and Jonathan Swarek.

This event was posted as a potential quorum. No formal meeting was convened, and no action was taken by the City Council.

ATTEST:	Gregory C. Maxton, Mayor
Christina Picioccio, TRMC, City Secretary	



# CITY OF FAIR OAKS RANCH CITY COUNCIL REGULAR MEETING

Thursday, May 15, 2025 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch Live Stream: https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live

# **MINUTES**

### **OPEN MEETING**

# 1. Roll Call - Declaration of a Quorum

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

Swarek

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

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

### **CITIZENS and GUEST FORUM**

### Citizens to be heard.

Resident Chris Doepke asked City Council to consider posting videos of meetings for all boards and committees of the City. He stated that he understood there may be costs associated with this and asked them to consider it during upcoming budget discussions.

### **PRESENTATIONS**

## 4. Swearing in of Newly Elected Officials

Mayor Maxton swore in elected officials Ruben Olvera, Council Member Place 3; Dale Pearson, Council Member Place 4; and Scott Parker, Council Member Place 5.

### 5. Public Works Week Proclamation

Mayor Maxton read a proclamation recognizing the Public Works Department during Public Works Week, May 18 – 24, 2025.

# 6. Presentation of Fair Oaks Ranch Police Department's Life Saving Award to Corporal Jason Hanley and Officer Allen Paz

Todd Smith, Chief of Police, presented a Life Saving Award to Corporal Jason Hanley and Officer Allen Paz for their action during a medical emergency that was essential in saving the life of one of our residents

# 7. Retirement of Police K9 Buddy

Chief Smith recognized Police K9 Buddy for seven years of exemplary service to the community. He also expressed his appreciation to Buddy's handler, Officer Magness, and his wife, Kim, for their dedication in caring for Buddy both on and off duty. Chief Smith noted that a retirement celebration for Buddy will be held at a later date, with details to be announced.

# May 15, $202\overline{5}$

### CONSENT AGENDA

# 8. Approval of the May 1, 2025, Regular City Council meeting minutes

MOTION: Made by Council Member Rhoden, seconded by Council Member Olvera, to approve

the Consent Agenda.

VOTE: 7 - 0; Motion Passed.

## CONSIDERATION/DISCUSSION ITEMS

9. Consideration and possible action electing a Council Member to serve as Mayor Pro Tem until the next regular City election in May 2026

Council Members Olvera and Pearson nominated Keith Rhoden to serve as Mayor Pro Tem

MOTION: Made by Mayor Maxton, seconded by Council Member Swarek, to elect Keith Rhoden

as Mayor Pro Tem.

VOTE: 7 - 0; Motion Passed.

10. Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch's Personnel Policies

MOTION: Made by Council Member Swarek, seconded by Council Member Stroup, to approve a

resolution amending the City of Fair Oaks Ranch's Personnel Policies.

VOTE: 7 - 0; Motion Passed.

11. Consideration and possible action approving a resolution adopting the FY 2025-26 Strategic Action Plan

MOTION: Made by Council Member Parker, seconded by Council Member Olvera, to approve a

resolution adopting the FY 2025-26 Strategic Action Plan and directing the City Manager to commence efforts to develop a new Strategic Action Plan and present said

plan to City Council for approval in April 2026.

VOTE: 7 - 0; Motion Passed.

At the request of Mayor Maxton, the City Council agreed to adjust the order of the agenda to move the ESD report forward.

### REPORTS FROM STAFF AND COMMITTEES

### 14. Bexar County Emergency Services District No.4

Commissioner Lopez-Maddox provided a report to the Council regarding the Bexar County Emergency Services District No.4 and the services they provide to the City as part of an Interlocal Agreement for Ambulance and Emergency Medical Services.

Also present were Fire Chief Craig Ramon, Commissioner Ron Haygood, and Administrator Charles Laljer.

May 15, 2025

### WORKSHOP

## 12. FY 2026-30 Five-Year Financial Plan

Summer Fleming, Director of Finance, conducted a workshop with City Council to review the FY 2026–2030 Five-Year Financial Plan. Following the discussion, City Council directed staff to draft a revised reserve policy for consideration at a future meeting. City Council also requested that staff use the proposed Scenario 5 in the final draft plan and incorporate Certificates of Obligation into the proposed budget, with the understanding that Council retains the discretion to forgo issuing the bonds.

### REPORTS FROM STAFF AND COMMITTEES

### 13. Financial and Investment Report for the Quarter Ended March 31, 2025

Summer Fleming, Director of Finance, provided to Council the Financial and Investment Report for the Quarter Ended March 31, 2025.

### REQUESTS AND ANNOUNCEMENTS

### 15. Announcements and reports by Mayor and Council Members

Council Member Stroup reminded residents to remain mindful of children in the community following the last day of school on May 22, 2025. Mayor Maxton announced that a Special City Council Meeting is scheduled for May 20, 2025, at 6:30 PM in the Public Safety Training Room at the Police Station. The Mayor also highlighted several recent recognitions within the City:

- Joanna Merrill, Director of Human Resources, received the TMHRA Lone or Almost Alone Ranger of the Year Award by the Texas Municipal Human Resources Association.
- The City Secretary's Office was awarded the Municipal Clerks Office Achievement of Excellence Award by the Texas Municipal Clerks Association for the second time.
- Deputy City Secretary Amanda Valdez was named to the 2025 General Code Municipal Clerks Honor Roll.
- Communications Officer Casey Parker's work on the On the Ranch newsletter has earned the
  City a finalist position for an award from the Texas Association of Municipal Information Officers
  in the E-Newsletter category. The winner will be announced in June. The City is one of three
  finalists selected from over 600 nominations.

Additionally, Mayor Maxton announced that the City has once again received the Tree City USA recognition from the Arbor Day Foundation. A recognition ceremony will be held in conjunction with the City's Arbor Day ceremony.

# 16. **Announcements by the City Manager** None

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

None

### **ADJOURNMENT**

Mayor Maxton adjourned the meeting at 8:35 PM.

Item #8.

May 15, 2025

<b>CITY COUNCIL</b>	REGULAR MEETING
---------------------	-----------------

M	П	NI	IТ	ES

ATTEST:	Gregory C. Maxton, Mayor
Christina Picioccio, TRMC, City Secretary	



# CITY OF FAIR OAKS RANCH CITY COUNCIL SPECIAL MEETING

Tuesday, May 20, 2025 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch Live Stream: https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live

# **MINUTES**

### **OPEN MEETING**

1. Roll Call - Declaration of a Quorum

Council Present: Mayor Maxton and Council Members: Stroup, Rhoden, Olvera, Pearson, Parker

and Swarek

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

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

### **CITIZENS and GUEST FORUM**

Citizens to be heard

Resident and Fair Oaks Ranch Homeowners Association (FORHA) President Rene Gallegos highlighted the benefits of FORHA and advocated for a mutually beneficial partnership between FORHA and the Post Oak Development.

### **CONSIDERATION/DISCUSSION ITEMS**

4. Consideration and possible action approving a resolution amending a development agreement related to The Reserve at Fair Oaks Ranch and authorizing the execution of all related documents by the City Manager

MOTION: Made by Council Member Parker, seconded by Council Member Swarek, to approve

the resolution amending a development agreement with Bitterblue, Inc. and

authorizing the execution of all related documents by the City Manager.

VOTE: 7 - 0; Motion Passed.

5. Consideration and possible action approving a resolution accepting a petition for annexation from BRMK Boerne Ranch, LLC; authorizing the City Manager to negotiate a written services agreement with the petitioner; and setting a public hearing date for said annexation

MOTION: Made by Council Member Rhoden, seconded by Council Member Pearson, to

approve a resolution accepting the petition for annexation from BRMK Boerne Ranch, LLC, authorizing the City Manager to negotiate a services agreement, and setting June

19, 2025 as the public hearing date for said annexation.

VOTE: 7 - 0; Motion Passed.

May 20, 2025

6. Consideration and possible action approving a resolution accepting a petition for a Public Improvement District (PID) and setting a public hearing date

MOTION: Made by Council Member Swarek, seconded by Council Member Olvera, to approve a resolution accepting for filing a landowner petition requesting the creation of the Post Oak Public Improvement District; finding the petition to be compliant with applicable laws; calling a public hearing for June 19, 2025 to consider the creation of the Public Improvement District; and authorizing and directing that notice of the public hearing

be given as required by law.

VOTE: 7 - 0; Motion Passed.

7. Consideration and possible action approving a resolution authorizing a professional services reimbursement agreement between the City and Bitterblue, Inc. and the execution of all applicable documents by the City Manager

MOTION: Made by Council Member Swarek, seconded by Council Member Parker, to approve

a resolution authorizing the execution of a professional services agreement, as amended, between the City and Bitterblue, Inc., and authorizing the execution of all

applicable documents by the City Manager.

VOTE: 7 - 0; Motion Passed.

8. Consideration and possible action approving a resolution authorizing the execution of a Public Improvement District Administrator agreement with P3Works, LLC, and execution of all applicable documents by the City Manager

MOTION: Made by Council Member Olvera, seconded by Council Member Rhoden, to approve

a resolution authorizing the execution of a Public Improvement District administrator agreement with P3Works, LLC, and execution of all applicable documents by the City

Manager.

VOTE: 7 - 0; Motion Passed.

ADJOURNMENT	ľ
-------------	---

Mayor Maxton adjourned the meeting at 7:22 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 a resolution authorizing the donation of K-9 Officer Buddy

DATE: June 5, 2025
DEPARTMENT: Public Safety

PRESENTED BY: Consent Item: Clayton Hoelscher, Procurement Manager

### **INTRODUCTION/BACKGROUND:**

K-9 Officer Buddy served with distinction in the City of Fair Oaks Ranch Police Department and was retired from service in May 2025 after six years of honorable service. During his service, Buddy was a critical member of the Police Department narcotics detection component.

In accordance with Chapter 614 of the Texas Local Government Code, the City is proposing to transfer Buddy to Officer David Magness. Officer Magness served as Buddy's handler for his entire tenure. Officer Magness is best suited to be the caretaker for Buddy. If transfer to Officer Magness is approved the City would no longer be responsible for Buddy, as all care, health, shelter, food, and appropriate veterinary care will be the responsibility of Officer Magness.

## **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Complies with Chapter 614 of the Texas Government Code for transferring retired law enforcement animals.
- Formally removes financial responsibility of Buddy from the City.

### LONGTERM FINANCIAL & BUDGETARY IMPACT:

The City will incur no additional costs for Buddy upon the execution of this agreement.

### **LEGAL ANALYSIS:**

Legal as to form

### RECOMMENDATION/PROPOSED MOTION:

Consent Item: I move to approve an agreement transferring retired K9 Officer Buddy to Officer Magness.

#### **A RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR THE TRANSFER OF K-9 OFFICER BUDDY, AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER

WHEREAS, K-9 Officer Buddy has served the City of Fair Oaks Ranch, and

**WHEREAS,** Chapter 614 of the Texas Government Code allows for the transfer of a retired law enforcement animal, and

**WHEREAS**, Buddy has been crucial to the narcotics detection component of the Police Department; and

WHEREAS, Buddy has reached the end of his working law enforcement life, and

**WHEREAS,** the City desires to transfer Buddy to Officer David Magness in accordance with the agreement shown as **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 Officer David Magness for the transfer of K-9 Officer Buddy, 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.

Item #10.	10	#1	m	ltο

Section 7.	This resolution shall be in force resolved.	and effect from and after its final passage, and it is se
PASSED, A	PPROVED, and ADOPTED on th	is 5 <sup>th</sup> day of June 2025.
		Gregory C. Maxton, Mayor
ATTEST:		APPROVED AS TO FORM:

P.C., City Attorney

Christina Picioccio, TRMC

City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech

Item #10.



# City of Fair Oaks Ranch Police Department

7286 Dietz Elkhorn Road Fair Oaks Ranch, Texas 78015

Phone: (210) 698-0990 Fax: (210) 698-1647 Non-Emergency/Dispatch: (830) 249-8645

May 01, 2025

To:

Ref:

Agreement for the Transfer of Law Enforcement Animal

Whereas, the City of Fair Oaks Ranch, Texas, hereinafter referred to as "City," desires to retire law enforcement animals to the care of their handler or other persons familiar to the animal in accordance with Chapter 614 of the Texas Government Code: and

Whereas, the City has verified with the animal's veterinarian, handler, and other caretakers that the animal is suitable for transfer; and

Whereas, the animal has reached the end of his working law enforcement life, the animal's handler has passed away in the line of duty or due to injuries sustained while in the line of duty, or the animal's handler has medically retired due to injuries sustained while in the line of duty; and

Now, Therefore, This Agreement is hereby made and entered into by the City of Fair Oaks Ranch and Fair Oaks Ranch Police Officer David Magness, hereinafter "transferee," upon and for the mutual consideration stated herein:

- 1. K-9 Buddy, hereinafter "Buddy," a law enforcement animal, is retired from law enforcement service and transferred from the City's care to the care of the transferree.
- 2. Transferee has sole responsibility to humanely care for the animal and provide for its health to include shelter, food, regular and appropriate veterinary care, including medication. City shall not compensate or provide funds for the care of the animal. Transferee accepts the animal in its present condition with or without knowledge of any potential medical concerns. City has confirmed with the animal's veterinarian the animal is suitable for transfer, however City makes no representation as to the health of the animal.
- 3. Transferee shall comply with state and local laws applicable to keeping animals.
- 4. Transferee shall notify City if no longer able to humanely care for the animal. Transferee shall return the animal to the City upon the inability to care for the animal.
- 5. City shall take possession of the animal upon notification from Transferee of inability to care for the animal or upon a finding upon City's sole discretion that the animal is no longer being humanely cared for by Transferee.
- 6. Transferee assumes full responsibility for the care and precaution of the animal with awareness of the animal's law enforcement history and training. The parties agree the City shall not be liable in a civil action for any damages arising from the animal's law enforcement training.

- 7. Transferee agrees that at no time shall Buddy be utilized under any capacity, in any role, as a police dog, for any law enforcement or voluntary agency, or for any purpose other than as a personal pet from the date of this agreement. Transferee further agrees that Buddy will not be utilized for tracking of persons, narcotics detection of any kind, criminal apprehension, or any other role or task Buddy has been trained to perform during his official capacity as a Fair Oaks Ranch Police canine.
- 8. Transferee agrees to allow the Fair Oaks Ranch Police Department to utilize Buddy's likeness and work history, including any special awards while Buddy was active duty for the Fair Oaks Ranch Police Department, in any manner specified by the Fair Oaks Ranch Police Department or its agents, to promote or provide history of the Canine Unit of the Fair Oaks Ranch Police Department.
- 9. Inconsideration of the receipt of a law enforcement animal at no cost, receipt of which is acknowledged, Transferee releases, acquits and forever discharges the City and its agents, servants, subsidiaries, affiliates, insurers, successors, legal representatives, attorneys, employees, directors, members officers, City Judge and Council Members, and any parent, successor or predecessor, governmental agency or elected, appointed persons, firms, organizations or governmental entities in privity with the City, whether or not names in this agreement, from any and all claims, demands, controversies, actions and causes of action (whether arising in tort, negligence, gross negligence, contract, strict liability, breach of warranty or any other ground, whether based upon statute or the common law) of whatever nature, present and future, known and unknown, for any and all damages, actual or exemplary, of any kind or character, or any other expenses, losses or damages, which claims or such causes of action may have been held or may now or in the future be owned or held by or on behalf of Transferee, their successors, heirs, executors, administrators, or assigns, which in any way arise from, result from, or in any way relate to the transfer of the law enforcement animal to Transferee, including damages arising from the law enforcement animals training. Transferee further agrees to indemnify, defend, and hold harmless City and any other governmental entity bound to defend or pay judgments against it, from and against any and all claims, demands or causes of action brought by any person or entity arising out of or resulting from transfer of the law enforcement animal to Transferee, including claims for contribution or indemnity, and the reasonable and necessary costs, including attorney's fees, incurred in the defense of any such claim. City specifically shall not be liable for any damages in a civil action for any damages arising from the transfer, including damages from the animal's law enforcement training. City is not liable for the veterinary expenses of the transferred animal, including expenses associated with care for a condition of the animal that existed before or at the time of the transfer, regardless of whether the applicable law enforcement agency or City was aware of the condition.
- 10. This Agreement takes effect upon date of last signature and shall be in effect indefinitely subject to Transferee's ability and willingness to continue to care for the animal.
- 11. This Agreement has been duly executed and delivered by all parties and constitutes a legal, valid, and binding obligation of the parties. Each person executing this Agreement represents and warrants that they have full right and authority to enter into this Agreement.
- 12. This Agreement may not be amended except in a written instrument specifically referring to this Agreement and signed by the parties hereto.
- 13. APPLICABLE LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and venue of any legal action shall be in Bexar County, Texas.
- 14. SEVERABILITY. In the event that one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability of the Agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained herein, but shall not affect the remaining provisions of the Agreement, which shall remain in full force and effect.
- 15. NOTIFICATION. Any and all notices which may be required under the terms of the Agreement shall be delivered by registered or certified United States mail or by a recognized commercial carrier or delivery to:

City of Fair Oaks Ranch ATTN: City Manager 7286 Dietz Elkhorn Road Fair Oaks Ranch, TX 78015 Transferee

ATTN: David Magness

Item #10.

AGREED AND APPROVED:		
City of Fair Oaks Ranch		
	Date:	
Scott M. Huizenga, City Manager		
Transferee:		
	Date:	
David Magness		
RECOMMENDED AND APPROVED:		
	Date:	
Todd Smith, Chief of Police		



# CITY COUNCIL PUBLIC HEARING CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Public Hearing regarding proposed amendments to the City of Fair Oaks

Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building

Fees

DATE: June 5, 2025

DEPARTMENT: Building Department

PRESENTED BY: Scott Davis, Building Official

### **INTRODUCTION/BACKGROUND:**

The building permit fees were last updated in 2019. Updating the Building Department fees supports Priority 1.4: *Develop Sustainable Financing Strategies aligned with Service Delivery Expectations* of the Strategic Action Plan. Additionally, it complies with Chapter 3, Section 3.01.005 (h)(2) of the Code of Ordinances, which states that permit fees should be structured to cover the actual costs of service to prevent any financial burden on taxpayers.

Staff proposes a 16% increase across all general building permit fees. While most proposed fees reflect this 16% increase, the miscellaneous permit fee, fence permit fee, and re-inspection fee reflect a 20% increase due to a flat rate fee instead of a square footage rate fee. Staff proposes the driveway approach fee to increase from \$50 to \$120 to reflect the implementation of drainage analysis requirements identified in the Unified Development Code and the additional inspection time required. Additionally, electric vehicle chargers and generators have been added to the \$5-per-fixture fee list.

For pool permits, the ICC-based calculation results in a recommended fee of \$465; however, staff propose rounding this amount to \$500. This adjustment brings the City's fee in line with those of comparable cities while keeping them at the lower end of the regional range.

Staff also identified a discrepancy between the Code of Ordinances Section 3.01.006 (c)(7) and the fee schedule in Appendix A. The Code specifies a \$600 penalty for occupying a residence without a Certificate of Occupancy, while the fee schedule lists the penalty as \$200. Staff recommends updating the fee schedule to align with the Code of Ordinances for consistency.

### **PUBLIC HEARING:**

The sequence for conducting the public hearing is shown on the meeting agenda.

### **NEXT STEPS**:

The City Council will consider the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees, later in the agenda.

# Appendix A



People Helping People Build a Safer World

# Building Valuation Data – AUGUST 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 International Building Code (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### **Building Valuation**

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

- Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
- Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

#### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

Permit Fee = Gross Area x Square Foot Construction Cost X Permit Fee Multiplier

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.
Height: 2 stories

Permit Fee Multiplier = 0.0075 Use Group: B

1. Gross area:

- Business = 2 stories x 8,000 sq. ft, = 16,000 sq. ft.
- Square Foot Construction Cost; B/IIB = \$260.46/sq. ft.
- 3. Permit Fee:
  Business = 16,000 sq. ft. x \$260.46/sq. ft x 0.0075
  = \$31,255

### Appendix B

### PROPOSED UPDATES TO APPENDIX A FEE SCHEDULE, ARTICLE A2.000 BUILDING FEES

- (a) Building permit/inspection (new homes): \$0.52 \( \frac{\$0.60}{} \) per square foot
- (b) Building permit/inspection (commercial new) \$0.60 \underset 0.70 per square foot
- (c) Building permit/inspection (commercial addition) \$0.50 \$0.58 per square foot plus fixture fee total\*
- (d) Building permit/inspection (commercial remodel) \$0.44 \$0.51 per square foot plus fixture fee total\*
- (e) Building permit/inspection (residential remodel) \$0.36 \$0.42 per square foot plus fixture fee total\*
- (f) Building permit/inspection (residential addition) \$0.40 \$0.46 per square foot plus fixture fee total\*
- (g) Detached Building Permit (no living area) \$0.30 \( \frac{\$0.35}{} \) per square foot plus fixture fee total\*
- (h) Miscellaneous Permits \$50.00 plus fixture fee total\*
- (i) Swimming Pool Permit \$400.00 \( \frac{500.00}{}{}
- (j) Solar Permit \$8.00 per panel
- (k) Irrigation/Backflow permit \$50.00
- (l) Driveway Approach \$50.00 \$120.00
- (m) Fence permit fee- \$50.00 \$60.00
- (n) Moving building permit including temporary structures \$100.00
- (o) Demolition building permit fee \$100.00
- (p) Extension of expired permit 50% of original permit fee (good for 60 day period)
- (q) Administrative fee for cancellation of issued permit: 10% 20% of permit fee
- (r) Re-inspection \$50.00 \$60.00
- (s) Contractor registration \$75.00
- (t) Plan review fee (commercial only) 50% of the cost of permit fee
- (u) Floodplain development permit \$50.00
- (v) Board of appeals (building codes) \$75.00 (nonrefundable)
- (w) Penalty fees:
  - 1. Failure to obtain certificate of occupancy prior to occupying \$200.00 \\ \$600.00
  - 2. Failure to obtain permit prior to construction Double of original permit fee
- (x) \*Fixture Fees (Add \$2.50 for each of the following):
  - 1. Receptacle
  - 2. Switch
  - 3. Light fixture
  - 4. Ceiling Fan
  - 5. Smoke/Carbon Monoxide detector
  - 6. Refrigerator/ freezer
  - 7. Ice machine
  - 8. Exhaust fan
  - 9. Vent hood
  - 10. Dishwasher

- 11. Clothes Washer
- 12. Clothes Dryer
- 13. Range/cooktop
- 14. Trash Compacter
- 15. Log Lighter
- 16. Barbeque
- 17. Pressure Reducing Valve
- 18. Expansion Tank
- 19. Steam Unit
- 20. Sink (lavatory, kitchen, laundry)
- 21. Tub/Shower
- 22. Water Closet
- 23. Hose Bib
- 24. Fire sprinkler head
- (y) \*Fixture Fees (Add \$5.00 for each of the following):
  - 1. <u>EV Charger</u>
  - 2. Generator
  - 3. Electric Panel
  - 4. Water Heater/Boiler
  - 5. Water Softener
  - 6. Sewer Line
  - 7. Water Line
  - 8. Grinder Pump
  - 9. Jacuzzi
  - 10. Fire Sprinkler Riser
  - 11. Backflow Preventer (non-irrigation)
- (z) \*Fixture Fees (Miscellaneous)
  - 1. HVAC Add \$10.00 per ton capacity



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

AGENDA TOPIC: Consideration and possible action approving the first reading of an

ordinance amending the City of Fair Oaks Ranch Code of Ordinances,

Appendix A Fee Schedule, Article A2.000 Building Fees

DATE: June 5, 2025

DEPARTMENT: Building Codes

PRESENTED BY: Scott Davis, Building Official

### **INTRODUCTION/BACKGROUND:**

The City's Code of Ordinances, Chapter 3 Building Regulations, Section 3.01.005 (h) Permit Fees states: "To prevent any financial burden on taxpayers, it is intended to structure permit fees to cover the actual costs associated with administering this chapter. Therefore, the schedule of fees shall be adjusted from time to time to accomplish this objective after a formal review by the City Council at least every 12 months to ensure that they are adequate but not excessive."

The last update to the permit fees schedule was in 2019. Since then, costs associated with reviewing plans, processing and issuing permits, and inspecting building projects have increased, rendering the current fee structure insufficient to fully recover the cost of service.

City costs to administer building permit fees that are based on square footage assessments have increased by 16 percent since 2019. This increase is calculated based on actual costs and rate determination standards in the International Code Council (ICC) Building Valuation Data publication. The recommendation is to increase the square footage-based rate fees by 16 percent.

City costs to administer permit fees for miscellaneous permits, fence permits, and re-inspections have slightly outpaced squared footage-based fees. Actual costs and the ICC Building Valuation Data publication suggest the flat-fee rates should increase by 20 percent.

# Other recommended changes:

- Address a discrepancy that was identified between City Code and the fee schedule in Appendix A. City Code specifies a \$600 penalty for occupying a residence without a Certificate of Occupancy, whereas the fee schedule currently lists the penalty as \$200. Staff recommends updating the fee schedule to align with the Code of Ordinances for consistency
- Increase the Driveway Approach Fee from \$50 to \$120 to reflect the implementation of drainage flow requirements and associated inspection burden as identified in the Unified Development Code
- Add electric vehicle chargers to the Fixture Fees list at the flat-fee charge of \$5.00 for each fixture

• Increase the Swimming Pool Permit fee and round the fee up to \$500. Staff recommendation is based on neighboring jurisdiction charges and ICC Build Valuation Data publication standards

The proposed permit fees were presented during the public hearing portion of the agenda. The proposed changes amending City Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees is attached as **Exhibit A**.

# **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 1.4 Develop Sustainable Financing Strategies aligned with Service Delivery Expectations of the Strategic Action Plan
- Complies with Chapter 3, Sec 3.01.005 (h) (2) of Code of Ordinances to structure permit fees to cover the actual costs of service
- Supports the financial stability of the permitting and inspection system and reduces reliance on taxpayer dollars

### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The increase in permit fees to cover the cost of service will reduce reliance on taxpayer dollars.

### **LEGAL ANALYSIS:**

Approved as to form.

### **RECOMMENDATION/PROPOSED MOTION:**

I move to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees

### AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES APPENDIX A FEE SCHEDULE, ARTICLE A2.000 BUILDING FEES TO INCLUDE UPDATED FEES; AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS,** the City's Code of Ordinances Appendix A provides a schedule of fees to cover the costs associated with the efficient operation of the City; and

**WHEREAS,** in August 2019, the City Council passed and approved ordinance 2019-07 updating the building fees; and

**WHEREAS**, city staff has performed a review of the building fees and utilizing the International Code Council Building Valuation Data from August 2024 provided updated building fee recommendations for City Council consideration; and

**WHEREAS,** the City Council of the City of Fair Oaks Ranch finds amending the Fair Oaks Ranch Code of Ordinances, Appendix A Fee Schedule, Article A2.000 Building Fees is warranted.

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

- **Section 1.** Appendix A Fee Schedule, Article A2.000 Building Fees is hereby amended as set forth in the attached **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 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.** 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 6.** 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 7.** 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 8**. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- **Section 9.** 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 5<sup>th</sup> day of June 2025.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 19<sup>th</sup> day of June 2025.

	Gregory C. Maxton, Mayor
ATTEST:	APPROVED AS TO FORM:
Christina Picioccio, TRMC	Denton Navarro Rodriguez Bernal Santee & Zech
City Secretary	P.C., City Attorney

Appendix A "Fee Schedule"; Article A2.000 "Building Fees" is hereby amended as follows: [Deletions shown as strikethrough and additions shown as underscore]

### ARTICLE A2.000 BUILDING FEES

- (a) Building permit/inspection (new homes): \$0.52 \( \frac{\$0.60}{} \) per square foot
- (b) Building permit/inspection (commercial new) \$0.60 \$0.70 per square foot
- (c) Building permit/inspection (commercial addition) \$0.50 \$0.58 per square foot plus fixture fee total\*
- (d) Building permit/inspection (commercial remodel) \$0.44 \( \frac{\$0.51}{} \) per square foot plus fixture fee total\*
- (e) Building permit/inspection (residential remodel) \$0.36 \$0.42 per square foot plus fixture fee total\*
- (f) Building permit/inspection (residential addition) \$0.40 \$0.46 per square foot plus fixture fee total\*
- (g) Detached Building Permit (no living area) \$0.30 \( \frac{\$0.35}{} \) per square foot plus fixture fee total\*
- (h) Miscellaneous Permits \$50.00 \$60.00 plus fixture fee total\*
- (i) Swimming Pool Permit \$400.00 \( \frac{500.00}{}{}
- (j) Solar Permit \$8.00 per panel
- (k) Irrigation/Backflow permit \$50.00
- (l) Driveway Approach \$50.00 \$120.00
- (m) Fence permit fee- \$50.00 \$60.00
- (n) Moving building permit including temporary structures \$100.00
- (o) Demolition building permit fee \$100.00
- (p) Extension of expired permit 50% of original permit fee (good for 60 day period)
- (q) Administrative fee for cancellation of issued permit: 10% 20% of permit fee
- (r) Re-inspection \$50.00 \\$60.00
- (s) Contractor registration \$75.00
- (t) Plan review fee (commercial only) 50% of the cost of permit fee
- (u) Floodplain development permit \$50.00
- (v) Board of appeals (building codes) \$75.00 (nonrefundable)
- (w) Penalty fees:
  - 1. Failure to obtain certificate of occupancy prior to occupying \$200.00-\$600.00
  - 2. Failure to obtain permit prior to construction Double of original permit fee
- (x) \*Fixture Fees (Add \$2.50 for each of the following):
  - 1. Receptacle
  - 2. Switch
  - 3. Light fixture

- 4. Ceiling Fan
- 5. Smoke/Carbon Monoxide detector
- 6. Refrigerator/ freezer
- 7. Ice machine
- 8. Exhaust fan
- 9. Vent hood
- 10. Dishwasher
- 11. Clothes Washer
- 12. Clothes Dryer
- 13. Range/cooktop
- 14. Trash Compacter
- 15. Log Lighter
- 16. Barbeque
- 17. Pressure Reducing Valve
- 18. Expansion Tank
- 19. Steam Unit
- 20. Sink (lavatory, kitchen, laundry)
- 21. Tub/Shower
- 22. Water Closet
- 23. Hose Bib
- 24. Fire sprinkler head
- (y) \*Fixture Fees (Add \$5.00 for each of the following):
  - 1. <u>EV Charger</u>
  - 2. Generator
  - 3. Electric Panel
  - 4. Water Heater/ Boiler
  - 5. Water Softener
  - 6. Sewer Line
  - 7. Water Line
  - 8. Grinder Pump
  - 9. Jacuzzi
  - 10. Fire Sprinkler Riser
  - 11. Backflow Preventer (non-irrigation)
- (z) \*Fixture Fees (Miscellaneous)
  - 1. HVAC Add \$10.00 per ton capacity

Appendix A "Fee Schedule"; Article A2.000 "Building Fees" is hereby amended as follows: [Deletions shown as strikethrough and additions shown as underscore]

### ARTICLE A2.000 BUILDING FEES

- (a) Building permit/inspection (new homes): \$0.52 \( \frac{\$0.60}{} \) per square foot
- (b) Building permit/inspection (commercial new) \$0.60 \$0.70 per square foot
- (c) Building permit/inspection (commercial addition) \$0.50 \$0.58 per square foot plus fixture fee total\*
- (d) Building permit/inspection (commercial remodel) \$0.44 \( \frac{\$0.51}{} \) per square foot plus fixture fee total\*
- (e) Building permit/inspection (residential remodel) \$0.36 \$0.42 per square foot plus fixture fee total\*
- (f) Building permit/inspection (residential addition) \$0.40 \$0.46 per square foot plus fixture fee total\*
- (g) Detached Building Permit (no living area) \$0.30 \( \frac{\$0.35}{} \) per square foot plus fixture fee total\*
- (h) Miscellaneous Permits \$50.00 \$60.00 plus fixture fee total\*
- (i) Swimming Pool Permit \$400.00 \$500.00
- (j) Solar Permit \$8.00 per panel
- (k) Irrigation/Backflow permit \$50.00
- (l) Driveway Approach \$50.00 \$120.00
- (m) Fence permit fee- \$50.00 \$60.00
- (n) Moving building permit including temporary structures \$100.00
- (o) Demolition building permit fee \$100.00
- (p) Extension of expired permit 50% of original permit fee (good for 60 day period)
- (q) Administrative fee for cancellation of issued permit: 10% 20% of permit fee
- (r) Re-inspection \$50.00 \\$60.00
- (s) Contractor registration \$75.00
- (t) Plan review fee (commercial only) 50% of the cost of permit fee
- (u) Floodplain development permit \$50.00
- (v) Board of appeals (building codes) \$75.00 (nonrefundable)
- (w) Penalty fees:
  - 1. Failure to obtain certificate of occupancy prior to occupying \$200.00 \\ \$600.00
  - 2. Failure to obtain permit prior to construction Double of original permit fee
- (x) \*Fixture Fees (Add \$2.50 for each of the following):
  - 1. Receptacle
  - 2. Switch
  - 3. Light fixture

- 4. Ceiling Fan
- 5. Smoke/Carbon Monoxide detector
- 6. Refrigerator/ freezer
- 7. Ice machine
- 8. Exhaust fan
- 9. Vent hood
- 10. Dishwasher
- 11. Clothes Washer
- 12. Clothes Dryer
- 13. Range/cooktop
- 14. Trash Compacter
- 15. Log Lighter
- 16. Barbeque
- 17. Pressure Reducing Valve
- 18. Expansion Tank
- 19. Steam Unit
- 20. Sink (lavatory, kitchen, laundry)
- 21. Tub/Shower
- 22. Water Closet
- 23. Hose Bib
- 24. Fire sprinkler head
- (y) \*Fixture Fees (Add \$5.00 for each of the following):
  - 1. <u>EV Charger</u>
  - 2. Generator
  - 3. Electric Panel
  - 4. Water Heater/ Boiler
  - 5. Water Softener
  - 6. Sewer Line
  - 7. Water Line
  - 8. Grinder Pump
  - 9. Jacuzzi
  - 10. Fire Sprinkler Riser
  - 11. Backflow Preventer (non-irrigation)
- (z) \*Fixture Fees (Miscellaneous)
  - 1. HVAC Add \$10.00 per ton capacity



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

AGENDA TOPIC: 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

DATE: June 5, 2025

DEPARTMENT: Finance

PRESENTED BY: Summer Fleming, CGFO, Director of Finance

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

### **INTRODUCTION/BACKGROUND:**

The City Council has previously approved multiple Capital Improvement Plans (CIPs), including the 5-Year Water, Wastewater, and Reuse CIP in October 2021, and the FY 2022–27 Drainage CIP in January 2022. During the FY 2024–25 budget process, Council also reviewed the FY 2025–29 Proposed CIPs and approved select projects for funding.

To support water and wastewater improvements, the City Council authorized a series of Certificates of Obligation (COs), beginning in September 2024, with additional issuances scheduled for 2025 and 2026. In addition, staff recommends issuing \$1.61 million in COs to support drainage infrastructure.

The attached Resolution authorizes the publication of a Notice of Intention to issue COs for drainage, water, and wastewater projects. This notice fulfills statutory requirements should Council proceed with the issuance in September 2025; however, it does not obligate the City to issue the COs.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 1.4 to Develop Sustainable Financing Strategies Aligned with Service Delivery Expectations of the Strategic Action Plan.
- Supports Priority 3.1 to Enhance and Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations.
- Supports Priority 3.2 to Enhance and Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligations.
- Supports Priority 3.3 to Enhance and Ensure Continuity of Reliable Drainage Improvement Initiatives.

One important benefit of using debt to fund the capital budget is that each generation of utility users or taxpayers pays for its use of capital facilities. Other advantages are that user fees or tax

rates can be maintained at consistent levels and projects can be started as they are needed rather than delayed until sufficient funds for their construction are accumulated.

### LONGTERM FINANCIAL & BUDGETARY IMPACT:

Long-term financial impacts are based on a proposed project schedule the City provided SAMCO Capital for the issuance of debt over a five-year period. SAMCO proposes three issuances totaling \$18 million to fund Water and Wastewater projects. The first series of \$3.7 million was issued in September 2024 and was structured so that the debt service fee charged to utility customer would be stable throughout the term. The second series is scheduled for 2025 for the continuation of projects in process in addition to two new projects.

The water debt service fee and wastewater debt service fee will be calculated annually during the budget process by dividing the annual debt service payment by the number of water and wastewater connections on July 1 of each year. Revenue earned from the water debt service fee would pay the debt service for water projects and revenue earned from the wastewater debt service fee will be used to pay the debt service for wastewater projects. The estimated Water Debt Service Fee would go from \$23.85 in FY 2024-25 to \$23.89 in FY 2025-26, and the estimated Wastewater Debt Service fee would go from \$17.03 to \$16.91.

The drainage CIP totals \$1.61 million for FY 2025-29. SAMCO proposes issuing the total \$1.61 million in FY 2025. This issuance of Certificates of Obligation in the amount of \$1.61 million would result in debt obligations, including principal and interest, totaling \$2.3 million over 20 years. The estimated maximum annual increase to the City's Interest and Sinking (I&S) tax rate would be \$0.014, or \$14 per \$100,000 of taxable value. Individual homeowner impacts range from an annual increase of \$56 for a home with a net taxable value of \$400,000 to \$210 for a home with net taxable value of \$1,500,000.

### **LEGAL ANALYSIS:**

Resolution approved by legal.

# **RECOMMENDATION/PROPOSED MOTION:**

I move that the City Council adopt a resolution authorizing and approving Publication of a Notice of Intention to issue Certificates of Obligation.

#### **RESOLUTION 2025-**

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

WHEREAS, the City Council (the City Council) of the City of Fair Oaks Ranch, Texas (the City) has determined that it is advisable and necessary to issue and sell one or more series of certificates of obligation (the Certificates) in an amount not to exceed \$9,545,000 as provided pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Texas Local Government Code, Section 271.041 through Section 271.064, for the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to-wit: (1) designing, constructing, acquiring, purchasing, renovating, enlarging, and improving the City's utility system; (2) providing for drainage improvements, including designing, engineering, and construction costs related thereto; (3) the purchase of materials, supplies, equipment, land, and rights-of-way for authorized needs and purposes; and (4) payment for professional and employee services relating to the design, construction, project management, inspection, consultant services, and financing of the aforementioned projects. The Certificates will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and from a lien on and pledge of certain of the net revenues derived from the operation of the City's utility system. The Certificates are to be issued, and this notice is given, under and pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Texas Local Government Code Section 271.041 through Section 271.064, Chapter 1502, as amended, Texas Government Code, and the City's Home Rule Charter; and

WHEREAS, prior to the offering, sale, and issuance of the Certificates, the appropriate officials of the City must review and approve the distribution of a "deemed final" preliminary official statement (the *Official Statement*) in order to comply with the requirements contained in 17 C.F.R. §240.15c2-12 (the *Securities and Exchange Commission Rule*); and

WHEREAS, based upon their review of the Official Statement, the appropriate officials of the City must find to the best of their knowledge and belief, after reasonable investigation, that the representations of facts pertaining to the City contained in the Official Statement are true and correct and that, except as disclosed in the Official Statement, there are no facts pertaining to the City that would adversely affect the issuance of the Certificates or the City's ability to pay the debt service requirements on the Certificates when due; and

WHEREAS, the City Council will comply with the requirements contained in the Securities and Exchange Commission Rule concerning the creation of a contractual obligation between the City and the proposed purchaser(s) of the Certificates (the *Purchasers*) to provide the Purchasers with an Official Statement in a time and manner that will enable the Purchasers to comply with the distribution requirements and continuing disclosure requirements contained in the Securities and Exchange Commission Rule; and

WHEREAS, the City Council authorizes the Mayor, City Manager, City Secretary, the Director of Finance, and the City Attorney, as appropriate, or their designees, to review, approve, and execute any document or certificate in order to allow the City to comply with the requirements contained in the Securities and Exchange Commission Rule; and

WHEREAS, prior to the issuance of the Certificates, the City Council is required to publish notice of its intention to issue the Certificates in a newspaper of general circulation in the City, and if the City maintains an internet website, publish such notice of intent on the City's internet website, such notice stating (i) the time and place the City Council tentatively proposes to pass the ordinance authorizing the issuance of the Certificates,

(ii) the purposes for which the Certificates are to be issued, (iii) the manner in which the City Council proposes to pay the Certificates; (iv) the then-current principal amount of all outstanding ad valorem debt obligations of the City; (v) the then-current combined principal and interest required to pay all outstanding ad valorem debt obligations of the City on time and in full, which may be based on the City's expectations relative to the interest due on any variable rate ad valorem debt obligations; (vi) the maximum principal amount of the Certificates to be authorized; (vii) the estimated interest rate for the Certificates to be authorized or that the maximum interest rate for the Certificates may not exceed the maximum legal interest rate; and (viii) the maximum maturity date of the Certificates to be authorized; and

WHEREAS, the City Council hereby finds and determines that such documents pertaining to the sale of the Certificates should be approved, and the City should proceed with the giving of notice of intention to issue the Certificates in the time, form, and manner provided by law; and

WHEREAS, the City Council hereby finds and determines that the adoption of this Resolution is in the best interests of the residents of the City; now, therefore,

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

- SECTION 1. The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue the Certificates in an amount not to exceed \$9,545,000 for the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to-wit: (1) designing, constructing, acquiring, purchasing, renovating, enlarging, and improving the City's utility system; (2) providing for drainage improvements, including designing, engineering, and construction costs related thereto; (3) the purchase of materials, supplies, equipment, land, and rights-of-way for authorized needs and purposes; and (4) payment for professional and employee services relating to the design, construction, project management, inspection, consultant services, and financing of the aforementioned projects. The Certificates will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and additionally from a pledge of and lien on certain revenues derived from the operation of the City's utility system. The notice hereby approved and authorized to be published shall read substantially in the form and content of Exhibit A attached hereto, which notice is incorporated herein by reference as a part of this Resolution for all purposes.
- **SECTION 2.** The City Secretary shall cause the notice described in Section 1 to be published in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication shall be at least forty-six (46) days prior to the date stated therein for passage of the ordinance authorizing the issuance of the Certificates. Additionally, the City Secretary shall cause the notice described in Section 1 to be posted continuously on the City's website for at least forty-five (45) days prior to the date stated therein for passage of the ordinance authorizing the issuance of the Certificates.
- **SECTION 3.** The Mayor, City Manager, City Secretary, the Director of Finance, and the City Attorney, as appropriate, or their designees, are authorized to review and approve the Official Statement pertaining to the offering, sale, and issuance of the Certificates and to execute any document or certificate in order to comply with the requirements contained in the Securities and Exchange Commission Rule.

298241654.4 -2-

- **SECTION 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.
- **SECTION 5.** All ordinances and 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 provisions 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.** 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 8.** 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 9.** This Resolution shall be in force and effect from and after the date of its adoption, and it is so resolved.

[The remainder of this page intentionally left blank.]

298241654.4 -3-

#### PASSED AND APPROVED, this the 5th day of June, 2025.

	Greg Maxton, Mayor	
ATTEST:		
Christina Picioccio, City Secretary		
(SEAL)		

#### NOTICE OF INTENTION TO ISSUE CITY OF FAIR OAKS RANCH, TEXAS CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Fair Oaks Ranch, Texas will convene at its regular meeting place in the Public Safety Training Room of the Police Station in Fair Oaks Ranch, Texas, at 6:30 P.M., Fair Oaks Ranch, Texas time on August 7, 2025, and, during such meeting, the City Council will consider the passage of an ordinance or ordinances and take such other actions as may be deemed necessary to authorize the issuance of one or more series of certificates of obligation in an aggregate principal amount not to exceed \$9,545,000 for the purpose or purposes of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to-wit: (1) designing, constructing, acquiring, purchasing, renovating, enlarging, and improving the City's utility system; (2) providing for drainage improvements, including designing, engineering, and construction costs related thereto; (3) the purchase of materials, supplies, equipment, land, and rights-of-way for authorized needs and purposes; and (4) payment for professional and employee services relating to the design, construction, project management, inspection, consultant services, and financing of the aforementioned projects. The certificates of obligation (the Certificates) will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and from a lien on and pledge of certain revenues derived by the City from the operation of the City's utility system. In accordance with Section 271.049, as amended, Texas Local Government Code, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$9,795,000.00; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$12,822,338.00; (iii) the estimated combined principal and interest required to pay the Certificates to be authorized on time and in full is \$14,321,638.00; (iv) the maximum interest rate for the Certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the Certificates to be authorized is February 1, 2050. The Certificates are to be issued, and this notice is given, under and pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Texas Local Government Code Section 271.041 through Section 271.064, Chapter 1502, as amended, Texas Government Code and the City's Home Rule Charter.

/s/ Christina Picioccio
City Secretary,
City of Fair Oaks Ranch, Texas

298241654.4 A-1



## Certificates of Obligation Proposal for Water, Wastewater and Drainage Projects

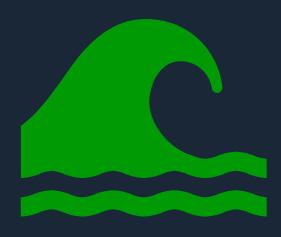


June 5, 2025

Summer Fleming, CGFO, Director of Finance Grant Watanabe, P.E., Director of Public Works and Engineering Services

## Projects Under Consideration





Drainage

- 9 Projects
- \$1.6 million



Water/Wastewater

- 8 Projects
- \$15.9 million

## CIP Assumptions and Methodology



- Uses Council-adopted CIP priorities
- Combination of cash and debt financing
- 20-year debt financing
- Phase-in of projects over five-year period
- Projects with design completed or underway prioritized over new starts

## Available Funding Sources



- Utility Capital Reserve Fee
- Utility Impact Fee
- Debt Issuance
  - Certificates of Obligation (CO) No election required, but voters retain the right of referendum

# Water CIP Projects

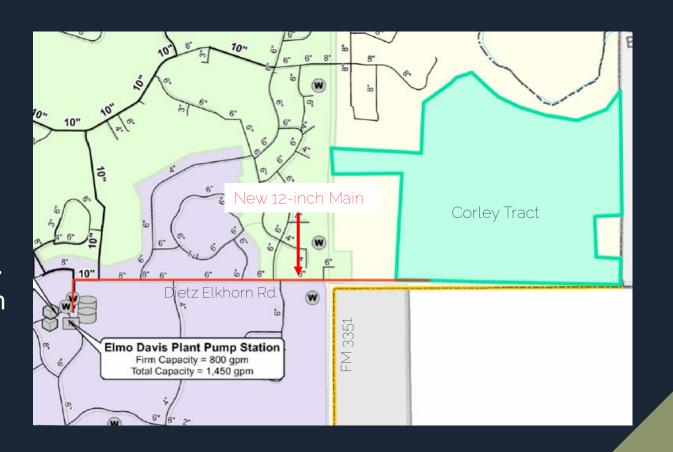


	Prior	2025	2026	2027	Total
Willow Wind Dr./Red Bud Hill Waterline (29R)	\$70,705	\$879,807	\$-	\$-	\$950,512
Elevated Storage Tank (2W)	496,950	-	4,367,901	3,914,527	8,779,378
Rolling Acres Trail Waterline Rehabilitation (28R)	66,794	610,941	-	-	677,735
Expand Plant No. 5 (5W)	229,499	1,320,800	-	-	1,550,299
Old Fredericksburg Rd. Waterline (21W)	291,920	270,400	-	-	562,320
Upgrade Electrical at Plant No. 3 Pump Station (5R)	-	74,419	100,000	_	174,419
SAWS Emergency Interconnect	-	30,000	170,000	-	200,000
Ground Storage Tank at Plant No. 4	-	-	-	400,000	400,000
*NEW* Dietz Elkhorn Road Waterline	-	-	1,500,000	-	1,500,000
*NEW* GBRA Waterline	-	-	750,000	_	750,000
Water Total	\$1,155,868	\$3,186,367	\$6,887,901	\$4,314,527	\$15,544,663

# Dietz Elkhorn Road Waterline (New)



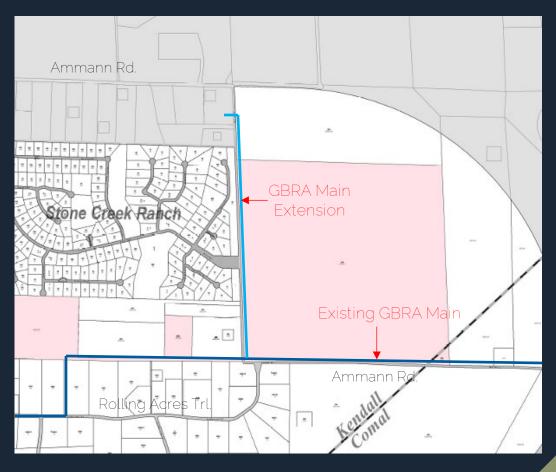
- ➤ City and Developer to cost-share construction of a new 12-inch water main from the Elmo Davis water plant to the eastern side of the City (75% City and 25% Developer)
- Developer to complete design within 90 days of Utility Service Agreement execution.
- City to joint-bid waterline with Dietz Elkhorn (East) Reconstruction project to avoid trenching though new road
- > Total Estimated Cost = \$1,500,000 (City share)



## GBRA Water Main Extension (New)



- Project extends the GBRA water main to the Boerne Pump Station and Fair Oaks Ranch Elevated Storage Tank site
- ➤ Enables future receipt and distribution of purchased water directly to the northeast portion of the City
- ➤ GBRA currently obtaining utility and temporary construction easements
- ➤ An ILA or cost-sharing agreement between Boerne and Fair Oaks Ranch is anticipated
- > Total Estimated Cost = \$750,000 (City share)



# Wastewater CIP Projects



	Prior	2025	2026	2027	Total
Wastewater Treatment Plant Phase 1 Expansion (2S)	\$1,211,249	\$-	\$1,714,987	\$2,387,530	\$5,313,766
Install Sewer Line/Decommission Falls Lift Station (1S)	-	-	113,521	811,763	925,284
Cojak Circle Manhole and Sewer Upgrade	-	650,000	(650,000)	-	-
Wastewater Total	\$1,211,249	\$650,000	\$1,178,580	\$3,549,293	\$6,239,050

## Utilities – Debt Service Fees



Water Debt Service							
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Water Connections*	3,213	3,275	3,292	3,358	3,425	3,494	3,564
Water Debt Service	\$282,671	\$937,439	\$943,883	\$939,480	\$978,781	\$994,323	\$905,243
Water Debt Service Fee	\$7.33	\$23.85	\$23.89	\$23.31	\$23.81	\$23.72	\$21.17

Wastewater Debt Service							
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Wastewater Connections*	1,989	2,014	2,041	2,082	2,124	2,166	2,030
Wastewater Debt Service	\$53,842	\$411,671	\$414,216	\$419,811	\$429,277	\$400,610	376,757
Wastewater Debt Service Fee	\$2.26	\$17.03	\$16.91	\$16.80	\$16.84	\$15.41	\$14.21

<sup>\*</sup>Assumes connections increase 2% each year.

# Drainage CIP Projects



	Prior	2025	2026	2027	2028	2029	Total
28907 Chartwell Lane (#35)	\$64,829	\$-	\$-	\$-			\$64,829
8472 Rolling Acres Trail (#2)	-	67,600	162,240	-			229,840
8040 Rolling Acres Trail (#4)	-	67,600	162,240	-			229,840
7740 Pimlico Lane (#42)	-	113,844	_	-	-	-	113,844
8426 Triple Crown (#41)	-	-	-	253,094	-	-	253,094
8312 Triple Crown (#43)	-	-	_	269,967	_	_	269,967
32030 Scarteen (#53)	-	-	-	-	72,331	193,853	266,184
31988 Scarteen (#44)	-	-	_	-	100,000	_	100,000
7644 Pimlico Lane (#46)	-	-	-	-	100,000	-	100,000
8045 Flagstone Hill (#63)	-	-	-	-	-	100,000	100,000
8402 Battle Intense (#23)	-	-	-	-	-	200,000	200,000
Drainage Total	\$64,829	\$249,044	\$324,480	\$523,062	\$272,331	\$493,853	\$1,927,598

City of Fair Oaks Ranch

## Summary



- Certificates of Obligation for FY 2024-25
  - Water CIP Projects (6) \$3,081,947
  - Wastewater CIP Projects (1) \$650,000
  - Combined Debt Issuance (in increments of \$5,000) \$3,705,000
- Certificates of Obligation for FY 2025-26
  - Water CIP Projects (5) \$6,887,901
  - Wastewater CIP Projects (2) \$1,178,508
  - Drainage CIP Projects (9) \$1,613,726
  - Combined Debt Issuance (in increments of \$5,000) \$9,545,000
- Publication of Notice of Intent
- Subject to Petition by Registered Voters (5% threshold)



# Questions?

City of Fair Oaks Ranch



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

AGENDA TOPIC: Consideration and possible action approving a resolution directing the City

Manager to submit an Amendment to the Chapter 377 Project Funding Agreement between the Fair Oaks Ranch Municipal Development District and the City of Fair Oaks Ranch to include the full construction cost of the Community Center Project and authorizing the execution of all applicable

documents by the City Manager

DATE: June 5, 2025

DEPARTMENT: Administration

PRESENTED BY: Kelsey Delgado, Project Manager

Clayton Hoelscher, Procurement Manager

#### **INTRODUCTION/BACKGROUND:**

On September 25, 2020, the City of Fair Oaks Ranch ("City") and the Fair Oaks Ranch Municipal Development District ("MDD") entered into a Chapter 377 Project Funding Agreement for the development of a Community Center (previously referred to as Civic Center). On July 20, 2023, an amendment to the agreement was executed to provide for the following:

- A three-year extension (1,095 days) from the date the Amendment is fully executed
- An increase in the Maximum Grant Amount to \$1.2 million

From June 2023 through January 2025, City staff and Lopez Salas Architects, Inc. (LSA) worked through the design phase for the Community Center. Notable milestones include:

- November 16, 2023: LSA presented the draft schematic floor plan to the City Council. During that workshop, Councilmembers requested several changes which were incorporated, and the revised schematic floor plan was presented on February 15, 2024.
- February 27, 2024: The City held a townhall meeting to share information about the Community Center project and initiated a survey to obtain feedback on three potential exterior roof options. The majority of respondents favored the Gable Roof option which was approved by the City Council on April 18th. This decision enabled LSA to move from the schematic to the design development phase.
- January 16, 2025: LSA presented highlights from the 100% design development plans which included exterior elevations, building sections, roof plan, floor finish, ceiling plan, and proposed interior and exterior materials. LSA also updated the project schedule and estimated construction cost of \$2,452,260 (\$460 per square foot).

With the design plans complete, the City advertised an RFP for the Community Center from February 28 through April 3, 2025. The City received 13 proposals with price points ranging from \$2.62 to \$3.85 million. An evaluation board composed of City staff, a Council member, and an additional MDD board member reviewed the proposals to select an offeror that provided the best

value to the City. Of the 13 proposals, the board interviewed two contractors and the board selected Crawford Henrichson & Crawford (CHC) Construction as the highest ranked offeror based on price, company experience, project team and project approach.

City Staff worked with CHC to value engineer portions of the project to lower the price point without altering the overall look of the Community Center. Changes included HVAC system and operable wall system alternatives and removing the betterment allowance line item. The final negotiated cost is \$2,463,722.81, which is nearly identical to past construction cost estimates.

Staff is seeking City Council approval to submit a second amendment (**Exhibit A**) to the Project Funding Agreement, to include the full cost of construction. A copy of the first amendment (**Exhibit B**) and the original agreement (**Exhibit C**) are attached for reference. In response to the project's original grant application on August 19, 2020, the MDD reported the Community Center project complied with applicable statutes, fell within the MDD Project Category List, fit the MDD goals and objectives and would provide benefits to the community. Throughout the design and procurement phase, the project has not changed significantly and still meets that original evaluation.

Should the City Council approve this resolution, staff anticipate presenting the amendment to the MDD on June 17 for consideration. Staff also anticipate presenting the amendment and construction contract to City Council on June 19 or a future meeting for consideration.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Project 2.4.5 of the Strategic Action Plan to Align and update the Community Center Agreement between the City and MDD and Project 3.5.5 to Plan and construct a Community Center.
- The use of MDD funds to reimburse the City for costs associated with the construction of the Community Center represents the use of sales tax proceeds, not property tax revenue

#### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

MDD grant funds are sourced from sales tax proceeds. Leveraging alternative funding sources such as MDD grant funding reduces the City's reliance of property tax revenue.

#### **LEGAL ANALYSIS:**

The resolution has been approved as to form.

#### RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution directing the City Manager to submit an amendment to the Chapter 377 Project Funding Agreement between the Fair Oaks Ranch Municipal Development District and the City of Fair Oaks Ranch to include the full construction cost of the Community Center Project in the amount of \$2,463,722.81 and authorizing the 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 DIRECTING THE CITY MANAGER TO SUBMIT AN AMENDMENT TO THE CHAPTER 377 PROJECT FUNDING AGREEMENT BETWEEN THE FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT AND THE CITY OF FAIR OAKS RANCH TO INCLUDE THE FULL CONSTRUCTION COST FOR THE COMMUNITY CENTER PROJECT AND AUTHORIZING THE EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER.

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

**WHEREAS,** the City Council authorized the execution of an amended Chapter 377 Project Funding Agreement on July 6, 2023, for the construction of a Community Center in the amount of \$1,200,000, and

**WHEREAS**, the City Council believes the Community Center Project to be highly aligned with be MDD's Missions, Goals, and Objectives, and and

**WHEREAS,** the Community Center Project RFP was advertised and the City received thirteen (13) proposals from interested parties, and

**WHEREAS**, an Evaluation Board, composed of City staff, a Councilmember, and an MDD board member, selected the proposal that provided the best value to the City, and

**WHEREAS**, the Evaluation Committee selected Crawford Henrichson & Crawford (CHC) Construction as the highest ranked offeror, and

WHEREAS, the final negotiated cost for the selected proposal is \$2,463,722.81, and

**WHEREAS**, the project construction cost exceeds the current Project Funding Agreement amount, and

**WHEREAS**, the City Council desires to continue with the Community Center Project and finds it to be in the best interest of the residents of the City of Fair Oaks Ranch to amend the Agreement.

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

**Section 1.** The City Council directs the City Manager to submit an amendment (**Exhibit A**) to the Chapter 377 Project Funding Agreement between the MDD and the City, to include the full construction cost of the Community Center Project in the amount of \$2,463,722.81 and authorizes the execution of all applicable documents by the City Manager.

- **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 5th day of June, 2025.

	Gregory C. Maxton, Mayor
ATTEST:	APPROVED AS TO FORM:
Christina Picioccio, TRMC City Secretary	Denton Navarro Rodriguez Bernal Santee & Zech P.C., City Attorney





# Community Center Update



Kelsey Delgado, Project Manager Clayton Hoelscher, Procurement Manager



# **Brief History**



- September 25, 2020: the City and MDD entered the first Chapter 377 Project Funding agreement for a Community Center in the amount of \$600,000.
- July 1, 2021: City Council directed staff to set aside the building of a Community Center for the time being.
- March 17, 2022: City Council directed staff to "reinvigorate" the Community Center project.
- March 23 April 13, 2023: The Adopted FY 2022-23 Budget included \$412,815 for the design services for a Community Center. Therefore, an RFQ was advertised, and five submittals were received.
- June 15, 2023: City Council authorized the approval of an agreement with Lopez Salas Architects (LSA) for the design of a Community Center in the amount of \$299,440.90.
- July 6, 2023: City Council authorized the Funding Agreement amount to be amended to \$1,200,000.

## **Brief History**



- June 2023 January 2025: Community Center was in design and included several notable milestones:
  - July 19, 2023: First Community Center workshop with the City Council led by LSA.
  - September 7, 2023: Second workshop with City Council held. This included site selection and a broad overview of the proposed uses and facility layout.
  - November 16, 2023: Third Workshop held with City Council and included a draft schematic floor plan. Council requested several changes to be incorporated.
  - February 15, 2024: Fourth Workshop held with City Council to provide a revised schematic floor plan.
  - February 27, 2024: Townhall Meeting to share information about the project and to survey opinions on exterior roof options. Most respondents favored the Gable Roof option.
  - March 21, 2024: Townhall recap Workshop held with City Council.
  - April 18, 2024: Gable Roof Option was approved by the City Council.

## **Brief History**



- January 16, 2025: Lopez Salas Architects (LSA) conducted a final workshop with City Council reviewing the final project design and provided an updated project schedule and estimated construction cost of \$2,452,000.
- February 28 -April 3, 2025: RFP advertised. Staff received 13 proposals ranging from \$2.62 \$3.85 million.
- April 22, 2025: Evaluation Board composed of staff, a council member, and MDD board member met to review proposals and select the "best value."
- April 30, 2025: Of the 13 proposals, the Evaluation Board interviewed the top two submitters and selected Crawford (CHC) (\$2,675,044.11) as the highest ranked based on prices, company experience, project team and approach.
- May 29, 2025: Negotiations with CHC finalized with cost saving of \$211,321.30, bringing the new construction cost total to \$2,463,722.81.

## Solicitation Phase

• The City advertised a Request for Proposals on February 28<sup>th</sup>, with a due date of April 3<sup>rd</sup>. 13 proposals were received. The advertised budget was \$2,400,000.

Bidder	Base Bid	Bidder	Base Bid
Frontera Construction	\$2,620,000.23	Huband-Mantor	\$3,355,353.00
Continental Construction	\$2,653,727.23	RCO LLC	\$3,510,595.00
CHC Construction	\$2,675,044.11	The Trevino Group	\$3,534,400.00
AAA Time Saver	\$2,949,000	Sabinal Group	\$3,750,000.00
Henock Construction	\$2,984,811.00	S. Watts Group	\$3,793,044.23
Tegrity Contractors	\$3,127,777.00	CGC General Contractors	\$3,854,000.00
Tejas Premier	\$3,209,683.00		

## Evaluation



- All 13 proposals were evaluated based on:
  - Price
  - Experience
  - Project Approach
- The Evaluation Team contained at least one representative from the following:
  - City Council
  - Municipal Development District
  - City Staff
- Two firms were interviewed
  - Frontera Construction
  - CHC Construction
- CHC was selected. Since this time, the City has been working with CHC Construction and Lopez Salas Architects to reduce the cost.

## Negotiations



- The starting amount was \$2,675,044.11.
- CHC provided a full itemized breakdown of their bid, which included the cost for labor, material, overhead and profit.
- Since then, we have found ways to reduce the cost that do not affect the aesthetics or structural integrity of the building.
  - Remove contract allowance. This was included in the plans and all bidders factored this into their base bid.
  - Utilize a different manufacturer for the HVAC system
  - Removed amount included in bid for fire line. Plans do not call for a sprinkler system. (Fire Extinguishers are included).
  - Alternative Operable Wall System
  - Total Savings: \$211,321.30
  - Contract Amount: \$2,463,722.81

## Next Steps



- Staff is seeking direction by City Council in submitting an amended grant application to MDD to cover the construction cost in amount of \$2,463,722.81. This amount will not include Contingency or Furniture, Fixtures and Equipment (FF&E).
- Contingency of \$120,000 and FF&E (estimated at \$250,000) are intended to be City-funded.

- If this Resolution is approved:
  - June 17, 2025: Submit Amended Grant Application for MDD consideration
  - June 19, 2025: If MDD approves, both Project Award and the acceptance of an Amended Chapter 377 Funding Agreement may be brought back to the City Council.

## Timeline



- If this Resolution is approved:
  - June 17, 2025: Submit Amended Grant Application for MDD consideration
  - June 19, 2025: If MDD approves, both Project Award and the Amended Chapter 377 Funding Agreement will be brought to City Council for consideration.
  - July 2025: Project Construction to begin.

City of Fair Oaks Ranch

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

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

#### **RECITALS**

**WHEREAS,** on September 25, 2020, the City and MDD entered into a Funding Agreement for a civic center; and,

WHEREAS, on July 19, 2023, the City and MDD executed the First Amendment to the Funding Agreement which changed the reimbursement amount from the MDD to the City up to ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00) upon completion of the Facility and receipt of a certificate of occupancy, as contemplated by the Funding Agreement, and provided a three-year extension (1,095 days); and,

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

**WHEREAS**, both parties have agreed to change the Funding Agreement as previously amended; and,

WHEREAS, this Amendment changes the maximum grant amount from the MDD to the City to TWO MILLION FOUR HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS AND EIGHTY-ONE CENTS (\$2,463,722.81) paid in six (6) installments upon the completion of specific milestones set forth in the Funding Agreement.

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

#### Part 1: Article III - Definitions

"Maximum Grant Amount" or "Maximum Total Amount of Grant Payment" means an amount not to exceed TWO MILLION FOUR HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS AND EIGHTY-ONE CENTS (\$2,463,722.81).

"Installments" shall mean a partial payment made toward the maximum grant amount.

"Project milestones" shall mean a significant event in the project's timeline as defined in the Agreement that marks progress toward completion of the project.

#### Part 2: Article V – City's Obligations

#### 2. Default

**a. Construction.** Failure to complete the construction of the Facility within ONE THOUSAND NINETY-FIVE DAYS (1,095) days from the *date the First Amendment is fully executed*, shall cause the automatic termination of this Agreement without the need for any further action by the MDD; and, the MDD shall have no obligation to make any Grant Payments to City. The City will be obligated to pay back to the MDD any and all grant payments received under this Agreement within thirty (30) days following the termination of this agreement. Enforcement of this section is subject to Force Majeure. In the event of unforeseeable third-party delays, which are not Force Majeure, and upon a reasonable showing by City that it has in good faith commenced and is diligently pursuing the correction, removal or abatement of such delays by using commercially reasonable efforts, the MDD may consent to and excuse any such delays.

#### Part 3: Article VI – MDD's Obligation

- **1. Grant Payments.** Provided City is in full compliance with the terms of this Agreement and is not in Default, grant payments shall be made from the MDD in six (6) installments not to exceed the maximum total amount of *TWO MILLION FOUR HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS AND EIGHTY-ONE CENTS* (\$2,463,722.81) based on the following project milestones:
  - **Milestone 1** Completion of site preparation, demolition of old building, plumbing rough-in, water/sewer line, and foundation.
    - **Completion Indicator:** Passed Plumbing Rough-In, Foundation, and Water/Sewer Line Inspection.
    - **Reimbursement Amount:** 15% of the maximum grant amount.
  - **Milestone 2** Completion of exterior envelope, including structural framing, roof, windows, exterior doors, and exterior walls.
    - **Completion Indicator:** Staff signs off on the completion of the exterior envelope.
    - **Reimbursement Amount:** 20% of the maximum grant amount.
  - **Milestone 3** Completion of interior framing, mechanical, electrical, and plumbing topout.
    - **Completion Indicator:** Passed Framing/Mechanical/Electrical Inspection and Plumbing Top-Out Inspection.
    - **Reimbursement Amount:** 20% of the maximum grant amount.
  - **Milestone 4** Building meets all code requirements.
    - **Completion Indicator:** Passed Final Building Codes Inspection and issuance of the Certificate of Occupancy.
    - **Reimbursement Amount:** 15% of the maximum grant amount.
  - **Milestone 5** Completion of all interior finishes, landscaping, parking lot, and other exterior improvements. Project has reached Substantial Completion.

**Completion Indicator:** Preliminary walkthrough (punch inspection) conducted, and the City signs off on Substantial Completion.

**Reimbursement Amount:** 15% of the maximum grant amount.

• **Milestone 6** – Final walkthrough conducted, City signs off on Final Acceptance, and project is closed out.

**Completion Indicator:** Final invoice is processed, and payment is made.

**Reimbursement Amount:** 15% of the maximum grant amount.

All payments are contingent upon verification of milestone completion as outlined above.

**3. Maximum Total Amount of Grant Payment.** The maximum total amount of all Grant Payments authorized by this Agreement shall not exceed *TWO MILLION FOUR HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS AND EIGHTY-ONE CENTS* (\$2,463,722.81).

Item #14.

#### Exhibit A

Executed on this	day of	, 2025.
		MDD
		By:Laura Koerner, MDD President
ATTEST:		
By: Keith Rhoden, MDD		-

Item #14.

#### Exhibit A

Executed on this day of	, 2025.
	CITY
	By:Scott M. Huizenga, City Manager
ATTEST:	
By:Christina Picioccio, City Secretary	

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

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

# RECITALS

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

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

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

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

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

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

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

# Part 1: Article III - Definitions

"Facility" means a planned Fair Oaks Ranch civic center that will be flexible and a highly functional meeting and event space to be built on property owned by the City for the express purpose of creating a welcoming gathering space for City, private, and public events using flexible space for community programs, private and public meetings, city staff, and resident use.

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

# Part 2: Article IV - Facility

**Description of the Facility.** Located in the Heart of the City of Fair Oaks Ranch, a civic center will be a flexible and highly functional meeting and event space. The center will be built on property owned by the City and will replace a time-worn existing City building. The exterior façade will be enhanced with building material repurposed from the existing building to ensure the unique hill country theme of the municipal campus is maintained.

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

- A new building that helps create a community gathering space for residents.
- Design elements that strengthen and celebrate Fair Oaks Ranch's Hill County aesthetic.
- A seamless transition between City Hall complex buildings and maximized greenspace.

# Part 3: Article V - City's Obligations

#### 2. Default

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

# Part 4: Article VI – MDD's Obligation

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

# Part 5: Article VIII - Termination

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

Executed on this 19 day of July , 2023.

**MDD** 

By: \_\_\_

Laura Koerner, MDD President

ATTEST:

By:

Rachelle Garcia, MDD Secretary

Executed on this 20th day of July, 2023.

CITY

Bv.

Scott M. Huizenga, Interim City Manager

**ATTEST:** 

By: /

Christina Picioccio, City Secretary

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

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

# **RECITALS**

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

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

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

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

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

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

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

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

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

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

# ARTICLE I RECITALS

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

# ARTICLE II AUTHORITY AND TERM

# 1. <u>Authority</u>.

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

# 2. Term.

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

- (a) The expiration of the Grant Term;
- (b) Upon actual receipt by City of the MDD's payment of the Maximum Grant Amount; or
- (c) Upon termination as provided for herein, whichever occurs first (the "Term").
- 3. <u>Purpose</u>.

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

# 4. Administration of Agreement.

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

# ARTICLE III DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

"Project" means City's planned development, construction of the Facility.

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

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

# ARTICLE IV FACILITY

**Description of the Facility.** Located in the Heart of the City of Fair Oaks Ranch, the Civic Center will add approximately3,000 - 4,000 square feet of flexible, and highly functional meeting and event space. The center will be built on property owned by the City and will replace a time-worn existing City building and will include public meeting space, conference rooms and a kitchen. The exterior façade of the new civic center will be enhanced with building material repurposed from the existing building to ensure the unique hill country theme of the municipal campus is maintained.

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

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

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

Project Objectives, Community Benefits, and Desired Outcomes

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

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

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

# ARTICLE V CITY'S OBLIGATIONS

# 1. Required Reporting

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

a. construction schedule

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

# 2. Default.

- a. Construction. Failure to complete the construction of the Facility within ONE THOUSAND NINETY-FIVE DAYS (1,095) days from the Effective Date, shall cause the automatic termination of this Agreement without the need for any further action by the MDD; and, the MDD shall have no obligation to make any Grant Payments to City. Enforcement of this section is subject to Force Majeure. In the event of unforeseeable third-party delays, which are not Force Majeure, and upon a reasonable showing by City that it has in good faith commenced and is diligently pursuing the correction, removal or abatement of such delays by using commercially reasonable efforts, the MDD may consent to and excuse any such delays.
- **b.** Force Majeure Events. Should a Force Majeure event impact the scheduled completion of the Facility, the City shall notify the MDD as soon as possible after learning of the qualifying event. The notice should include a description of the event, the specific delay that has been caused by the event, associated documentation, and the amount of time the City is requesting to be added to the time for completion of the Facility as an Amendment to the Agreement. Said request will be considered by the MDD at a called or regular meeting of the Board.
- **c. Reports and Information**. City's failure to timely and substantially comply with the reporting requirements of this Article may be considered a default; and, MDD shall be under no obligation to make any Grant Payment until such default is cured by compliance with such reporting requirements.

# ARTICLE VI MDD'S OBLIGATION

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

- account in the MDD treasury, into which the Maximum Grant funds will be deposited or otherwise designated during the Term of this Agreement (the "Designated Funds").
- 5. Grant does not create a Debt. Amounts payable under this Agreement constitute economic development funds and do not create a debt of the MDD. Said funds are payable only after complete performance as set forth herein.

# ARTICLE VII COVENANTS AND DUTIES

- 1. City's Covenants and Duties. City makes the covenants and warranties to the MDD, and agrees to timely and fully perform the obligations and duties contained in Article V of this Agreement. Any false or substantially misleading statements contained herein or failure to timely and fully perform those obligations and duties within this Agreement shall be an act of Default by the City.
  - (a) The execution of this Agreement has been duly authorized by the governing body of City, and the individual signing this Agreement is empowered to execute such Agreement and bind the entity. Said authorization, signing, and binding effect is not in contravention of any law, rule, regulation, or of the provisions of City Charter.
  - (b) City shall timely and fully comply with all of the terms and conditions of this Agreement.
  - (c) City agrees to obtain or cause to be obtained, all necessary permits and approvals from City and/or all other governmental agencies having jurisdiction over the construction of any improvements to the property.
  - (d) City agrees to develop the Project in accordance with the ordinances, rules, and regulations in effect on the date the Project was designated, unless specified otherwise in this Agreement.
  - (e) City agrees to commence and complete the Project in substantial accordance with the Agreement.
  - (f) City shall cooperate with the MDD in providing all necessary information to assist them in complying with this Agreement.
  - (g) In accordance with Texas Government Code section 2264.051 City certifies that it does not and will not knowingly employ an undocumented worker, as that term is defined in the section and will require the same of those constructing the Facility.
  - (h) To the extent required by Texas Government Code Section 2270.002 City acknowledges it currently does not, and shall not during the term of this Agreement, "Boycott Israel" and will require the same of those constructing the Facility.

#### 2. MDD's Covenants and Duties.

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

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

- (b) Failure by MDD to timely and substantially comply with its obligations hereunder shall be an Act of Default by MDD if uncured as provided for herein, and such uncured Act of Default will give City the right to the contracted amount then currently owing not already provided to City by MDD, subject the dispute resolution process established in Article IX.
- (c) Subject to the terms and conditions as set forth above, MDD shall pay City the Maximum Grant Amount. Such payment is due to City as provided in Article VI. Failure by MDD to timely and fully comply with its obligations hereunder shall be an Act of Default.

# ARTICLE VIII TERMINATION

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

# ARTICLE IX DISPUTE RESOLUTION

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

# ARTICLE X MISCELLANEOUS

- 1. **MDD's Liability Limitations**. Should MDD fail to timely or substantially comply with any one or more of the requirements, obligations, duties, terms, conditions, or warranties of the Agreement, such failures shall be an Act of Default by MDD and MDD shall have ninety days to cure and remove the Default upon receipt of written notice to do so from City. City specifically agrees that MDD shall only be liable to City for the amount of the money payments then currently owing to City, and shall not be liable to City for any alleged or actual incidental or consequential damages.
- 2. **Mutual Assistance.** The Parties will do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out such terms and provisions.
- 3. **Effective Date**. This Agreement shall become effective on the date of execution by the last party.
- 4. **Representations and Warranties**. The MDD represents and warrants to City that this Agreement is within their authority, and that they are duly authorized and empowered to enter into this Agreement, unless otherwise ordered by a court of competent jurisdiction. City represents and warrants to the MDD that it has the requisite authority to enter into this Agreement.

# 5. **Independent Contractors.**

- (a) It is expressly understood and agreed by all Parties hereto that in performing their services hereunder, City at no time will be acting as an agent of the MDD and that all consultants or contractors engaged by City respectively will be independent contractors of City; and nothing contained in this Agreement is intended by the Parties to create a partnership or joint venture between the Parties and any implication to the contrary is hereby expressly disavowed. The Parties hereto understand and agree that the MDD will not be liable for any claims that may be asserted by any third party occurring in connection with City respectively under this Agreement.
- (b) By entering into this Agreement, the Parties do not waive, and shall not be deemed to have waived, any rights, immunities, or defenses either may have, including the defense of parties, and nothing contained herein shall ever be construed as a waiver of sovereign or official immunity by the City or MDD with such rights being expressly reserved to the fullest extent authorized by law and to the same extent which existed prior to the execution hereof.
- (c) No employee of the City, or any board member, or agent of the MDD, or City Council member or agent of City shall be personally responsible for any liability arising under or growing out of this Agreement.
- 6. **Notice**. Any notice required or permitted to be delivered hereunder shall be deemed delivered by actual delivery, facsimile with receipt confirmation, or by depositing the same in the United States Mail, postage prepaid and certified with return receipt requested, addressed to the Party at the address set forth below:

# If intended for MDD:

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

# If to the City:

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

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

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

- 14. **Counterparts.** This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.
- 15. **Exhibits.** Any Exhibits attached hereto are incorporated by reference for all purposes. Exhibits included:

Exhibit "A" Application for Funding.

Exhibit "B" Facility Depiction and Description.

Exhibit "C" Site Plan.

Exhibit "D" Resolutions of Approval

- 16. **Survival of Covenants.** Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.
- 17. **Employment of Undocumented Workers.** During the term of this Agreement, City agrees to not knowingly contract with any firm or individual for the construction of the Facility who employs any undocumented workers.
- 18. Governmental Functions; Liability; No Waiver of Immunity or Defenses
- a. Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.
  - i. The services provided for herein are governmental functions, and the City and the MDD shall be engaged in the conduct of a governmental function while providing and/or performing any service pursuant to this Agreement.
  - ii. The relationship of the MDD and the City shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.
  - iii. Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venturers, or any other similar such relationship between the Parties.
- b. The City shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, representatives, or assigns of the MDD in connection with the Agreement, and the MDD covenants and agrees, to the extent permitted by law, that the MDD shall be solely responsible, as between the MDD and the City, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by the MDD or its respective employees, agents, representatives, or assigns, in connection therewith.
- c. The MDD shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, representatives, or assigns of the City in connection with the Agreement, and the City covenants and agrees, to the extent permitted by law, that the City shall be solely responsible, as between the MDD and the City, for and with respect to any claim or cause of action

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

- d. Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the MDD shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.
- e. Neither Party waives or relinquishes any immunity or defense on behalf of itself, its trustees, councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements contained herein.
- 19. **Additional Instruments.** The Parties agree and covenant to cooperate, negotiate in good faith, and to execute such other and further instruments and documents as may be reasonably required to fulfill the public purposes provided for and included within this Agreement.
- 20. **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, it is the intention of the Parties that the remainder of this Agreement not be affected, and it is also the intention of the Parties that, in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid, or enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

Executed on this 25th day of Systember 2020.

**MDD** 

Al McDavid, President

ATTEST:

By:

**Board Secretary** 

Executed on this 25th day of Septembre, 2020.

**CITY** 

By:

Tobin E. Maples, City Manager

ATTEST:

By:

Christina Picioccio, City Secretary



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

AGENDA TOPIC: Consideration and possible action approving a resolution setting a public

hearing date for proposed amendments to Land Use Assumptions, Capital

Improvement Plans, and Water and Wastewater Impact Fees

DATE: June 5, 2025
DEPARTMENT: Public Works

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

Jessica Vassar, P.E., Freese and Nichols, Inc.

# **INTRODUCTION/BACKGROUND:**

An impact fee is defined as "a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping costs of capital improvements or facility expansions necessitated by and attributable to the new development."

On September 5, 2024, the City Council approved a resolution authorizing the execution of a work authorization with Freese and Nichols, Inc. to conduct a water and wastewater impact fee update. In accordance with Texas Local Government Code §395.052, a political subdivision imposing an impact fee shall update the land use assumptions (LUA) and capital improvement plan (CIP) at least every five years. The City's water and wastewater impact fees were last updated and adopted on March 5, 2020, and, therefore, are due for an update in 2025. This process requires a public hearing on proposed amendments to the City's LUA, CIP and impact fees prior to adoption.

The draft 2025 Impact Fee report prepared by Freese and Nichols, Inc. is attached as **Exhibit A**. For the 10-year planning window (2025 to 2035) used for impact fee calculation, the report includes the following projections:

- Growth of 713 new water connections and 398 wastewater connections
- Growth of 758 water LUEs and 412 wastewater LUEs
- Increase in average daily water demand from 1.63 to 1.98 million gallons per day
- Increase in average wastewater flow from 0.32 to 0.38 million gallons per day
- Total water system impact fee eligible project costs of \$31,856,390 (includes five existing and 15 proposed projects)
- Total wastewater system impact fee eligible project costs of \$8,200,882 (includes one existing and four proposed projects)

The current adopted impacts fees are \$8,670.33 per water LUE and \$6,068.64 per wastewater LUE. Based on the growth projections and impact fee eligible project cost estimates, the maximum allowable 2025 impact fees are calculated to be \$21,013.00 per water LUE and \$9,943.00 per wastewater LUE. It should be noted that these numbers represent the maximum allowable impacts fees and lower amounts may be adopted. A comparison of the City's current and proposed impact fees to surrounding cities is included in the draft report for reference.

On April 8, 2025, the Capital Improvements Advisory Committee (CIAC) reviewed and discussed the updated LUA, CIP and proposed water and wastewater impact fees. The committee recommended approval of the updated LUA, CIP and maximum allowable impact fees. The CIAC Chairman will present written comments on the proposed impact fees later in the agenda.

# **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 1.4 Develop Sustainable Financing Strategies Aligned with Service Delivery Expectations of the Strategic Action Plan.
- Supports Priority 3.1 Enhance and Ensure Continuity of Reliable Water Resources of the Strategic Action Plan.
- Supports Priority 3.2 Enhance and Ensure Continuity of Reliable Wastewater Treatment of the Strategic Action Plan.

# LONGTERM FINANCIAL & BUDGETARY IMPACT:

Impact fees are a tool that cities can use to recoup some of the costs of capital improvements or facility expansions necessitated by and attributable to new development. Put more simply, impact fees require new developments to pay for the costs that new development places on city infrastructure.

# **LEGAL ANALYSIS:**

The City Attorney has reviewed the resolution and approved it as to form.

# **RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution setting a public hearing for July 17, 2025, at 6:30 p.m., during the regular City Council meeting, for proposed amendments to the City's land use assumptions, capital improvement plans, and water and wastewater impact fees.

#### **A RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS SETTTING A PUBLIC HEARING DATE FOR PROPOSED AMENDMENTS TO LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENT PLANS, AND WATER AND WASTEWATER IMPACT FEES

**WHEREAS,** Texas Local Government Code Chapter 395 governs the financing of capital improvements required by new development in municipalities, counties, and certain other local governments, and

**WHEREAS,** a political subdivision imposing an impact fee shall update the land use assumptions (LUA) and capital improvement plan (CIP) at least every five years, and where the last update occurred on March 5, 2020, and

**WHEREAS**, on September 5, 2024, the City Council authorized the execution of a work authorization with Freese and Nichols, Inc., a qualified, professional engineering firm, to update the City's LUA, CIP and calculate water and wastewater impact fees, and

**WHEREAS,** on April 8, 2025, the Capital Improvements Advisory Committee reviewed the updates and recommended approval of the updated LUA, CIP, and water and wastewater impact fees, and

**WHEREAS,** the City Council has received the updated LUA, CIP and water and wastewater impact fees and deems it necessary to schedule a public hearing on proposed amendments to the City's LUA, CIP and water and wastewater impact fees in accordance with Texas Local Government Code Chapter 395.

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

- **Section 1.** A public hearing shall be held on July 17, 2025, at 6:30 p.m., during the regular City Council meeting at 7286 Dietz Elkhorn Road, Fair Oaks Ranch, Texas, 78015, for the purpose of receiving public testimony regarding proposed amendments to land use assumptions, capital improvement plans, and water and wastewater impact fees.
- **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 5th day of June 2025.

	Gregory C. Maxton, Mayor	
ATTEST:	APPROVED AS TO FORM:	
Christina Picioccio, TRMC City Secretary	Denton Navarro Rodriguez Bernal Santee & Zech P.C., City Attorney	



**DRAFT** WATER & WASTEWATER IMPACT FEE REPORT



2 0 2 5

# **PREPARED BY:**

Freese and Nichols, Inc. 10431 Morado Circle, Suite 300 Austin, Texas 78759 512-617-3100

# **DRAFT Water & Wastewater Impact Fee Report**April 2025

# **DRAFT**

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF JESSICA VASSAR, P.E., TEXAS NO. 108934 ON APRIL 16, 2025. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

FREESE AND NICHOLS, INC.

TEXAS REGISTERED ENGINEERING FIRM F- 2144

CITY OF FAIR OAKS RANCH 7286 Dietz Elkhorn Road Fair Oaks Ranch, TX 78015

FREESE AND NICHOLS, INC. 10431 Morado Circle #300 Austin, TX 78759 (512)-617-3100

**FNI Project #:** FAO19551

# Item #15.

# Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



# **TABLE OF CONTENTS**

**Exhibit A** 

ES	Executive Summary	ES-1
1.0	BACKGROUND	1-1
2.0	LAND USE ASSUMPTIONS	2-1
2.1	Service Area	2-1
2.2	Growth Projections	2-4
3.0	CAPITAL IMPROVEMENTS PLAN	3-1
3.1	Existing Water and Wastewater Systems	3-1
3.2	Water Demand and Wastewater Load Projections	3-4
3.3	Water and Wastewater System Improvements	3-4
4.0	IMPACT FEE ANALYSIS	4-1
4.1	Service Units	4-1
4.2	Maximum Impact Fee Calculations	4-3

# Item #15.

# Exhibit A

# Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



# **LIST OF TABLES**

Table ES-1	Growth Projections	ES-1
Table 1-1	List of Abbreviations	1-2
Table 2-1	Water and Wastewater Growth Projections	2-4
Table 3-1	Projected Water Demands	3-4
Table 3-2	Projected Wastewater Flows	3-4
Table 3-3	Water System Impact Fee Eligible Projects	3-6
Table 3-4	Wastewater System Impact Fee Eligible Projects	3-7
Table 4-1	Service Unit Equivalencies	4-2
Table 4-2	Water Service Units	4-2
Table 4-3	Wastewater Service Units	4-3
Table 4-4	Maximum Allowable Water Impact Fee Calculation	4-4
Table 4-5	Maximum Allowable Wastewater Impact Fee Calculation	4-4
	LIST OF FIGURES	
Figure 2-1	Water Service Area	2-2
Figure 2-2	Wastewater Service Area	2-3
Figure 2-3	Future Land Use Map	2-5
Figure 2-4	Projected Water Connections by Parcel	2-6
Figure 2-5	Projected Wastewater Connections by Parcel	2-7
Figure 3-1	Existing Water System	3-2
Figure 3-2	Existing Wastewater System	3-3
Figure 3-3	Water System Impact Fee Capital Improvements	3-8
Figure 3-4	Wastewater System Impact Fee Capital Improvements	3-9
Figure 4-1	Water and Wastewater Impact Fee per Service Unit Comparison	4-4

# **APPENDICES**

Appendix A	Water System Project Cost Estimates
Appendix B	Wastewater System Project Cost Estimates

City of Fair Oaks Ranch



# **ES EXECUTIVE SUMMARY**

# 1.0 BACKGROUND

In September 2024, the City of Fair Oaks Ranch, Texas, authorized Freese and Nichols, Inc. (FNI) to perform an impact fee analysis on the City's water and wastewater systems. The purpose of this report is to document the methodology used in the development and calculation of water and wastewater impact fees for the City of Fair Oaks Ranch. The methodology used herein satisfies the requirements of the Texas Local Government Code Section 395 for the establishment of water and wastewater impact fees.

# 2.0 LAND USE ASSUMPTIONS

Population and land use are important elements in the analysis of water and wastewater systems. Water demands and wastewater flows depend on the population served by the systems and determines the sizing and location of system infrastructure. A thorough analysis of historical and projected populations, along with future land use, provides the basis for projecting future water demands and wastewater flows. The planning period for this impact fee update is from 2025-2035.

Growth projections were developed using development data provided by City staff. This includes existing connection totals along with projected 2035 connection totals based on land use assumptions adopted in the *Water, Wastewater, and Reuse Master Plan Report*. **Table ES-1** presents the growth projections for the City of Fair Oaks Ranch water and wastewater service areas.

**Table ES-1** Growth Projections

Year	Water Connections	Wastewater Connections
2025	3,255	2,004
2035	3,968	2,402

City of Fair Oaks Ranch



# 3.0 CAPITAL IMPROVEMENTS PLAN

An impact fee capital improvements plan (CIP) was developed for the City of Fair Oaks Ranch based on the land use assumptions adopted by the City. The recommended improvements will provide the required capacity and reliability to meet projected water demands and wastewater flows through 2035. **Tables ES-2** and **ES-3** display the water demand and wastewater flow projections for the City of Fair Oaks Ranch. Flows are shown in million gallons per day (mgd). These projections were the basis for determining the location and size of the CIP projects.

Table ES-2 Projected Water Demands

Year	Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
2025	1.63	4.07	8.14
2035	1.98	4.96	9.92

**Table ES-3** Projected Wastewater Flows

Year	Average Annual Daily Flow (mgd)	Peak Wet Weather Flow (mgd)
2025	0.32	1.12
2035	0.38	1.35

# 4.0 IMPACT FEE ANALYSIS

The previous impact fee ordinance was adopted in September 2020. This ordinance set the water impact fee for a single-family meter at \$8,670 and the wastewater impact fee for a single-family meter at \$6,069, for a combined impact fee of \$14,739. As part of this study, the maximum allowable impact fees have been calculated to reflect the updated land use assumptions and capital improvements. For existing or proposed projects, the impact fee is calculated as a percentage of the project cost, based on the portion of the project's capacity required to serve development projected to occur between 2025 and 2035. The total projected cost includes the projected capital improvement cost to serve 10-year development, the projected finance cost for

# Item #15.

# **Exhibit A**

# Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



the capital improvements, and the consultant cost for preparing and updating the Capital Improvement Plan. A 5% interest rate was used to calculate financing costs. **Table ES-4** displays the updated maximum allowable impact fee per service unit for both water and wastewater.

Table ES-4 Maximum Allowable Impact Fees

Service	Maximum Allowable Impact Fee per Service Unit
Water	\$21,013
Wastewater	\$9,943
Total	\$30,956

City of Fair Oaks Ranch



# 1.0 BACKGROUND

Chapter 395 of the Texas Local Government Code requires an impact fee analysis before impact fees can be created and assessed. Chapter 395 defines an impact fee as "a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development." In September 2001, Senate Bill 243 amended Chapter 395 thus creating the current procedure for implementing impact fees. Chapter 395 identifies the following items as impact fee eligible costs:

- Construction contract price
- Surveying and engineering fees
- Land acquisition costs
- Fees paid to the consultant preparing or updating the capital improvements plan
   (CIP)
- Projected interest charges and other finance costs for projects identified in the CIP
   Chapter 395 also identifies items that impact fees cannot be used to pay for, such as:
  - Construction, acquisition, or expansion of public facilities or assets other than those identified on the capital improvements plan
  - Repair, operation, or maintenance of existing or new capital improvements
  - Upgrading, updating, expanding, or replacing existing capital improvements to serve existing development in order to meet stricter safety, efficiency, environmental, or regulatory standards
  - Upgrading, updating, expanding, or replacing existing capital improvements to provide better service to existing development
  - Administrative and operating costs of the political subdivision

City of Fair Oaks Ranch



 Principal payments and interest or other finance charges on bonds or other indebtedness, except as allowed above

In September 2024, the City of Fair Oaks Ranch, Texas (City), authorized Freese and Nichols, Inc. (FNI) to perform an impact fee analysis on the City's water and wastewater systems. The purpose of this report is to document the methodology used in the development and calculation of water and wastewater impact fees for the City of Fair Oaks Ranch. The methodology used herein satisfies the requirements of the Texas Local Government Code Section 395 for the establishment of water and wastewater impact fees. **Table 1-1** provides a list of abbreviations used in this report.

Table 1-1 List of Abbreviations

Abbreviation	Full Nomenclature	
AADF	Average Annual Daily Flow	
AWWA	American Water Works Association	
CIP	Capital Improvements Plan	
EST	Elevated Storage Tank	
ETJ	Extra-territorial Jurisdiction	
FNI	Freese and Nichols, Inc.	
GBRA	Guadalupe-Blanco River Authority	
gpCd	Gallons per Connection per Day	
gpd	Gallons per Day	
gpm	Gallons per Minute	
GST	Ground Storage Tank	
LS	Lift Station	
MG	Million Gallons	
mgd	Millions of Gallons per Day	
PS	Pump Station	
SAWS	San Antonio Water System	
WWTP	Wastewater Treatment Plant	

Item #15.

City of Fair Oaks Ranch



# 2.0 LAND USE ASSUMPTIONS

Population and land use are important elements in the analysis of water and wastewater systems. Water demands and wastewater flows depend on the population served by the systems and determines the sizing and location of system infrastructure. A thorough analysis of historical and projected populations, along with land use, provides the basis for projecting future water demands and wastewater flows.

# 2.1 Service Area

The City of Fair Oaks Ranch's water and wastewater services areas are defined separately. The difference between the water and wastewater service areas is due to some portions of the City being served by on-site septic systems. The water service area includes most of the City Limits and extra-territorial jurisdiction (ETJ) with exclusions for areas served by San Antonio Water System (SAWS) or Camp Bullis. The wastewater service area includes a portion within the City Limits, as well as ETJ on the east side of the city. **Figures 2-1** and **2-2** illustrate water and wastewater service areas, respectively.

City of Fair Oaks Ranch



# 2.2 Growth Projections

Land use assumptions for the City were based on the City's adopted future land use plan. The location and timing of growth was provided by City staff and assumes a 2% annual growth rate for water connections over the next 10 years. Shapefiles of future land use, timing of development, and overall population projections were provided by the City. A map showing future land use is provided in **Figure 2-3**. **Table 2-1** presents the connection projections for the City of Fair Oaks Ranch water and wastewater service areas.

Table 2-1 Water and Wastewater Growth Projections

Year	Water Connections	Wastewater Connections
2025	3,255	2,004
2035	3,968	2,402

In addition to the total number of connections, it is important to know where the connections will be located to determine the timing and sizing of infrastructure. Future connections were distributed by parcel based on the future land use and known development areas. **Figure 2-4** and **2-5** show the water and wastewater connection projections by parcel, respectively.

DESPARADO WAY

SCALE IN FEET

Item #15.

City of Fair Oaks Ranch



## 3.0 CAPITAL IMPROVEMENTS PLAN

An impact fee capital improvements plan (CIP) was developed for the City of Fair Oaks Ranch based on the land use assumptions presented in the previous section. The recommended improvements will provide the required capacity to meet projected water demands and wastewater flows through 2035 and are based on the CIP adopted by the City in the 2019 *Water, Wastewater, and Reuse Master Plan Report* by FNI.

## 3.1 Existing Water and Wastewater Systems

The City of Fair Oaks Ranch water system consists of three independent pressure zones, a network of water lines ranging in diameter from 2 inches to 12 inches, seven ground storage tanks (GST), five pump stations (PS), 30 active groundwater wells, and a wholesale supply connection to GBRA's Western Canyon transmission main. The three pressure zones, A, B, and C, represent the north, central, and southern regions of the water system, respectively. **Figure 3-1** presents the existing water system.

The wastewater collection system consists of seven lift stations (LS) and associated force mains, a wastewater treatment plant (WWTP), and a network of gravity mains 4 inches to 16 inches. The City of Fair Oaks Ranch owns and operates one WWTP with a permitted capacity of 0.5 mgd annual average day flow (AADF). **Figure 3-2** presents the existing wastewater system.

City of Fair Oaks Ranch



## 3.2 Water Demand and Wastewater Load Projections

The population and land use data were used to develop future water demands and wastewater flows based on a projected average day per capita use and peaking factors. These projections were the basis for determining the location and size of the CIP projects. The design criteria used to project water demands was developed as part of the 2019 *Water, Wastewater, and Reuse Master Plan Report* by FNI. The water demands used a design residential per connection usage of 500 gallons per connection per day (gpCd), a maximum day to average day peaking factor of 2.50, and a peak hour to maximum day peaking factor of 2.00. Wastewater flows used 160 gpCd for average annual daily flow and a wet weather peaking factor of 3.5 **Table 3-1** presents the projected water demands, and **Table 3-2** presents the projected wastewater flows for the City of Fair Oaks Ranch.

Table 3-1 Projected Water Demands

Year	Average Day Demand (mgd)	Maximum Day Demand (mgd)	Peak Hour Demand (mgd)
2025	1.63	4.07	8.14
2035	1.98	4.96	9.92

Table 3-2 Projected Wastewater Flows

Year	Average Annual Daily Flow (mgd)	Peak Wet Weather Flow (mgd)
2025	0.32	1.12
2035	0.38	1.35

## 3.3 Water and Wastewater System Improvements

The water and wastewater system improvements were developed as part of the 2019 Water, Wastewater, and Reuse Master Plan adopted by the City. The recommended water and wastewater improvements provide the required capacity to meet projected water demands and wastewater flows. A summary of the costs for each of the projects required for the growth period used in the impact fee analysis for both the water and wastewater systems are shown in **Table 3-4** and **Table 3-5**, respectively. The costs are in 2025 dollars and include an allowance for

#### Item #15.

# **Exhibit A**

## Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



engineering, surveying, and contingencies. Detailed cost estimates for the proposed water and wastewater system projects are included in **Appendix A** and **Appendix B**, respectively. The timing and location of future growth were used to determine the utilization of each water and wastewater project. **Tables 3-5** and **3-6** show a current percent utilization as the portion of a project's capacity required to serve existing development. It is not included in the impact fee analysis. The 2035 percent utilization is the portion of the project's capacity that will be required to serve the projected growth in 2035. The portion of a project's total cost that is used to serve development projected to occur from 2025 through 2035 is calculated as the total actual cost multiplied by the percent utilization. Only this portion of the cost can be used in the impact fee analysis. The proposed water system projects are shown on **Figure 3-3**. Proposed wastewater projects are shown on **Figure 3-4**.

City of Fair Oaks Ranch



**Table 3-3** Water System Impact Fee Eligible Projects

		Pe	rcent Ut	ilization		Costs Based o	n 2025 Dollars	
	Description of Project	2025	2035	10-year Utilization	Capital Cost	Financing Cost	Total Project Cost	Impact Fee Eligible Cost
	EXISTIN	IG ELIGI	BLE					
Α	12-inch Parallel Along Rolling Acres Trail	40%	48%	8%	\$114,107	\$60,298	\$174,405	\$13,952
В	12-inch Along Meadow Creek Trail	60%	78%	18%	\$24,773	\$13,091	\$37,864	\$6,815
С	12-inch Line Near Meadow Creek Trail and FM 3351	15%	94%	79%	\$936,527	\$494,889	\$1,431,416	\$1,130,819
D	9,000-Gallon Plant #2 Hydropneumatic Tank (Zone C)	93%	100%	7%	\$642,558	\$339,547	\$982,105	\$68,747
Ε	Impact Fee Study	0%	100%	100%	\$36,000	\$19,023	\$55,023	\$55,023
	PROPOS	ED ELIG	SIBLE					
1	12-inch Corley Tract Line (Zone B)	20%	94%	74%	\$1,715,600	\$906,575	\$2,622,175	\$1,940,409
2	0.5-MG Plant 5 Ground Storage Tank (Zone A/B)	92%	94%	2%	\$3,300,000	\$1,743,820	\$5,043,820	\$100,876
3	0.5-MG Zone A Elevated Storage Tank (Zone A)	64%	69%	5%	\$8,779,400	\$4,639,300	\$13,418,700	\$670,935
4	400-gpm Plant #5 Zone B Pump Station Expansion (Zone B)	92%	94%	2%	\$646,400	\$341,577	\$987,977	\$19,760
5	50,000 gallon Ground Storage Tank (Zone C)	95%	100%	5%	\$374,300	\$197,791	\$572,091	\$28,605
6	12-inch West Ammann Road Water Line (Zone A)	0%	48%	48%	\$1,203,900	\$636,177	\$1,840,077	\$883,237
7	16-inch Plant #6 Discharge Water Lines (Zone B)	20%	94%	74%	\$3,812,200	\$2,014,482	\$5,826,682	\$4,311,744
8	Pressure Reducing Valve at Rolling Acres Trail and Meadow Creek Trail (Zone B)	0%	94%	94%	\$132,000	\$69,753	\$201,753	\$189,648
9	8-inch Water Line at Dietz Elkhorn Road and Ralph Fair Road (Zone C)	0%	100%	100%	\$481,600	\$254,492	\$736,092	\$736,092
10	Plant #6 and New GBRA Delivery Point (Zone A/B)	20%	78%	58%	\$11,816,700	\$6,244,302	\$18,061,002	\$10,475,381
11	12-inch Northeast Water Lines (Zone A)	0%	48%	48%	\$3,972,800	\$2,099,348	\$6,072,148	\$2,914,631
12	650-gpm Elmo Davis Pump Station Expansion (Zone C)	95%	100%	5%	\$1,050,300	\$555,010	\$1,605,310	\$80,266
13	12-inch Southeastern Water Lines (Zone B)	20%	94%	74%	\$4,093,100	\$2,162,918	\$6,256,018	\$4,629,453
14	12-inch Northeast Water Lines (Zone A)	0%	10%	10%	\$3,160,100	\$1,669,892	\$4,829,992	\$482,999
15	12-inch ETJ Water Line (Zone B)	20%	75%	55%	\$3,707,900	\$1,959,366	\$5,667,266	\$3,116,997
	Total	Capital	Improve	ements Cost	\$50,000,265	\$26,421,652	\$76,421,917	\$31,856,390

<sup>\*</sup> Utilization in 2025 on Proposed Projects indicates a portion of the project that will be used to address deficiencies within the existing system, and therefore are not eligible for impact fee cost recovery for future growth.

<sup>\*\*</sup> Financing costs calculated assuming a 5% interest rate over a 20-year term

City of Fair Oaks Ranch

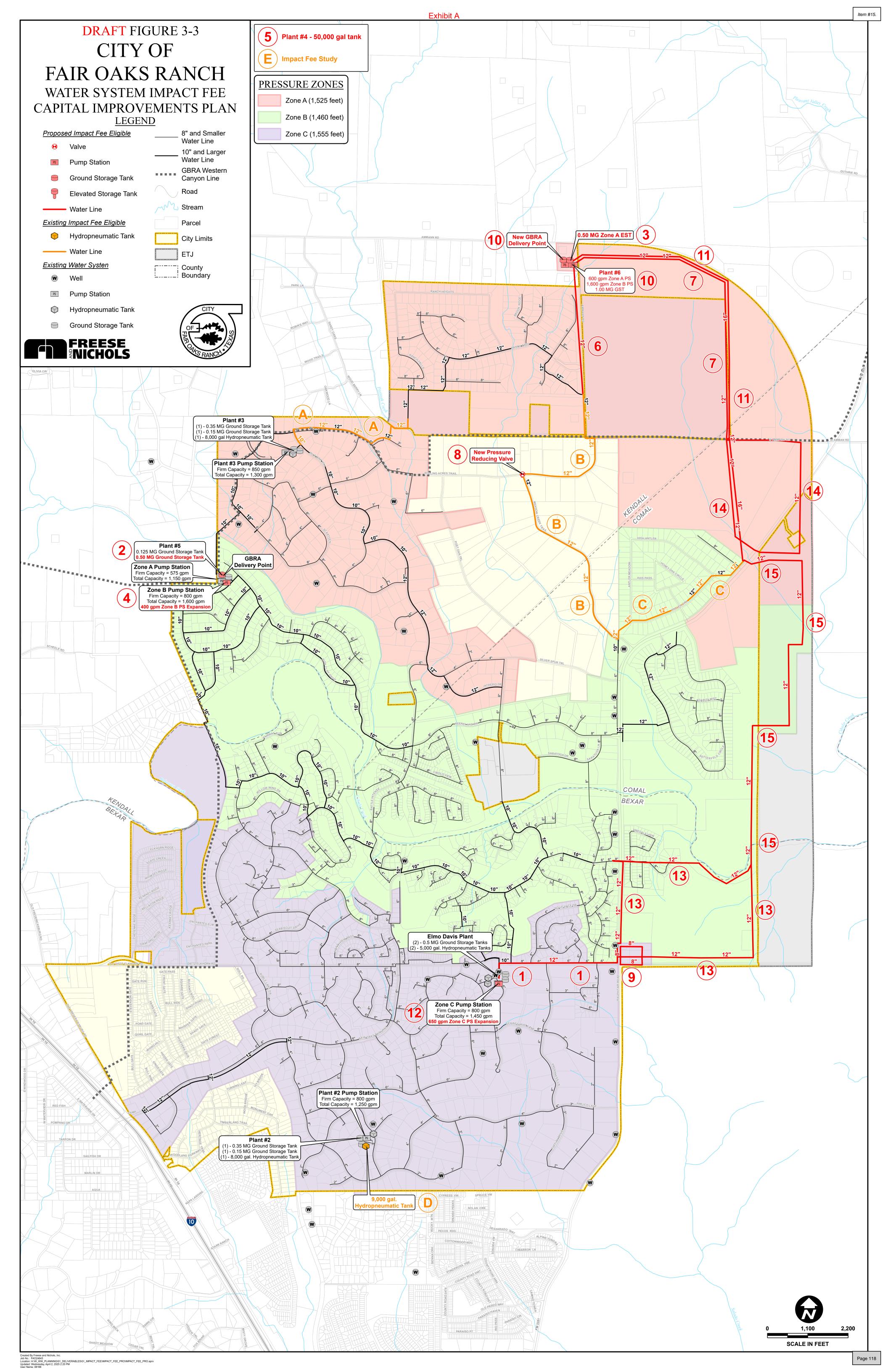


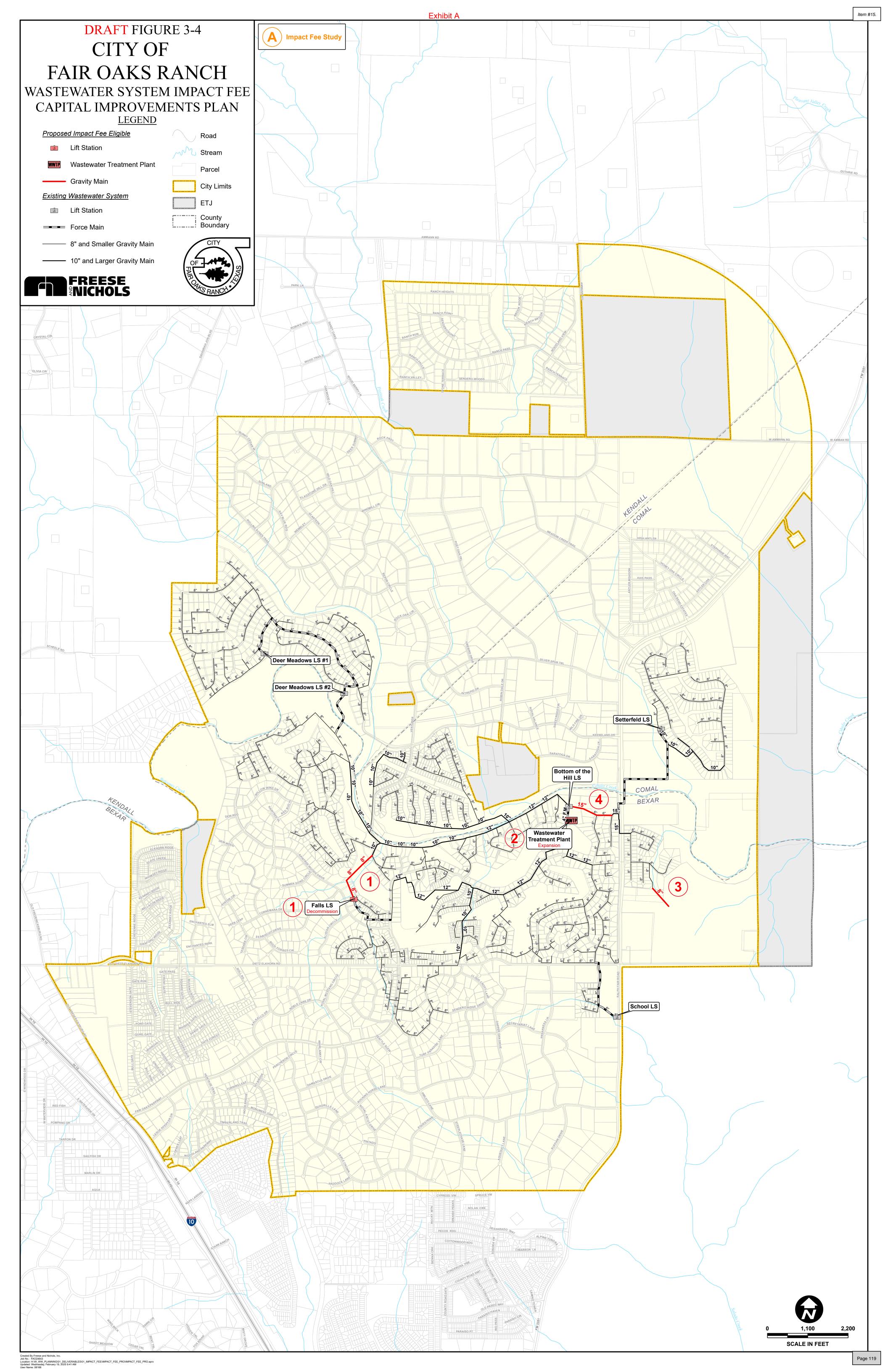
Table 3-4 Wastewater System Impact Fee Eligible Projects

		Percent Utilization			Costs Based on 2025 Dollars				
	Description of Project	2025 2035 10-year Utilization		Capital Cost	Financing Cost	Total Project Cost	Impact Fee Eligible Cost		
			EXISTI	NG ELIGIBLE		•			
Α	Impact Fee Study	0%	100%	100%	\$36,000	\$19,023	\$55,023	\$55,023	
			PROPOS	SED ELIGIBLE					
1	8-inch Gravity Line and Decommission Falls Lift Station	99%	100%	1%	\$722,400	\$381,738	\$1,104,138	\$11,041	
2	Expansion of Wastewater Treatment Plant	0%	100%	100%	\$4,100,000	\$2,166,564	\$6,266,564	\$6,266,564	
3	8-inch Gravity Line east of Ralph Fair Road	0%	100%	100%	\$557,100	\$294,388	\$851,488	\$851,488	
4	15-inch Gravity Line west of Ralph Fair Road		96%	68%	\$985,000	\$520,504	\$1,505,504	\$1,016,765	
		\$6,400,500	\$3,382,218	\$9,782,718	\$8,200,882				

<sup>\*</sup> Utilization in 2025 on Proposed Projects indicates a portion of the project that will be used to address deficiencies within the existing system, and therefore are not eligible for impact fee cost recovery for future growth.

<sup>\*\*</sup> Financing costs calculated assuming a 5% interest rate over a 20-year term.





City of Fair Oaks Ranch



#### 4.0 IMPACT FEE ANALYSIS

The previous impact fee ordinance was adopted in September 2020. This ordinance set the water impact fee for a single-family meter at \$8,670 and the wastewater impact fee for a single-family meter at \$6,069, for a combined impact fee of \$14,739. As part of this study, the maximum allowable impact fees have been calculated to reflect the updated land use assumptions and capital improvements. The impact fee analysis involves determining the utilization of existing and proposed projects required as defined by the capital improvement plan to serve all future development through 2035. For existing or proposed projects, the impact fee is calculated as a percentage of the project cost, based upon the percentage of the project's capacity required to serve development projected to occur between 2025 and 2035. Capacity serving existing development cannot be charged to impact fees. Based upon these updated calculations, the City may elect to revise the impact fee collection rate and update the 2020 ordinance.

## 4.1 Service Units

According to Chapter 395 of the Texas Local Government code, the maximum impact fee may not exceed the amount determined by dividing the cost of capital improvements required by the total number of service units attributed to new development during the impact fee eligibility period. A water service unit is defined as the service equivalent to a water connection for a single-family residence. The City of Fair Oaks Ranch does not directly meter wastewater flows and bills for wastewater services based on the customer's water consumption. Therefore, a wastewater service unit is defined as the wastewater service provided to a customer with a water connection for a single-family residence.

The service associated with public, commercial, and industrial connections is converted into service units based upon the capacity of the meter used to provide service. The number of service units required to represent each meter size is based on the safe maximum operating capacity of the appropriate meter type. The City primarily uses displacement meters for sizes 2-inch and smaller. Compound meters are used for sizes greater than 2 inches. American Water Works Association (AWWA) Manual M6 (November 2018) was used to determine the safe

City of Fair Oaks Ranch



maximum operating capacity. The service unit equivalent for each meter size used by the City is listed in **Table 4-1**.

**Table 4-1** Service Unit Equivalencies

		Maximum Flow	Service Unit
Meter Size	Туре	(gpm)	Equivalents
3/4"	Displacement	25	1.0
1"	Displacement	40	1.6
1 1/2"	Displacement	50	2.0
2"	Compound	160	6.4
3"	Compound	320	12.8
4"	Compound	500	20.0
6"	Compound	1,000	40.0
8"	Compound	1,600	64.0

Typically, in the City of Fair Oaks Ranch, single-family residences are served with 3/4-inch water meters. Larger meters represent public, commercial, and industrial water use. The City provided data that included the meter size of each active water meter as of September 2024. The water and wastewater service units for 2025 and the projected service units for 2035 are presented in **Table 4-2** and **4-3**, respectively.

**Table 4-2** Water Service Units

		2025		2035			
Meter Size	Number of Meters	Service Unit Equivalent	Service Units	Number of Meters	of Unit		Growth in Service Units
3/4"	2,913	1.0	2,913	3,551	1.0	3,551	638
1"	341	1.6	546	416	1.6	666	120
1 1/2"	0	2.0	0	0	2.0	0	0
2"	0	6.4	0	0	6.4	0	0
3"	1	12.8	13	1	12.8	13	0
4"	0	20.0	0	0	20.0	0	0
6"	0	40.0	0	0	40.0	0	0
8"	0	64.0	0	0	64.0	0	0
Total	3,255	-	3,472	3,968	-	4,230	758

City of Fair Oaks Ranch



Table 4-3 Wastewater Service Units

	2025				2035				
Meter Size	Number of Meters	Service Unit Equivalent	Service Units	Number of Meters	Service Unit Equivalent	Service Units	Growth in Service Units		
3/4"	1,882	1.0	1,882	2,256	1.0	2,256	374		
1"	121	1.6	194	145	1.6	232	38		
1 1/2"	0	2.0	0	0	2.0	0	0		
2"	0	6.4	0	0	6.4	0	0		
3"	1	12.8	13	1	12.8	13	0		
4"	0	20.0	0	0	20.0	0	0		
6"	0	40.0	0	0	40.0	0	0		
8"	0	64.0	0	0	64.0	0	0		
Total	2,004	-	2,089	2,402	-	2,501	412		

# 4.2 Maximum Impact Fee Calculations

Texas Government Code Chapter 395 outlines the procedures and requirements for calculating maximum allowable impact fees to recover costs associated with capital improvement projects needed due to growth over a 10-year period. Chapter 395 also requires a plan that addresses possible duplication of payments for capital improvements. This plan can either provide a credit for the portion of revenues generated by new development that is used for the payment of eligible improvements, including payment of debt, or reduce the total eligible projects costs by 50 percent. The City of Fair Oaks Ranch has selected to utilize the reduction of the total eligible project costs by 50 percent to determine the maximum allowable impact fees.

Chapter 395 of the Texas Local Government Code states that the maximum impact fee may not exceed the amount determined by dividing the cost of capital improvements required by the total number of service units attributed to new development during the impact fee eligibility period less the credit to account for water and wastewater revenues used to finance capital improvement plans.

The total projected costs include the projected capital improvement costs to serve 10-year development through 2035, the projected finance cost for the capital improvements, and the consultant cost for preparing and updating the Capital Improvement Plan. **Tables 4-4** and **4-5** 

# Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



display a summary of maximum allowable impact fees for water and wastewater, respectively. A comparative chart showing impact fees in other nearby cities is presented on **Figure 4-1**.

Table 4-4 Maximum Allowable Water Impact Fee Calculation

Water Impact Fee	
Total Eligible Impact Fee Costs	\$31,856,390
Growth in Service Units	758
Maximum Water Impact Fee per Service Unit (1)	\$42,027
Impact Fee Credit per Service Unit (2)	\$21,013
Maximum Allowable Water Impact Fee (3)	\$21,013

- (1) Total Eligible Costs divided by the Growth in Service Units.
- (2) Credit is 50% of Maximum Water Impact Fee per Service Unit.
- (3) Maximum Allowable Water Impact Fee is Maximum Water Impact Fee minus the Impact Fee Credit per Service Unit.

Table 4-5 Maximum Allowable Wastewater Impact Fee Calculation

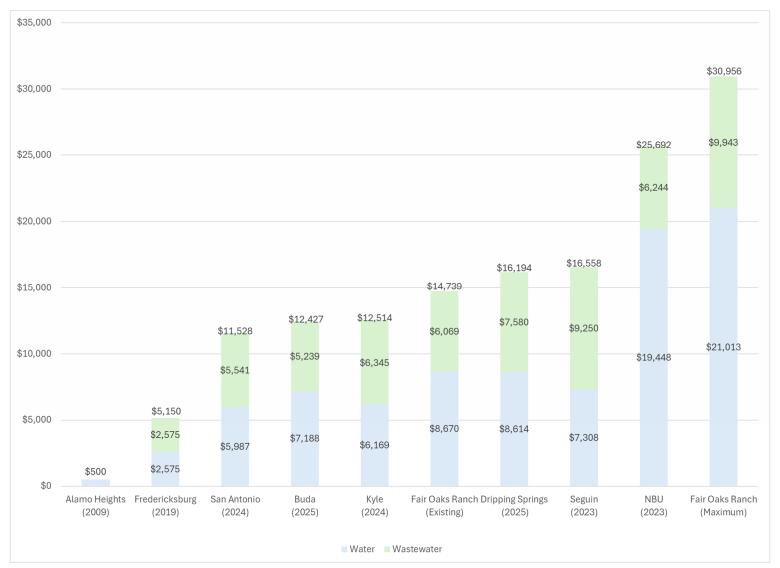
Wastewater Impact Fee	
Total Eligible Impact Fee Costs	\$8,200,882
Growth in Service Units	412
Maximum Water Impact Fee per Service Unit (1)	\$19,886
Impact Fee Credit per Service Unit (2)	\$9,943
Maximum Allowable Wastewater Impact Fee (3)	\$9,943

- (1) Total Eligible Costs divided by the Growth in Service Units.
- (2) Credit is 50% of Maximum Wastewater Impact Fee per Service Unit.
- (3) Maximum Allowable Wastewater Impact Fee is Maximum Wastewater Impact Fee minus the Impact Fee Credit per Service Unit.

City of Fair Oaks Ranch



Figure 4-1 Water and Wastewater Impact Fee per Service Unit Comparison



City of Fair Oaks Ranch



# Appendix A Water System Project Cost Estimates

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number: 1** 

Phase: 2035

Project Name: 12-inch Corley Tract Line (Zone B)

**Project Description:** 

This project consists of a new 12-inch water line extended to the Corley Tract.

# **Project Drivers:**

This project will serve growth in Zone B.

	Opinion of Probable Construction Cost											
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL						
1	12" WL & Appurtenances	5,700	LF	\$ 228	\$	1,299,600						
				SUBTOTAL	\$	1,299,600						
		CONTING	GENCY	20%	\$	260,000						
				SUBTOTAL	\$	1,559,600						
		ENG/SURVEY 10%			\$	156,000						
	\$	1,715,600										
	Estimated Project Total:											

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number: 2** 

Phase: 2035

Project Name: 0.5-MG Zone A C

0.5-MG Zone A Ground Storage Tank (Zone B)

**Project Description:** 

This project consists of a new 0.5 MG Zone B ground storage tank at Plant 5.

# **Project Drivers:**

This project will provide ground storage capacity in Zone B.

	Opinion of Probable Construction Cost										
ITEM	DESCRIPTION	QUANTITY	UNIT	U	UNIT PRICE		TOTAL				
1	0.5 MG Ground Storage Tank	1	LS	\$	2,500,000	\$	2,500,000				
					SUBTOTAL:	\$	2,500,000				
		CONTING	GENCY		20%	\$	500,000				
					SUBTOTAL:	\$	3,000,000				
		ENG/SURVEY 10%			\$	300,000					
		SUBTOTAL:									
			Estima	ted P	roject Total:	\$	3,300,000				

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number:

Phase: 2035

Project Name: 0.5-MG Zone A Elevated Storage Tank (Zone A)

**Project Description:** 

This project consists of a new 0.5 MG Zone A elevated storage tank at the north City limit near the Kendall County line.

# **Project Drivers:**

This project will provide elevated storage capacity in Zone A.

	Opinion of Probable Construction Cost									
ITEM	DESCRIPTION	QUANTITY	UNIT	U	UNIT PRICE		TOTAL			
1	0.5 MG Elevated Storage Tank	1	LS	\$	8,779,378	\$	8,779,378			
					SUBTOTAL:	\$	8,779,400			
		CONTING	GENCY		0%	\$	-			
		SUBTOTAL:			\$	8,779,400				
		ENG/SURVEY 0%			\$	-				
SUBTOTAL:							8,779,400			
			Estima	ted P	roject Total:	\$	8,779,400			

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number: 4

Phase: 2035

Project Name: 400-gpm Plant #

400-gpm Plant #5 Zone B Pump Station Expansion (Zone B)

**Project Description:** 

This project consists of a 400 gpm expansion at the Plant #5 Zone B Pump Station. This project will increase the firm capacity from 800 gpm to 1,200 gpm.

# **Project Drivers:**

This project will provide additional distribution pumping capacity in Zone B.

	Opinion of Pro	obable Cons	truction (	Cost						
ITEM	DESCRIPTION	QUANTITY	UNIT	UN	IT PRICE		TOTAL			
1	Pump Station - Expansion 400 gpm	1	LS	\$	489,600	\$	489,600			
							-			
				5	SUBTOTAL:	\$	489,600			
		CONTING	GENCY		20%	\$	98,000			
		SUBTOTAL:			\$	587,600				
		ENG/SURVEY 10%			\$	58,800				
		SUBTOTAL:					646,400			
			Estima	ted Pro	oject Total:	\$	646,400			

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number:

Phase: 2035

**Project Name:** 50,000 gallon Ground Storage Tank (Zone C)

**Project Description:** 

This project consists of a new 50,000 gallon ground storage tank at Plant 4 to serve Zone C.

# **Project Drivers:**

The project will provide ground storage in Zone C.

	Opinion of Probable Construction Cost							
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL		
1	50,000 gal Ground Storage Tank	1	LS	\$ 283,500	) \$	283,500		
				SUBTOTA	<b>:</b> \$	283,500		
		CONTING	GENCY	20%	\$	56,700		
		SUBTOTAL:			\$	340,200		
		ENG/SURVEY 10%			\$	34,100		
				\$	374,300			
			Estima	ted Project Tota	l: \$	374,300		

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number: 6

Phase: 2035

Project Name: 12-inch West Ammann Road Water Line (Zone A)

**Project Description:** 

This project consists of a new 12-inch water line that serves the new Elevated Storage Tank in Zone A.

## **Project Drivers:**

This project will serve growth in Zone A.

	Opinion of Pro	obable Cons	truction (	Cost					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	12" WL & Appurtenances	4,000	LF	\$ 228	3 \$	912,000			
•				SUBTOTA	.: \$	912,000			
		CONTING	GENCY	20%	\$	182,400			
		SUBTOTAL:			<b>.:</b> \$	1,094,400			
		ENG/SURVEY 10%			\$	109,500			
				<b>.:</b> \$	1,203,900				
			Estima	ted Project Tota	l: \$	1,203,900			

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number:

Phase: 2035

Project Name: 16-inch Plant #6 Discharge Water Lines (Zone B)

**Project Description:** 

This project consists of a new 16-inch water line that serve Zone B.

## **Project Drivers:**

This project will serve growth in Zone B.

	Opinion of Pr	obable Cons	truction (	Cost						
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL				
1	16" WL & Appurtenances	9,500	LF	\$ 304	\$	2,888,000				
				SUBTOTAL	\$	2,888,000				
		CONTING	GENCY	20%	\$	577,600				
		SUBTOTAL:			\$	3,465,600				
		ENG/SURVEY 10%			\$	346,600				
				\$	3,812,200					
			Estima	ted Project Total	: \$	3,812,200				

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number: 8

Phase: 2035

Project Name: Pressure Reducir

Pressure Reducing Valve at Rolling Acres Trail and Meadow Creek Trail (Zone B)

**Project Description:** 

This project consists of a new pressure reducing valve at the intersection of Rolling Acres Trail and Meadow Creek Trail.

# **Project Drivers:**

This project will provide increased redundancy in Zone B.

	Opinion of Pr	obable Cons	truction (	Cost			
ITEM	DESCRIPTION	QUANTITY	UNIT	UNI	T PRICE		TOTAL
1	Pressure Reducing Valve Station	1	LS	\$	100,000	\$	100,000
				S	UBTOTAL:	\$	100,000
		CONTING	GENCY		20%	\$	20,000
		SUBTOTAL:			\$	120,000	
		ENG/SURVEY 10%			\$	12,000	
		SUBTOTAL					132,000
SUBTOTAL: Estimated Project Total:							132,000

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

April 2025

Construction Project Number: 9

Phase: 2035

Project Name: 8-inch Water Line

8-inch Water Line at Dietz Elkhorn Road and Ralph Fair Road (Zone C)

**Project Description:** 

8-inch Water Line at Dietz Elkhorn Road and Ralph Fair Road (Zone C)

# **Project Drivers:**

This project will provide additional production and distribution capacity in Zones A and B.

	Opinion of Probable Construction Cost									
	Opinion of Pr		truction	Cost	Ţ					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRI	CE		TOTAL			
1	8" WL & Appurtenances	2,400	LF	\$	152	\$	364,800			
				<u> </u>						
				SUBTO	TAL:	\$	364,800			
		CONTING	GENCY	20%		\$	73,000			
		SUBTOTAL:			TAL:	\$	437,800			
		ENG/SURVEY 10%				\$	43,800			
		SUBTOTAL					481,600			
			Estima	ted Project T	otal:	\$	481,600			

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number:** 

Phase: 2035

Plant #6 and New GBRA Delivery Point (Zone A/B) **Project Name:** 

# **Project Description:**

This project consists of a new Plant #6 at the intersection of West Ammann Road and the Comal County Line. It will include a 600 gpm Zone A Pump Station, a 1,600 gpm Zone B Pump Station, and a 1.0 MG Ground Storage Tank. This project will create a new delivery point from GBRA.

## **Project Drivers:**

This project will provide additional production and distribution capacity in Zones A and B.

	Opinion of Probable Construction Cost								
ITEM	DESCRIPTION	QUANTITY	UNIT	U	NIT PRICE		TOTAL		
1	PS - New 600 gpm and 1,600 gpm	1	LS	\$	4,752,000	\$	4,752,000		
2	1.0 MG Ground Storage Tank	1	LS	\$	4,000,000	\$	4,000,000		
3	Meter Vault for GBRA Delivery Point	1	LS	\$	200,000	\$	200,000		
					SUBTOTAL:	\$	8,952,000		
		CONTING	SENCY		20%	\$	1,790,400		
		SUBTOTAL:			\$	10,742,400			
		ENG/SURVEY 10%			\$	1,074,300			
		SUBTOTAL:					11,816,700		
			Estima	ted P	roject Total:	\$	11,816,700		

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number:** 

Phase: 2035

Project Name: 12-inch Northeast Water Lines (Zone A)

**Project Description:** 

This project consists of a new 12-inch water line northeast of Ammann Road.

# **Project Drivers:**

This project will provide additional production and distribution capacity in Zone A.

	Opinion of Pr	obable Cons	truction (	Cost					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	12" WL & Appurtenances	13,200	LF	\$ 228	\$	3,009,600			
•				SUBTOTAL	\$	3,009,600			
		CONTING	GENCY	20%	\$	602,000			
		SUBTOTAL:			\$	3,611,600			
		ENG/SURVEY 10%			\$	361,200			
				\$	3,972,800				
			Estima	ted Project Total	\$	3,972,800			

# **City of Fair Oaks Ranch**



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number: 12** 

Phase: 2035

Project Name: 650-gpm Elmo D

650-gpm Elmo Davis Pump Station Expansion (Zone C)

**Project Description:** 

This project consists of a 650 gpm expansion at the Elmo Davis Pump Station. This project will increase the firm capacity from 800 gpm to 1,450 gpm.

# **Project Drivers:**

This project will provide additional distribution pumping capacity in Zone C.

	Opinion of Pro	obable Cons	truction (	Cost						
ITEM	DESCRIPTION	QUANTITY	UNIT	UN	IIT PRICE		TOTAL			
1	Pump Station - Expansion 650 gpm	1	LS	\$	795,600	\$	795,600			
	L				SUBTOTAL:	\$	795,600			
		CONTING	GENCY		20%	\$	159,200			
			SUBTOTAL:				954,800			
		ENG/SURVEY 10%		\$	95,500					
		SUBTOTAL				\$	1,050,300			
			Estima	ted Pr	oject Total:	\$	1,050,300			

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number:** 

Phase: 2035

Project Name: 12-inch Southeastern Water Lines (Zone B)

**Project Description:** 

This project consists of a new 12-inch looped water line northeast of the intersection of Dietz Elkhorn Road and Ralph Fair Road.

# **Project Drivers:**

This project will serve growth in Zone B.

	Opinion of Pr	obable Cons	truction	Cost					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	12" WL & Appurtenances	13,600	LF	\$ 228	\$	3,100,800			
				SUBTOTAL	\$	3,100,800			
		CONTING	GENCY	20%	\$	620,200			
			SUBTOTAL:			3,721,000			
		ENG/SURVEY 10%			\$	372,100			
		_	4,093,100						
			Estima	ted Project Total	: \$	4,093,100			

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number: 14

Phase: 2035

Project Name: 12-inch Northeast Water Lines (Zone A)

i ilasc.

**Project Description:** 

This project consists of a new 12-inch water line that flows between the Zone A proposed Elevated Storage Tank and the northeast part of the City.

## **Project Drivers:**

This project will serve growth in Zone A.

	Opinion of Probable Construction Cost								
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	12" WL & Appurtenances	10,500	LF	\$ 228	\$	2,394,000			
				SUBTOTAL	\$	2,394,000			
		CONTING	CONTINGENCY 20%			478,800			
		SUBTOTAL:			\$	2,872,800			
		ENG/SURVEY 10%			\$	287,300			
				\$	3,160,100				
	Estimated Project Total:								

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number: 15

Phase: 2035

Project Name: 12-inch ETJ Water Line (Zone B)

**Project Description:** 

This project consists of a new 12-inch water line that serves the area east of the city limits in Zone B.

## **Project Drivers:**

This project will serve growth in Zone B.

	Opinion of Probable Construction Cost								
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	12" WL & Appurtenances	12,320	LF	\$ 228	\$	2,808,960			
				SUBTOTAL	<b>\$</b>	2,809,000			
		CONTING	CONTINGENCY 20%			561,800			
		SUBTOTAL:			<b>:</b> \$	3,370,800			
		ENG/SURVEY 10%			\$	337,100			
				: \$	3,707,900				
	Estimated Project Total:								

Item #15.

Water & Wastewater Impact Fee Report

City of Fair Oaks Ranch



# Appendix B Wastewater System Project Cost Estimates

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number:

Phase: 2035

Project Name: 8-inch Gravity Line and Decommission Falls Lift Station

**Project Description:** 

Decommission the Falls Lift Station and extend an 8-inch gravity line to existing 10-inch line along Battle Intense.

# **Project Drivers:**

This project removes a lift station from service to reduce future maintenance.

Opinion of Probable Construction Cost									
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL			
1	Lift Station - Decomm	1	LS	\$ 250,00	0 \$	250,000			
2	8" Pipe	1,730	LF	\$ 14	4 \$	249,120			
3	48" Diameter Manhole	4	EA	\$ 12,00	0 \$	48,000			
		SUBTOTAL: \$ 5							
		CONTINGENCY		20%	\$	109,500			
SUBTOTAL:			L: \$	656,700					
		ENG/SURVEY		10%	\$	65,700			
SUBTOTAL:					<b>L:</b> \$	722,400			
Estimated Project Total:						722,400			

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

**Construction Project Number:** 

**Project Name:** Expansion of Wastewater Treatment Plant

Phase: 2035

**Project Description:** 

Expand existing WWTP to meet future growth.

# **Project Drivers:**

This project will expand the existing WWTP to meet growth.

Opinion of Probable Construction Cost								
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL		
1	WWTP Expansion	1	EA	\$	4,100,000	\$	4,100,000	
		SUBTOTAL:				\$	4,100,000	
		CONTINGENCY			0%	\$	-	
SUBTOTAL:			\$	4,100,000				
		ENG/SURVEY 0%			\$	-		
SUBTOTAL:						4,100,000		
Estimated Project Total:							4,100,000	

# City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

**April 2025** 

Construction Project Number:

Phase: 2035

Project Name: 8-inch Gravity Line east of Ralph Fair Road

Project Description:

A new 8-inch gravity line east of Ralph Fair Road.

# **Project Drivers:**

This project will serve new development.

Opinion of Probable Construction Cost								
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		TOTAL		
1	8" Pipe	2,430	LF	\$	144	\$	349,920	
2	48" Diameter Manhole	6	EA	\$	12,000	\$	72,000	
		SUBTOTAL:				\$	422,000	
		CONTINGENCY 20%		20%	\$	84,400		
SUBTOTAL:			\$	506,400				
		ENG/SURVEY 10%		\$	50,700			
SUBTOTAL:					•	557,100		
Estimated Project Total:						\$	557,100	

#### **Exhibit A**

### City of Fair Oaks Ranch



**Capital Improvement Cost Estimate** 

April 2025

Construction Project Number: 4

Phase: 2035

Project Name: 15-inch Gravity Line west of Ralph Fair Road

**Project Description:** 

A new 15-inch gravity line west of Ralph Fair Road.

#### **Project Drivers:**

This project will serve new development.

	Opinion of Pr	obable Cons	truction (	Cost		
ITEM	DESCRIPTION	QUANTITY	UNIT	UNI	T PRICE	TOTAL
1	15" Pipe	2,430	LF	\$	270	\$ 656,100
2	60" Diameter Manhole	6	EA	\$	15,000	\$ 90,000
				S	UBTOTAL:	\$ 746,100
		CONTING	GENCY		20%	\$ 149,300
				S	UBTOTAL:	\$ 895,400
		ENG/SU	RVEY		10%	\$ 89,600
				S	UBTOTAL:	\$ 985,000
			Estima	ted Pro	ject Total:	\$ 985,000



## Impact Fee Process



**Develop Land Use Assumptions** 



Develop Capital Improvements Plan



Conduct Impact Fee Calculations



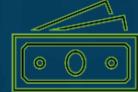
Stakeholder Meetings



Approve & Adopt Impact Fee Schedule

## What are Impact Fees?





State Law: Chapter 395 Texas Local Government Code One-time charge assessed to new development for a portion of costs related to specific capital improvements





## **Basic Policy Question**

## Who Pays for Growth?





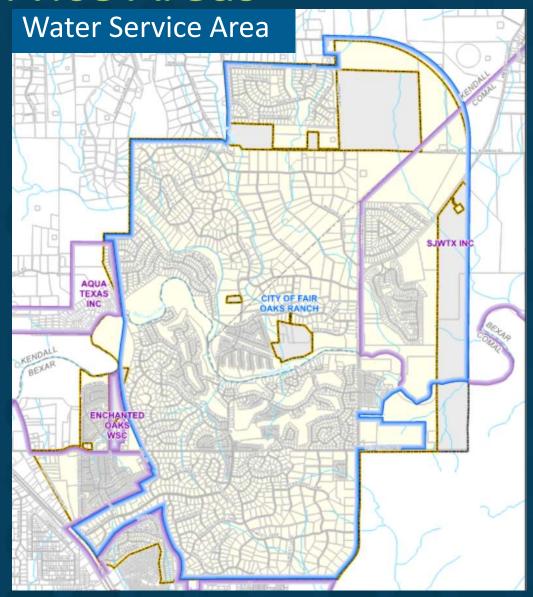
## Impact Fee Calculation

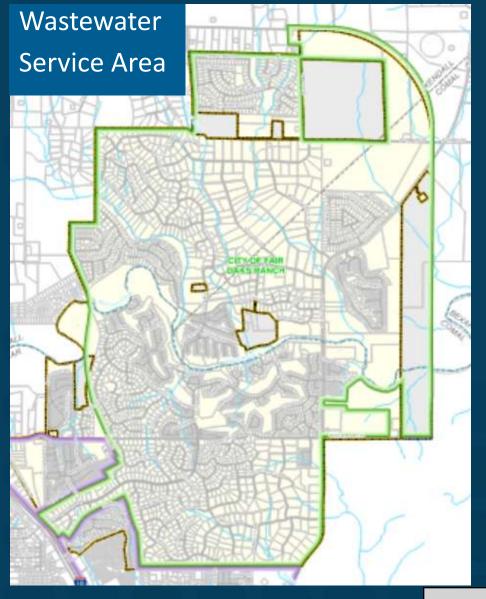
- Only percent of project utilized in the 10-year period is eligible
- Performed analysis to credit any portion of project costs that will be included in future water rates
- Impact fees calculated by dividing eligible CIP by growth in service units

Impact Fee = IFCIP Cost - Credit

per Service Unit 
New Service Units

## Service Areas

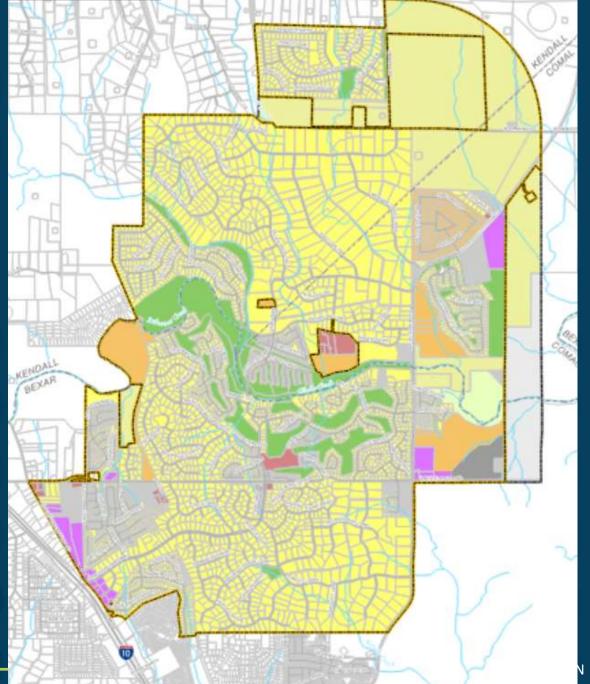




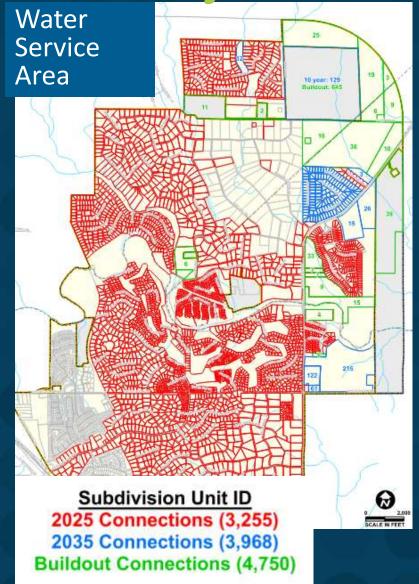
## Future Land Use

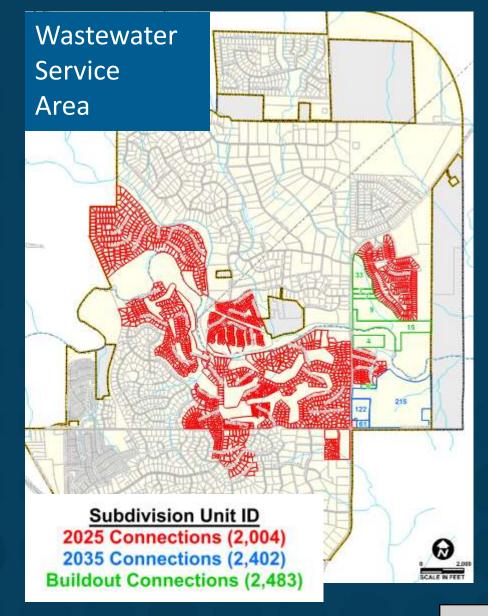
## **FUTURE LAND USE**

- Civic & Community Facilities
- Existing Parks and Open Space
- Existing Residential
- Logistics
- Mixed Use Village
- Neighborhood Commercial
- Neighborhood Residential
- Parks and Open Space
- Rural Residential



**Growth Projections** 





# **Growth Projections**

000	Water Service Area	Wastewater Service
Year	Connections	Area Connections
2025	3,255	2,004
2035	3,968	2,402

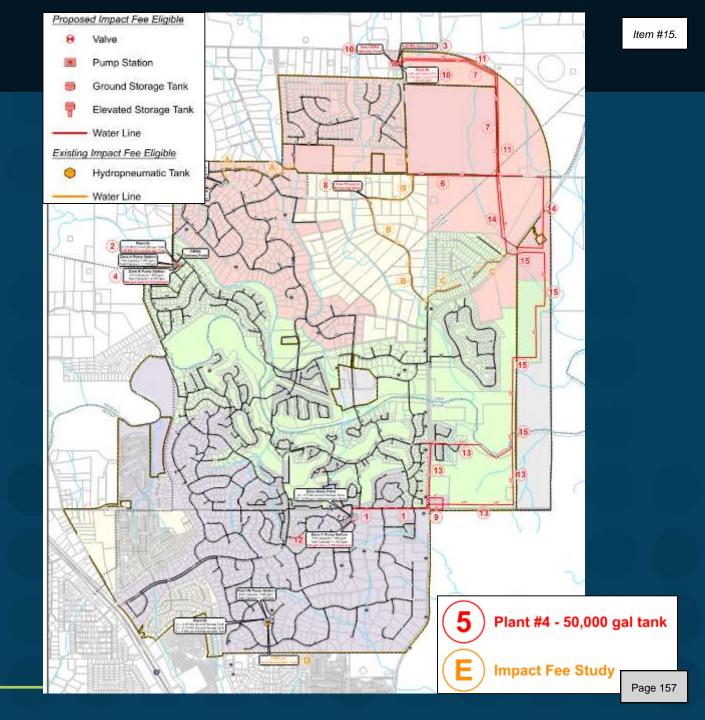
# Water Demand Projections

		Maximum	
	Average Day	Day	Peak Hour
	Demand	Demand	Demand
Year	(MGD)	(MGD)	(MGD)
2025	1.63	4.07	8.14
2035	1.98	4.96	9.92

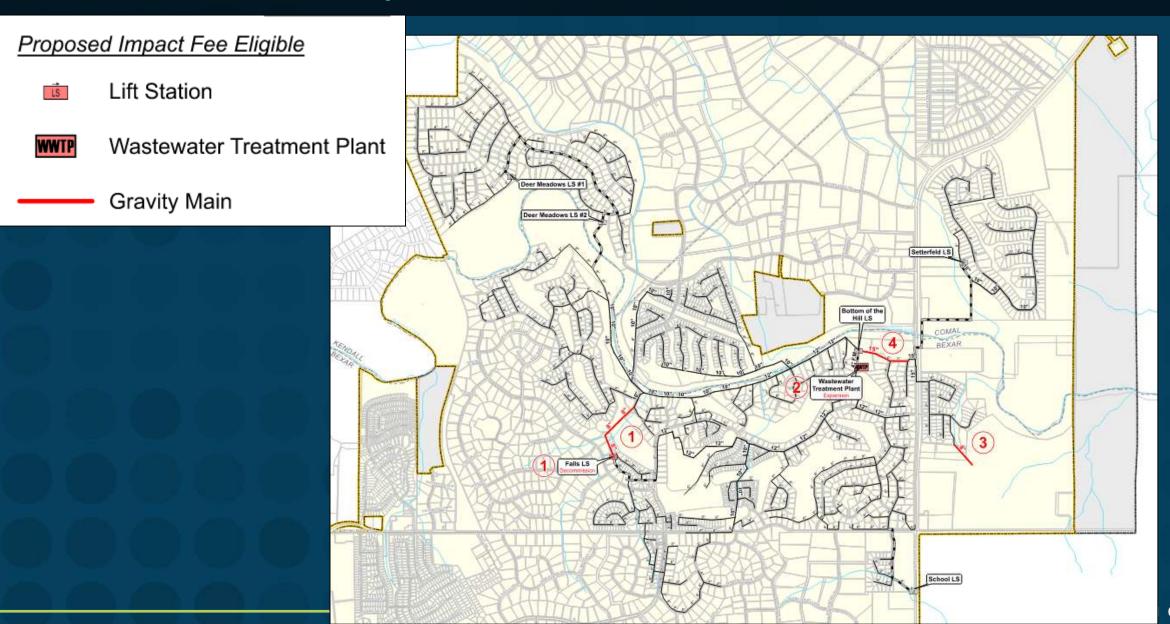
## Wastewater Flow Projections

Year	Average Annual Daily Flow (MGD)	Peak Wet Weather Flow (MGD)
2025	0.32	1.12
2035	0.38	1.35

## Water Impact Fee CIP



## Wastewater Impact Fee CIP



## Impact Fee Calculation

- Impact Fees Calculated by Dividing Eligible CIP/Growth in Service Units
- For Fair Oaks Ranch, the Service Unit is the Living Unit Equivalent (LUE)
- Credit of 50% for the portion of ad-valorem taxes generated by CIP improvements
- Fee collected can be less than maximum

**Eligible CIP Cost** Impact Fee Per Service Unit = **New Service Units** 

# Living Unit Equivalents (LUE)

Meter Size	Type	Maximum Flow (gpm)	Living Unit Equivalent
3/4"	Displacement	25	1.0
1"	Displacement	40	1.6
1 1/2"	Displacement	50	2.0
2"	Compound	160	6.4
3"	Compound	320	12.8
4"	Compound	500	20.0
6"	Compound	1,000	40.0
8"	Compound	1,600	64.0

## Water LUE Growth

		2025			2035		
Meter Size	Number of Meters <sup>(1)</sup>	Living Unit Equivalent	Total LUEs	Number of Meters	Living Unit Equivalent	Total LUEs	Growth in LUEs
3/4"	2,913	1.0	2,913	3,551	1.0	3,551	638
1"	341	1.6	546	416	1.6	666	120
1 1/2"	0	2.0	0	0	2.0	0	0
2"	0	6.4	0	0	6.4	0	0
3"	1	12.8	13	1	12.8	13	0
4"	0	20.0	0	0	20.0	0	0
6"	0	40.0	0	0	40.0	0	0
8"	0	64.0	0	0	64.0	0	0
Total	3,255	-	3,471	3,968	-	4,229	758

## Wastewater LUE Growth

		2025			2035		
Meter Size	Number of Meters <sup>(1)</sup>	Living Unit Equivalent	Total LUEs	Number of Meters	Living Unit Equivalent	Total LUEs	Growth in LUEs
3/4"	1,882	1.0	1,882	2,256	1.0	2,256	374
1"	121	1.6	194	145	1.6	232	38
1 1/2"	0	2.0	0	0	2.0	0	0
2"	0	6.4	0	0	6.4	0	0
3"	1	12.8	13	1	12.8	13	0
4"	0	20.0	0	0	20.0	0	0
6"	0	40.0	0	0	40.0	0	0
8"	0	64.0	0	0	64.0	0	0
Total	2,004	-	2,088	2,402	-	2,501	412

## Water Impact Fee

	Description of Project		Percent Utilization			Costs Based on 2025 Dollars			
			2035	10-year Utilization	Capital Cost	Financing Cost	Total Project Cost	Impact Fee Eligible Cost	
	EXISTING	ELIGIBLI							
Α	12-inch Parallel Along Rolling Acres Trail	40%	48%	8%	\$114,107	\$60,298	\$174,405	\$13,952	
В	12-inch Along Meadow Creek Trail	60%	78%	18%	\$24,773	\$13,091	\$37,864	\$6,815	
С	12-inch Line Near Meadow Creek Trail and FM 3351	15%	94%	79%	\$936,527	\$494,889	\$1,431,416	\$1,130,819	
D	9,000-Gallon Plant #2 Hydropneumatic Tank (Zone C)	93%	100%	7%	\$642,558	\$339,547	\$982,105	\$68,747	
E	Impact Fee Study	0%	100%	100%	\$36,000	\$19,023	\$55,023	\$55,023	
	PROPOSE	D ELIGIBI	E						
1	12-inch Corley Tract Line (Zone B)	20%	94%	74%	\$1,715,600	\$906,575	\$2,622,175	\$1,940,409	
2	0.5-MG Plant 5 Ground Storage Tank (Zone A/B)	92%	94%	2%	\$3,300,000	\$1,743,820	\$5,043,820	\$100,876	
3	0.5-MG Zone A Elevated Storage Tank (Zone A)	64%	69%	5%	\$8,779,400	\$4,639,300	\$13,418,700	\$670,935	
4	400-gpm Plant #5 Zone B Pump Station Expansion and 0.5-MG GST (Zone B)	92%	94%	2%	\$646,400	\$341,577	\$987,977	\$19,760	
5	50,000 gallon Ground Storage Tank (Zone C)	95%	100%	5%	\$374,300	\$197,791	\$572,091	\$28,605	
6	12-inch West Ammann Road Water Line (Zone A)	0%	48%	48%	\$1,203,900	\$636,177	\$1,840,077	\$883,237	
7	16-inch Plant #6 Discharge Water Lines (Zone B)	20%	94%	74%	\$3,812,200	\$2,014,482	\$5,826,682	\$4,311,744	
8	Pressure Reducing Valve at Rolling Acres Trail and Meadow Creek Trail (Zone B)	0%	94%	94%	\$132,000	\$69,753	\$201,753	\$189,648	
9	8-inch Water Line at Dietz Elkhorn Road and Ralph Fair Road (Zone C)	0%	100%	100%	\$481,600	\$254,492	\$736,092	\$736,092	
10	Plant #6 and New GBRA Delivery Point (Zone A/B)	20%	78%	58%	\$11,816,700	\$6,244,302	\$18,061,002	\$10,475,381	
11	12-inch Northeast Water Lines (Zone A)	0%	48%	48%	\$3,972,800	\$2,099,348	\$6,072,148	\$2,914,631	
12	650-gpm Elmo Davis Pump Station Expansion (Zone C)	95%	100%	5%	\$1,050,300	\$555,010	\$1,605,310	\$80,266	
13	12-inch Southeastern Water Lines (Zone B)	20%	94%	74%	\$4,093,100	\$2,162,918	\$6,256,018	\$4,629,453	
14	12-inch Northeast Water Lines (Zone A)	0%	10%	10%	\$3,160,100	\$1,669,892	\$4,829,992	\$482,999	
15	12-inch ETJ Water Line (Zone B)	20%	75%	55%	\$3,707,900	\$1,959,366	\$5,667,266	\$3,116,997	
		Total Ca	pital Impr	ovements Cos			\$76,421,917	\$31,856,390	
						arowth in LUEs		758	
						ct Fee per LUE		\$42,027	
			Maximum			E (50% Credit)		\$21,013	

<sup>\*</sup> Utilization in 2025 on Proposed Projects indicates a portion of the project that will be used to address deficiencies within the existing system, and therefore are not eligible for impact fee cost recovery for future growth.

<sup>\*\*</sup> Financing costs calculated assuming a 5% interest rate over a 20-year term.

## Wastewater Impact Fee

	Description of Project		ercent Ut	tilization	Costs Based on 2025 Dollars				
			2035	10-year Utilization	Capital Cost	Financing Cost	Total Project Cost	Impact Fee Eligible Cost	
		E	XISTIN	NG ELIGIBL	E				
Α	Impact Fee Study	0%	100%	100%	\$36,000	\$19,023	\$55,023	\$55,023	
	PROPOSED ELIGIBLE								
1	8-inch Gravity Line and Decommission Falls Lift Station	99%	100%	1%	\$722,400	\$381,738	\$1,104,138	\$11,041	
2	Expansion of Wastewater Treatment Plant	0%	100%	100%	\$4,100,000	\$2,166,564	\$6,266,564	\$6,266,564	
3	8-inch Gravity Line east of Ralph Fair Road	0%	100%	100%	\$557,100	\$294,388	\$851,488	\$851,488	
4	15-inch Gravity Line west of Ralph Fair Road	28%	96%	68%	\$985,000	\$520,504	\$1,505,504	\$1,016,765	
	Total Capital Improvements Cost \$6,400,500 \$3,382,218 \$9,782,718 \$8,200,882								
	10-year Growth in LUEs → 412								
	Maximum Impact Fee per LUE → \$19,886								
		Maxin	num Allo	owable Impac	t Fee per LUE	(50% Credit)	$\rightarrow$	\$9,943	

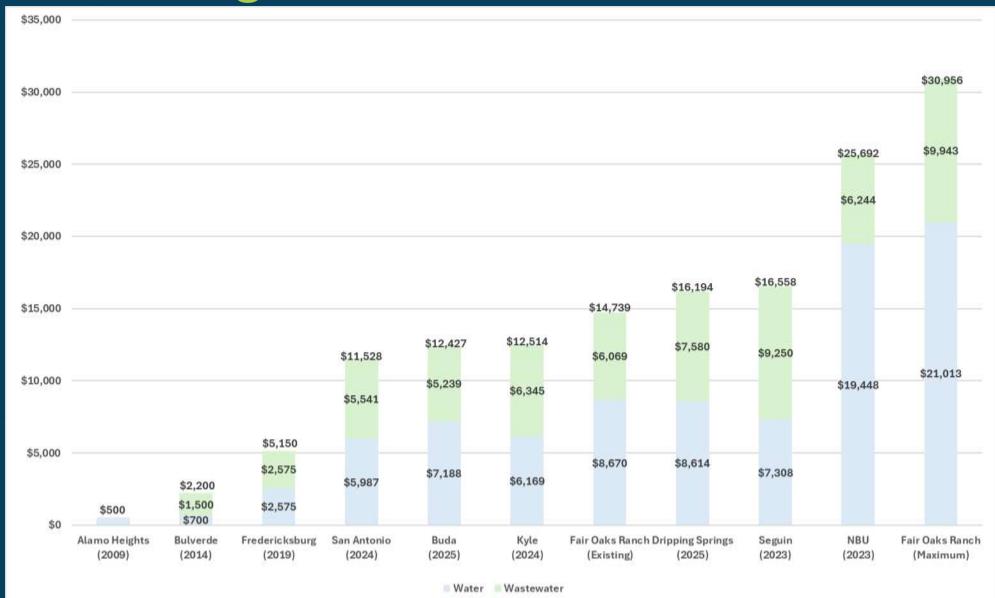
<sup>\*</sup> Utilization in 2025 on Proposed Projects indicates a portion of the project that will be used to address deficiencies within the existing system, and therefore are not eligible for impact fee cost recovery for future growth.

<sup>\*\*</sup> Financing costs calculated assuming a 5% interest rate over a 20-year term.

# Impact Fee Summary

	Water	Wastewater
Total Eligible Impact Fee Costs	\$31,856,390	\$8,200,882
Growth in LUEs	758	412
Maximum Impact Fee per LUE	\$42,027	\$19,886
Maximum Allowable Impact Fee	\$21,013	\$9,943

## Benchmarking



## Project Schedule

- CIAC Workshop #1 (March 20)
- CIAC Workshop #2 and Recommendation (April 8)
- Resolution to set the Date for the Public Hearing (June 5)
- Public Hearing and Ordinance 1<sup>st</sup> Reading (July 17)
- Ordinance 2<sup>nd</sup> Reading (August 7)

# **Questions and Discussion**

Water and Wastewater Impact Fee Update





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

AGENDA TOPIC: Consideration and possible action approving a resolution adopting the FY

2026-30 Five-Year Financial Plan

DATE: June 5, 2025

DEPARTMENT: Finance

PRESENTED BY: Summer Fleming, CGFO, Director of Finance

#### **INTRODUCTION/BACKGROUND:**

Long-term financial planning is key to ensuring the stability and sustainability of every city. The City of Fair Oaks Ranch maintains several long-range plans to guide budgeting and policy decisions, including the Comprehensive Plan, Master Transportation Plan, Strategic Action Plan, Capital Improvements Plan, and the Five-Year Financial Plan.

The Five-Year Financial Plan helps ensure the City can meet its mission to deliver exceptional public services, protect quality of life, and foster community engagement. It is not a fixed forecast but a flexible tool that projects financial outcomes based on current assumptions, offering both short- and long-term assessments of revenues, expenditures, fund balance and operating reserves.

City Council reviewed a baseline scenario and five alternatives for governmental funds all using conservative expenditure assumptions but varying in tax rates, drainage CIP funding methods, operating reserve targets, and unallocated fund balance use. The chart below summarizes each scenario. ("NNR" refers to the No-New-Revenue Rate and "VAR" refers to the Voter-Approval Rate.)

Scenario	Tax Rate	Avg. Tax Bill over 5 years	Drainage Funding	Unallocated Fund Balance	Operating Reserve
Baseline	NNR Rate	Decrease \$122	Cash	Depleted in 2027	5%
Scenario 1	> NNR	Increase \$215	Debt	Depleted in 2029	50%
Scenario 2	> NNR	Increase \$19	Debt	Depleted in 2029	30%
Scenario 3	VAR	Increase \$362	Cash	2% in 2030	50%
Scenario 4	> NNR	Increase \$337	Cash	16% in 2030	30%
Scenario 5	> NNR	Increase \$288	Debt	5% in 2030	50%

Following these discussion, City Council directed Staff to proceed with Scenario 5, which funds the drainage CIP with debt, uses unallocated fund balance for one-time expenditures and operational support to manage tax rate increases, and maintains the operating reserve at 50% in accordance with City policy.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Priority 1.2 of the Strategic Action Plan is to develop a Five-Year Forecast. The Five-Year Financial Plan provides residents, the City Council, and staff with analysis and direction to make informed decisions regarding long-term financial policies for operations and capital improvements. The plan provides the link between the strategic plan and the annual budget.

Adopting a Five-Year Financial Plan is a proactive step toward responsible governance and long-term fiscal sustainability. While the plan is not binding and can be modified at any time, it serves as a vital planning tool that provides a clear framework for anticipating future financial needs and aligning resources with City priorities. By formally adopting the plan each year, the City Council reinforces its commitment to strategic thinking, transparency, and accountability. The annual review process ensures the plan remains flexible and responsive to changing circumstances, allowing the City to adjust its course as needed without being locked into rigid assumptions. This forward-looking approach helps safeguard essential services, supports infrastructure planning, and builds public trust in the City's financial stewardship.

#### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The Five-Year Financial Plan ensures long-term financial stability by aligning resources with strategic priorities and supporting infrastructure investment, while enhancing transparency and informed decision-making.

#### **LEGAL ANALYSIS:**

Resolution approved as to form.

#### **RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution adopting the FY 2026-30 Five-Year Financial Plan.

#### A RESOLUTION

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS ADOPTING THE FY 2026-30 FIVE-YEAR FINANCIAL PLAN

**WHEREAS,** the City of Fair Oaks Ranch recognizes the importance of formalizing a Five-Year Financial Plan to promote long-term financial sustainability beyond a single fiscal year, thereby providing insight into future financial capacity and guiding strategic decision-making, and

**WHEREAS,** financial sustainability is defined as maintaining long-term financial performance and positioning where service and infrastructure levels are met without unplanned rate increases or disruptive service reductions, and

**WHEREAS**, long-term financial planning fosters strategic thinking, encourages dialogue, prevents financial challenges, establishes consensus on long-term financial goals, and serves as an effective communication tool with the community, and

**WHEREAS**, the primary goal of the Five-Year Financial Plan is to ensure long-term structural balance by maintaining minimum reserve levels in accordance with City policy, and

**WHEREAS**, the development of a Five-Year Financial Plan enables the City to deliver consistent services and programs over time, while proactively anticipating challenges in expenditure and revenue structures necessary to achieve the City Council's objectives, and

**WHEREAS,** the Five-Year Financial Plan will be reviewed annually with the City's Fiscal Year Budget, and

**WHEREAS,** it is in the City's best interest to maintain an up-to-date Five-Year Financial Plan.

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

- **Section 1.** The City Council hereby adopts the FY 2026-30 Five-Year Financial Plan, as presented in 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.

Item #16.

- **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 5th day of June 2025.

	Gregory C. Maxton, Mayor
ATTEST:	APPROVED AS TO FORM:
Christina Picioccio, TRMC	Denton Navarro Rodriguez Bernal Santee & Zech



# Five-Year Financial Plan

FY 2026-2030

Prepared By: City of Fair Oaks Ranch Finance Department



#### FIVE-YEAR FINANCIAL PLAN

Long term planning is vital to ensuring the stability and sustainability of any city. The City of Fair Oaks Ranch maintains several long-range plans that guide its budgeting and policy decisions, including the Comprehensive Plan, Master Transportation Plan, Strategic Action Plan, Capital Improvement Plans, and

the Five-Year Financial Plan. The Five-Year Financial Plan connects long-term policies and goals to the annual budget process by projecting revenues, expenditures and other key financial factors based on defined assumptions. It serves as a strategic tool to help staff align financial resources with the City Council's priorities, support informed decision-making, and demonstrate the City's commitment to fiscal responsibility and transparency. By anticipating trends and identifying potential challenges, the plan equips the City with the tools needed to achieve its goals while protecting fiscal health.



Figure 1: Planning and Budgeting Cycle

#### FIVE-YEAR FINANCIAL PLAN SCENARIOS

The model is flexible and can generate alternative scenarios by incorporating debt or policy changes, a

scenarios by incorporating debt or policy changes, adding new programs, adjusting property tax rates and user fees, and more. During the preparation of the plan, the City Council reviewed six scenarios that included varying tax rates, capital project funding methods, operating reserve targets, and uses of fund balance. The plan was developed with Council direction from these discussions and focuses on the General Fund and the Utility Fund.

#### GENERAL FUND – ASSUMPTIONS AND METHODOLOGY

#### 1. General Assumptions

- a. Balanced Budget The City will pursue a balanced budget by ensuring that recurring revenues meet or exceed recurring expenditures, and when necessary, may utilize unassigned fund balance for operating support to help stabilize the tax rate.
- b. Taxable valuations increase 5% annually, estimated new properties based on prior years.

#### 2. Operating Expenditures

- a. Personnel services 4.5% annual increase, no new employees throughout the plan period.
- b. Service contracts and software subscriptions increase 5% per year.
- c. Fire and EMS services incremental increases to ensure continued service levels.
- d. Other expenditures increase by an inflationary rate of 2%.

#### 3. Capital Expenditures

- a. All projects identified in the City's Five-Year Capital Improvement Plan are included in the Financial Plan.
- Includes a standard amount of new capital equipment for Public Works and Public Safety in addition to replacing vehicles and equipment funded through the Equipment Replacement Fund.
- c. Certificates of Obligation Achieve user-benefit equity by financing drainage capital improvement projects to spread the cost over the life of the improvement instead of placing an undue burden on present taxpayers to finance a need from which they may not fully benefit.
- d. Includes scheduled General Obligation Bond issuances for approved roadway projects.
- **4.** Targeted Fund Levels Maintain an operating reserve equal to six months of operating expenditures and transfer funds annually to the Equipment Replacement Fund for the programmatic replacement of the City's fleet.

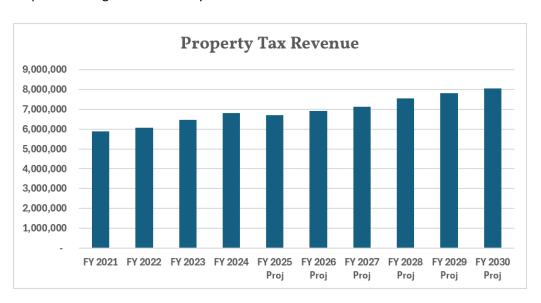
#### GENERAL FUND FIVE-YEAR FINANCIAL PLAN

The Five-Year Financial Plan for the General Fund consists of the following major spending areas: General Government (City Council, City Administration, City Secretary, Finance, Human Resources, Communications, Information Technology, Municipal Court), Public Safety (Police, Animal Control, Fire), Public Works (Maintenance, Building Codes, Engineering & Planning), and Shared Services.

#### **Revenue Assumptions:**

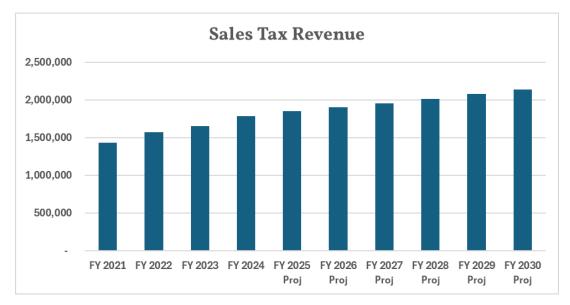
#### 1. Property tax

Property tax revenues account for approximately 65% of total General Fund revenue. The forecast projects annual growth of about 3.5%, with a projected increase of 6.2% in FY 2028 to help meet rising service delivery costs.



#### 2. Sales Tax

Sales tax receipts are the second largest revenue source in the General Fund representing just over 17%. The plan projects sales tax receipts to increase approximately 3.0% annually over the next five years.



3. Other fees and miscellaneous revenues are conservatively projected to increase 1.5% annually.

Below is a summary of General Fund projected revenues and expenditures by program. Full financial reports by program and category are included as Exhibit A.

	2025	2025	2026	2027	2028	2029	2030	
	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	
Revenue								
Property Tax	6,612,107	6,697,782	6,920,610	7,125,673	7,556,131	7,803,058	8,054,451	
Sales Tax	1,845,222	1,850,168	1,900,579	1,957,596	2,016,324	2,076,814	2,139,118	
Other Revenues	1,757,240	1,809,071	1,764,892	1,788,651	1,812,760	1,836,310	1,861,133	
Interest Earnings	450,000	500,000	405,000	344,250	309,825	278,843	250,958	
Total Operating Revenue	10,664,569	10,857,021	10,991,081	11,216,170	11,695,039	11,995,024	12,305,660	
Expenditures by Program								
General Government	2,362,392	2,486,174	2,596,239	2,615,108	2,728,745	2,847,584	2,971,865	
Public Safety	4,255,849	4,012,139	4,553,548	4,857,752	5,302,749	5,836,257	6,180,833	
Public Works	2,984,302	2,873,243	3,155,993	3,237,537	3,330,338	3,427,282	3,528,557	
Shared Services	277,691	308,724	286,309	295,253	354,537	364,177	374,187	
Total Operating Expenditures	9,880,234	9,680,280	10,592,088	11,005,650	11,716,370	12,475,299	13,055,442	

#### UTILITY FUND – ASSUMPTIONS AND METHODOLOGY

The 5-Year Financial Plan for the Utility Fund consists of the following major spending areas: Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment.

#### Revenue Assumptions:

- Water Sales
  - a. A 2% annual increase in the number of water connections.
  - b. Increase in water availability fee and volumetric rates in FY 2027 to support increasing costs of providing service.
  - c. Decrease in drought surcharges over the forecast period.
- 2. Sewer Sales revenue is forecasted to increase 2% relative to the similar projected increase in population.
- 3. Debt service related to Certificates of Obligation for prior year projects will be paid by the debt service fee calculated annually based on the debt service payment amount.
- Capital Funding Certificates of Obligation are scheduled to be issued in FY 2026 and FY 2027 to fund projects approved in the Utility Capital Improvement Plan. Impact fees will be utilized when applicable for projects.

#### **Expenditure Assumptions:**

- 1. Personnel services 4.5% annual increase, no new employees throughout the plan period.
- 2. Service contracts and software subscriptions increase 5% per year.
- 3. GBRA water purchase 5% increase in costs per year.
- 4. Other expenditures increase by an inflationary rate of 2% per year.
- 5. Capital Asset expenditures
  - a. Includes amount for new capital equipment in addition to replacing vehicles and equipment funded through the Equipment Replacement Fund.
  - b. Includes amount for replacement pumps in water wells.

Targeted Fund Levels – Operating reserve goal equal to twelve months of operating expenditures and debt reserve equal to the annual debt service payment.

Below is a summary of Utility Fund projected revenues and expenditures by utility. Full financial reports by program and category are included as Exhibit B.

	2025	2026	2027	2028	2029	2030
Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
4,245,496	4,579,448	4,560,691	4,687,789	4,880,616	5,119,712	5,304,314
51,200	59,000	60,540	61,393	62,258	63,136	64,028
1,712,803	1,793,704	1,808,256	1,843,498	1,879,440	1,916,101	1,953,491
350	509	350	350	350	350	350
6,009,849	6,432,661	6,429,837	6,593,029	6,822,665	7,099,299	7,322,183
3,914,066	3,978,688	4,060,761	4,230,522	4,407,992	4,593,537	4,787,539
1,733,243	1,726,357	1,757,854	1,823,970	1,892,841	1,964,588	2,039,337
5,647,309	5,705,045	5,818,615	6,054,492	6,300,834	6,558,125	6,826,876
362,540	727,616	611,222	538,537	521,831	541,174	495,307
	4,245,496 51,200 1,712,803 350 6,009,849 3,914,066 1,733,243 5,647,309	4,245,496 4,579,448 51,200 59,000  1,712,803 1,793,704 350 509 6,009,849 6,432,661  3,914,066 3,978,688 1,733,243 1,726,357 5,647,309 5,705,045	4,245,496       4,579,448       4,560,691         51,200       59,000       60,540         1,712,803       1,793,704       1,808,256         350       509       350         6,009,849       6,432,661       6,429,837         3,914,066       3,978,688       4,060,761         1,733,243       1,726,357       1,757,854         5,647,309       5,705,045       5,818,615	4,245,496       4,579,448       4,560,691       4,687,789         51,200       59,000       60,540       61,393         1,712,803       1,793,704       1,808,256       1,843,498         350       509       350       350         6,009,849       6,432,661       6,429,837       6,593,029         3,914,066       3,978,688       4,060,761       4,230,522         1,733,243       1,726,357       1,757,854       1,823,970         5,647,309       5,705,045       5,818,615       6,054,492	4,245,496       4,579,448       4,560,691       4,687,789       4,880,616         51,200       59,000       60,540       61,393       62,258         1,712,803       1,793,704       1,808,256       1,843,498       1,879,440         350       509       350       350       350         6,009,849       6,432,661       6,429,837       6,593,029       6,822,665         3,914,066       3,978,688       4,060,761       4,230,522       4,407,992         1,733,243       1,726,357       1,757,854       1,823,970       1,892,841         5,647,309       5,705,045       5,818,615       6,054,492       6,300,834	4,245,496       4,579,448       4,560,691       4,687,789       4,880,616       5,119,712         51,200       59,000       60,540       61,393       62,258       63,136         1,712,803       1,793,704       1,808,256       1,843,498       1,879,440       1,916,101         350       509       350       350       350       350         6,009,849       6,432,661       6,429,837       6,593,029       6,822,665       7,099,299         3,914,066       3,978,688       4,060,761       4,230,522       4,407,992       4,593,537         1,733,243       1,726,357       1,757,854       1,823,970       1,892,841       1,964,588         5,647,309       5,705,045       5,818,615       6,054,492       6,300,834       6,558,125

#### FY 2026-30 Financial Plan by Program

	2025	2025	2026	2027	2028	2029	2030
	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
GENERAL FUND							
Beginning Fund Balance	7,668,789	7,668,789	7,789,646	8,246,802	8,520,068	8,564,631	8,144,050
Revenue							
PROPERTY TAX	6,612,107	6,697,782	6,920,610	7,125,673	7,556,131	7,803,058	8,054,451
MIXED BEVERAGE	25,000	25,000	25,000	25,000	25,000	25,000	25,000
SALES TAX	1,845,222	1,850,168	1,900,579	1,957,596	2,016,324	2,076,814	2,139,118
BANK/INVESTMENT INTEREST	450,000	500,000	405,000	344,250	309,825	278,843	250,958
FRANCHISE FEES	762,350	772,350	771,349	782,012	793,742	804,728	816,799
PERMITS	168,200	178,200	157,148	159,430	160,833	162,257	163,703
ANIMAL CONTROL	1,495	1,495	1,517	1,540	1,563	1,587	1,611
FINES & FORFEITURES	207,300	207,300	210,665	213,825	217,032	220,288	223,592
FEES & SERVICES	360,415	391,158	365,821	371,309	376,878	382,531	388,269
MISCELLANEOUS	217,080	215,880	217,789	219,727	221,694	223,690	225,717
SCHOOL CROSSING GUARD	13,500	13,500	13,703	13,908	14,117	14,328	14,543
LEOSE PROCEEDS	1,900	4,189	1,900	1,900	1,900	1,900	1,900
POLICE SEIZED PROCEEDS	-	-	-	-	-	-	-
Total Operating Revenue	10,664,569	10,857,021	10,991,081	11,216,170	11,695,039	11,995,024	12,305,660
Transfer In							
PROJECT ALLOCATIONS	98,585	98,585	103,021	103,021	107,657	103,021	107,657
CAPITAL REPLACEMENT	56,700	56,700	379,408	317,012	207,060	250,951	254,134
Total Revenue	10,819,854	11,012,306	11,473,510	11,636,204	12,009,757	12,348,995	12,667,452
Expenditures by Program							
General Government							
PERSONNEL	1,571,379	1,556,465	1,624,615	1,698,029	1,774,783	1,855,027	1,938,922
SUPPLIES & OPERATIONS	30,083	31,763	26,272	26,869	27,254	27,644	28,042
PROFESSIONAL SERVICES	760,930	897,946	945,352	890,209	926,709	964,912	1,004,901
Public Safety	700,550	037,340	343,332	030,203	320,703	304,312	1,004,501
PERSONNEL	3,053,676	2,809,238	3,091,638	3,229,364	3,373,339	3,523,846	3,681,185
SUPPLIES & OPERATIONS	127,280	128,007	131,742	136,389	141,230	146,273	151,528
PROFESSIONAL SERVICES	1,074,893	1,074,893	1,330,168	1,491,999	1,788,181	2,166,138	2,348,121
Public Works	1,071,055	1,07 1,033	1,330,100	1, 131,333	1,700,101	2,100,130	2,3 10,121
PERSONNEL	1,622,699	1,480,589	1,665,033	1,740,210	1,818,807	1,900,978	1,986,887
SUPPLIES & OPERATIONS	1,143,933	1,175,141	1,252,259	1,256,385	1,260,617	1,264,958	1,269,412
PROFESSIONAL SERVICES	217,670	217,514	238,700	240,942	250,915	261,346	272,258
Shared Services	217,070	217,314	230,700	270,342	230,313	201,340	212,230
PERSONNEL			<u>-</u>	_	<u>-</u>	_	_
SUPPLIES & OPERATIONS	4,100	5,600	4,172	4,245	4,320	4,397	4,475
PROFESSIONAL SERVICES	273,591	303,124	282,137	291,007	350,217	359,780	369,712
I NOI ESSIGNAL SERVICES	273,331	303,124	202,137	231,007	330,217	333,760	303,712
Total Operating Expenditures	9,880,234	9,680,280	10,592,088	11,005,650	11,716,370	12,475,299	13,055,442

Item #16.

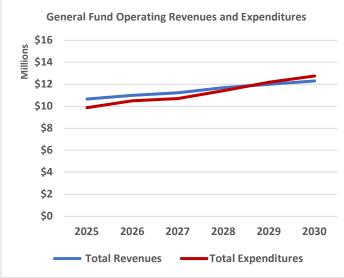
	2025 Budgeted	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
GENERAL FUND							
Capital Outlay							
GENERAL GOVERNMENT	27,000	115,050	34,350	29,768	31,256	32,819	34,460
PUBLIC SAFETY	65,000	126,881	150,000	153,000	156,060	159,181	162,365
PUBLIC WORKS	134,975	226,100	229,408	164,012	51,000	91,769	91,769
SHARED SERVICES	-	-	-	-	-	-	-
Transfers Out							
TRANSFER TO CAP IMP FUND	370,000	370,000	-	-	-	-	-
TRANSFER TO VEH/EQUIP FUND	373,138	373,138	310,508	310,508	310,508	310,508	310,508
Potential Savings	-	-	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Total Expenditures	10,850,347	10,891,449	11,016,354	11,362,938	11,965,194	12,769,576	13,354,543
Excess (deficiency) of revenues	(30,493)	120,857	457,156	273,266	44,563	(420,581)	(687,091)
over (under) expenditures							
Ending Fund Balance	7,638,296	7,789,646	8,246,802	8,520,068	8,564,631	8,144,050	7,456,959
Non-Spendable	85,344	85,344	85,344	85,344	85,344	85,344	85,344
Restricted Reserves	133,732	133,732	128,387	128,387	128,387	128,387	128,387
Tree Mitigation and Legal Reserve	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Unallocated Reserve Balance	2,598,876	2,622,451	2,630,000	2,700,000	2,390,000	1,590,000	620,000
Operating Reserve Balance	4,848,119	4,848,119	5,303,071	5,506,337	5,860,900	6,240,319	6,523,228

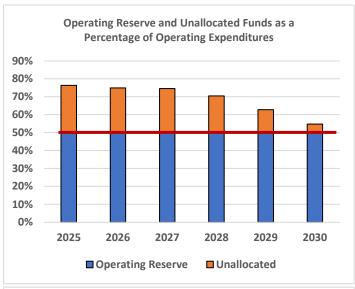
# FY 2026-30 Financial Plan by Category

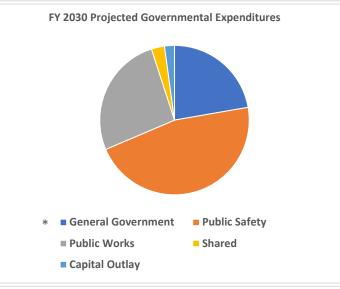
		2025	2025	2026	2027	2028	2029	2030
		Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
GENERAL FUI	ND		-	-	-	-	-	
Beginning Fu	nd Balance	7,668,789	7,668,789	7,789,646	8,246,802	8,520,068	8,564,631	8,144,050
Revenue								
	PROPERTY TAX	6,612,107	6,697,782	6,920,610	7,125,673	7,556,131	7,803,058	8,054,451
	MIXED BEVERAGE	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	SALES TAX	1,845,222	1,850,168	1,900,579	1,957,596	2,016,324	2,076,814	2,139,118
	BANK/INVESTMENT INTEREST	450,000	500,000	405,000	344,250	309,825	278,843	250,958
	FRANCHISE FEES	762,350	772,350	771,349	782,012	793,742	804,728	816,799
	PERMITS	168,200	178,200	157,148	159,430	160,833	162,257	163,703
	ANIMAL CONTROL	1,495	1,495	1,517	1,540	1,563	1,587	1,611
	FINES & FORFEITURES	207,300	207,300	210,665	213,825	217,032	220,288	223,592
	FEES & SERVICES	360,415	391,158	365,821	371,309	376,878	382,531	388,269
	MISCELLANEOUS	217,080	215,880	217,789	219,727	221,694	223,690	225,717
	SCHOOL CROSSING GUARD	13,500	13,500	13,703	13,908	14,117	14,328	14,543
	LEOSE PROCEEDS	1,900	4,189	1,900	1,900	1,900	1,900	1,900
	POLICE SEIZED PROCEEDS	-	-	-	-	-	-	-
	Total Operating Revenue	10,664,569	10,857,021	10,991,081	11,216,170	11,695,039	11,995,024	12,305,660
Transfer I	n							
	PROJECT ALLOCATION	98,585	98,585	103,021	103,021	107,657	103,021	107,657
	CAPITAL REPLACEMENT	56,700	56,700	379,408	317,012	207,060	250,951	254,134
	Total Revenue	10,819,854	11,012,306	11,473,510	11,636,204	12,009,757	12,348,995	12,667,452
Expenditures	by Category							
Personnel								
	SALARIES	4,717,611	4,296,000	4,851,431	5,069,745	5,297,884	5,536,289	5,785,422
	OVERTIME	43,747	44,126	40,717	42,539	44,443	46,433	48,512
	PAYROLL TAXES	370,297	329,302	376,753	393,589	411,180	429,561	448,768
	WORKERS' COMP INSURANCE	78,598	68,290	80,594	81,803	83,030	84,275	85,540
	RETIREMENT	607,278	543,378	628,593	656,880	686,440	717,329	749,609
	HEALTH INSURANCE	655,651	524,157	640,126	672,132	705,739	741,026	778,077
	UNIFORM ALLOWANCE	28,000	19,000	26,000	26,000	26,000	26,000	26,000
	CAR ALLOWANCE	7,200	7,200	7,200	7,200	7,200	7,200	7,200
	RELOCATION ALLOWANCE	(252 522)	14,839	(070.400)	(202 205)	(224.227)	(200.252)	(222.424)
Complian Mar	ALLOWANCE FOR VACANCIES	(260,628)	-	(270,129)	(282,285)	(294,987)	(308,262)	(322,134)
Supplies, ivia	intenance and Operations	22.275	24.775	22.007	24.505	25.276	25.002	26.704
	SUPPLIES & CONSUMABLES	33,275	34,775	33,907	34,585	35,276	35,982	36,701
	MINOR EQUIPMENT & FURNITURE	71,850	69,840	72,955	74,414	75,902	77,420	78,969
	FUEL	66,500	58,500	69,567	72,782	76,153	79,688	83,393
	UNIFORMS	30,905	39,632	31,494	32,315	32,927	33,552	34,190
	COMMITTEES	2,500	2,500	3,000	3,000	3,000	3,000	3,000
	COURT TECHNOLOGY	10,823	10,823	5,075	5,151	5,228	5,307	5,386
	COURT SECURITY BUILDING	4,500	6,180	6,090	6,181	6,274	6,368	6,464
	VEHICLE MAINTENANCE/REPAIRS	35,880	35,880	39,924	41,380	42,898	44,482	46,133

	2025 Budgeted	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
GENERAL FUND	Daugetea	Projected	riojetteu	riojetteu	riojetteu	riojecteu	riojetteu
EQUIPMENT MAINTENANCE/REPAIRS	15,500	15,500	17,500	17,850	18,207	18,571	18,943
BUILDING MAINTENANCE/REPAIRS	28,063	28,063	28,624	29,196	29,780	30,376	30,983
LANDSCAPING & GREENSPACE MAINT	5,500	17,461	5,610	5,722	5,837	5,953	6,072
STREET MAINTENANCE	930,000	951,257	1,030,600	1,031,212	1,031,836	1,032,473	1,033,122
DRAINAGE WORK	20,000	20,000	20,000	20,000	20,000	20,000	20,000
STREET MAINTENANCE	15,000	15,000	15,000	15,000	15,000	15,000	15,000
OAK WILT PROGRAM	29,750	29,750	29,750	29,750	29,750	29,750	29,750
TREE AND LANDSCAPE PROTECTION	4,850	4,850	4,850	4,850	4,850	4,850	4,850
EMERGENCY RESPONSE	500	500	500	500	500	500	500
Professional Services							
PROFESSIONAL SERVICES	1,371,499	1,496,741	1,699,718	1,880,103	2,195,764	2,594,172	2,797,628
DUES/SUBSCRIPTIONS	19,466	19,802	19,696	20,025	20,361	20,703	21,052
TRAINING/SEMINARS & TRAVEL	121,115	121,115	136,052	127,493	129,903	132,361	134,868
MEETINGS & RELATED TRAVEL	22,590	22,590	22,786	23,006	23,230	23,458	23,691
PUBLIC RELATIONS & EVENTS	69,100	69,100	69,352	70,634	71,942	73,276	74,636
EMPLOYEE APPRECIATION	14,760	14,760	14,660	14,884	15,113	15,346	15,584
OTHER SERVICES	53,675	53,675	53,335	54,164	55,009	55,871	56,751
TECH/INTERNET/SOFTWARE MAINT	381,288	392,570	498,622	432,842	454,484	477,209	501,069
Shared Services							
FACILITY CONTRACTS & SERVICES	102,470	135,650	107,594	112,973	118,622	124,553	130,781
POSTAGE	4,125	4,125	4,208	4,292	4,377	4,465	4,554
GENERAL LIABILITY INSURANCE	90,000	89,353	91,800	93,636	95,509	97,419	99,367
ELECTRICITY	44,000	41,000	44,880	45,778	46,693	47,627	48,580
PHONE/CABLE/ALARMS	32,996	32,996	33,656	34,329	35,016	35,716	36,430
COMMUNITY CENTER		-	-	-	50,000	50,000	50,000
Total Operating Expenditures	9,880,234	9,680,280	10,592,088	11,005,650	11,716,370	12,475,299	13,055,442
Capital Outlay							
FURNITURE, FIXTURES & EQUIP	226,975	468,031	413,758	346,779	238,316	283,769	288,594
Transfers Out		,	,	,			
TRANSFER TO CAP IMP FUND 02	370,000	370,000	-	-	-	-	_
TRANSFER TO VEH/EQUIP FUND 31	373,138	373,138	310,508	310,508	310,508	310,508	310,508
, ,	,	•	•	•	•	•	,
Potential Savings	_	-	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Total Expenditures	10,850,347	10,891,449	11,016,354	11,362,938	11,965,194	12,769,576	13,354,543
Excess (deficiency) of revenues	(30,493)	120,857	457,156	273,266	44,563	(420,581)	(687,091)
over (under) expenditures							
Ending Fund Balance	7,638,296	7,789,646	8,246,802	8,520,068	8,564,631	8,144,050	7,456,959
Non-Spendable	85,344	85,344	85,344	85,344	85,344	85,344	85,344
Restricted Reserves	133,732	133,732	128,387	128,387	128,387	128,387	128,387
Tree Mitigation and Legal Reserve	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Unallocated Reserve Balance	2,598,876	2,622,451	2,630,000	2,700,000	2,390,000	1,590,000	620,000
Operating Reserve Balance	4,848,119	4,848,119	5,303,071	5,506,337	5,860,900	6,240,319	6,523,228

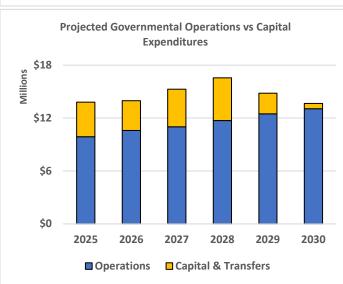
## **Dashboard**

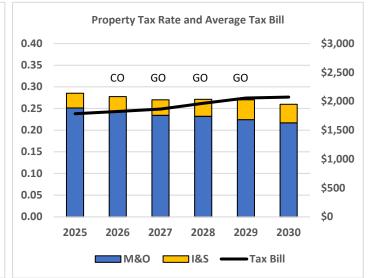












\*General Government: Admin, City Sec, HR, Finance, IT, Comms, and Court Shared: IT shared services and Non-Departmental shared

Public Works: Maintenance, Building Codes and Engineering

			FY 2	2026-30 Esti	ima	ited Tax Rat	es			
Fiscal Year		<u>2025</u>		<u>2026</u>		<u>2027</u>		<u>2028</u>	2029	<u>2030</u>
Tax Rate/\$100 Valuation										
General Fund (M&O)		0.2512		0.2435		0.2341		0.2322	0.2244	0.2170
Debt Service Fund (I&S)		0.0341		0.0339		0.0361		0.0389	0.0456	0.0426
Total Tax Rate		0.2853		0.2774		0.2702		0.2711	0.2700	0.2596
Total Taxable Valuation	2,65	52,215,358		2,784,826,126		2,985,361,537		3,197,537,320	3,420,124,600	3,654,083,239
M&O Tax Rate/\$100 Valuation		0.2512		0.2435		0.2341		0.2322	0.2244	0.2170
Total M&O Levy		6,662,365		6,781,052		6,988,731		7,424,682	7,674,760	7,929,361
% Change in M&O Levy				1.78%		3.06%		6.24%	3.37%	3.32%
Total Taxable Valuation	2,65	52,215,358		2,784,826,126		2,985,361,537		3,197,537,320	3,420,124,600	3,654,083,239
I&S Tax rate/\$100 Valuation		0.0341		0.0339		0.0361		0.0389	0.0456	0.0426
Total I&S Levy		904,405		942,700		1,078,825		1,243,438	1,561,125	1,556,900
% Change in I&S Levy				4.2%		14.4%		15.3%	25.5%	-0.3%
Total Levy (100%) _ \$	<b>i</b>	7,566,770	\$	7,723,752	\$	8,067,556	\$	8,668,119	\$ 9,235,885	\$ 9,486,261
Yr. over Yr. increase (decrease)			\$	156,981	\$	343,805	\$	600,563	\$ 567,765	\$ 250,376
Ave Home Taxable Value \$	;	626,093	\$	657,397	\$	690,267	\$	724,780	\$ 761,019	\$ 799,070
Average Tax Bill \$	<b>;</b>	1,786	\$	1,823	\$	1,865	\$	1,965	\$ 2,055	\$ 2,074

# FY 2026-30 Utility Fund Financial Plan by Program

		2025	2025	2026	2027	2028	2029	2030
		Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
UTILITY FUN	ID							
Water Reve	nue							
	WATER SERVICE	4,245,496	4,579,448	4,560,691	4,687,789	4,880,616	5,119,712	5,304,314
	WATER BAD DEBTS	(4,000)	(4,000)	(4,060)	(4,121)	(4,183)	(4,245)	(4,309)
	MISC./SPECIAL REQUESTS	500	500	500	500	500	500	500
	THIRD PARTY REIMBURSEMEN	3,500	2,000	2,000	2,000	2,000	2,000	2,000
	PERMITS/VARIANCES	1,200	500	1,200	1,200	1,200	1,200	1,200
	CREDIT CARD SERVICE FEE	50,000	60,000	60,900	61,814	62,741	63,682	64,637
Wastewate	r Revenue							
	SEWER SERVICE	1,713,803	1,794,704	1,809,271	1,844,528	1,880,486	1,917,162	1,954,568
	SEWER BAD DEBTS	(1,000)	(1,000)	(1,015)	(1,030)	(1,046)	(1,061)	(1,077)
	MISC./SPECIAL REQUESTS	350	509	350	350	350	350	350
	Total Operating Revenue	6,009,849	6,432,661	6,429,837	6,593,029	6,822,665	7,099,298	7,322,183
Expenditure	es by Utility							
Water								
	PERSONNEL	1,040,847	1,007,414	1,038,770	1,085,798	1,134,966	1,186,371	1,240,117
	SUPPLIES & OPERATIONS	2,557,433	2,620,488	2,699,889	2,816,180	2,937,912	3,065,349	3,198,769
	SERVICES	315,786	350,786	322,102	328,544	335,115	341,817	348,653
Wastewa	ter							
	PERSONNEL	1,072,837	1,025,786	1,066,153	1,114,399	1,164,840	1,217,575	1,272,710
	SUPPLIES & OPERATIONS	586,206	591,370	616,017	632,374	649,260	666,696	684,704
	SERVICES	74,200	109,200	75,684	77,198	78,742	80,317	81,923
	Total Operating Expenditures	5,647,309	5,705,045	5,818,615	6,054,492	6,300,834	6,558,125	6,826,876
Operating In	ncome Before Depreciation	362,540	727,616	611,222	538,536	521,831	541,173	495,307

Item #16.

	2025	2025	2026	2027	2028	2029	2030
	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
UTILITY FUND							
Non-Operating Revenues							
WATER DEBT FEE	936,054	933,554	941,903	941,699	980,954	993,729	909,400
WATER CAPITAL FEE	104,835	104,535	-	-	-	-	-
WATER IMPACT FEES	200,000	200,000	200,000	200,000	200,000	200,000	200,000
WATER INTEREST INCOME	200,000	300,000	270,000	229,500	206,550	185,895	167,306
SEWER DEBT FEE	415,630	413,830	416,196	417,592	415,354	415,329	411,350
SEWER CAPITAL FEE	-	-	-	-	-	-	-
SEWER IMPACT FEES	175,000	175,000	60,000	60,000	60,000	60,000	60,000
SEWER INTEREST INCOME	200,000	200,000	180,000	153,000	137,700	123,930	111,537
<b>Total Non-Operating Revenues</b>	2,231,519	2,326,919	2,068,099	2,001,791	2,000,558	1,978,883	1,859,593
Depreciation	820,600	1,010,000	1,137,700	1,365,454	1,527,208	1,557,752	1,588,907
Interest Expense	54,075	144,110	128,099	115,416	105,933	100,683	95,625
Net Income/(Loss)	1,719,383	1,900,425	1,413,523	1,059,457	889,248	861,621	670,367

# FY 2026-30 Utility Fund Financial Plan by Category

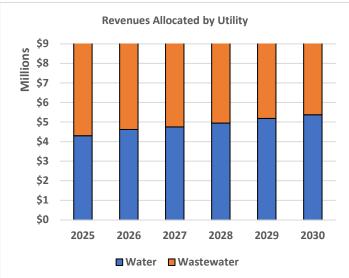
		2025 Budgeted	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
UTILITY FUNI								
Water Reven								
	WATER SERVICE	4,245,496	4,579,448	4,560,691	4,687,789	4,880,616	5,119,712	5,304,314
	WATER BAD DEBTS	(4,000)	(4,000)	(4,060)	(4,121)	(4,183)	(4,245)	(4,309)
	MISC./SPECIAL REQUESTS	500	500	500	500	500	500	500
	THIRD PARTY REIMBURSEMENT	3,500	2,000	2,000	2,000	2,000	2,000	2,000
	PERMITS/VARIANCES	1,200	500	1,200	1,200	1,200	1,200	1,200
	CREDIT CARD SERVICE FEE	50,000	60,000	60,900	61,814	62,741	63,682	64,637
Wastewater	Revenue							
	SEWER SERVICE	1,713,803	1,794,704	1,809,271	1,844,528	1,880,486	1,917,162	1,954,568
	SEWER BAD DEBTS	(1,000)	(1,000)	(1,015)	(1,030)	(1,046)	(1,061)	(1,077)
	MISC./SPECIAL REQUESTS	350	509	350	350	350	350	350
	Total Operating Revenue	6,009,849	6,432,661	6,429,837	6,593,029	6,822,665	7,099,298	7,322,183
Expenditures	hy Category							
Personnel	by category							
	SALARIES	1,565,200	1,486,113	1,528,363	1,597,139	1,669,010	1,744,116	1,822,601
	OVERTIME	17,643	19,193	16,927	17,688	18,484	19,316	20,185
	PAYROLL TAXES	123,570	113,490	159,885	167,035	174,508	182,315	190,474
	WORKERS' COMP INSURANCE	17,441	15,154	17,418	17,679	17,944	18,213	18,486
	RETIREMENT	201,891	186,780	198,601	207,538	216,877	226,637	236,836
	HEALTH INSURANCE	227,939	212,471	223,730	234,917	246,663	258,996	271,946
	ALLOWANCE FOR VACANCIES	(40,000)	212,471	(40,000)	(41,800)	(43,681)	(45,647)	(47,701)
Sunnlies Ma	intenance and Operations	(40,000)		(40,000)	(41,000)	(43,001)	(43,047)	(47,701)
Supplies, Ma	UNIFORMS	11,673	11,673	11,906	12,144	12,387	12,635	12,887
	POWER	190,000	190,000	198,300	206,991	216,092	225,623	235,605
	MAINTENANCE OF PLANTS/LINI	·	188,418	192,186	196,030	199,951	203,950	208,029
	ANALYSIS FEES	180,000	39,000		•	•	42,215	43,059
	CHECMICALS	39,000		39,780	40,576	41,387		
	CITY MANAGEMENT FEE	40,100 292,365	40,100 313,108	40,902 319,370	41,720 325,757	42,554 332,272	43,406 338,918	44,274 345,696
	EQUIPMENT MAINTENANCE	·					•	
		26,890	26,890	27,428	27,976	28,536	29,107	29,689
	EQUIPMENT GAS & OIL	26,875	26,875	27,413	27,961	28,520	29,090	29,672
	GBRA WATER FEES	1,591,970	1,591,970	1,671,569	1,755,147	1,842,904	1,935,049	2,031,802
	SLUDGE HAULING	25,000	17,000	25,500	26,010	26,530	27,061	27,602
	EQUIPMENT LEASE	600	600	612	624	637	649	662
	TOOLS & MINOR EQUIPMENT	19,250	19,250	19,635	20,028	20,428	20,837	21,254
	TRAINING	50,013	50,013	51,013	52,033	53,074	54,135	55,218
	UTILITIES & RADIO	59,500	59,500	60,690	61,904	63,142	64,405	65,693
	SIGNAL & TELEMETRY	-	-	-	-	-	-	-
	BUILDING MAINTENANCE	22,280	22,280	22,726	23,180	23,644	24,117	24,599
	SUPPLIES & CONSUMABLES	8,900	8,900	9,078	9,260	9,445	9,634	9,826

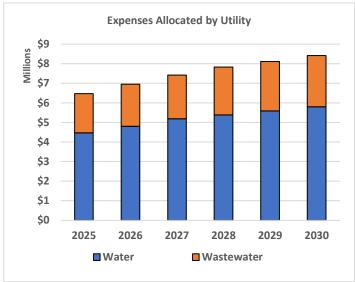
		2025 Budgeted	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
UTILITY FUNI	D							
	VEHICLE MAINTENANCE/REPAII	11,500	11,500	11,730	11,965	12,204	12,448	12,697
	UTILITIES & TELEPHONE	17,319	17,319	17,665	18,019	18,379	18,747	19,122
	DUES & PUBLICATIONS	5,607	5,607	5,719	5,833	5,950	6,069	6,190
	PERMIT & LICENSES	12,379	12,379	12,627	12,879	13,137	13,399	13,667
	GENERAL LIBILITY INSURANCE	90,000	88,403	91,800	93,636	95,509	97,419	99,367
	OFFICE SUPPLIES	5,488	6,144	6,267	6,392	6,520	6,650	6,783
	TRAVEL & MEETINGS	2,500	2,500	2,550	2,601	2,653	2,706	2,760
	SOFTWARE & COMPUTER	351,558	364,058	382,261	401,374	421,443	442,515	464,641
	RECORDING/REPORTING	850	850	867	884	902	920	938
	POSTAGE	1,375	1,375	1,403	1,431	1,459	1,488	1,518
	BUILDING/EQUIP MAINTENANC	300	300	306	312	318	325	331
	CONSERVATION EDUCATION	1,370	1,370	1,397	1,425	1,454	1,483	1,513
	BILLING STATEMENT CHARGES	7,400	8,400	8,568	8,739	8,914	9,092	9,274
	BILLING POSTAGE	20,000	22,000	22,440	22,889	23,347	23,814	24,290
	COPIER LEASE	3,578	3,578	3,650	3,723	3,797	3,873	3,950
	MISCELLANEOUS	500	500	500	500	500	500	500
	CREDIT CARD SERVICE FEE	27,500	60,000	28,050	28,611	29,183	29,767	30,362
Professional	Services							
	PROFESSIONAL SERVICES	368,552	438,552	375,923	383,441	391,110	398,932	406,911
	PUBLIC RELATIONS	8,500	8,500	8,670	8,843	9,020	9,201	9,385
	EMPLOYMENT COSTS	2,675	2,675	2,728	2,783	2,839	2,895	2,953
	EMPLOYEE APPRECIATION	10,260	10,260	10,465	10,675	10,888	11,106	11,328
	Total Operating Expenditures	5,647,309	5,705,045	5,818,615	6,054,492	6,300,834	6,558,125	6,826,876
Operating In	come Before Depreciation	362,540	727,616	611,222	538,536	521,831	541,173	495,307
Non-Operati	ing Revenues							
	WATER DEBT FEE	936,054	933,554	941,903	941,699	980,954	993,729	909,400
	WATER CAPITAL FEE	104,835	104,535	-	-	-	-	-
	WATER IMPACT FEES	200,000	200,000	200,000	200,000	200,000	200,000	200,000
	WATER INTEREST INCOME	200,000	300,000	270,000	229,500	206,550	185,895	167,306
	SEWER DEBT FEE	415,630	413,830	416,196	417,592	415,354	415,329	411,350
	SEWER CAPITAL FEE	-	-	-	-	-	-	-
	SEWER IMPACT FEES	175,000	175,000	60,000	60,000	60,000	60,000	60,000
	SEWER INTEREST INCOME	200,000	200,000	180,000	153,000	137,700	123,930	111,537
Total Non-Oរុ	perating Revenues	2,231,519	2,326,919	2,068,099	2,001,791	2,000,558	1,978,883	1,859,593
Depreciation	1	820,600	1,010,000	1,137,700	1,365,454	1,527,208	1,557,752	1,588,907
Interest Expe	ense	54,075	144,110	128,099	115,416	105,933	100,683	95,625
interest Expe								

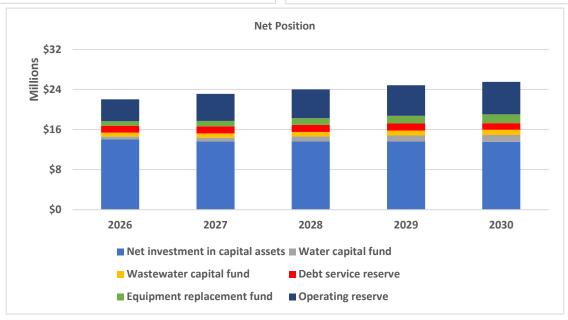
# **Utility Fund Dashboard**

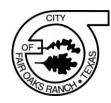












# CITY COUNCIL CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action approving a resolution amending the City

of Fair Oaks Ranch's Personnel Policies

DATE: June 5, 2025

DEPARTMENT: Administration

PRESENTED BY: Jim Williams, MBA, ICMA-CM, Assistant City Manager

## **INTRODUCTION/BACKGROUND:**

The City last updated its personnel policies in 2006. Staff recently initiated a review of the City's Personnel Policies Manual and identified priority sections for updates. This resolution, if adopted, will amend Chapter 1 General Policies, Chapter 13 Separations, Chapter 15 Job Descriptions and Performance Evaluations, Chapter 17 Professional Development, Chapter 18 Travel and Subsistence Reimbursement and Section 9.01 Work During Holidays. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

# Chapter 1 General Policies

- Clarifies development and approval procedures for department-level policies
- Clarifies delegation to City Manager on adopting clarifying administrative directives to supplement Council approved policies
- Removes 1.05 Applicability of Personnel Policies section redundant
- Removes 1.07 Equal Employment Opportunity, 1.08 Affirmative Action, 1.09 Persons With Disabilities these are now covered in Chapter 3 Hiring Practices
- Removes 1.10 Sexual Harassment this is now covered in Chapter 7 Harassment
- Adds section clarifying that terms and provisions outlined in the Personnel Policies
   Manual are subject to Council approval and appropriation
- Adds section describing the employee benefits package
- Adds vaping to smoking and tobacco use prohibition in City buildings and vehicles
- Clarifies what is subject to search and inspection 2006 policy authorized scope of searches of personal effects without clear legal authority
- Clarifies how to determine if an object is a banned weapon if the object can be reasonably expected to inflict harm on another person
- Clarifies how/when policies are updated and what employees can expect in terms of timeliness of new or updated policy promulgation.

## **Chapter 13 Separations**

- Renames Chapter to Separation of Employment
- Clarifies the differences between voluntary and involuntary terminations

- Sets notice standards for resignations: two weeks for non-exempt employees, four weeks for exempt employees
- Adds exit interview standards
- Adds standards for reference checks of former employee
- Adds procedures on how final pay for terminated employees will be handled
- Clarifies premium payment responsibilities and administration of COBRA insurance coverage

# Chapter 15 Job Descriptions and Performance Evaluations

- Sets requirements for regular job description review and to have an approved job description for each employee, regardless of employment type
- Updates job description content standards
- Clarifies employee job description acknowledgement during the initial employment period
- Updates performance evaluation section to match current practice

# Chapter 17 Professional Development

- Updates preamble policy statement to match current practice
- Updates overtime rules for non-exempt employees enrolled in training or conferences outside of regular duty hours to match federal Fair Labor Standards Act requirements
- Adds a "subject to appropriation" clause to the professional membership reimbursement section

# Chapter 18 Travel and Subsistence Reimbursement

- Renames Chapter to Travel
- Clarifies requirement to document travel related expenses to match current practice
- Clarifies requirement that travel expenses are only reimbursable to the extent allowed by the funding source (e.g., grants, contracts, agreements, appropriation)
- Clarifies allowable expense reimbursement for same day travel
- Clarifies expense reimbursement approval procedures for overnight travel
- Adds clarifying language regarding the "most economical and reasonable method of travel" to match current practice.

## Section 9.01 Work During Holidays

• Changes non-exempt employee pay for work during holidays from time and half for all hours worked to double time for hours worked to match current practice. Holiday pay is not subject to overtime calculation rules.

Upon adoption of this resolution, Administration will promptly implement these policy changes across the organization.

# **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Consistent with Strategic Action Plan Priority 5.1 to Evaluate and Implement Key HR Programs That Promote Organizational Design and Development
- Implements Strategic Action Plan Project 5.1.2 to Evaluate and Update Employee Handbook
- Complies with Chapter 5 of the Home Rule Charter for the City Manager to implement ordinances and policies adopted by the City Council.

## **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None

## **LEGAL ANALYSIS:**

The resolution is approved as to form by the City Attorney's office.

Policy Chapters 1, 13, 15, 17 and 18 were reviewed by the City Attorney's office.

# **RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution amending the City of Fair Oaks Ranch's Personnel Policies.

#### A RESOLUTION

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AMENDING THE PERSONNEL POLICIES MANUAL

**WHEREAS,** the City of Fair Oaks Ranch has established workplace rules that promote consistent and fair practices that result in effective public service delivery, and

WHEREAS, the City's Personnel Policies Manual was last updated in 2006, and

WHEREAS, the City finds it necessary to update these policies, and

**WHEREAS,** the City wishes to amend Chapter 1 General Policies, Chapter 13 Separations, Chapter 15 Job Descriptions and Performance Evaluations, Chapter 17 Professional Development, Chapter 18 Travel and Section 9.01 Work During Holidays, and

**WHEREAS**, these amendments conclude an extended effort to update the City's Personnel Policy Manual, and

**WHEREAS,** it is in the best interest of the City to have an updated and relevant Personnel Policies Manual.

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

- **Section 1.** The City Council hereby adopts the amended sections and changes to outdated terms in the City of Fair Oaks Ranch Personnel Policies Manual, as presented in Exhibit A and authorizes the City Manager to make any and all necessary non-substantive edits to the Personnel Policies Manual, including corrections to grammar, punctuation, formatting, and other typographical matters, provided that such edits do not alter the intent, meaning, or application of this Personnel Policies Manual.
- **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 5th day of June 2025.

	Gregory C. Maxton, Mayor					
ATTEST:	APPROVED AS TO FORM:					
Christina Picioccio, TRMC City Secretary	Denton Navarro Rodriguez Bernal Santee & Zech P.C., City Attorney					

#### 1.00 GENERAL POLICIES

#### 1.01 AUTHORITY

- 01.01.01 These policies are established by the City Council. Amendments, revisions, or the addition of new policies must be approved by the City Council.
- 01.01.02 This personnel policy manual replaces and supersedes any and all personnel policies previously adopted, individually or as a set of policies, by the City Council.
- 01.01.03 The City Manager may adopt administrative procedures that complement these policies for specific operational or personnel issues, so long as the administrative procedures do not conflict with, undermine or diminish these personnel policies.
- 01.01.04 Department heads may establish procedures for specific personnel issues in their departments, so long as department procedures do not conflict with City Council approved policies. If there is a conflict between a Department procedure and City Council approved policies, the terms of the City Council approved policies shall prevail. Department policies must be reviewed by the Human Resources Director and approved by the City Manager.

#### 1.02 SEVERABILITY

The provisions of these policies are severable. If any provision or part of a policy or procedure is held invalid, illegal, or unenforceable this shall not affect the validity of the remaining provision or parts of the provisions, which shall remain in force and effect. Changes in state or federal law or regulations will supersede these policies and/or departmental policies from the effective date of the law or regulation forward.

#### 1.03 PROMULGATION AND ADMINISTRATION

- 1.03.01 The City Manager will ensure the implementation, enforcement, and day-to-day administration of City policies. The City Manager may delegate authority to appropriate staff, including Department Heads, to act on City Manager's behalf in the administration of City policies.
- 1.03.02 With the exception of matters of appointments and other personnel actions reserved to the City Council by statute, final authority, in the form of review and approval, is reserved to the City Manager with regard to all personnel matters and subjects covered by these policies.

#### 1.04 PURPOSE

These policies set forth guidelines for the City and are the primary rules governing employment and operating procedures within the City. The policies contained herein inform employees of the benefits and obligations of employment with the City. They have

been prepared and adopted in order to promote consistent, equitable, and effective practices by both employees and supervisors which will result in high quality public service to the citizens of Fair Oaks Ranch.

The Personnel Policies Manual is a general guide, and the provisions of this manual do not alter the at-will employment relationship or constitute an employment agreement, contract, or a guarantee of continued employment. The City of Fair Oaks Ranch reserves the right to change the provisions of this manual at any time and without prior notice. The provisions contained in this manual are applicable to all employees. Any promises which conflict with the provisions of this manual are effective only if in writing and signed by the City Manager.

#### 1.05 DISSEMINATION OF PERSONNEL POLICIES

- 1.05.01 The Human Resources Department will maintain current and prior approved versions of the manual. A copy of the most recently approved manual will be available to all employees on the City's Intranet site.
- 1.05.02 At time of hire, new employees will acknowledge they have reviewed the personnel policies manual and return the acknowledgement to the Human Resources Department.

#### 1.06 TERMS SUBJECT TO APPROPRIATION

- 1.06.01 All terms, conditions, benefits, and provisions outlined in the personnel policies manual are subject to the availability of funds and annual appropriation by the City Council. Nothing in this manual shall be construed as a guarantee of funding or continued financial obligation beyond appropriations made by the City Council.
- 1.06.02 The City provides a comprehensive benefits package to eligible employees as approved and budgeted for by the City Council. These benefits may include medical, dental, and vision insurance; short- and long-term disability coverage; a Section 125 flexible spending plan for qualified healthcare expenses; contributions to a retirement plan; basic life and accidental death and dismemberment insurance: voluntary and accidental death life and insurance; and access to dismemberment a voluntary 457(b) deferred compensation plan. The Human Resources Department will maintain a current schedule of City-provided benefits on the Intranet portal for employee reference.

#### 1.07 SMOKING AND TOBACCO USE

Smoking, tobacco use, and vaping is prohibited within City facilities and vehicles.

# 1.08 INSPECTION AND REASONABLE SEARCHES

1.08.01 Employees entering City property will constitute consent by the employee to

searches at any time if a reasonable suspicion exists that weapons, alcohol, prohibited drugs, or drug paraphernalia may be found.

- 1.08.02 The City reserves the right to make searches of employee lockers, offices, cabinets and desks during the course and scope of their employment and while located on City property. Searches will be based on reasonable suspicion of non-compliance with City policies or investigation into misconduct. The use of privately owned padlocks or other locking mechanisms of City property is prohibited. If need be, locks will be provided by the City.
- 1.08.03 An employee that is found to have unauthorized possession of property or is found in possession of open alcoholic beverage containers, illegal drugs, or illegal drugrelated paraphernalia on City property may be subject to disciplinary action.

#### 1.09 WEAPONS BANNED

- 1.09.01 The City prohibits the carrying or possessing of weapons by any employee who is not a licensed police officer while in City-owned facilities or vehicles. Employees are prohibited from carrying or possessing a weapon while performing City services or while engaged in City business.
- 1.09.02 Weapons include general categories of guns, knives, explosives and other items of combat that if used could reasonably be expected by the City to inflict harm upon another.

#### 1.10 SUGGESTED CHANGES

- 1.10.01 The City may revise, change, or terminate policies or procedures at any time, with or without notice and upon City Council approval.
- 1.10.02 The City Manager will regularly review these policies and submit any necessary or recommended changes to the City Council for approval. Employees will be provided with notice of approved changes within a reasonable amount of time of City Council adoption.
- 1.10.03 Employees are encouraged to make constructive suggestions for improvements to these policies or working conditions in writing to the City Manager for consideration.

#### 13.00 SEPARATION OF EMPLOYMENT

#### **13.01 GENERAL**

The City recognizes termination of employment as the end of the relationship between the City and the employee for any reason. When employment terminates, the Human Resources Department will designate the termination type and document the action in the employee's personnel file.

#### 13.02 VOLUNTARY TERMINATIONS

13.02.01 A voluntary termination refers to the end of the employment relationship initiated by the employee. Voluntary terminations in good standing are received by a supervisor with appropriate notice prior to their last day of work. Non-exempt employees will give at least two weeks' notice and exempt employees will give at least four weeks' notice. The City Manager may waive any portion of the notice requirement. Except for job abandonment terminations, all employees not in their introductory period and in good standing on their last day of employment will be paid the balance of their unused vacation leave.

13.02.02 Resignation is when an employee notifies a supervisor or other City official of their intent to resign from their position. The notice can be verbal or written. In either case, the supervisor or City official will, upon notification, immediately follow up with a written response back to the employee that confirms the acceptance and effective date of the resignation. The written follow-up response will be copied to the Human Resources Department and placed in the employee's personnel file.

13.02.03 Retirement is when an employee notifies the City of their intent to end their career or long-term employment with the City based on specific eligibility requirements. A retirement notice will be given in writing to the Human Resources Department. Employees wishing to retire must give at least 30 days' written notice to the Human Resources Department.

13.02.04 Death of an employee. If an employee dies while employed by the City, the separation will be voluntary and will be effective on the date of death. Upon the death of an employee, any final wages, accrued vacation, sick leave, or other compensation owed will be paid to the employee's estate, in accordance with Texas law. The municipality will require proof of appointment of an executor or administrator, or other legally recognized documentation, before releasing such payments. Payments will comply with applicable federal and state tax reporting requirements.

13.02.05 Job abandonment results from an unauthorized absence that exceeds three consecutive workdays without the employee notifying a supervisor or the Human Resources Department. Prior to dismissal, the Human Resources Department will make reasonable efforts to contact the employee to determine if there are mitigating circumstances (i.e., employee is incapacitated). Exceptions due to mitigating

circumstances may be approved by the City Manager.

#### 13.03 INVOLUNTARY TERMINATIONS

13.03.01 An involuntary termination is when the City dismisses an employee for a justifiable reason so long as the termination is not discriminatory or illegal. The City may take an involuntary dismissal action with or without notice.

13.03.02 For cause termination is when the City ends the employment relationship due to misconduct or a breach of performance. The Human Resources Department will prepare and deliver the written dismissal action and notice, which will contain the reasons for termination. Employees terminated for cause are not eligible for the payout of their unused vacation leave. The City Manager may approve exceptions on a case-by-case basis upon request of the terminated employee.

13.03.03 At-will termination is when the City determines it is in its best interest to end the employment relationship. The Human Resources Department will prepare and deliver the written dismissal action and notice. The at-will termination notice will not contain the reasons for termination. All employees terminated at-will who are not in their introductory period on their last day of employment will be paid the balance of their unused vacation leave.

13.03.04 Terminations due to an employee no longer being able to perform the essential functions of their job, with or without accommodation will be administered in full compliance with state and federal laws. Involuntary terminations due to inability to perform the essential functions of the job will be strictly coordinated with the City Attorney's office prior to implementation.

#### 13.04 EXIT INTERVIEWS

13.04.01 All employees who leave employment will be offered the opportunity to provide constructive feedback to the City, if practicable.

13.04.02 Exit interviews will be scheduled and conducted by the Human Resources Department in-person and should occur on or about the employee's last day of employment. The Human Resources Department will maintain a standardized exit interview form that:

- 1. Provides an understanding of the reasons for the employee's departure from City employment,
- 2. Captures feedback on opportunities to improve organizational culture, leadership, communication, and working conditions,
- 3. Provides the departing employee a final chance to express concerns and share experience, and
- 4. Documents that the employee was counseled on final compensation, unemployment eligibility, and benefits rights.

The Human Resources Department will share the results of exit interviews with the

terminated employee's supervisor, Department Head, and the City Manager. Exit interview forms will be kept in the employee's personnel file.

#### 13.05 REFERENCE CHECKS

All requests for references will be referred to the Human Resources Department. The only reference check information that may be provided to another agency or person shall be the former employee's:

- 1. Beginning and ending dates of service, and
- 2. Last position held with the City.

#### 13.06 SEPARATION PAY

13.06.01 Terminated employees will receive their final paycheck, to include cash value of any eligible unused vacation leave, on the next regularly scheduled payday following their last day of employment and upon receipt of all work items issued to them.

13.06.02 Unused sick leave balances will be set to zero upon termination of employment. Sick leave balances have no cash value.

#### 13.07 CONTINUATION OF GROUP INSURANCE

13.07.01 The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health insurance, at the individual's expense, under specified conditions, beyond the date on which it would otherwise terminate.

13.07.02 The City's will provide a "Continuation of Coverage Election Form" to be completed, if elected by the employee, at the time of separation. Premiums must be paid prior to the next eligible month of coverage for the employee to remain eligible.

#### 15.00 JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS

#### 15.01 JOB DESCRIPTIONS

- 15.01.01 The Human Resources Department shall establish written job descriptions for each City position. Department Heads will periodically review, and the City Manager will approve job descriptions for authorized positions in their departments to ensure compliance with this policy.
- 15.01.02 Every person employed by the City, regardless of employment type, will have an approved job description prior to beginning employment.
- 15.01.03 The Human Resources Department will maintain a master file of all job descriptions and publish the active job description on the employee Intranet.
- 15.01.04 Each job description will include the following elements:
  - 1. Job title,
  - 2. Department and/or division,
  - 3. Which job the incumbent reports to (supervisory relationship),
  - 4. FLSA classification and pay grade,
  - 5. Job description overview,
  - 6. List of essential duties and responsibilities,
  - 7. List of minimum qualifications,
  - 8. List of preferred qualifications,
  - 9. List of knowledge, skills, and abilities (KSA's)
  - 10. List of physical requirements to perform the essential functions of the job,
  - 11. Description of work environment, and
  - 12. Date of last revision.
- 15.01.05 Job descriptions will be used for:
  - 1. Recruitment announcements and candidate evaluation.
  - 2. Establishment of performance expectations and used as a guide to support performance evaluations,
  - 3. Classification and pay structure decisions, and
  - 4. Legal compliance relating to employment laws.
- 15.01.06 Employees will acknowledge review and receipt of their job description during their initial employment onboarding period and upon any revisions. A copy of the signed acknowledgement will be kept in their personnel file.

## 15.02 PERFORMANCE EVALUATIONS

15.02.01 Regular performance evaluations serve as an essential process for assessing individual employee contributions to the City's mission, providing written performance feedback, documenting professional development needs, and aligning employee work plans and goals with organizational goals. Formal performance evaluations should

never replace day-to-day communication and performance feedback between supervisors and employees.

- 15.02.02 Employees will acknowledge receipt of performance evaluations.
- 15.02.03 Supervisors will conduct a written performance evaluation at least annually. Written evaluations will be conducted in accordance with the annual evaluation schedule as determined by the City Manager.
- 15.02.04 Evaluation marks or comments that indicate substandard performance will require constructive and factual explanation that justifies the rating. Supervisors who, in the course of drafting evaluations, are expecting to make marks or comments that indicate substandard performance must coordinate with a Department Head prior to presenting performance feedback to the employee.
- 15.02.05 Written performance evaluations are not substitutes for performance improvement plans or disciplinary action.
- 15.02.06 Human Resources will publish and maintain a performance evaluation tool on the Intranet site.

#### 17.00PROFESSIONAL DEVELOPMENT

#### **17.01 GENERAL**

The City encourages employees to pursue educational opportunities, training programs and professional memberships that are relevant to their roles, support the enhancement of their job performance, and directly contribute to the City's mission.

#### 17.02 SEMINARS AND CONFERENCES

17.02.01 When the City authorizes an employee to attend an educational course, training program, conference, or seminar, it will provide paid time off and reimburse associated expenses as outlined in Section 18.00 Travel. The City will not reimburse costs for training or education that is unrelated to the employee's job duties or responsibilities.

17.02.02 As defined by the Fair Labor Standards Act (FLSA), if a required class is scheduled on an employee's regular workday, the employee will be compensated at their regular straight-time rate for the hours spent in attendance, including travel time, minus their normal commute time between home and their regular work location. The appropriate overtime rate will apply to overtime hours.

17.02.03 If a required class or training is held on an employee's scheduled day off or outside of the hours spent in attendance, including travel time, in accordance with applicable wage and hour laws, compensation will be at the regular straight-time rate unless the hours are considered overtime in which case the appropriate overtime rate will apply.

17.02.04 The City reserves the right to limit the availability of education/training reimbursement based on budget appropriations or other reasons.

#### 17.03 PROFESSIONAL MEMBERSHIPS

An employee who is a member of a professional association related to their City employment may be reimbursed for dues and necessary travel expenses when participation is beneficial to the City and funds have been appropriated to cover expenses and travel costs.

### **18.00TRAVEL**

#### **18.01 GENERAL POLICY**

- 18.01.01 The City will reimburse employees for necessary and reasonable job-related travel expenses incurred while on approved travel.
- 18.01.02 Employees seeking reimbursement for travel related expenses will document reasonable and allowable expenses by submitting receipts, provided travel is authorized and funds are available in the budget. The City may prepay travel related expenses such as registration fees, hotel, and transportation costs.
- 18.01.03 Expenses must be allowable and permitted by the funding source being used to pay travel expenses. Travel costs that are not permitted under the terms of certain grants, contracts, or agreements will not be charged as costs to those grants, contracts, or agreements.

#### **18.02 SAME DAY TRAVEL**

Travel for City business or training that occurs within a single scheduled workday must be authorized by the employee's supervisor. Travel-related expense reimbursement is limited to mileage and one meal, unless otherwise approved by the Department Head.

#### **18.03 OVERNIGHT TRAVEL**

- 18.03.01 Overnight travel for City business or job-related training or conferences is permissible provided that travel is authorized in advance by the Department Head and there are adequate funds available to cover expected expenses.
- 18.03.02 Travel expenses will be reimbursed for travel within the continental United States. Travel outside of the continental United Sates must be approved by the City Manager.
- 18.03.03 Employees who use their private automobiles will be reimbursed mileage based on actual miles travelled, not to exceed the cost of a coach class air fare ticket and associated air travel costs such as airport parking, taxi service, baggage fees, etc., as determined at the time of training, meeting or conference registration. Employees electing to use a more expensive mode of transportation will be reimbursed up to the most economical and reasonable method of travel.

#### 18.04 EXPENDITURES/REIMBURSEMENTS

18.04.01 Employees will be reimbursed for documented and necessary expenses or will be paid per diem. Reimbursable expenses will generally be for registration, lodging, mileage, official business telephone calls, parking, tolls, taxi, and reasonable gratuities of not more than 20% of meal charge.

18.04.02 <u>Mileage</u>. Employees are encouraged to use a City vehicle when driving is necessary. If a personal vehicle is used, mileage reimbursement will be at the standard-annual Internal Revenue Service mileage rate. Employees are expected to use the shortest distance between the point of departure and destination. Mileage reimbursement accumulates from the point of departure through return.

18.04.03 <u>Lodging.</u> The City will reimburse employees for travel-related lodging expenses during authorized work-related travel. Reimbursement for lodging will be based on the current federal daily lodging rates published by the General Services Administration (GSA) for the destination location. Lodging will be reimbursed up to the daily federal lodging rate, including allowable taxes, with receipts required. Reimbursement exceptions above the federal lodging rate may be approved on a case-by-case basis by the Department Head. Employees are encouraged to use reasonably priced accommodations. If two or more employees choose to share a hotel room or short-term rental (e.g., Airbnb or similar), each employee may be reimbursed for their pro-rata share of the total cost, not to exceed the federal lodging rate per person. All shared accommodations must be pre-approved by a Department Head and documented.

18.04.04 <u>Meals.</u> The City will reimburse employees for meals based on the current federal meals and incidental expenses (M&IE) rate for the destination location published by the General Services Administration. If meals are included in the cost of registration, then the City will not pay per diem for the meals provided as part of the registration. If meals are excluded, the city will reimburse at the following pro-rated M&IE daily rates: breakfast 20%, lunch 30%, and dinner 50%. Requests for per diem advances should be made at least 10 business days prior to the end of the pay period in advance of travel.

18.04.05 <u>Expense Report.</u> Within five business days of concluding authorized travel, employees must complete an expense report that documents the travel and actual expenses incurred on the trip. Department Heads will approve expense reports. Employees will submit their travel expense reports to Finance. A reimbursement check will be issued for allowable out-of-pocket expenses not already paid for by the City.

#### 18.05 EXCEPTIONS

18.05.01 When two or more employees travel in a single private automobile, mileage reimbursement is paid to the employee who owns the vehicle.

18.05.02 If conference registration is paid by check, the check will be made payable only to the organization sponsoring the conference.

#### **18.06 PROHIBITED EXPENDITURES**

Personal entertainment, spouse's expenses, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not permitted for reimbursement with City funds. There may be instances where business or conference social activities could

# **EXHIBIT A**

Item #17.

benefit the City and may be allowable expenses. Such instances must be approved by the City Manager.

#### 9.00 HOLIDAYS

#### 9.01 WORK DURING HOLIDAYS

9.02.01 Non-exempt employees, with the exception of law enforcement employees on a 2184 patrol schedule, who are required to work on a designated holiday shall receive compensation referred to as "double time." will be paid one and one-half times their normal rate of pay. For the purpose of this policy, double time is defined as straight-time pay for the hours actually worked on the holiday, plus the holiday pay, regardless of the number of hours worked. This combined compensation results in an effective pay rate of double the employee's regular hourly rate for each hour worked. Holiday pay does not count toward the calculation of overtime. Non-exempt employees called in to work on a holiday shall receive a minimum of four (4) hours of pay, regardless of the actual hours worked on the holiday.

9.02.02 Law enforcement employees on a 2184 patrol schedule receive eight (8) additional hours of holiday pay for each holiday within a pay period, regardless of whether they worked on the holiday. This holiday pay is not included in overtime calculations.

#### 1.00 GENERAL POLICIES

#### 1.01 AUTHORITY

1.01.01 <u>01.01.01</u> These policies are established by the City Council, and any amended, revised. Amendments, revisions, or the addition of new policies, must be approved by the City Council, except for non-policy corrections, clerical and grammatical errors.

101.01.02. The Mayor is responsible for the promulgation of all City policies.

This personnel policy handbook completelymanual replaces and supersedes any and all personnel policies previously adopted, individually or as a set of policies, by the City Council.

1.01.03 The City Manager may adopt administrative procedures that complement these policies for specific operational or personnel issues, so long as the administrative procedures do not conflict with the City Secretary, undermine or diminish these personnel policies.

In addition to these personnel policies, department 01.01.04 Department heads may establish departmental policies procedures that relate specifically to for specific personnel issues in their departments, asso long as they department procedures do not conflict with these City Council approved policies. If there is a conflict between a departmental rule or department procedure policy and these policies or any future amendments to these City Council approved policies, the terms of these the City Council approved policies shall prevail. Additionally, departmental rules and regulations—Department policies must be approved by the City Administrator, ratified reviewed by the Human Resources Director City Attorney for legal compliance, and placed officially on file and approved by the City Manager.

#### 1.02 SEVERABILITY

The provisions of these policies are severable, and if If any provision or part of a policy or procedure is held invalid, illegal, or unenforceable this shall not affect the validity of the remaining provision or parts of the provisions, which shall remain in force and effect. Changes in state or federal law or regulations will supersede these policies and/or departmental policies from the effective date of the law or regulation forward.

#### 1.03 RESPONSIBILITY FOR IMPLEMENTATION OF POLICIES AND PROCEDURES

# 1.03 PROMULGATION AND ADMINISTRATION

1.03.01 The City Administrator is responsible for Manager will ensure the

implementation, enforcement, and day-to-—day administration of eityCity policies—and procedures. He/she may delegate authority to appropriate staff, including department heads, to act in his/her behalf in the administration. The City Manager may delegate authority to appropriate staff, including Department Heads, to act on City Manager's behalf in the administration of City policies.

1.03.02 With the exception of matters of appointments and other personnel actions reserved to the City Council by statute, final authority, in the form of review and approval, is reserved to the Mayor and/or City Administrator Manager with regard to all personnel matters and subjects covered by these regulations policies.

#### 1.04 PURPOSE

These policies set forth guidelines for the City and, are the primary rules governing employment and operating procedures within the City. Also, the The policies contained herein inform employees of the benefits and obligations of employment with the City. They have been prepared and adopted in order to promote consistent, equitable, and effective practices by both employees and supervisors which will result in high quality public service to the citizens of Fair Oaks Ranch.

This employee policy handbook The Personnel Policies Manual is a general guide, and the provisions of this handbook manual do not alter the at-will employment relationship or constitute an employment agreement, a contract, or a guarantee of continued employment. The City of Fair Oaks Ranch reserves the right to change the provisions of this handbook manual at any time and without prior notice. The provisions contained in this handbook manual are applicable to all employees. Any promises which conflict with the provisions of this policy manual are effective only if in writing and signed by the Mayor and/or the City Administrator Manager.

At-will is defined as either the employer or the employee may terminate the employment relationship at any time, without advance notice, and for any cause or no cause whatsoever, without implicating a remedy for wrongful termination.

#### 1.05 APPLICABILITY OF PERSONNEL POLICIES

1.05.01 These personnel policies apply equally to all employees of the City. An "employee" is any person hired by the City. A person on retainer, under contract or City Council members, Board members, and Committee members are not considered to be City employees.

Because of the uniqueness of law enforcement operations, the Police Chief is authorized to maintain a separate POLICY AND PROCEDURES manual for law enforcement personnel. However, the law enforcement manual must be consistent with the policies mandated by this manual with regard to wage and salary administration and benefit entitlements.

Time and attendance parameters for law enforcement personnel will be in compliance with the

Federal Labor Standards Act. Any deviation from policies mandated by this manual must receive City Council approval and the Law Enforcement manual will be subject to review by City Council and the City Administrator.

1.05.02 In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.

### **1.061.05** DISSEMINATION OF PERSONNEL POLICIES

1.06.01 The City Secretary oversees the maintenance of the official set of the personnel manual with all revisions. Each Department Head shall keep a copy available for reference by their employee. Upon employment, the City Accountant will provide a complete copy of the personnel manual and, copies of all subsequent revisions to each employee. If a question arises about a particular policy, the official set of policies maintained by the City Secretary shall be consulted and will prevail.

1.06.02 Each employee receives a copy of these policies and is required to read it carefully and

to adhere to the rules and regulations stated herein. Within two weeks of employment, every employee is required to sign the ACKNOWLEDGMENT OF HAVING READ AND UNDERSTOOD THE POLICIES CONTAINED IN THESE PERSONNEL POLICIES (See Appendix B) and return

the form to the City Accountant for filing in their personnel file.

#### 1.07 EQUAL EMPLOYMENT OPPORTUNITY

1.07.01 It is the policy of the City of Fair Oaks Ranch not to allow discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based on a person's race, age, religion, color, disability, national origin, sexual orientation, or gender.

1.07.02 The City prohibits retaliation or discrimination against any employee for opposing an unlawful or discriminatory employment practice, or for alleging such a practice or participating in an investigation of an allegation of discrimination. (Legal references: U.S. Civil Rights Acts of 1871 and 1964, as amended; V.T.C.A. Civil Practices and Remedies Code, Chapter 106; Texas Commission on Human Rights Act, V.T.C.S., Article 5221K; U.S. Age Discrimination in Employment Act of 1967, as amended; U.S. Rehabilitation Act of 1973, as amended; U.S. Americans with Disabilities Act of 1990; U.S. Equal Pay Act.)

#### **1.08 AFFIRMATIVE ACTION**

The City of Fair Oaks Ranch will take affirmative action to see that applicants and employees are treated fairly during their employment, without discrimination based on race, age,

religion, color, disability, national origin, or sex. In addition, the City will seek to include qualified members of minorities and persons with disabilities in applicant pools. (Legal reference: U.S. Executive Order 11246; U.S. Americans with Disabilities Act of 1990).

#### 1.09 PERSONS WITH DISABILITIES

It is the policy of the City to make its employment application process, employee activities, working environment, employee benefits, employee training, and employee advancement process accessible to persons with disabilities; and the City will make reasonable accommodations for a qualified (a person who has a physical or mental condition which substantially limits a major life activity) individual with a disability who is an applicant or employee unless that accommodation will place an undue financial hardship on city operations or if the disability inhibits the individual from performing their job. (Legal references: U.S. Rehabilitation Act of 1973, as amended; and U.S. American with Disabilities Act of 1990).

## 1.10 SEXUAL HARASSMENT

1.10.01 It is the policy of the city to provide and maintain a work environment which is free of sexual harassment, sexual exploitation, and intimidation. All employees are expected to comply

with this policy; failure to do so will result in disciplinary action up to and including termination.

- 1.10.02 Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature 1) that creates a hostile working environment or 2) the submission of which is made a term or condition of a person's employment (quid pro quo).
- 1.10.03 It is illegal and against the employer's policy for any worker to harass another worker or to create a hostile working environment by either committing or encouraging:
  - % Physical assaults on another employee, including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults; or
  - % Intentional physical contact that is sexual in nature, including, but not limited to, touching, pinching, patting, or brushing up against another employee's body; or
  - % Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his/her presence is unwelcome; or
  - % Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

- 1.10.04 If an employee feels they have been the victim of discrimination, harassment or intimidation or has observed conduct that could be construed as harassment, discrimination or intimidation, the employee should report it to their Department Head or the City Administrator. The written report should state specific details of the incident(s) and a description of what happened.
- 1.10.05 The Department Head must notify the City Administrator immediately when a sexual harassment complaint is received. An investigation into any complaint or a report that may be deemed as reasonable shall be initiated immediately. Both the complaint and the investigative steps and findings shall be documented thoroughly. Confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.
- 1.10.06 No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint. (Legal references: Title VII of the U.S. Civil Rights Act, Section 703, as interpreted by EEOC).
- 1.05.01 The Human Resources Department will maintain current and prior approved versions of the manual. A copy of the most recently approved manual will be available to all employees on the City's Intranet site.
- 1.05.02 At time of hire, new employees will acknowledge they have reviewed the personnel policies manual and return the acknowledgement to the Human Resources Department.

## 1.06 TERMS SUBJECT TO APPROPRIATION

- 1.06.01 All terms, conditions, benefits, and provisions outlined in the personnel policies manual are subject to the availability of funds and annual appropriation by the City Council. Nothing in this manual shall be construed as a guarantee of funding or continued financial obligation beyond appropriations made by the City Council.
- 1.06.02 The City provides a comprehensive benefits package to eligible employees as approved and budgeted for by the City Council. These benefits may include medical, dental, and vision insurance; short- and long-term disability coverage; a Section 125 flexible spending plan for qualified healthcare expenses; contributions to a retirement plan; basic life and accidental death and dismemberment insurance; voluntary life and accidental death and dismemberment insurance; and access to a voluntary 457(b) deferred compensation plan. The Human Resources Department will maintain a current schedule of City-provided benefits on the Intranet portal for employee reference.

# 1.111.07 SMOKING! AND TOBACCO USE

Smoking and, tobacco use, and vaping is prohibited within all cityCity facilities and vehicles.

#### 1.12 POSSESSION/USE OF DRUGS/ALCOHOL

- 1.12.01 Possession or use of illegal drugs, and possession or consumption of alcohol will not be tolerated in the work place or during work hours.
- 1.12.02 An employee taking prescribed medication or over-the-counter medication having a warning of drowsiness or other adverse condition on the label must notify their Department Head prior to the beginning of the work period.
- 1.12.03 See Section 10.05; Substance Abuse and Alcohol Misuse for additional information, procedures and responsibilities.

# 1.131.08 INSPECTION/ AND REASONABLE SEARCHES

- 1.13.01 The City of Fair Oaks Ranch respects the privacy of its employees. However, an employee may not expect such privacy rights to extend to the use of city-owned systems, 1.08.01 Employees entering City property, equipment or supplies or to work-related conduct and this policy is intended to notify all employees that no reasonable expectation of privacy exists in connection with such.
- 1.13.02 The City reserves the right to make general or random searches/inspections of employee's lockers, purses, personal vehicles, parcels, clothing, closets, desks, and other personal property while in the possession of employee during the course and scope of their employment, while located on City property or while located in City or personal vehicles parked on City property, or being used for City business. The use of privately owned padlocks or other locking mechanisms of city property is prohibited. If need be, locks will be provided by the City.
- 1.13.03 Personal possessions entered onto City property, as defined above, will constitute consent by the employee to searches/inspections at any time if a reasonable suspicion exists that weapons, alcohol, prohibited drugs, or drug paraphernalia may be found.
- 1.08.02 The City reserves the right to make searches of employee lockers, offices, cabinets and desks during the course and scope of their employment and while located on City property. Searches will be based on reasonable suspicion of non-compliance with City policies or investigation into misconduct. The use of privately owned padlocks or other locking mechanisms of City property is prohibited. If need be, locks will be provided by the City.
- 1.13.04 If the employee is available, they will be advised of the search/inspection. The inspection of an employee's clothing will be conducted by a person of the same gender as the employee, in the presence of a witness of the same gender. All other searches will be conducted as privately as possible, involving only persons with a need to know and only with the authorization of the Mayor or City Administrator.
- 1.13.05 1.08.03 An employee who refused to cooperate in an inspection, submit to a

reasonable search,that is found to have unauthorized possession of property of the City, coworkers, or customers, or is found in possession of open alcoholic beverages, beverage containers, illegal drugs, or illegal drug-related paraphernalia on City property may be terminated. The employee's refusal to cooperate will be noted in their employee folder, together with a statement that reasonable suspicion existed to conduct the search. subject to disciplinary action.

# 1.141.09 WEAPONS BANNED

## 1.10.01 1.09.01

The City prohibits the carrying or possessing of weapons by any employee who is not a licensed police officer while on city—in City—owned property facilities or in a City vehicle. This ban also includes keeping or transporting a weapon in a private vehicle on City business.vehicles. Employees are also—prohibited from carrying or possessing\_a weapon while performing City services or while engaged in City business—whether on private property or not.

1.14.01 1.09.02 Weapons include general categories of guns, knives, explosives and other items with potential of combat that if used could reasonably be expected by the City to inflict harm upon another.

1.14.02 Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy. However, nothing in the policy shall prohibit any state or federal certified peace officer or law enforcement officer from carrying or possessing any weapon they are lawfully authorized to carry or possess. Employees who are required to possess weapons to perform the duties of the job are exempt from the applicable provisions of this paragraph.

# 1.151.10 SUGGESTED CHANGES TO THE POLICIES; EMPLOYEE SUGGESTIONS

1.10.01 The city reserves the right to City may revise, change, or terminate policies or procedures at any time, with or without notice and upon City Council approval. In addition, the

#### <del>1.15.01</del> 1.10.02

The City Administrator Manager will conduct an annual regularly review of these policies as part of the budget process and submit any necessary or recommended changes to the City Council for approval prior to the beginning of the new fiscal year. Changes will be made to the policies for the following purpose: to clarify and/or enhance existing policies and procedures, to add new policies or amend existing policies in order to improve current city management practices, and to conform current policies and procedures to changes in law or council policy. Each employee. Employees will be provided with a copynotice of any approved changes to the policies within two weeks of the change. Employees are responsible for placing the issued page(s) into their Policy manual within a reasonable amount of time of City Council adoption.

1.10.02 1.10.03 Employees are encouraged to make constructive suggestions for improvements

into these policies or in work procedures or working conditions. Any employee who wishes to suggest a personnel policy change should submit his or her suggestion(s) in writing, along with the rationale for making the change, through their Department Head who will forward it to the City Administrator to the City Manager for consideration. Employees are responsible for maintaining current knowledge and understanding of all personnel policy changes and for requesting clarification or assistance when needed.

#### 13.00 SEPARATIONS

# 13.01 13.00 TYPESSEPARATION OF SEPARATIONS EMPLOYMENT

All separations of employees are designated as one of the following types:
<del>- Resignation;</del>
- Retirement;
- Reduction in Force;
<del>- Dismissal;</del>
- Disability; or
- Death

#### 13.02 RESIGNATION

In order to terminate in good standing, an employee who intends to resign should notify their Department Head in writing at least 10 working days prior to their last day of work.

# **13.01 GENERAL**

The City Administratorrecognizes termination of employment as the end of the relationship between the City and the employee for any reason. When employment terminates, the Human Resources Department will designate the termination type and document the action in the employee's personnel file.

# 13.02 VOLUNTARY TERMINATIONS

13.02.01 A voluntary termination refers to the end of the employment relationship initiated by the employee. Voluntary terminations in good standing are received by a supervisor with appropriate notice prior to their last day of work. Non-exempt employees will give at least two weeks' notice and exempt employees will give at least four weeks' notice. The City Manager may waive any portion of the notice periodrequirement. Except for job abandonment terminations, all employees not in their introductory period and in good standing on their last day of employment will be paid the balance of their unused vacation leave.

13.02.02 Resignation is when an employee notifies a supervisor or other City official of their intent to resign from their position. The notice can be verbal or written. In either case, the supervisor or City official will, upon notification, immediately follow up with a written response back to the employee that confirms the acceptance and effective date of the resignation. The written follow-up response will be copied to the Human Resources Department and placed in the employee's personnel file.

13.02.03 Retirement is when an employee notifies the City of their intent to end their career or long-term employment with the City based on specific eligibility requirements. A retirement notice will be given in writing to the Human Resources Department. Employees

wishing to retire must give at least 30 days' written notice to the Human Resources Department.

- 13.02.04 Death of an employee. If an employee dies while employed by the City, the separation will be voluntary and will be effective on the date of death. Upon the death of an employee, any final wages, accrued vacation, sick leave, or other compensation owed will be paid to the employee's estate, in accordance with Texas law. The municipality will require proof of appointment of an executor or administrator, or other legally recognized documentation, before releasing such payments. Payments will comply with applicable federal and state tax reporting requirements.
- 13.02.05 Job abandonment results from an unauthorized absence that exceeds three consecutive workdays without the employee notifying a supervisor or the Human Resources Department. Prior to dismissal, the Human Resources Department will make reasonable efforts to contact the employee to determine if there are mitigating circumstances (i.e., employee is incapacitated). Exceptions due to mitigating circumstances may be approved by the City Manager.

### 13.03 <u>INVOLUNTARY TERMINATIONS</u>

- 13.03.01 An involuntary termination is when the City dismisses an employee for a justifiable reason so long as the termination is not discriminatory or illegal. The City may take an involuntary dismissal action with or without notice.
- 13.03.02 For cause termination is when the City ends the employment relationship due to misconduct or a breach of performance. The Human Resources Department will prepare and deliver the written dismissal action and notice, which will contain the reasons for termination. Employees terminated for cause are not eligible for the payout of their unused vacation leave. The City Manager may approve exceptions on a case-by-case basis upon request of the terminated employee.
- 13.03.03 At-will termination is when the City determines it is in its best interest to end the employment relationship. The Human Resources Department will prepare and deliver the written dismissal action and notice. The at-will termination notice will not contain the reasons for termination. All employees terminated at-will who are not in their introductory period on their last day of employment will be paid the balance of their unused vacation leave.
- 13.03.04 Terminations due to an employee no longer being able to perform the essential functions of their job, with or without accommodation will be administered in full compliance with state and federal laws. Involuntary terminations due to inability to perform the essential functions of the job will be strictly coordinated with the City Attorney's office prior to implementation.
- 13.03.01 Upon voluntary termination, an employee who has completed their six months of continuous employment will be paid for accrued and unused vacation leave up to the limit

of their maximum allowable accumulation and when proper written notice is given (Section 8.03.06, Leave Time). No payment of such benefit will be made if employment is terminated within six months of the employment hire date.

#### 13.04 RETIREMENT

13.04.01 An employee who intends to retire must notify their Department Head in writing at least 30 days prior to the last day of work. The Department Head is responsible for immediately notifying the City Administrator.

13.04.02 Eligibility for retirement shall be predicated upon the criteria established by the Texas Municipal Retirement System.

### 13.05 REDUCTION IN FORCE

13.05.01 An employee may be separated when intent to resign from their position is abolished, or when there is . The notice can be verbal or written. In either a lack of fundscase, the supervisor or lack of work.

13.05.02 When reductions in force are necessary, decisions on individual separations will be made after considering the relative necessity of each position to the organization, the performance record of each employee, qualifications of the employee for remaining positions with the City, and the employee's length of service City official will, upon notification, immediately follow up with the City.

13.05.03 Employees who have been laid off may reapply to the City for other positions. Former employees who are otherwise equally qualified, will be given priority consideration in the event of a vacancy.

13.05.04 When a regular employee who has completed the introductory period is dismissed as a result of a reduction in force, they will be given a minimum of two week's written notice, paid in full to the time of discharge including accrued vacation time.

13.05.05 A layoff shall not be considered a disciplinary action. An employee may be recalled to their job or another similar job in which they meet the minimum job requirements and qualifications. An employee failing to reportresponse back to work shall be considered as having forfeited their right to re-employment.

### 13.06 DISMISSAL

13.06.01 All employees are hired at will the employee that confirms the acceptance and can be dismissed at any time, with or without prior notice, as long as the action is not discriminatory under existing federal or state statues.

13.06.02 All employee dismissals must be authorized by the Mayor with a copy of the effective date of the resignation. The written authorization follow-up response will be copied

to the Human Resources Department and placed in the employee's personnel file.

13.06.03 Employees involuntarily terminated, not due to misconduct, will be afforded prior notice if possible, paid for unused accrued vacation, and will be eligible to apply for Texas Unemployment Compensation.

### 13.07 DISABILITY

An employee may be separated when, for physical or mental reasons, the employee cannot perform the duties of his job. This separation must be in full compliance with statutory requirements and state and federal guidelines for the disabled. Official medical documentation substantiating the separation must be in hand prior to effecting a disability termination. Termination in itself will not negate worker's compensation if payments are still being made and no final settlement has been reached.

### 13.08 **DEATH**

If an employee dies, their estate receives all pay due and any earned and payable benefits as of the date of death.

### **13.09 13.04 EXIT INTERVIEWS**

13.04.01 All employees who leave employment will be offered the opportunity to provide constructive feedback to the City, if practicable.

13.04.02 Exit interviews will be scheduled and conducted by the Human Resources Department in-person and should occur on or about the employee's last day of employment. The Human Resources Department will maintain a standardized exit interview form that:

- 1. <u>Provides an understanding of the reasons for the employee's departure from City employment,</u>
- 2. <u>Captures feedback on opportunities to improve organizational culture, leadership, communication, and working conditions,</u>
- 3. <u>Provides the departing employee a final chance to express concerns and share experience</u>, and
- 4. <u>Documents that the employee was counseled on final compensation, unemployment eligibility, and benefits rights.</u>

The Human Resources Department will share the results of exit interviews with the terminated employee's supervisor, Department Head, and the City Manager. Exit interview forms will be kept in the employee's personnel file.

### <del>13.10</del>13.05 REFERENCE CHECKS

All requests for references will be referred to the Human Resources Department. The only reference check information that may be provided to another agency or person shall be the

### former employee's:

- 1. Beginning and ending dates of service, and
- 2. Last position held with the City.

### **13.11**13.06 SEPARATION PAY

13.06.01 Terminated employees will receive their final paycheck, to include cash value of any eligible unused vacation leave, on the next regularly scheduled payday following their last day of employment and upon receipt of all work items issued to them.

13.06.02 Unused sick leave balances will be set to zero upon termination of employment. Sick leave balances have no cash value.

### 13.1213.07 CONTINUATION OF GROUP INSURANCE

13.07.01 The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health insurance, at the individual's expense, under specified conditions, beyond the date on which it would otherwise terminate.

13.07.02 The City's will provide a "Continuation of Coverage Election Form" to be completed, if elected by the employee, at the time of separation. Premiums must be paid prior to the next eligible month of coverage for the employee to remain eligible.

### 15.00 JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS

### 15.01 JOB DESCRIPTIONS

15.01.01 The City Administrator Human Resources Department shall establish and periodically review official written job descriptions for each City position. Department Heads will periodically review, and the City Manager will approve job descriptions for authorized positions in their departments to ensure compliance with this policy.

15.01.02 Every person employed by the City, regardless of employment type, will have an approved job description prior to beginning employment.

<u>15.01.03</u> The <u>City Secretary Human Resources Department</u> will maintain a master file of all job descriptions.

### 15.02 DISTRIBUTION

During the employee's orientation, and publish the <u>active</u> job description for<u>on</u> the <u>appropriate</u> employee <u>positionIntranet</u>.

<u>15.01.04 Each job description</u> will be given to include the employee, reviewed by the employee, following elements:

- 1. Job title,
- 2. Department and placed/or division,
- 3. Which job the incumbent reports to (supervisory relationship),
- 4. FLSA classification and pay grade,
- 5. Job description overview,
- 6. List of essential duties and responsibilities,
- 7. List of minimum qualifications,
- 8. List of preferred qualifications,
- 9. List of Knowledge, Skills, and Abilities (KSA's)
- 10. List of physical requirements to perform the essential functions of the job,
- 11. Description of work environment, and
- 12. Date of last revision.

### 15.01.05 Job descriptions will be used for:

- 1. Recruitment announcements and candidate evaluation.
- 2. Establishment of performance expectations and used as a guide to support performance evaluations,
- 3. Classification and pay structure decisions, and
- 4. Legal compliance relating to employment laws.

15.01.06 Employees will acknowledge review and receipt of their job description during their initial employment onboarding period and upon any revisions. A copy of the signed acknowledgement will be kept in their personnel file along with a certification that they

have reviewed them.

### 15.03 REQUESTS FOR CLARIFICATION

In the absence of any request for clarification, each employee is considered to understand the responsibilities assigned to the position which he or she occupies.

### 15.04 EMPLOYEE PERFORMANCE EVALUATION

15.04.01 Performance evaluations have the primary purpose of improving the employee's understanding of their progress on the job and the Department Head's understanding of the employee's viewpoints about factors that affected their performance during the period covered by the evaluation. Scheduled evaluations provide an opportunity to assess progress and to plan for future performance improvements, but should never replace day-to-day communication between Department Head and employee regarding performance expectations and actual performance

15.04.02 Supervisory personnel may conduct a verbal and written performance evaluation of their employees annually by June 1 which will be used to make recommendations for employees deserving pay increases based upon job performance.

15.04.03 A performance evaluation shall be conducted at the end of the initial six-month period of employment. However, a formal performance may be conducted at any time to recognize and document occasions of either unsatisfactory or outstanding performance.

15.04.04 Evaluators shall individually discuss the evaluation results with their employee and shall counsel them regarding their careers and any improvements in performance, which appear desirable or necessary. Employees dissatisfied with their performance evaluation may seek reconsideration by using the established grievance procedure.

15.04.05 Any time that an employee receives a marginal or poor written evaluation, they must be asked to sign a statement acknowledging that they understand the evaluation of their performance. The employee must also be given a profession development or "growth" plan that outlines what must be done and the maximum time allowable to correct the deficiencies. Failure to provide a plan will negate the impact of a marginal or poor evaluation when considering formal disciplinary action in the future.

15.04.06 Performance evaluations are maintained in each employee's personnel file until superseded plus two years (29 CFR 1620.32c).

### **15.02 PERFORMANCE EVALUATIONS**

15.02.01 Regular performance evaluations serve as an essential process for assessing individual employee contributions to the City's mission, providing written performance feedback, documenting professional development needs, and aligning employee work plans and goals with organizational goals. Formal performance evaluations should never replace day-to-day communication and performance feedback between supervisors and employees.

15.02.02 Employees will acknowledge receipt of performance evaluations.

15.02.03 Supervisors will conduct a written performance evaluation at least annually. Written evaluations will be conducted in accordance with the annual evaluation schedule as determined by the City Manager.

15.02.04 Evaluation marks or comments that indicate substandard performance will require constructive and factual explanation that justifies the rating. Supervisors who, in the course of drafting evaluations, are expecting to make marks or comments that indicate substandard performance must coordinate with a Department Head prior to presenting performance feedback to the employee.

15.02.05 Written performance evaluations are not substitutes for performance improvement plans or disciplinary action.

15.02.06 Human Resources will publish and maintain a performance evaluation tool on the Intranet site.

### 17.00 PROFESSIONAL DEVELOPMENT

### 17.01 GENERAL POLICY.

The <u>cityCity</u> encourages <u>its</u> employees to <u>take advantage of pursue</u> educational <u>or training</u> opportunities, <u>training programs</u> and professional memberships <u>whichthat</u> are <u>related relevant</u> to <u>and will enhance the performance of their work with the City.roles, support the enhancement of their job performance, and directly contribute to the City's mission.</u>

### 17.02 REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES.

<u>17.02.01</u> When the <u>cityCity</u> authorizes an employee to attend an educational <u>orcourse</u>, training <u>courseprogram</u>, conference, or seminar, <u>the cityit</u> will provide <u>the necessary paid</u> time off <u>with pay</u> and reimburse <u>the employee for any</u> associated <u>costsexpenses</u> as <u>detailed outlined</u> in <u>Chapter Section</u> 18.00 <u>Travel</u>. The <u>cityCity</u> will not reimburse <u>employees costs</u> for <u>any</u> training or <u>educational course</u>, <u>etc. education that is unrelated to their the employee's job duties or responsibilities.</u>

17.02.01 As defined by the Fair Labor Standards Act, (FLSA), if thea required class is heldscheduled on an employee's work dayregular workday, the employee will be paid the number of hours of attendance including travel time less their normal travel time to/from home to workcompensated at their current regular straight-time rate based on the employees regular work weekfor the hours spent in attendance, including travel time, minus their normal commute time between home and their regular work location. The appropriate overtime rate will apply to overtime hours.

17.02.03 If thea required class or training is held on an employee's scheduled day off or before/after an employee's work day, the employee will be paid the number of hours of outside of the hours spent in attendance, including travel time-, in accordance with applicable wage and hour laws, compensation will be at their current the regular straight-time rate based on the employees regular work weekunless the hours are considered overtime in which case the appropriate overtime rate will apply.

<u>17.02.02</u> The <u>cityCity</u> reserves the right to limit the availability of education/training reimbursement <u>due to budgetarybased on budget appropriations</u> or other reasons.

### 17.03 PROFESSIONAL MEMBERSHIPS,

An employee who joins a member of a professional association related to their city work City employment may be reimbursed for dues and necessary travel expenses when meetings are judged participation is beneficial to the City and funds have been appropriated to offer special training or information of value to the employee in their work at the City.

Item #17.

cover expenses and travel costs.

### **\*18.00 TRAVEL AND SUBSISTENCE REIMBURSEMENT**

### 18.00 18.01 **GENERAL POLICY**

<u>18.01.01</u> The policy of the city is to <u>City will</u> reimburse employees fully for necessary and reasonable job--related <u>travel</u> expenses incurred in the while on approved travel.

18.01.02 Employees seeking reimbursement for travel related expenses will document reasonable and allowable expenses by submitting receipts, provided travel is authorized conduct of city business, including business related travel.

- All travel expenses are subject to requirements of documentation and reasonableness, and will be honored in conformity with adopted policies, provided that the travel was properly authorized and that funds are available in the department's budget. In some cases, the city The City may prepay travel related expenses such expenses as registration fees, hotel costs, and for airline or other public transportation costs directly to the entity involved.
- <u>18.01.03</u> Expenses which are must be allowable and permitted by the funding source being used to pay travel expenses. Travel costs that are not permitted under the terms of certain grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.

### 18.0118.02 SAME DAY TRAVEL FOR BUSINESS OR TRAINING.

All necessary day travel Travel for conduct of city City business or job-related training that occurs within a single scheduled workday must be authorized by the employees's supervisor. Reimbursement for travel expenses will be determined by the employees department head Travel-related expense reimbursement is limited to mileage and one meal, unless otherwise approved by the Department Head.

### 18.0218.03 OVERNIGHT TRAVEL FOR BUSINESS OR TRAINING.

- <u>18.03.01</u> Overnight travel for <u>conduct of cityCity</u> business or job-related training <u>or conferences</u> is permissible provided that <u>ittravel</u> is authorized in advance by the <u>department head and does not exceed budgetary limitationsDepartment Head and there are adequate funds available to cover expected expenses.</u>
- Travel expenses, as determined by the employee's department head, will be reimbursed for travel within the continental United States only, unless specifically. Travel outside of the continental United Sates must be approved by the City Administrator Manager.
- When 18.03.03 Employees who use their private automobiles are used,

reimbursement is allowed will be reimbursed mileage based on the basis of actual mileagemiles travelled or, not to exceed the cost of a coach class air fare plus all ticket and associated air travel costs such as airport parking, taxi service, baggage fees, etc., whichever is less (as determined at the time of training, meeting or conference registration). Employees electing to use a more costlier expensive mode of transportation, will be reimbursed only up to the extent that the total cost does not exceed what would have been available by the most economical and reasonable method of travel.

### 18.0318.04 EXPENDITURES/REIMBURSEMENTS.

18.04.01 18.04.02 Employees engaged in authorized travel in the conduct of city business will be reimbursed for documented and necessary expenses or in the form of a per diem. Or will be paid per diem. Reimbursable-subsistence expenses will generally be for registration, lodging, mileage, official business telephone calls, parking, tolls, taxi, and reasonable gratuities of not more than 20% 15% of meal charge.

18.04.02 18.04.03 Mileage. Employees are encouraged to use a City vehicle vehicles but where use of a personal vehicle is used, reimbursement will be at the standard-annual Internal Revenue Service mileage rate. Employees are expected to use the shortest distance between point of departure and destination. Mileage reimbursement accumulates from point of departure through return when driving is necessary. If a personal vehicle is used, mileage reimbursement will be at the standard-annual Internal Revenue Service mileage rate. Employees are expected to use the shortest distance between the point of departure and destination. Mileage reimbursement accumulates from the point of departure through return.

18.04.03 Lodging. The city pays up to the single room rate. If two employees share a double room, the double room rate is allowed. The city shall not require employees to share a double room.—The City will reimburse employees for travel-related lodging expenses during authorized work-related travel. Reimbursement for lodging will be based on the current federal daily lodging rates published by the General Services Administration (GSA) for the destination location. Lodging will be reimbursed up to the daily federal lodging rate, including allowable taxes, with receipts required. Reimbursement exceptions above the federal lodging rate may be approved on a case-by-case basis by the Department Head. Employees are encouraged to use reasonably priced accommodations. If two or more employees choose to share a hotel room or short-term rental (e.g., Airbnb or similar), each employee may be reimbursed for their pro-rata share of the total cost, not to exceed the federal lodging rate per person. All shared accommodations must be pre-approved by a Department Head and documented.

18.04.04 Meals — Overnight Travel. It is the policy of the city to pay a per diem for meals to employees during overnight business-related travel. The U.S. General Services Administration (www.gsa.gov/portal/category/100120) per diem meal rate to the location the employee is going to serves as the basis by which the city will pay for meal expenses incurred. Meals, which are

included in the cost of registration, shall be subtracted from the total per diem request. When submitting a request for per diem, employees shall use the following percentages to the derived G.S.A. per diem rate: breakfast 20%, lunch 30%, and dinner 50%. Request for per diem should be made 10 business days in advance of travel. Meals - One Day Travel. It is the policy of the city to pay actual cost for meals incurred by employees during the one day business-related travel, whether in city or out of city.

The City will reimburse employees for meals based on the current federal meals and incidental expenses (M&IE) rate for the destination location published by the General Services Administration. If meals are included in the cost of registration, then the City will not pay per diem for the meals provided as part of the registration. If meals are excluded, then the city will reimburse at the following pro-rated M&IE daily rates: breakfast 20%, lunch 30%, and dinner 50%. Requests for per diem advances should be made at least 10 business days prior to the end of the pay period in advance of travel.

18.04.05 Expense Report. Within five business days of the date the concluding authorized travel was concluded, employees must complete a city-created expense report documenting actual expenses incurred on the trip which were not prepaid directly by the city to the entity involved or directly to the employee in the form of a per diem. A reimbursement check will be issued for allowable out-of-pocket expenses after approval by their Department Head. an expense report that documents the travel and actual expenses incurred on the trip. Department Heads will approve expense reports. Employees will submit their travel expense reports to Finance. A reimbursement check will be issued for allowable out-of-pocket expenses not already paid for by the City.

### **18.0418.05 EXCEPTIONS**

18.05.01 When two or more employees travel in a single <u>private</u> automobile, mileage reimbursement is paid to the employee <del>whose vehicle was used</del> who owns the vehicle.

18.05.02 Conference registration checks will be made payable only to the organization sponsoring the conference. If conference registration is paid by check, the check will be made payable only to the organization sponsoring the conference.

### **18.05**18.06 PROHIBITED EXPENDITURES

Costs of personal entertainment, spouse's expenses, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not allowable for reimbursement. There may be instances where business or conference social activities which will benefit the city are allowable expenses. Such instances must be approved by the City Administrator.

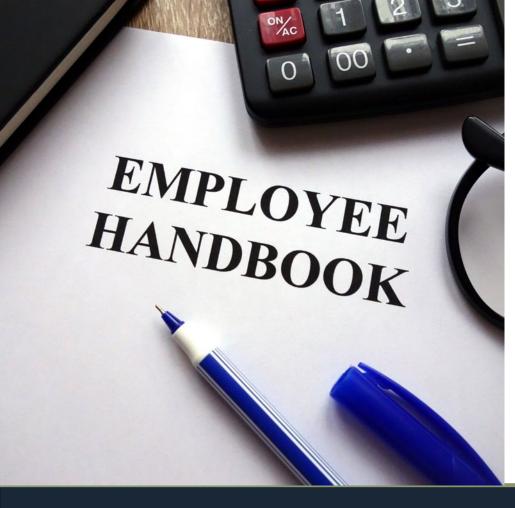
Personal entertainment, spouse's expenses, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not permitted for reimbursement with City funds. There may be instances where business or conference social activities could benefit the City and may be allowable expenses. Such instances must be approved by the City Manager.

### 9.00 HOLIDAYS

### 9.01 WORK DURING HOLIDAYS

9.02.01 Non-exempt employees, with the exception of law enforcement employees on a 2184 patrol schedule, who are required to work on a designated holiday will receive holiday pay in addition to the hours worked. Hours worked on a holiday will be used in the calculation of overtime during the pay period. Holiday pay will not count toward overtime calculations. be paid one and one-half times their normal rate of pay.

9.02.02 Law enforcement employees on a 2184 patrol schedule receive eight (8) additional hours of holiday pay for each holiday within a pay period, regardless of whether they worked on the holiday. This holiday pay is not included in overtime calculations.



# Personnel Policies Updates



Consideration:

Ch. 1 General Policies

Ch. 13 Separations

Ch. 15 Job Descriptions & Performance Evaluations

Ch. 17 Professional Development

Ch. 18 Travel and Subsistence Reimbursement

Section 9.01 Work During Holidays

Jim Williams

Assistant City Manager

## For Consideration



- 1. Ch. 1 General Policies
- 2. Ch. 13 Separations
- 3. Ch. 15 Job Descriptions and Performance Evaluations
- 4. Ch. 17 Professional Development
- 5. Ch. 18 Travel and Subsistence Reimbursement
- 6. Sec. 9.01 Work During Holidays

City of Fair Oaks Ranch

## Ch. 13 - Separations



## Reasons for change:

- General clean up
- Change name to "Separation of Employment"
- Clarifies which termination actions are voluntary or involuntary
- Clarifies procedure on how to handle payment of wages or accrued benefits to estate of deceased employee (Texas law)

## Ch. 15 – Job Descriptions and Performance Evaluations



## Reasons for change:

- General clean up
- Clarifies/standardizes job description contents
- ADD: to match current practice annual performance evaluation standards

# Ch. 17 - Professional Development



## Reasons for change:

- General clean up
- Clarifies: wages and overtime rules for when an employee is traveling for the City
- Clarifies: reimbursement for professional memberships, subject to appropriation

City of Fair Oaks Ranch

## Ch. 18 – Travel & Subsistence Reimbursement



## Reasons for change:

- General clean up
- Clarifies: travel expenses only authorized to the extent allowable by the funding source
- Clarifies: same day vs. overnight travel expense reimbursement
- Clarifies: most economical and reasonable method of travel

## Ch. 1 - General Policies



## Reasons for change:

- General clean up
- Clarify procedure in creation and sign-off of supplemental or department procedures
- Removes sections now covered in other chapters of the policy
- ADD: policy terms subject to appropriation
- ADD: employee benefits subsection

## Ch. 1 - General Policies



Reasons for change (continued):

- Updates Reasonable Searches and Inspection section
- Clarifies banned weapons determination

City of Fair Oaks Ranch

# Section 9.01 – Work During Holidays



## Reason for change:

- Changes non-exempt pay for work during holidays
  - From: time and half, no holiday pay
  - To: straight time and holiday pay
- Aligns closer to 2184 Patrol rule for holiday pay
  - Difference: Patrol gets holiday whether they work the holiday or not

## **Next Steps:**



- 1. Publish clean version of manual (ASAP)
- 2. Circle back mid to late summer address a handful of minor changes
- 3. Regular maintenance and training routine

City of Fair Oaks Ranch



# Questions



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

AGENDA TOPIC: Consideration and possible action approving a resolution to appoint Council

Members as members or liaisons to various boards, committees, and

commissions

DATE: June 5, 2025
DEPARTMENT: City Council

PRESENTED BY: Gregory C. Maxton, Mayor

### **INTRODUCTION/BACKGROUND:**

As determined at the September 12, 2023 City Council Meeting, appointments of council members to serve on boards or committees will be made annually. When appointed as a member, the council member actively participates in the group, contributing to discussions and voting alongside other members to achieve the board or committee's objectives. When serving as a liaison, the council member's role is primarily to act as a point of contact, facilitating communication between the board or committee and the City Council. A liaison does not have voting rights or any authority over the board or committee to which they are assigned.

This agenda item is to make these appointments.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- 1. As a member, provides council member participation in several areas where boards and committees impact our city operations.
- 2. As a member or as a liaison, provides a means to gain information which can be reported back to all council members during our council meetings, keeping council and residents informed of the actions of the committees and boards.

### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

### **LEGAL ANALYSIS:**

Resolution approved as to form.

### **RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution assigning council members as members or liaisons to the boards, committees, and commissions.

#### **A RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS APPOINTING COUNCIL MEMBERS TO SERVE AS MEMBERS OR LIAISONS TO VARIOUS BOARDS, COMMITTEES, AND COMMISSIONS

**WHEREAS,** the City Council is entrusted with ensuring the effective governance and representation of the community in various civic, social, and governmental matters; and,

**WHEREAS,** appointing council members to serve as consistent members or liaisons to specific boards, committees, and commissions promotes stability and long-term collaboration; and,

**WHEREAS**, the continued service of council members on the same boards, committees, and commissions allows for the development of expertise and deeper relationships within those entities; and,

**WHEREAS,** such appointments ensure clear communication, continuity, and accountability between the City Council and the boards, committees, and commissions they serve on; and.

**WHEREAS,** the consistency of council members' appointments enables the city to benefit from their accumulated knowledge and experience in specific areas, enhancing decision-making and governance; and,

**WHEREAS,** City Council determined at the September 12, 2023 City Council Meeting that appointments of Council members to serve on board, committees or commissions will be made annually.

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

**Section 1.** The City Council hereby appoints the following City Council Members to serve on the various Boards, Committees and Commissions of the City of Fair Oaks Ranch. Except for Council Member appointments to the Municipal Development District (MDD), all other appointments shall be effective as of June 6, 2025, and shall remain in effect until new Council Member appointments are made in June 2026. With respect to the MDD, this resolution identifies the Council Members designated for appointment to the MDD Board. However, their official appointments will occur later this year in conjunction with the appointment of the remaining MDD Board members.

### **AUDIT COMMITTEE**

- 1. Keith Rhoden
- 2. Greg Maxton
- 3. Dale Pearson

### **BRANDING COMMITTEE**

- 1. Dale Pearson
- 2. Scott Parker
- 3. Jonathan Swarek

### MUNICIPAL DISTRICT DEVELOPMENT BOARD (MDD) (Designated by Council for Appointment)

Keith Rhoden Term: 10/1/2025 - 9/30/2027
 Ruben Olvera Term: 10/1/2025 - 9/30/2027

### WILDLIFE EDUCATION COMMITTEE MEMBERS

- 1. Ruben Olvera
- 2. Scott Parker
- 3. Jonathan Swarek

### LIAISON TO CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC)

1. Emily Stroup

### **COURT SECURITY COMMITTEE**

1. Emily Stroup

### **EMERGENCY MANAGEMENT COMMITTEE**

- 1. Keith Rhoden
- 2. Greg Maxton
- 3. Scott Parker

- **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 5th day of June 2025.

	Gregory C. Maxton, Mayor
ATTEST:	APPROVED AS TO FORM:
Christina Picioccio, TRMC City Secretary	Denton Navarro Rodriguez Bernal Santee & Zech P.C., City Attorney



## Budget Process Introduction

OF Item #19.

FY 2025-26

Summer Fleming, CGFO

Director of Finance

## What is a Budget?





Policy Document – A budget reflects the goals and policies of the City. It captures the City's priorities for the coming year and beyond.



Financial Plan – A budget connects the goals and objectives with the funding of activities that support those goals, both in the short and long-term.



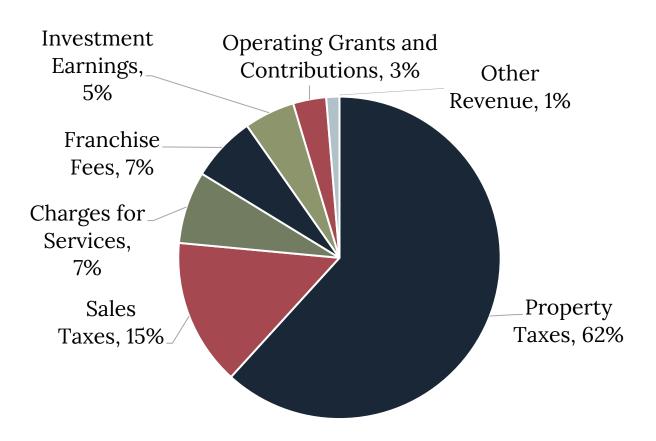
Operations Guide – A budget reflects how resources will be used by the staff to accomplish the stated goals through operations and activities.



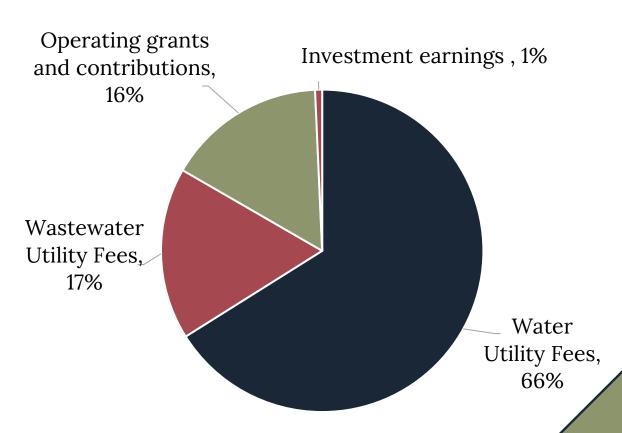
Communications Device – A budget will communicate information to the citizens and stakeholders, explaining where the revenues come from and how they will be spent to provide crucial services.

## Where Does the Money Come From?

### General Fund Revenue

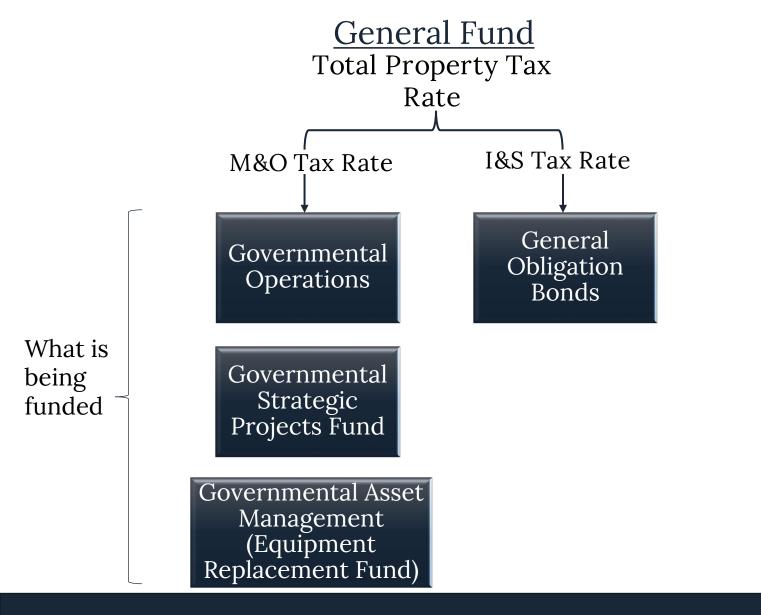


### **Utility Fund Revenue**



Item #19.

### Primary Revenue Source by Fund

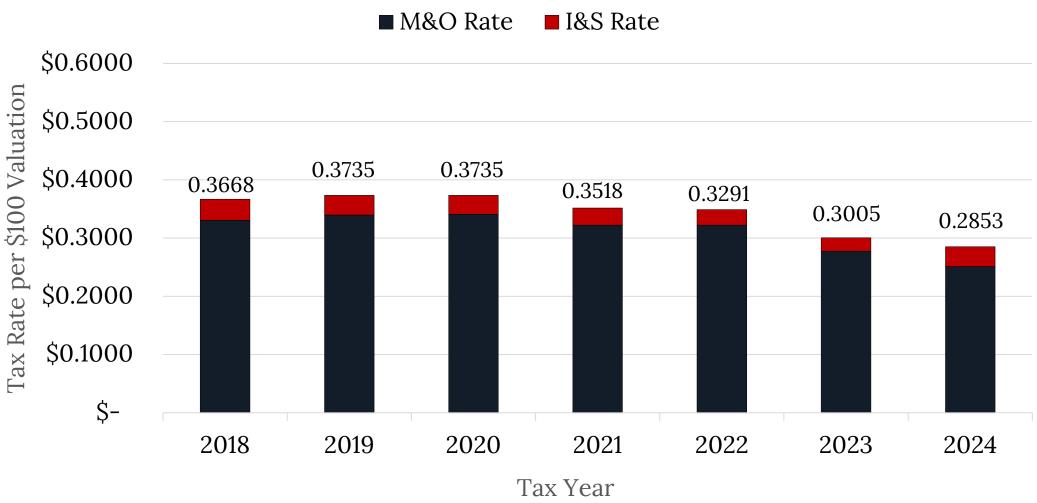


Utility Fund Fees from Utility Customers Utility Operations **Utility Capital** Projects Funds **Utility** Asset Management (Equipment Replacement Fund)

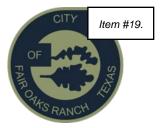


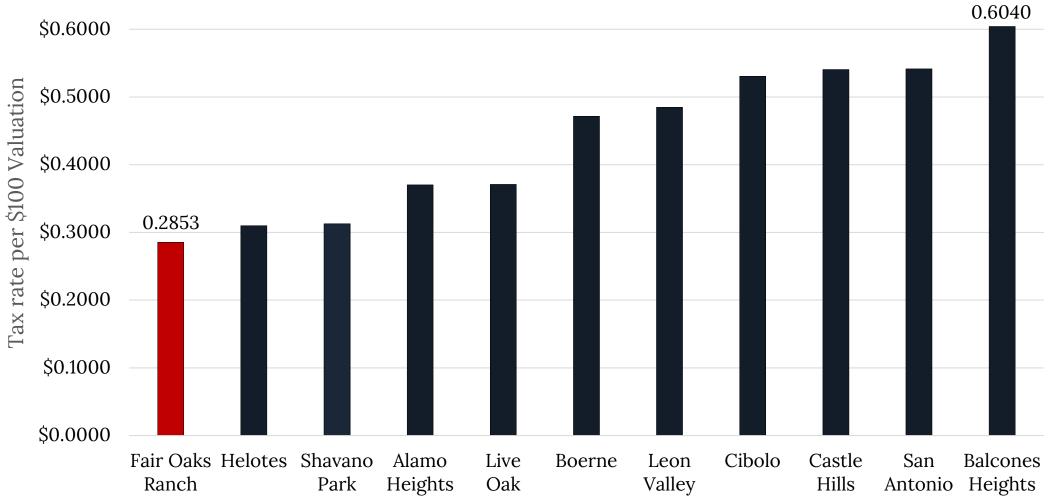
## Fair Oaks Ranch Property Tax Rate History



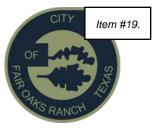


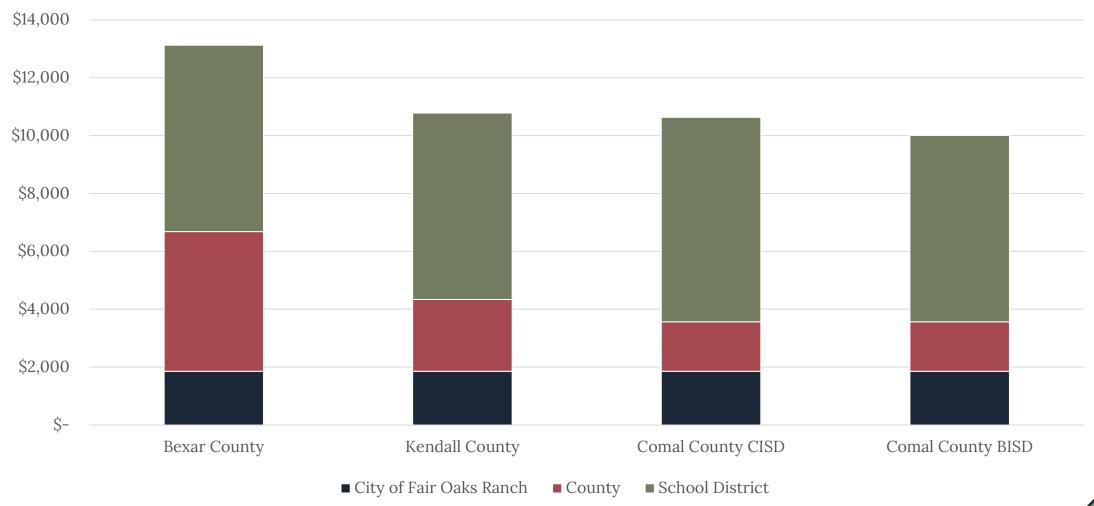
## 2024 Property Tax Rates of Surrounding Cities





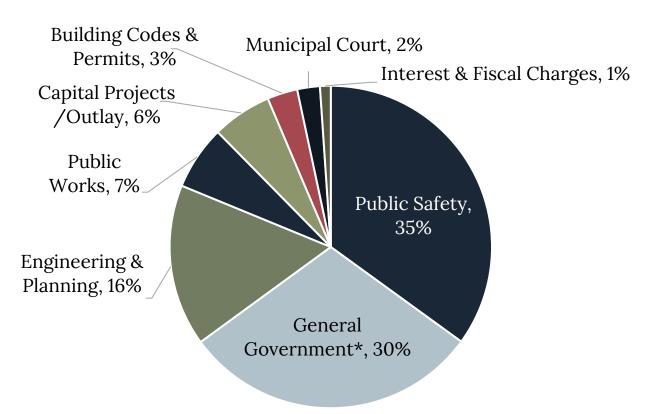
# Overlapping Taxes



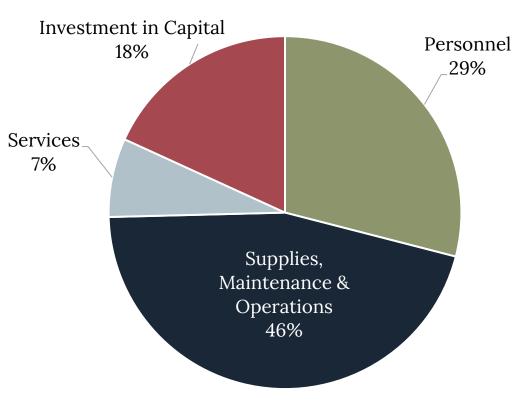


### Where Does the Money Go?

### General Fund Expenditures



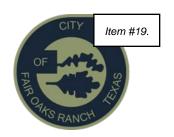
### <u>Utility Fund Expenses</u>



\*General government includes Administration, City Secretary, HR, Comms, Finance, IT and Non-Departmental

Item #19.

## Annual Budget Process



Review of Strategic Action Plan and Long-Term Financial Plan

March-April

Budget build-out with departments based on priorities

April-May

Budget Presentation, Consideration, and Adoption

July-September











New Fiscal Year Begins October 1

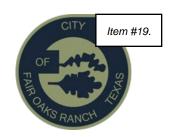
Develop a base operational budget

March-April

Budget Workshops (Operational and Strategic)

June-July

# Annual Review: Strategic Action Plan (SAP) and Five-Year Financial Plan





Financial Resilience and Responsibility



Reliable and Sustainable Infrastructure



Public Health and Safety



Growth Management



Excellence

City of Fair Oaks Ranch

### **Budget Adoption Process**



Comply with
Chapter 102 of the
Local Government
Code

Must adopt prior to the first day of the new fiscal year,

October 1

Hold a public hearing on the budget

Adopt the budget by ordinance (two readings)

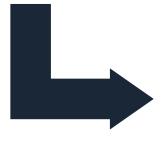
City Council levies taxes in accordance with the adopted budget

## **Property Tax Rate Setting Process**



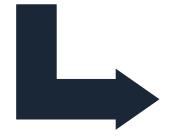


 Chief Appraisers provide certified tax rolls



Mid-August

• City Council sets maximum tax rate to consider



September

- Hold Public Hearing if tax rate exceeds the NNR rate
- Vote to adopt (two readings)

## No-New-Revenue Rate (NNR)



- The total tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.
- Because the Debt Service (I&S) rate is excluded from the NNR rate calculation, any increase in the I&S rate requires a corresponding decrease in the Maintenance & Operations (M&O) rate to stay within the NNR threshold.

Prior year's taxes less taxes on property lost this year



Current value of property taxed in the prior year



\$100



Current value of property taxed in the prior year

## Voter-Approval Rate (VAR)



- The tax rate at which a taxing unit would need to seek voter approval; roughly the same revenue as the previous year plus 3.5% increase.
- If the City adopts a tax rate lower than the VAR, that difference is calculated as Foregone Revenue and can be "banked" for three years as unused increments.
- Unused increments can be added to the unadjusted VAR to allow a City to increase the levy more than 3.5% without seeking voter approval.

City of Fair Oaks Ranch

### FY 2025-26 BUDGET CALENDAR

gu	April 3	*COUNCIL* Budget Calendar
Budget Planning	April 17	*COUNCIL* Budget Calendar Strategic Action Plan (SAP) Workshop
Budge	May 1 (Regular Meeting)	*COUNCIL* 5-Year Financial Plan
nent	June 5 (Regular Meeting)	*COUNCIL* General Fund Budget Overview - Public Works and Public Safety
Budget Development	June 19 (Regular Meeting)	*COUNCIL* General Fund Budget Overview - Administration, City Sec, HR, Communications, Finance, IT, and Shared
lget De	July 3 (Regular Meeting)	*COUNCIL* Utilities, CIP and Court
Bud	July 17 (Regular Meeting)	*COUNCIL* Budget Update Workshop
Adoption	July 25	Deadline for <b>Chief Appraisers</b> to deliver certified rolls or certified estimates to taxing units and certification of anticipated collection rate by tax collector. (Tax Code Sec. 26.01(a-1))
lop	July 24-Aug 7	CO Sale -Bond package is advertised and bids are accepted
		*COUNCIL* Budget Overview, Award CO to the lowest bidder
nu	August 7	No-New Revenue and Voter Approval tax rates to City Council
n, 8	(Regular Meeting)	City Council confirms maximum proposed tax rate and Council takes a record vote
ıtio		City Council schedules one public hearing on the budget and a meeting to vote on the tax rate
Consideration, and	August 18	City Manager files budget with City Secretary
on, Co	August 21 (Regular Meeting)	*COUNCIL* Budget Overview
ati	September 11	Public Hearing for proposed budget and tax rate. Council Meeting for the First Reading of Budget and Tax Rate
sent	(Special Meeting)	Ordinances is held.
Budget Presentation,	September 18 (Regular Meeting)	Second Reading and adoption of the Budget and Tax Rate ordinances.





### CITY COUNCIL WORKSHOP CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: FY 2025-26 General Fund Department Budget Workshop - Public Works and

**Public Safety** 

DATE: June 5, 2025

DEPARTMENT: Finance, Public Safety, and Public Works

PRESENTED BY: Summer Fleming, CGFO, Director of Finance

Todd Smith, Chief of Police

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

#### INTRODUCTION/BACKGROUND:

This is the first of several workshops for developing the FY 2025-26 Budget. Workshops ensure that the City Council and the public is informed about the proposed budget and have a chance to participate in its development. Each workshop will focus on specific departments over the next four meetings. These workshops aim to produce tangible results, such as revised budget proposals or changes to service priorities based on Council direction during each workshop.

The first budget workshop focuses on the City's two largest General Fund departments: Public Safety and Public Works.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Budget workshops encourage open discussion and collaboration between residents and officials, fostering a sense of ownership and trust in the budget process.

#### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Preliminary taxable values are averaging 6.1% above last year's preliminary figures. No changes have been made to the City's exemption structure; however, total exempt property values increased 8% to \$354 million, largely due to growth in disabled veteran exemptions.

Compared to last year's budget, the proposed General Fund budget reflects a 4.8% increase in property tax revenue and 2.2% increase in sales tax revenue. Operating expenditures across all departments are increasing 3.7%. However, total expenditures including capital and transfers are decreasing slightly by 0.05%, or \$4,906.

The proposed budget maintains the operating reserve at 50% of operating expenditures and projects \$2.57 million unallocated fund balance remaining.

#### **Public Safety Department:**

The proposed Public Safety budget is \$4.7 million, accounting for approximately 43% of the General Fund and reflecting a 7% increase over last year's budget, primarily due to higher fire, EMS, and dispatch costs. Key additions include:

- Nearly \$20,000 in minor equipment for operational efficiency.
- \$94,000 for two replacement vehicles, funded through the Equipment Replacement Fund.
- \$21,600 in restricted asset seizure funds for red dot sights to enhance officer safety and performance.
- \$10,000 in restricted LEOSE funds for specialized training.

#### **Public Works Department:**

The proposed Public Works budget is \$3.5 million, covering Maintenance, Building Codes, and Engineering & Planning. It is funded 86% by the General Fund and 14% by the Utility Fund. The budget shows a slight increase of less than 1%, driven by reduced professional services. New investments include:

- \$15,000 to support TSAC-recommended street maintenance.
- \$48,000 for an asphalt patching machine.
- \$21,000 for additional radar feedback signs.
- \$39,000 for a replacement Code Compliance truck, funded through the Equipment Replacement Fund.

Staff will continue refining the budget and will present administrative department budgets at the next workshop.

	Govern	nment	al Fur	nds		
	General Fund	SAP	Equip Repl	Debt Service	Bond Capital Fund	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	7,677,610	810,470	1,536,604	29,752	2,375,029	12,429,465
Revenues:						
Taxes	8,834,710			1,205,750		10,040,460
Franchise Fees	766,780					766,780
Interest	450,000			7,500	17,000	474,500
Permits	144,200					144,200
Animal Control	1,495					1,495
Fines & Forfeitures	190,475					190,475
Fees & Services	372,893					372,893
Miscellaneous Income	211,500					211,500
Bond Proceeds					-	-
Utility Revenues						-
Transfers from other Funds	133,135	-	359,500			492,635
Total Revenues	11,105,188		359,500	1,213,250	17,000	12,694,938
Expenditures:						
Personnel	6,248,747					6,248,747
Supplies, Maintenance & Operations	1,362,591				-	1,362,591
Professional Services	2,351,114	100,000				2,451,114
Shared Services	289,386	•				289,386
Capital Outlay	234,103	36,000			2,309,113	2,579,216
Debt Service	-			1,213,250		1,213,250
Transfers & Non-Cash Adjustments	359,500		133,135	•		492,635
Total Expenditures	10,845,440	136,000	133,135	1,213,250	2,309,113	14,636,938
Revenues Over/(Under) Expenditures	259,748	(136,000)	226,365		(2,292,113)	(1,942,000)
Ending Fund Balance	7,937,358	674,470	1,762,969	29,752	82,916	10,487,464

GENERAL FUND PROJECTED FUND	BALANCE				
Estimation of where Fund balances w	ould be at 9/30/2026				
	FINAL	2024-25 Projected	9/30/2025 Projected	2025-26 Budget	9/30/2026 Projected
Non-spendable	<u>9/30/2024</u> 85,344	<u>closeout</u> -	<b>Balance</b> 85,344	Closeout -	<u>Balance</u> 85,344
Restricted			,		
Court Technology Court Security Building	21,707 17,531	(6,823) 500	14,884 18,031	(1,125) (1,750)	13,759 16,281
Court Efficiency Local Youth Diversion Fund	1,681 21,534	400 4,700	2,081 26,234	450 5,250	2,531 31,484
Court Jury Fund	281	120	401	150	551
Felony Forfeiture Leose Training	43,275 20,239	- 1,189	43,275 21,428	(21,600) (8,100)	21,675 13,328
PEG Fees Total Restricted	4,319 130,566	- 86	4,319 130,652	(26,725)	4,319 103,927
<u>Committed</u>	-	-	-		
<u>Assigned</u> Tree Mitigation	149,600	(49,600)	100,000	(42,850)	57,150
Legal Reserve Operating Reserve	4,738,119 4,887,719	- 110,000 60,400	4,848,120 4,948,120	- 275,024 232,174	5,123,144 5,180,294
<u>Unassigned</u>	4,007,719	00,400	4,940,120	232,174	3,100,294
Allocated	381,238	(381,238)	-	-	-
Unallocated	2,183,923 2,565,161	329,572 (51,666)	2,513,495 2,513,495	54,299 54,299	2,567,794 2,567,794
General Fund Balance	7,668,789	8,820	7,677,610	259,748	7,937,358

2024-25 9/30/2025 2025-26   FINAL   Projected   Projected   Budget   9/30/2024   closeout   Balance   Closeout   2,297,490   (1,487,020)   810,470   (136,000)	9/30/202 Projecte <u>Balanc</u> 674,470
FINAL Projected Projected Budget  9/30/2024 closeout Balance Closeout  2,297,490 (1,487,020) 810,470 (136,000)  EQUIPMENT REPLACEMENT FUND	Projecte <u>Balanc</u>
9/30/2024         closeout         Balance         Closeout           Assigned         2,297,490         (1,487,020)         810,470         (136,000)   EQUIPMENT REPLACEMENT FUND	Balanc
Assigned 2,297,490 (1,487,020) 810,470 (136,000)  EQUIPMENT REPLACEMENT FUND	
EQUIPMENT REPLACEMENT FUND	674,470
	9/30/202
FINAL Projected Projected Budget	Projecte
9/30/2024 closeout Balance Closeout	Balanc
Assigned 1,220,166 316,438 1,536,604 226,365	1,762,969
DEBT SERVICE FUND	
2024-25 9/30/2025 2025-26	9/30/202
FINAL Projected Projected Budget	Projecte
9/30/2024 closeout Balance Closeout	Balanc
Restricted 104,949 (75,197) 29,752 -	29,752
BOND CAPITAL FUND	
BOND CAPITAL FUND 2024-25 9/30/2025 2025-26	9/30/202
	9/30/202 Projecte
2024-25 9/30/2025 2025-26	

Revenue Type	2022-23 Actual	2023-24 Actual	2024-25 Budget	2024-25 Projected	2025-26 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Revenue Type			Budget	Projected	Floposed	Duugei	buuget %	r i riojecteu
	General							
	Revenue	Detail						
Taxes								
General Property	6,410,186	6,744,102	6,557,107	6,637,782	6,869,438	312,331	4.8%	231,656
Delinquent Property	26,865	47,128	30,000	40,000	30,000	-	0.0%	(10,000)
Penalty & Interest	22,965	22,732	25,000	25,000	25,000	-	0.0%	-
Mixed Beverage	27,984	28,961	25,000	25,000	25,000	-	0.0%	-
Local Sales	1,104,090	1,192,216	1,230,148	1,209,237	1,256,848	26,700	2.2%	47,611
Street Maintenance	276,023	298,054	307,537	302,309	314,212	6,675	2.2%	11,903
Property Reduction	276,023	298,054	307,537	302,309	314,212	6,675	2.2%	11,903
Total Taxes	8,144,135	8,631,247	8,482,329	8,541,638	8,834,710	352,381	4.2%	293,072
Franchise Fees								
Time Warner Cable	64,073	59,395	60,900	60,900	60,900	-	0.0%	-
GVTC Cable/Telephone	64,222	60,270	65,000	60,000	60,000	(5,000)	-7.7%	-
AT&T Cable/Telephone	1,976	1,677	2,500	1,250	1,540	(960)	-38.4%	290
Miscellaneous	582	315	700	400	340	(360)	-51.4%	(60)
City Public Service	456,923	448,951	470,000	450,000	470,000	-	0.0%	20,000
Pedernales Electric Company	101,352	109,431	105,000	105,000	115,000	10,000	9.5%	10,000
Grey Forest Utilities	24,807	26,496	23,500	24,000	25,000	1,500	6.4%	1,000
Garbage Regular	34,465	36,696	34,000	44,000	34,000	-	0.0%	(10,000)
Garbage Recycling	-	-	750	-	-	(750)	-100.0%	-
Total Franchise Fees	748,401	743,231	762,350	745,550	766,780	4,430	0.6%	21,230
Interest								
Bank/Investment Interest	577,165	683,555	450,000	525,000	450,000	-	0.0%	(75,000)
Total Interest	577,165	683,555	450,000	525,000	450,000	-	0.0%	(75,000)

	2022-23	2023-24	2024-25	2024-25	2025-26	Budget vs	Budget vs	Budget vs
Revenue Type	Actual	Actual	Budget	Projected	Proposed	Budget	Budget %	PY Projected
Permits								
New Residential Permits	146,456	145,757	80,000	80,000	60,000	(20,000)	-25.0%	(20,000)
New Commerical Permits	2,592	-	5,000	5,000	1,000	(4,000)	-80.0%	(4,000)
Remodeling/Additions	22,312	30,950	20,000	40,000	30,000	10,000	50.0%	(10,000)
Other BC and Permits	58,109	41,436	50,000	35,000	40,000	(10,000)	-20.0%	5,000
Contractor Registration	8,330	9,450	9,000	9,000	9,000	-	0.0%	-
Food/Health	3,875	4,545	4,200	4,200	4,200	-	0.0%	-
Total Permits Costs	241,674	232,138	168,200	173,200	144,200	(24,000)	-14.3%	(29,000)
Animal Control			_					
Pet Licenses	985	1,050	1,000	1,250	1,000	-	0.0%	(250)
Pet Impount/Quarantine	430	1,334	495	495	495	-	0.0%	-
Total Animal Control	1,415	2,384	1,495	1,745	1,495	-	0.0%	(250)
Fines & Forfeitures								
Municipal Court Fines	191,267	174,829	190,000	160,000	175,000	(15,000)	-7.9%	15,000
Municipal Court Security	5,737	5,665	6,000	5,000	5,250	(750)	-12.5%	250
Municipal Court Technology	4,714	4,648	5,000	4,000	4,375	(625)	-12.5%	375
Municipal Court Efficiency	408	603	450	400	450	-	0.0%	50
Local Youth Diversion Fund	5,793	5,725	5,700	4,700	5,250	(450)	-7.9%	550
Municipal Court Jury Fund	116	114	150	120	150	-	0.0%	30
Total Fines & Forfeitures	208,035	191,584	207,300	174,220	190,475	(16,825)	-8.1%	16,255
Fees & Services		-	_					
FORU Management	257,499	289,039	292,365	311,149	297,743	5,378	1.8%	(13,406)
Special Fees	11,888	30,749	25,000	35,000	35,000	10,000	40.0%	-
FORMDD Management	30,150	30,150	30,150	30,150	30,150	-	0.0%	-
Tree Mitigation Fees	-	159,600	-	-	-	-	0.0%	-
Credit Card Service Fee	9,707	9,682	12,900	9,000	10,000	(2,900)	-22.5%	1,000
Total Fees & Services	309,244	519,220	360,415	385,299	372,893	12,478	3.5%	(12,406)

Revenue Type	2022-23 Actual	2023-24 Actual	2024-25 Budget	2024-25 Projected	2025-26 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Miscellaneous								
Miscellaneous	121,167	117,343	127,280	125,780	127,500	220	0.2%	1,720
City Event Sponsorships	850	1,480	1,200	-	-	(1,200)	-100.0%	-
Sale of Assets	16,931	-	-	-	-	-	0.0%	-
Other Sources - SBITAs	193,012	202,767	-	-	-	-	0.0%	-
Donations/Grants	310,696	141,826	88,600	293,440	68,600	(20,000)	-22.6%	(224,840)
School Guard Crossing Fund	12,391	15,729	13,500	13,500	13,500	-	0.0%	-
Leose Proceeds	1,576	4,234	1,900	4,189	1,900	-	0.0%	(2,289)
Police Seized Proceeds	54,677	-	-	-	-	-	0.0%	-
Total Miscellaneous	711,301	483,379	232,480	436,909	211,500	(20,980)	-9.0%	(225,409)
Transfers								
Project Allocations	-	-	98,585	_	-	(98,585)	-100.0%	-
Capital Replacement	303,067	222,254	56,700	56,700	133,135	76,435	134.8%	76,435
Total Transfers	303,067	222,254	155,285	56,700	133,135	76,435	49.2%	76,435
Total Resources	11,244,436	11,708,991	10,819,854	11,040,260	11,105,188	383,919	3.5%	64,928

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
General Fund								
Expenditure Summary								
Personnel								
Salaries	3,915,819	3,960,253	4,717,611	4,332,018	4,875,563	157,952	3.3%	543,545
Overtime	100,443	96,126	43,747	49,385	45,503	1,756	4.0%	(3,882)
Taxes - Social Security	239,701	243,932	293,933	263,895	303,665	9,732	3.3%	, ,
Taxes - Medicare	56,688	57,255	69,039	61,989	71,355	2,316	3.4%	9,366
Taxes SUTA/FUTA	568	7,307	7,325	7,325	3,945	(3,380)	-46.1%	(3,380)
Workers Compensation	108,385	106,300	78,598	68,290	81,039	2,441	3.1%	12,749
Retirement	482,728	499,753	607,278	549,698	625,730	18,452	3.0%	76,032
Health Insurance	567,474	472,948	655,651	525,077	594,707	(60,944)	-9.3%	69,630
Uniform Allowance	23,500	20,500	28,000	21,000	-	(28,000)	-100.0%	(21,000)
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	-
Allowance for Vacancies	-	-	(260,628)	-	(249,960)	10,668	-4.1%	(249,960)
Project Allocation	-	-	-	-	(110,000)	(110,000)	0.0%	(110,000)
Total Personnel Costs	5,502,505	5,471,574	6,247,754	5,900,716	6,248,747	993	0.0%	458,031
Supplies, Maintenance & Operations								
Supplies and Consumables	30,367	35,507	33,275	35,275	35,575	2,300	6.9%	300
Minor Equipment and Furniture	30,30 <i>1</i> 37,741	63,131	71,850	69,840	58,245	(13,605)	-18.9%	(11,595)
Fuel	74,201	72,884	66,500	58,500	66,500	(13,003)	0.0%	8,000
Uniforms	30,013	24,569	30,905	39,632	55,380	- 24,475	79.2%	15,748
Miscellaneous	30,013	24,303	-	-	55,500	24,475	0.0%	13,740
Vehicle Maintenance/Repairs	27,828	34,032	35,880	35,880	38,880	3,000	8.4%	3,000
Equipment Maintenance/Repairs	17,632	15,170	15,500	15,500	17,500	2,000	12.9%	2,000
Building Maintenance/Repairs	76,344	59,324	28,063	28,063	57,161	29,098	103.7%	29,098
Landscaping & Greenspace Maintenance	1,712	3,539	5,500	17,461	5,500	23,030	0.0%	(11,961)
Street Maintenance	894,353	792,144	930,000	951,257	945,000	15,000	1.6%	(6,257)
Drainage Work	4,940	5,919	20,000	20,000	20,000	-	0.0%	(0,201)
Committees - Communications	82	-	500	500	500	_	0.0%	_
Committees - Planning & Zoning	-	248	500	500	500	_	0.0%	_
Committee - Board of Adjustments	-	-	500	500	500	-	0.0%	_
Committee - Audit	-	_	500	-	500	_	0.0%	500
Urban Wildlife	-	720	500	500	500	_	0.0%	-

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Committee - Transportation Safety Advisory	-	-	-	-	500	500	0.0%	500
Court Technology	-	1,529	10,823	10,823	5,500	(5,323)	-49.2%	(5,323)
Court Security	-	43,658	4,500	6,180	7,000	2,500	55.6%	820
Local Youth Diversion Program	-	-	-	-	4,000	4,000	0.0%	4,000
Oak Wilt Program	-	-	15,000	15,000	25,000	10,000	66.7%	10,000
Tree and Landscape Protection	-	-	29,750	29,750	13,000	(16,750)	-56.3%	(16,750)
City Approved Events	-	-	4,850	4,850	4,850	-	0.0%	-
Emergency Response	436,482	-	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,631,694	1,152,375	1,305,396	1,340,511	1,362,591	57,195	4.38%	22,080
Services								
Professional Services	1,298,848	1,398,312	1,371,499	1,494,241	1,625,836	254,337	18.5%	131,595
Dues/Subscriptions	16,482	17,053	19,466	19,802	26,168	6,702	34.4%	6,366
Training/Seminars & Related Travel	56,455	79,040	121,115	117,115	129,810	8,695	7.2%	12,695
Meetings and Related Travel	7,738	5,967	22,590	14,590	22,663	73	0.3%	8,073
Elections	21,306	32,687	32,000	32,000	32,000	_	0.0%	-
Investigations	4,677	6,823	6,000	6,000	7,500	1,500	25.0%	1,500
Leose Training	-	-	3,000	3,000	10,000	7,000	233.3%	7,000
Asset Forfeiture	22,954	-	-	- -	21,600	21,600	0.0%	21,600
Public Relations	50,927	52,166	69,100	69,100	62,250	(6,850)	-9.9%	(6,850)
Employee Appreciation	14,420	14,800	14,760	14,760	15,905	1,145	7.8%	1,145
Employment Costs	2,738	2,795	2,675	3,675	2,675	_	0.0%	(1,000)
Recording/Reporting/History	8,651	12,037	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	150,471	172,186	381,288	392,570	384,706	3,419	0.9%	(7,864)
Total Services Costs	1,655,667	1,793,865	2,053,493	2,176,853	2,351,114	297,621	14.49%	174,261
Shared Services								
Facility Contracts & Services	67,745	30,710	102,470	135,150	102,930	460	0.4%	(32,220)
Postage	2,434	3,445	4,125	4,125	4,125	-	0.0%	(02,220)
General Liability Insurance	58,066	88,746	90,000	90,000	91,800	1,800	2.0%	1,800
Electricity	41,173	38,585	44,000	41,000	44,000	-	0.0%	3,000
Phone/Cable/Alarms	33,334	35,985	32,996	32,996	46,531	13,535	41.0%	13,535
Total Shared Services Costs	202,752	197,471	273,591	303,271	289,386	15,795	5.77%	(13,885)
		_			_			

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	519,820	807,635	226,975	479,006	234,103	7,128	3.1%	(244,903)
Leases and SBITA's	86,078	118,852	-	-	-	-	0.0%	-
Transfer to Debt Service Fund 06	-	-	-	-	-	-	0.0%	-
Transfer to SAP Fund 02	3,442,995	813,526	370,000	594,840	-	(370,000)	-100.0%	(594,840)
Transfer to Equip Repl Fund 31	354,495	301,945	373,138	373,138	359,500	(13,638)	-3.7%	(13,638)
Total Capital Outlay & Transfers Costs	4,403,388	2,041,958	970,113	1,446,984	593,603	(376,510)	-38.81%	(853,381)
Total Departmental Budget	13,396,006	10,657,243	10,850,347	11,168,334	10,845,440	(4,906)	-0.05%	(212,894)

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Mayor & Council								
Supplies, Maintenance & Operations								
Supplies and Consumables	-	-	-	-	-	-	0.0%	-
Minor Equipment and Furniture	-	-	-	-	-	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	266	284	350	350	350	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Committees - Communications	82	-	500	500	500	-	0.0%	-
Committees - Planning & Zoning	-	248	500	500	500	-	0.0%	-
Committee - Board of Adjustments	-	-	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	-	500	-	0.0%	500
Urban Wildlife	-	720	500	500	500	-	0.0%	-
Committee-Transportation Safety Advisory	-	-	-	-	500	500	0.0%	500
Total Supplies, Maintenance & Operations Costs	348	1,252	2,850	2,350	3,350	500	17.5%	1,000
Services								
Professional Services	-	-	-	-	-	-	0.0%	-
Dues/Subscriptions	3,068	2,716	3,245	3,245	3,300	55	1.7%	55
Training/Seminars & Related Travel	-	-	7,000	7,000	7,000	-	0.0%	-
Meetings and Related Travel	3,642	2,298	11,800	5,800	11,800	-	0.0%	6,000
Public Relations	586	235	5,250	5,250	5,250	-	0.0%	-
Total Services Costs	7,295	5,249	27,295	21,295	27,350	55	0.2%	6,055
Total Departmental Budget	7,643	6,500	30,145	23,645	30,700	555	1.8%	7,055

Expenditure Type City Administration	2022-23	2023-24	2024-25			/\dontod	Budget %	PY Projected
				2024-25	2025-26	Adopted	Daaget 70	FIFIOJECIEU
Personnel								
Salaries	414,704	309,218	453,486	434,266	470,708	17,222	3.8%	36,442
Overtime	85	142	123	123	124	1	0.8%	1
Taxes - Social Security	23,236	18,155	26,853	25,267	27,752	899	3.3%	2,485
Taxes - Medicare	6,061	4,451	6,577	6,180	6,827	250	3.8%	647
Taxes SUTA/FUTA	35	399	398	398	214	(184)	-46.2%	(184)
Workers Compensation	1,462	1,260	982	853	1,019	37	3.8%	166
Retirement	50,596	38,637	57,858	56,042	59,866	2,008	3.5%	3,824
Health Insurance	29,177	22,969	33,434	38,020	42,007	8,573	25.6%	3,987
Car Allowance	7,200	7,200	7,200	7,200	7,200	-	0.0%	-
Allowance for Vacancies	-	-	(6,023)	-	(6,000)	23	-0.4%	(6,000)
Total Personnel Costs	532,557	402,431	580,888	568,350	609,717	28,829	5.0%	41,367
Supplies, Maintenance & Operations								
Supplies and Consumables	375	513	850	850	650	(200)	-23.5%	(200)
Minor Equipment and Furniture	417	1,236	1,250	1,250	1,200	(50)	-4.0%	(50)
Fuel	25	61	150	150	150	-	0.0%	-
Uniforms	131	133	360	360	260	(100)	-27.8%	(100)
Total Supplies, Maintenance & Operations Costs	948	1,944	2,610	2,610	2,260	(350)	-13.4%	(350)
Services								Ī
Professional Services	116,236	213,112	105,000	130,000	105,000	_	0.0%	(25,000)
Dues/Subscriptions	4,607	3,330	4,318	4,318	5,337	1,020	23.6%	1,020
Training/Seminars & Related Travel	3,475	8,181	16,375	13,875	16,050	(325)	-2.0%	2,175
Meetings and Related Travel	2,056	1,875	5,840	3,840	5,615	(225)	-3.9%	1,775
Employee Appreciation	575	-	300	300	300	- 1	0.0%	_
Tech/Internet/Software	-	-	-	-	774	774	0.0%	774
Total Services Costs	126,948	226,499	131,833	152,333	133,076	1,244	0.9%	(19,257)
						-		-
Total Departmental Budget	660,453	630,873	715,331	723,292	745,053	29,723	4.2%	21,761

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
City Secretary								
Personnel								
Salaries	152,779	161,133	167,674	168,722	175,879	8,205	4.9%	7,157
Taxes - Social Security	8,928	9,622	10,396	10,061	10,904	508	4.9%	843
Taxes - Medicare	2,088	2,250	2,431	2,353	2,550	119	4.9%	197
Taxes SUTA/FUTA	18	234	234	234	126	(108)	-46.2%	(108)
Workers Compensation	478	428	363	315	381	18	5.0%	66
Retirement	18,202	19,807	21,387	21,449	22,363	976	4.6%	914
Health Insurance	19,738	14,928	18,315	17,042	22,268	3,953	21.6%	5,226
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	202,231	208,402	220,800	220,176	234,471	13,671	6.2%	14,295
Supplies, Maintenance & Operations								
Supplies and Consumables	1,162	953	950	950	850	(100)	-10.5%	(100)
Minor Equipment and Furniture	267	1,175	200	200	200	-	0.0%	-
Uniforms	87	100	100	100	100	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,516	2,229	1,250	1,250	1,150	(100)	-8.0%	(100)
Services								
Professional Services	2,807	4,038	11,039	8,539	21,538	10,499	95.1%	12,999
Dues/Subscriptions	708	803	1,000	1,000	1,060	60	6.0%	60
Training/Seminars & Related Travel	6,052	5,421	6,400	6,400	8,485	2,085	32.6%	2,085
Meetings and Related Travel	432	325	1,500	1,500	1,548	48	3.2%	48
Elections	21,306	32,687	32,000	32,000	32,000	-	0.0%	-
Employee Appreciation	129	-	100	100	100	-	0.0%	-
Recording/Reporting/History	8,651	12,037	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	-	4,128	10,930	12,280	13,300	2,370	21.7%	1,020
Total Services Costs	40,085	59,440	72,969	71,819	88,031	15,062	20.6%	16,212
Total Departmental Budget	243,831	270,071	295,019	293,245	323,652	28,633	9.7%	30,407

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Human Resources								
Personnel								
Salaries	117,752	133,344	136,408	136,941	104,615	(31,793)	-23.3%	(32,326)
Taxes - Social Security	6,996	7,895	8,457	8,189	6,486	(1,971)	-23.3%	(1,703)
Taxes - Medicare	1,636	1,847	1,978	1,915	1,517	(461)	-23.3%	(398)
Taxes SUTA/FUTA	14	176	176	176	63	(113)	-64.2%	(113)
Workers Compensation	384	346	295	256	226	(69)	-23.4%	(30)
Retirement	14,022	16,380	17,399	17,410	13,302	(4,097)	-23.5%	(4,108)
Health Insurance	10,083	9,236	10,998	10,447	6,636	(4,362)	-39.7%	(3,811)
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	150,887	169,222	175,711	175,335	132,845	(42,866)	-24.4%	(42,490)
Supplies, Maintenance & Operations								
Supplies and Consumables	1,330	1,774	1,700	1,700	1,550	(150)	-8.8%	(150)
Minor Equipment and Furniture	1,414	1,755	1,600	1,600	1,200	(400)	-25.0%	(400)
Fuel	-	-	-	-	_	-	0.0%	-
Uniforms	143	118	150	150	100	(50)	-33.3%	(50)
Total Supplies, Maintenance & Operations Costs	2,887	3,647	3,450	3,450	2,850	(600)	-17.4%	(600)
Services								
Professional Services	520	540	1,625	1,858	7,675	6,050	372.3%	5,818
Dues/Subscriptions	2,269	4,755	2,175	2,175	1,454	(721)	-33.1%	(721)
Training/Seminars & Related Travel	3,874	11,343	10,775	9,275	7,300	(3,475)	-32.3%	(1,975)
Meetings and Related Travel	826	296	1,000	1,000	1,050	50	5.0%	50
Public Relations	43,667	43,551	51,250	51,250	_	(51,250)	-100.0%	(51,250)
Employee Appreciation	10,822	11,839	11,260	11,260	11,855	595	5.3%	595
Employment Costs	2,738	2,795	2,675	3,675	2,675	-	0.0%	(1,000)
Tech/Internet/Software	150	7,160	17,902	17,902	4,630	(13,272)	-74.1%	(13,272)
Total Services Costs	64,867	82,279	98,662	98,395	36,639	(62,023)	-62.9%	(61,756)
Total Departmental Budget	218,641	255,147	277,823	277,180	172,334	(105,489)	-38.0%	(104,846)

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Communications								
Personnel								
Salaries	-	-	-	-	38,011	38,011	0.0%	38,011
Taxes - Social Security	-	-	-	-	2,357	2,357	0.0%	2,357
Taxes - Medicare	-	-	-	-	551	551	0.0%	551
Taxes SUTA/FUTA	-	-	-	-	32	32	0.0%	32
Workers Compensation	-	-	-	-	82	82	0.0%	82
Retirement	-	-	-	-	4,833	4,833	0.0%	4,833
Health Insurance	-	-	-	-	4,314	4,314	0.0%	4,314
Total Personnel Costs	-	-		-	50,180	50,180	0.0%	50,180
Supplies, Maintenance & Operations								
Supplies and Consumables	_	_	_	_	200	200	0.0%	200
Minor Equipment and Furniture	_	-	-	<u>-</u>	300	300	0.0%	300
Fuel	_	-	-	_	-	-	0.0%	-
Uniforms	_	_	_	_	50	50	0.0%	50
Total Supplies, Maintenance & Operations Costs	-	-		-	550	550	0.0%	550
Services								
Professional Services							0.0%	
Dues/Subscriptions	-	-	-	-	- 5,135	5,135	0.0%	5,135
Training/Seminars & Related Travel	_			_	4,150	4,150	0.0%	4,150
Meetings and Related Travel	_	_	_	_	4,100	-,100	0.0%	-,100
Public Relations	_	_	_	_	1,300	1,300	0.0%	1,300
Employee Appreciation	_	_	_	_	50	50	0.0%	50
Tech/Internet/Software	<u>-</u>	<u>-</u>	-	-	18,798	18,798	0.0%	18,798
Total Services Costs	-	-	-	-	29,433	29,433	0.0%	29,433
			-					
Total Departmental Budget					80,163	80,163	0.0%	80,163

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Finance								
Personnel								
Salaries	185,120	187,971	217,318	218,078	227,162	9,844	4.5%	9,084
Overtime	184	22	163	163	166	3	1.8%	3
Taxes - Social Security	10,797	10,794	13,484	12,732	14,094	610	4.5%	1,362
Taxes - Medicare	2,525	2,524	3,153	2,978	3,296	143	4.5%	318
Taxes SUTA/FUTA	26	293	293	293	158	(135)	-46.1%	(135)
Workers Compensation	699	580	470	408	492	22	4.7%	84
Retirement	22,183	23,024	27,740	27,756	28,905	1,165	4.2%	1,149
Health Insurance	30,166	26,552	35,063	33,064	32,471	(2,592)	-7.4%	(593)
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	251,701	251,761	297,684	295,472	306,744	9,060	3.0%	11,272
Supplies, Maintenance & Operations								
Supplies and Consumables	714	1,206	1,300	1,300	1,300	-	0.0%	-
Minor Equipment and Furniture	661	286	500	500	500	-	0.0%	-
Uniforms	96	106	250	250	250	-	0.0%	_
Total Supplies, Maintenance & Operations Costs	1,471	1,598	2,050	2,050	2,050	-	0.0%	-
Services								
Professional Services	71,584	79,202	90,785	89,285	102,210	11,425	12.6%	12,925
Dues/Subscriptions	673	573	605	605	615	10	1.7%	10
Training/Seminars & Related Travel	4,096	4,558	6,350	6,350	5,100	(1,250)	-19.7%	(1,250)
Meetings and Related Travel	12	32	400	400	400	-	0.0%	-
Employee Appreciation	200	324	250	250	250	-	0.0%	-
Tech/Internet/Software	-	299	10,083	11,583	11,648	1,566	15.5%	66
Total Services Costs	76,565	84,988	108,473	108,473	120,223	11,751	10.8%	11,751
Total Departmental Budget	329,737	338,347	408,207	405,995	429,017	20,811	5.1%	23,022

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Information Technology								
Personnel		24 - 42		0.4.=0=		2.450		
Salaries	86,779	91,519	95,350	94,525	98,506	3,156	3.3%	3,981
Taxes - Social Security	5,039	5,250	5,912	5,475	6,107	195	3.3%	632
Taxes - Medicare	1,179	1,228	1,383	1,281	1,428	45	3.3%	147
Taxes SUTA/FUTA	9	117	117	117	63	(54)	-46.2%	(54)
Workers Compensation	274	243	206	179	213	7	3.4%	34
Retirement	10,339	11,254	12,162	12,017	12,525	363	3.0%	508
Health Insurance	12,725	12,840	15,083	11,459	10,584	(4,499)	-29.8%	(875)
Total Personnel Costs	116,344	122,451	130,213	125,053	129,426	(787)	-0.6%	4,373
Supplies, Maintenance & Operations								
Supplies and Consumables	87	142	200	200	200	_	0.0%	_
Minor Equipment and Furniture	247	1,927	200	200	200		0.0%	_
Uniforms	92	1,321	100	100	100	_	0.0%	_
	426	2,070	500	500	500		0.0%	-
Total Supplies, Maintenance & Operations Costs	420	2,070	500	500	500	-	0.0%	-
Services								
Professional Services	909	440	2,000	114,000	2,000	-	0.0%	(112,000)
Dues/Subscriptions	88	175	388	388	430	43	11.0%	43
Training/Seminars & Related Travel	1,364	1,606	6,250	6,250	6,250	-	0.0%	-
Meetings and Related Travel	180	-	350	350	350	-	0.0%	-
Employee Appreciation	109	95	100	100	100	-	0.0%	-
Tech/Internet/Software	150,321	132,186	231,721	240,155	230,560	(1,161)	-0.5%	(9,595)
Total Services Costs	152,970	134,502	240,809	361,243	239,690	(1,118)	-0.5%	(121,552)
Shared Services								
Facility Contracts & Services	18,397	3,147	18,991	18,991	18,991	_	0.0%	-
Phone/Cable/Alarms	33,334	35,985	32,996	32,996	46,531	13,535	41.0%	13,535
Total Shared Services Costs	51,731	39,132	51,987	51,987	65,522	13,535	26.0%	13,535
		33,782		3.,537	33,322	. 5,500	20.070	. 5,500

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	207,564	222,815	27,000	115,050	27,000	-	0.0%	(88,050)
Lease Principal	19,213	13,707	-	-	-	-	0.0%	-
Lease Interest	2,682	2,226	-	-	-	-	0.0%	-
SBITA Principal	59,762	95,160	-	-	-	-	0.0%	-
SBITA Interest	3,485	7,292	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	292,706	341,200	27,000	115,050	27,000	-	0.0%	(88,050)
Total Departmental Budget	614,176	639,353	450,509	653,832	462,138	11,630	2.6%	(191,694)

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Municipal Court								
Personnel								
Salaries	102,498	108,130	112,693	113,469	118,960	6,267	5.6%	5,491
Overtime	-	181	360	284	368	8	2.2%	84
Taxes - Social Security	5,615	5,931	7,009	6,280	7,398	389	5.6%	1,118
Taxes - Medicare	1,314	1,387	1,639	1,469	1,730	91	5.6%	261
Taxes SUTA/FUTA	18	234	234	234	126	(108)	-46.2%	(108)
Workers Compensation	319	288	244	212	258	14	5.7%	46
Retirement	12,212	13,308	14,420	14,466	15,173	753	5.2%	707
Health Insurance	27,723	24,749	29,484	27,800	29,198	(286)	-1.0%	1,398
Total Personnel Costs	149,698	154,207	166,083	164,213	173,211	7,128	4.3%	8,998
Supplies, Maintenance & Operations								
Supplies and Consumables	1,516	1,659	1,700	1,700	1,700	-	0.0%	-
Minor Equipment and Furniture	2,546	1,905	200	200	200	-	0.0%	-
Uniforms	32	129	150	150	150	-	0.0%	-
Court Technology	-	1,529	10,823	10,823	5,500	(5,323)	-49.2%	(5,323)
Court Security	-	43,658	4,500	6,180	7,000	2,500	55.6%	820
Local Youth Diversion Fund	-	-	-	-	4,000	4,000	0.0%	4,000
Total Supplies, Maintenance & Operations Costs	4,094	48,880	17,373	19,053	18,550	1,177	6.8%	(503)
Services								
Professional Services	94,197	63,068	73,040	63,040	66,740	(6,300)	-8.6%	3,700
Dues/Subscriptions	155	131	800	800	400	(400)	-50.0%	(400)
Training/Seminars & Related Travel	2,513	1,458	6,650	6,650	9,250	2,600	39.1%	2,600
Meetings and Related Travel	96	206	300	300	300	-	0.0%	-
Employee Appreciation	50	100	100	100	100	-	0.0%	-
Total Services Costs	97,012	64,962	80,890	70,890	76,790	(4,100)	-5.1%	5,900
Total Departmental Budget	250,804	268,049	264,346	254,156	268,551	4,205	1.6%	14,395

- " -	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Public Safety and Emergency	y Services							
Personnel								
Salaries	2,015,402	2,022,937	2,332,085	2,120,788	2,389,067	56,982	2.4%	268,279
Overtime	84,341	81,177	36,239	39,879	36,532	293	0.8%	(3,347)
Taxes - Social Security	128,063	128,790	146,836	132,619	150,387	3,551	2.4%	17,768
Taxes - Medicare	29,950	30,121	34,341	31,016	35,171	830	2.4%	4,155
Taxes SUTA/FUTA	281	3,529	3,510	3,510	1,890	(1,620)	-46.2%	(1,620)
Workers Compensation	80,113	80,098	55,697	48,392	57,248	1,551	2.8%	8,856
Retirement	252,956	259,222	302,045	266,848	308,431	6,386	2.1%	41,583
Health Insurance	286,570	225,771	320,028	228,022	266,886	(53,142)	-16.6%	38,864
Uniform Allowance	23,500	20,500	28,000	21,000	-	(28,000)	-100.0%	(21,000)
Relocation Allowance	-	-	-	14,839	-	-	0.0%	(14,839)
Allowance for Vacancies	-	-	(205,105)	-	(194,460)	10,645	-5.2%	(194,460)
Total Personnel Costs	2,901,175	2,852,145	3,053,676	2,906,913	3,051,152	(2,524)	-0.1%	144,239
Supplies, Maintenance & Operations								
Supplies and Consumables	3,267	5,253	4,500	4,500	3,500	(1,000)	-22.2%	(1,000)
Minor Equipment and Furniture	14,684	37,777	40,150	40,150	38,445	(1,705)	-4.2%	(1,705)
Fuel	51,124	45,170	43,000	35,000	43,000	- 1	0.0%	8,000
Uniforms	20,383	14,773	18,750	27,477	43,500	24,750	132.0%	16,023
Vehicle Maintenance/Repairs	20,114	15,069	20,880	20,880	20,880	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	109,572	118,042	127,280	128,007	149,325	22,045	17.3%	21,318
Services								
Professional Services	715,345	860,088	945,810	945,810	1,195,910	250,099	26.4%	250,099
Dues/Subscriptions	3,059	3,387	4,025	4,025	4,325	300	7.5%	300
Training/Seminars & Related Travel	21,098	24,000	27,300	27,300	23,300	(4,000)	-14.7%	(4,000)
Meetings and Related Travel	-	95	500	500	500	(1,000)	0.0%	(1,000)
Investigations	4,677	6,823	6,000	6,000	7,500	1,500	25.0%	1,500
Leose Training	-	-	3,000	3,000	10,000	7,000	233.3%	7,000
Asset Forfeiture	22,954	_	-	-	21,600	21,600	0.0%	21,600
Public Relations	6,674	8,380	12,600	12,600	8,200	(4,400)	-34.9%	(4,400)
Employee Appreciation	1,507	1,813	1,500	1,500	2,000	500	33.3%	, ,

Expenditure Type	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Tech/Internet/Software	-	10,202	74,158	74,158	66,604	(7,554)	-10.2%	(7,554)
Total Services Costs	775,314	914,789	1,074,893	1,074,893	1,339,939	265,045	24.7%	265,045
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	256,926	364,781	65,000	126,881	94,000	29,000	44.6%	(32,881)
Total Capital Outlay & Transfers Costs	256,926	364,781	65,000	126,881	94,000	29,000	44.6%	(32,881)
Total Departmental Budget	4,042,987	4,249,756	4,320,849	4,236,694	4,634,416	313,566	7.3%	397,721

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Maintenance								
Personnel								
Salaries	390,621	463,062	536,594	464,964	557,092	20,498	3.8%	92,128
Overtime	14,745	14,092	6,311	8,008	6,542	231	3.7%	(1,466)
Taxes - Social Security	23,847	28,686	33,660	28,485	34,945	1,285	3.8%	6,460
Taxes - Medicare	5,577	6,709	7,872	6,662	8,173	301	3.8%	1,511
Taxes SUTA/FUTA	90	1,427	1,287	1,287	693	(594)	-46.2%	(594)
Workers Compensation	22,176	21,015	18,352	15,945	19,048	696	3.8%	3,103
Retirement	48,287	58,794	69,248	60,041	71,666	2,418	3.5%	11,625
Health Insurance	90,832	79,291	105,678	84,889	89,441	(16,237)	-15.4%	4,552
Allowance for Vacancies	-	-	(49,500)	-	(49,500)	-	0.0%	(49,500)
Total Personnel Costs	596,174	673,076	729,502	670,281	738,100	8,598	1.2%	67,819
Supplies, Maintenance & Operations								
Supplies and Consumables	6,985	9,174	8,050	8,050	8,050	-	0.0%	-
Minor Equipment and Furniture	14,613	13,645	18,300	16,290	13,950	(4,350)	-23.8%	(2,340)
Fuel	17,451	21,397	15,000	15,000	15,000	-	0.0%	-
Uniforms	8,082	7,638	8,225	8,225	8,150	(75)	-0.9%	(75)
Vehicle Maintenance/Repairs	7,713	18,963	15,000	15,000	18,000	3,000	20.0%	3,000
Equipment Maintenance/Repairs	17,632	15,170	15,500	15,500	17,500	2,000	12.9%	2,000
Building Maintenance/Repairs	76,344	59,324	28,063	28,063	28,063	-	0.0%	-
Landscaping & Greenspace Maintenance	1,712	3,539	5,500	17,461	5,500	-	0.0%	(11,961)
Street Maintenance	26,527	22,464	30,000	30,000	45,000	15,000	50.0%	15,000
Drainage	4,940	5,919	20,000	20,000	20,000	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	181,999	177,235	163,638	173,589	179,213	15,575	9.5%	5,624
Services								
Professional Services	543	10,733	200	200	28,644	28,444	14222.0%	28,444
Dues/Subscriptions	189	164	932	932	932	-	0.0%	-
Training/Seminars & Related Travel	6,463	8,318	14,575	14,575	14,625	50	0.3%	50
Meetings and Related Travel	249	347	400	400	400	-	0.0%	-
Employee Appreciation	506	393	550	550	550	-	0.0%	-
Tech/Internet/Software	-	11,331	24,821	24,821	25,061	240	1.0%	240
Total Services Costs	7,951	31,285	41,478	41,478	70,212	28,734	69.3%	28,734

Expenditure Type	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers Furniture, Fixtures, Equipment & Vehicles Total Capital Outlay & Transfers Costs	49,300 49,300	213,023 213,023	134,975 134,975	237,075 237,075	73,968 73,968	(61,007) (61,007)	-45.2% -45.2%	, ,
Total Departmental Budget	835,424	1,094,619	1,069,593	1,122,422	1,061,492	(8,100)	-0.8%	(60,930)

Expenditure Type	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	Budget v Adopted	Budget v Budget %	Budget v PY Projected
	2022-23	2023-24	2024-20	2024-25	2025-20	Adopted	Duaget 70	Fi Fiojected
Building Codes and Permits								
Personnel								
Salaries	157,700	169,509	240,824	239,958	249,773	8,949	3.7%	9,815
Overtime	-	153	451	451	469	18	4.0%	18
Taxes - Social Security	9,417	10,030	14,959	14,503	15,515	556	3.7%	1,012
Taxes - Medicare	2,202	2,346	3,498	3,392	3,629	131	3.7%	237
Taxes SUTA/FUTA	36	405	468	468	252	(216)	-46.2%	(216)
Workers Compensation	1,228	928	984	855	1,019	35	3.6%	164
Retirement	18,844	20,691	30,775	30,564	31,818	1,043	3.4%	1,254
Health Insurance	27,385	26,224	38,861	36,272	38,415	(446)	-1.1%	2,143
Total Personnel Costs	216,812	230,283	330,820	326,462	340,890	10,070	3.0%	14,428
-								
Supplies, Maintenance & Operations								
Supplies and Consumables	476	599	675	675	675	-	0.0%	-
Minor Equipment and Furniture	328	1,877	2,300	2,300	700	(1,600)	-69.6%	(1,600)
Fuel	1,182	1,867	5,175	5,175	5,175	- 1	0.0%	-
Uniforms	213	458	770	770	770	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	2,200	4,801	8,920	8,920	7,320	(1,600)	-17.9%	(1,600)
Services								
Professional Services	56,687	26,685	22,000	21,509	26,120	4,120	18.7%	4,611
Dues/Subscriptions	1,053	394	515	515	515	-,120	0.0%	-
Training/Seminars & Related Travel	2,317	5,513	6,200	6,200	6,200	_	0.0%	_
Meetings and Related Travel	_,0	15	100	100	100	_	0.0%	_
Employee Appreciation	111	65	200	200	200	_	0.0%	_
Tech/Internet/Software	-	144	155	154	155	_	0.0%	2
Total Services Costs	60,168	32,816	29,170	28,678	33,290	4,120	14.1%	4,613
- Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	-	_	-	-	39,135	39,135	0.0%	39,135
Total Capital Outlay & Transfers Costs		-	<u> </u>		39,135	39,135	0.0%	39,135
- Total Departmental Budget	279,180	267,900	368,910	364,060	420,635	51,725	14.0%	56,575

	Actual	Actual	Adopted Budget	Projected	Proposed	Budget v	Budget v	Budget v
Expenditure Type	2022-23	2023-24	2024-25	2024-25	2025-26	Adopted	Budget %	PY Projected
Engineering and Planning								
Personnel								
Salaries	292,464	313,430	425,179	340,308	445,790	20,611	4.8%	105,482
Overtime	1,089	360	100	477	1,302	1,202	1202.0%	825
Taxes - Social Security	17,763	18,779	26,367	20,284	27,720	1,353	5.1%	7,436
Taxes - Medicare	4,155	4,392	6,167	4,744	6,483	316	5.1%	1,739
Taxes SUTA/FUTA	42	495	608	608	328	(280)	-46.1%	(280)
Workers Compensation	1,252	1,114	1,005	873	1,053	48	4.8%	180
Retirement	35,088	38,638	54,244	43,105	56,848	2,604	4.8%	13,743
Health Insurance	33,074	30,389	48,707	38,062	52,487	3,780	7.8%	14,425
Project Allocation	-	-	-	-	(110,000)	(110,000)		
Total Personnel Costs	384,926	407,596	562,377	448,461	482,011	(80,366)	-14.3%	143,550
Supplies, Maintenance & Operations								
Supplies and Consumables	10,060	9,891	9,750	9,750	9,500	(250)	-2.6%	(250)
Minor Equipment and Furniture	2,564	1,547	7,150	7,150	1,350	(5,800)	-81.1%	(5,800)
Fuel	4,419	4,388	3,175	3,175	3,175	-	0.0%	-
Uniforms	488	830	1,700	1,700	1,600	(100)	-5.9%	(100)
Street Maintenance	867,826	769,680	900,000	921,257	900,000	`- ´	0.0%	(21,257)
Oak Wilt Program	-	-	15,000	15,000	25,000	10,000	66.7%	10,000
Tree and Landscape Protection	-	-	29,750	29,750	13,000	(16,750)	-56.3%	(16,750)
City Approved Events	-	-	4,850	4,850	4,850	- 1	0.0%	-
Total Supplies, Maintenance & Operations Costs	885,358	786,336	971,375	992,632	958,475	(12,900)	-1.3%	(34,157)
Services								
Professional Services	240,020	140,407	120,000	120,000	70,000	(50,000)	-41.7%	(50,000)
Dues/Subscriptions	615	626	1,464	1,800	2,665	1,201	82.0%	865
Training/Seminars & Related Travel	5,201	8,642	13,240	13,240	22,100	8,860	66.9%	8,860
Meetings and Related Travel	244	477	400	400	600	200	50.0%	200
Employee Appreciation	411	172	400	400	400	-	0.0%	-
Tech/Internet/Software	-	6,736	11,518	11,518	13,177	1,659	14.4%	1,659

Item #20.

Expenditure Type	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Total Services Costs	246,492	157,058	147,022	147,358	108,942	(38,081)	-25.9%	(38,417)
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	6,030	7,016		-	-		0.0%	-
Total Capital Outlay & Transfers Costs	6,030	7,016		-	-	-	0.0%	-
Total Departmental Budget	1,522,806	1,358,006	1,680,774	1,588,451	1,549,428	(131,347)	-7.8%	70,976

Expenditure Type	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Non-Departmental and Shared							•	,,
Supplies, Maintenance & Operations								
Supplies and Consumables	4,395	4,342	3,600	5,600	7,400	3,800	105.6%	1,800
Building Maintenance/Repairs	-	-	-	-	29,098	29,098	0.0%	29,098
Emergency Response	436,482	-	500	500	500	-	0.0%	
Total Supplies, Maintenance & Operations Costs	440,877	4,342	4,100	6,100	36,998	32,898	802.4%	30,898
Services								
Public Relations and Events	-	-	-	-	47,500	47,500	0.0%	47,500
Total Services Costs	-	-		-	47,500	47,500	0.0%	47,500
Shared Services								
Facility Contracts & Services	49,348	27,563	83,479	116,159	83,939	460	0.6%	(32,220)
Postage	2,434	3,445	4,125	4,125	4,125	-	0.0%	- 1
General Liability Insurance	58,066	88,746	90,000	90,000	91,800	1,800	2.0%	1,800
Electricity	41,173	38,585	44,000	41,000	44,000	-	0.0%	3,000
Total Shared Services Costs	151,021	158,339	221,604	251,284	223,864	2,260	1.0%	(27,420)
Capital Outlay & Transfers								
Transfer to SAP Fund 02	3,442,995	813,526	370,000	594,840	-	(370,000)	-100.0%	(594,840)
Transfer to Equip Repl Fund 31	354,495	301,945	373,138	373,138	359,500	(13,638)	-3.7%	(13,638)
Lease Principal	812	428	-	-	-	` - '	0.0%	· - '
Lease Interest	124	40	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	3,798,426	1,115,939	743,138	967,978	359,500	(383,638)	-51.6%	(608,478)
Total Departmental Budget	4,390,324	1,278,620	968,842	1,225,362	667,862	(300,980)	-31.1%	(557,500)

	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26
Beginning Fund Balance	1,407,555	3,269,573	2,297,490	2,297,490	810,470
Revenues:	1,101,000	0,200,010	_,,,,,	_,,,,,,	0.10, 1.10
Transfer from General Fund	3,442,995	813,526	370,000	594,840	-
Total Revenue	3,442,995	813,526	370,000	594,840	
Reliable and Sustainable Infrastructure					
City Civic Center	17,748	140,875	-	67,000	-
City Hall Renovation	321,403	181,581	-	58,835	-
City Facilities Plan	, -	, -	-	, -	100,000
Chartwell and Dietz Intersection	98,126	_	-	-	, -
Post Oak Trail Widening	664,506	27,701	-	-	-
Dietz Elkhorn Reconstruction	100,721	277,003	-	232,426	-
Dietz Elkhorn Sidewalk	14,770	46,998	-	7,369	-
Battle Intense Sidewalk	48,912	-	-	-	-
Drainage CIP #5 Rolling Acres Trail	48,833	-	-	222,905	-
Drainage CIP #17 Silver Spur Trail	28,796	-	-	-	-
Drainage CIP #34 Tivoli Way	88,747	760,186	-	754,815	-
Drainage CIP #37 Turf Paradise Lane	93,770	-	-	-	-
Drainage CIP #61 Rockinghorse Lane	29,609	-	-	-	-
Bond Development Program	-	25,874	-	-	-
Drainage CIP #35 Chartwell Lane	-	238	-	64,592	-
Drainage CIP #15 Delta Dawn	-	238	-	-	-
Drainage CIP #2 8472 Rolling Acres Trail	-	-	67,600	67,600	-
Drainage CIP #4 8040 Rolling Acres Trail	-	-	67,600	67,600	-
Drainage CIP #42 Vestal Park Culvert	-	-	113,844	113,844	-
Public Health, Safety, and Welfare					
Fire Services Program Review	-	73,775	-	-	-
Fire Station #3 Upgrades	-	111,813	-	40,035	36,000

	Actual	Actual	Adopted Budget	Projected	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-26
Operational Excellence					
Compensation and Benefit Plan Study	-	-	60,000	60,000	-
Employee Handbook	-	-	10,000	10,000	-
Communications and Marketing Strategy	2,068	42,178	-	199,840	-
City Records Digitization Program	22,967	-	-	-	-
Fuel Station	-	97,150	-	-	-
3rd Party Scanning	-	-	-	40,000	-
IT Master Plan	-	-	50,000	75,000	-
Total Expenditures	1,580,977	1,785,609	369,044	2,081,860	136,000
Total Change in Fund Balance	1,862,018	(972,083)	956	(1,487,020)	(136,000)
Ending Fund Balance	3,269,573	2,297,490	2,298,446	810,470	674,470

Vehicle and Equipment Replacement Fund						
	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	
Beginning Fund Balance	1,089,047	1,140,475	1,220,166	1,220,166	1,536,604	
Revenues:						
Transfer from General Fund	354,495	301,945	373,138	373,138	359,500	
Total Revenue	354,495	301,945	373,138	373,138	359,500	
<u>Transfers</u> Transfer to General Fund for Purchases	303,067	222,254	56,700	56,700	133,135	
Total Expenditures	303,067	222,254	56,700	56,700	133,135	
Revenue Over / (Under) Expenditures	51,428	79,691	316,438	316,438	226,365	
Beginning Fund Balance	1,140,475	1,220,166	1,536,604	1,536,604	1,762,969	

Scheduled Replacements:	
Ford F-150 Truck -Command	49,000
Ford F-150 Truck - CID	45,000
Ford Ranger 4x4	39,135
	133,135

	Bon	d Capital	Fund		
	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26
Beginning Fund Balance	•		11,650	3,596,650	2,375,029
Revenues:					
Bond Proceeds	-	3,550,000	3,585,000	1,615,000	_
Bond Premium	_	181,669	-	-	-
Interest Income	-	11,650	17,000	117,000	17,000
Total Revenue		3,743,319	3,602,000	1,732,000	17,000
Expenditures:					
Bond Issuance Fees	_	146,669	_	_	_
Dietz Elkhorn Rdwy Incidentals	_	140,000	_	_	_
Dietz Elkhorn Rdwy Construction	_	_	2,093,922	2,093,922	1,581,078
Rolling Acres Rdwy Incidentals	_	_	2,000,022	-	-
Rolling Acres Rdwy Construction	_	_	_	_	315,000
Ammann Rdwy Incidentals	_	_	_	_	-
Ammann Rdwy Construction	_	_	439,699	699,699	88,555
Battle Intense Rdwy Incidentals	_	-	-	-	-
Battle Intense Rdwy Construction	_	_	420,000	160,000	_
Drainage CIP #35 Chartwell Lane	_	-	-	-	_
Drainage CIP #2 8472 Rolling Acres Trail	_	-	_	-	162,240
Drainage CIP #4 8040 Rolling Acres Trail	-	-	-	-	162,240
Total Expenditures		146,669	2,953,621	2,953,621	2,309,113
Revenue Over / (Under) Expenditures		3,596,650	648,379	(1,221,621)	(2,292,113)
Ending Fund Balance		3,596,650	660,029	2,375,029	82,916

Debt Service Fund						
	Actual 2022-23	Actual 2023-24	Adopted Budget 2024-25	Projected 2024-25	Proposed 2025-26	
Beginning Fund Balance	52,658	77,976	104,949	104,949	29,752	
Revenues:						
General Property-I & S	568,287	556,341	890,117	901,068	1,199,250	
Delinquent Property	2,728	4,363	4,000	4,000	4,000	
Penalty & Interest	2,003	2,232	2,500	2,500	2,500	
Interest Income on Investments	4,829	17,599	7,500	8,500	7,500	
Total Revenue	577,848	580,535	904,117	916,068	1,213,250	
Expenditures:						
Bond Principal	460,000	470,000	785,000	785,000	995,000	
Bond Interest Payable	92,130	83,163	205,465	205,465	218,250	
Bond Agent Fees	400	400	800	800	-	
Total Expenditures	552,530	553,563	991,265	991,265	1,213,250	
Revenue Over / (Under) Expenditures	25,318	26,973	(87,148)	(75,197)		
Ending Fund Balance	77,976	104,949	17,801	29,752	29,752	



# General Fund Budget Overview



FY 2025-26

Summer Fleming, CGFO
Director of Finance





County	Tax Year 2024	Tax Year 2025	Change (\$)	Change (%)
Bexar	\$1,744,198,782	\$1,852,071,926	\$107,873,144	6.2%
Kendall	595,760,096	633,658,721	37,898,625	6.4%
Comal	382,691,282	404,188,027	21,496,745	5.6%
Total	\$2,722,650,160	\$2,889,918,674	\$167,268,514	6.1%

### Current Exemptions



### City

- Homestead: \$5,000
- Over 65: \$50,000
- Qualifying Disabled: \$50,000
- Tax Freeze for Qualifying Disabled at 2022 Levy

### State Mandated

- Disabled Veteran 1: \$5,000
- Disabled Veteran 2: \$7,500
- Disabled Veteran 3: \$10,000
- Disabled Veteran 4: \$12,000
- 100% Disabled Veteran: 100%

### Exemption Totals

City



County	Homestead	Over 65	Disabled	Disabled Veteran	Other*	Total
Bexar	\$11,510,950	\$53,625,000	\$400,000	\$116,891,812	\$24,831,160	\$207,258,922
Kendall	3,036,925	12,100,500	505,055	49,195,651	2,812,120	67,684,024
Comal	2,311,500	9,356,500	250,930	49,441,732	5,812,321	67,172,983
Total	\$16,905,378	\$76,466,999	\$1,013,108	\$226,489,857	\$33,603,651	\$354,478,990

State

#### \*Includes the following:

- Leased Vehicle (LVE)
- Personal Property Vehicle (PPV)
- Primarily performing charitable functions
- House Bill 366 (EX366)
- Other exemptions (EX-XV)
- Solar (SO)

### General Fund Budget Highlights



- Property tax growth at 3.5% over 2024 Levy
- Sales tax growth at 4.0% over FY 2025 projected
- Total operating expenditures increasing 3.7%
- Personnel costs include 4.5% increase
- Transfer to Equipment Replacement Fund for future capital needs
- Maintains 6 months operating reserve
- \$2.57 million unallocated fund balance remaining

## General Fund Summary



Category	Amount
Revenues	\$10,972,053
Expenditures	(\$10,251,837)
Operating surplus/(deficit)	\$720,216
Net transfer (to)/from Equipment Replacement Fund	(\$226,365)
Transfer (to)/from Strategic Projects Fund	(\$)
Capital Outlay	(\$234,103)
Total surplus/(deficit)	\$259,748

## Fund Balance Summary



Category	FY 2024-25 Ending	FY 2025-26 Budget	FY 2025-26 Ending
Court Technology	\$14,884	(\$1,125)	13,759
Court Security	18,031	(1,750)	16,281
Public Safety	64,702	(29,700)	35,002
Other Restricted	33,034	5,850	38,884
Non-spendable	85,344	-	85,344
Tree Mitigation	100,000	(42,850)	57,150
Operating Reserve	4,848,119	275,024	5,123,144
Unallocated	2,513,495	54,299	2,567,794
Total Fund Balance	\$7,677,609	\$259,748	\$7,937,358



## Questions?



# FY 2025-26 Proposed Budget



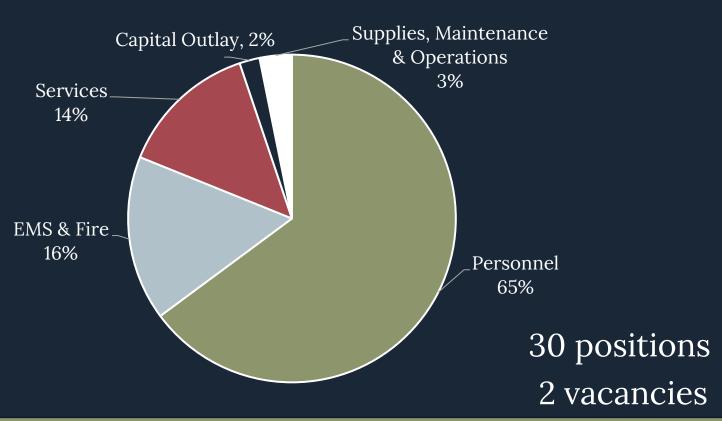
**Public Safety** 

Todd Smith
Chief of Police

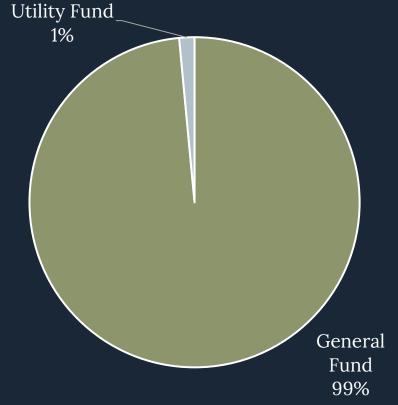
# Proposed FY 2025-26 Budget: \$4,704,372



Budget by Category

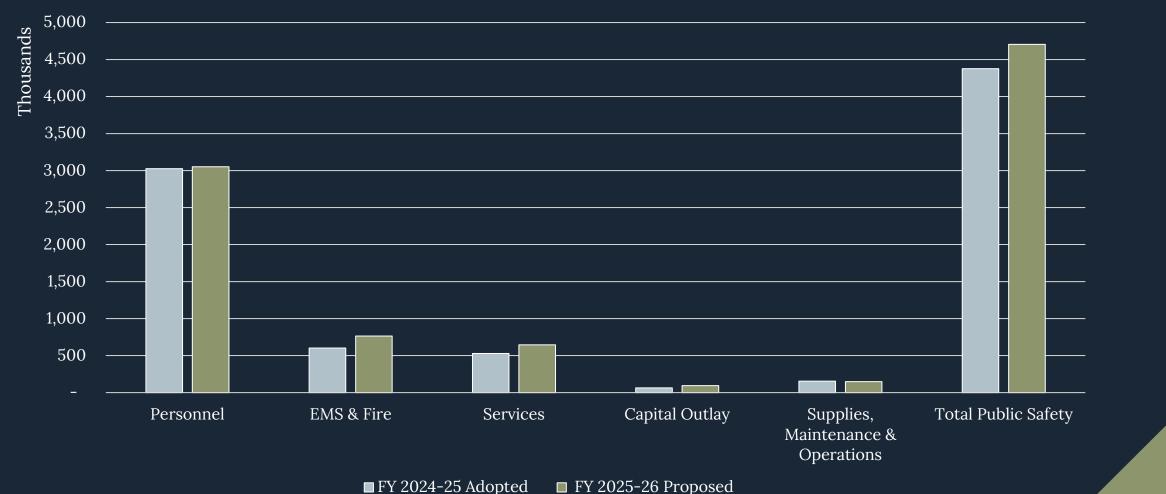


### Budget by Fund



## Changes to the Budget





## Budget Highlights



- Professional Services includes increases for fire, EMS and dispatch services.
- Includes \$18,945 in new minor equipment:
  - Cell phones (\$5,265)
  - Patrol Rifle Accessories (\$5,500)
  - Portable Radio Equipment (\$3,000)
  - iPad cases (\$4,180)
- Includes \$94,000 in vehicles funded by the equipment replacement fund
  - F-150 Command Truck
  - F-150 CID Truck

### Restricted Funds – LEOSE \$21,427



- The Law Enforcement Officer Standards and Education Fund (Authorized in the Occupations Code Chapter 1701)
- Funds are received annually from the State based on the number of agency positions
- May be used for continuing education of persons licensed under the chapter as determined by the agency head
- Budget \$10,000 for specialized training

# Restricted Funds – Asset Forfeitures \$43,275



- Chapter 59 of the Code of Criminal Procedure gives the Police Department the authority to seize certain property that has been used in the commission of certain felonies.
- This property may then be forfeited after a court hearing.
- Proceeds awarded under this chapter may be spent by the agency for law enforcement purposes.
- Budget \$21,600 for red dot sights to improve situational awareness, enhanced accuracy, and better performance in low light conditions.



# FY 2025-26 Proposed Budget



Public Works - Maintenance, Building Codes, and Engineering & Planning

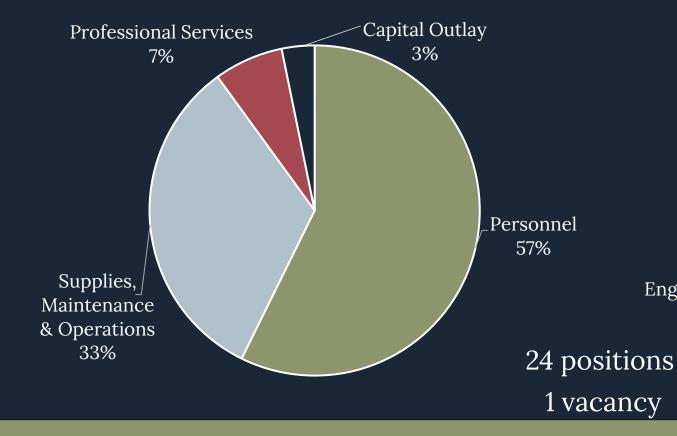
Grant Watanabe, P.E.

Director of Public Works and Engineering Services

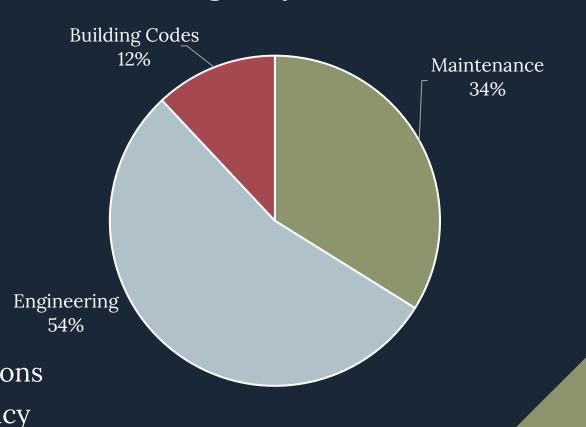
# Proposed FY 2025-26 Budget: \$3,523,140



### **Budget by Category**



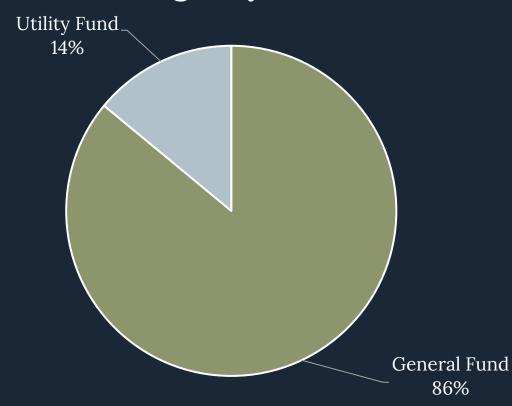
### **Budget by Division**



# Proposed FY 2025-26 Budget: \$3,523,140

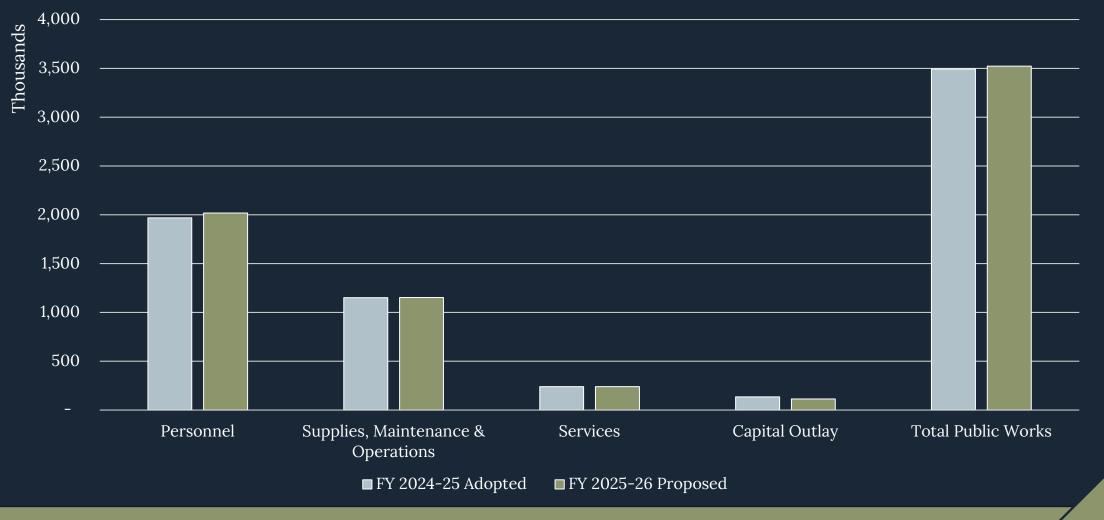


### Budget by Fund



## Changes to the Budget





### Budget Highlights



- Street Maintenance Increase of \$15,000 to implement TSAC recommendations
- Professional Services:
  - Decrease of \$30,000 for GEC on-call services
  - Decrease of \$20,000 in household hazardous waste event
  - Increase of \$28,444 for the rental of a restroom/shower trailer (split with utility)
  - Other small increases in both the fire and health inspector contracts as well as in the training budget for the City Planner and Project Manager
- Capital Purchases (\$113,103):
  - Ford Ranger 4x4 for Code Compliance (\$39,135) Replaces old F-250, Funded by ERF
  - One Garage Door Opener (\$5,000) Replaces old garage door opener
  - Asphalt Patching Machine (Hot Box) (\$47,968)
  - Six Permanent Radar Signs (\$21,000)

### Potential Radar Feedback Sign Locations

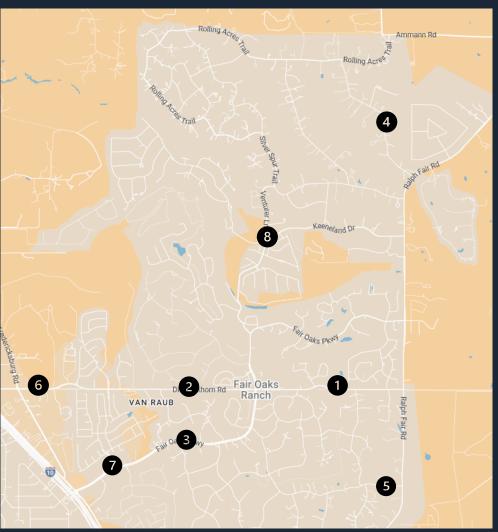
Item #20.

Prioritized locations based on traffic stop data (March 2022 – March 2025):

- 1) 7200-7900 Blk Dietz Elkhorn Rd
- 2) 8000-9000 Blk Dietz Elkhorn Rd (Installed)
- 3) 8500-8700 Blk Fair Oaks Parkway
- 4) 31400-31500 Blk Meadow Creek Trail
- 5) 7200-7300 Blk Pimlico Lane

#### Other locations for consideration:

- 6) Dietz Elkhorn Rd/Old Fred Rd
- 7) Fair Oaks Parkway/Front Gate
- 8) Keeneland Drive/Battle Intense/Venturer



#### **Purchase of Asphalt Patching Machine**

Overview

Request Owner Clint Koerperich, Maintenance Supervisor

**Department** Maintenance

Form Type Other

Request Type Equipment Request

#### Description

Budget Request - 4 Ton KM Asphalt Hot Box

#### 1. Purpose

To secure funding for the purchase of a Falcon Ton Asphalt Hot Box to support in house street and utility cut repairs. This equipment will significantly reduce outsourcing costs, improve repair quality, enhance crew safety, minimize traffic disruptions, and enable on site recycling of millings.

#### 2. Background

#### Current Practice:

- Utility cut resurfacing is subcontracted at an average of \$3,000 per repair.
- Pothole repairs use 50 lb bags of asphalt patch at \$20 per bag (~\$800/ton).
- Bag patch is labor intensive, yields shorter lived repairs, and requires traffic closures while curing.

#### Recent Rental Experience:

- Four utility repairs performed in house with a rented hot box yielded \$12,000 in savings.
- Crews were able to plan and coordinate directly with Utilities, reducing idle time and contractor scheduling conflicts.

#### 3. Proposed Equipment

#### **KM 4 Ton Asphalt Hot Box**

- Purchase Price: \$47,968
- Rental Price: \$3,100.00 per month
- Capabilities:
  - Heats and maintains hot mix, cold mix, or recycled asphalt at optimal temperature.
  - Ergonomically designed loading/unloading reduces lifting injuries.
  - Allows immediate compaction and reopening to traffic.
- 4. Cost Comparison & ROI

Iter	n	Unit Cost	Qty/Yea	rAnnual Cost	(Current)Annual Cost (V	Vith Hot Box)Annual Savings
Sub	contracted utility repairs	\$3,000/repai	r15	\$45,000	\$0	\$45,000
Asp	halt bag patch (potholes	)\$800/ton	10?tons	\$8,000	\$949?	\$7,051
Tot	al Annual Cost			\$53,000	\$949	\$52,051

Cold mix delivered: \$94.97/ton × 10?tons = \$949.70

#### • Equipment Cost Equivalent:

- \$47,968. The cost of 16 contracted utility repairs (\$3,000 × 16).
- At 15 repairs/year, payback in ~1 year.
- Does not include additional savings from pothole repairs, reduced traffic control costs, and lower injury rates.

#### 5. Additional Benefits

- Quality & Longevity: Hot mix repairs last significantly longer than cold patch, reducing repeat calls and follow-up repairs.
- Traffic Flow: Repairs can be reopened immediately, minimizing lane closures and public inconvenience.
- Safety & Ergonomics: Mechanized loading/unloading eliminates repetitive lifting of 50-lb bags, reducing workers' comp
  exposures.
- **Operational Flexibility:** In-house capability allows rapid response to emergency cuts or storm damage without contractor lead times.

#### 6. Asphalt Recycling Capability

The Falcon Hot Box can also recycle millings and reclaimed asphalt pavement (RAP) at no material cost to the City:

• Material Source: Millings produced during street resurfacing are available on site. We can offer a short-haul route to contractors, reducing their haul costs and incentivizing recycling.

Item #20.

#### o Process:

- 1. Add rejuvenator to the hardened asphalt millings.
- 2. Load millings into the Hot Box hopper.
- 3. **Heat overnight** at the lowest effective temperature via indirect, radiant heaters.
- 4. **Deploy** recycled mix immediately for repairs.

#### • Benefits:

- Eliminates material purchase costs.
- Diverts waste from landfill.
- Further reduces project costs and environmental footprint.

#### Images

#### **4-Ton Hot Box Trailer**







#### Details

**Equipment Status** 

This is a new addition

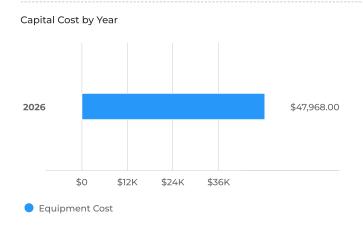
#### **Capital Cost**

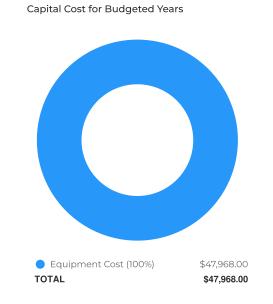
FY2026 Budget \$47,968 Total Budget (all years)

\$47.968K

Project Total

\$47.968K





Capital Cost Breakdown			
Capital Cost	FY2026	Total	
Equipment Cost	\$47,968	\$47,968	
Total	\$47,968	\$47,968	

#### **Funding Sources**

Governmental Operations

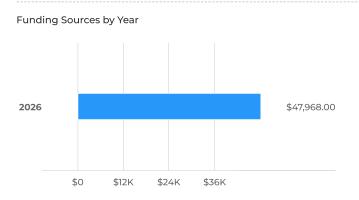
FY2026 Budget **\$47,968** 

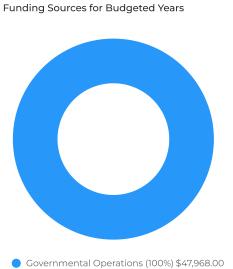
Total Budget (all years)

\$47.968K

Project Total

\$47.968K





TOTAL \$47,968.00

Funding Sources Breakdown				
Funding Sources	FY2026	Total		
Governmental Operations	\$47,968	\$47,968		
Total	\$47,968	\$47,968		



6165 W. Detroit St. Chandler, AZ 85226

(602) 276-0406 (800) 528-8242

FAX: (480) 940-0313

#### **QUOTE** #

BBBQ73403

Date Quoted 5/7/2025 EXPIRATION DATE 6/6/2025

Due to extreme market volatility of raw materials, quotes are reviewed and revised after 30 days. Products ordered for shipment after the expiration date on this quote will be adjusted to the price in the quote valid at the time of the shipment.

Quote To:

Account Code: 928886

Ship To: Account Code:

CITY OF FAIR OAKS RANCH TX

**JULIO COLUNGA** 

7286 DIETZ ELKHORN FAIR OAKS RANCH, TX 78015 US

Phone: 210-698-0900 210-698-3565

Fax: Email:

JCOLUNGA@FAIROAKSRANCHTX,ORG

Project Title:

Fair Oaks Ranch - KM Hot Box - Clint

Bid Date:

Terms: NET 30

**Bid Number:** 

F.O.B.: PPD- ADD FREIGHT

**Project Start Date:** 

Ship Via: Truck/Common Carrier Sales Group:

Ship Before: 6/6/2025 **Quote Effective Dates:** 

5/8/2025 TO 6/6/2025

Quoted By: Mike Romano

Sales Office: TX1- Mike Romano

Estimated Time to Ship After Receipt of Order:

**Customer:** 

CITY OF FAIR OAKS RANCH TX

Quote Number

BBBQ73403

**Project Title:** Fair Oaks Ranch - KM Hot Box - Clint

Date 05-07-25

#### SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	<b>Quote Price</b>	Ext. Price
93017N-TX12	KM HOTBOX 4TON DUMP DIESEL (8000TEDD)	EA	1	\$34,590.0000	\$34,590.0000
Hoist (Elec 12V W/Diesel)	Loading Hoist/Winch & Davit 12V Operation	ea	1	\$3,725.0000	\$3,725.0000
Light, Strobe (8000)	KM 8000 Strobe: Amber Strobe Light, 6" Dome Mounted	ea	1	\$400.0000	\$400.0000
Lithium Battery Option	Lithium-100 AH 12V Lifepo4 Battery Option	ea	1	\$1,250.0000	\$1,250.0000
Tool Rack (8000) - 4 Hole	Tool Rack-Four Position Rack, Mounted on Trailer	ea	1	\$390,0000	\$390.0000
Tack Tank; Heated M2	30 Gal Heated Tack Tank M2, Thermostat Controled (55-175 F) LP Burner, Gravity Outlet 1-1/2" Ball Valve, 30 Lb LP Cylinder not Included	ea	1	\$4,950.0000	\$4,950.0000
Handling	Handling/Packing and/or Crate Charges	ea	1	\$150.0000	\$150.0000
6008224	FOB - Door North Branch, MI 48461 To Door	ea	1	\$2,513.0000	\$2,513.0000

Customer:

CITY OF FAIR OAKS RANCH TX

Project Title: Fair Oaks Ranch - KM Hot Box - Clint

Quote Number BBBQ73403

Date 05-07-25

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

**Description** Unit Ext. Price Qty. **Quote Price** 

Sales Tax

\$0.00

Sub Total

\$47,968.0000

**Shipping** 

\$0.00

**Total** 

\$47,968.0000

Due to extreme market volatility all prices and availability are subject to change without notice, all quotes to be confirmed at time of order and subject to inventory status.

#### COMMENTS:

Please call or email all orders to Customer Service at: 210-496-2070 or SCTX11@crafco.com Send orders to customerservice@crafco.com

Crafco Service Facilities:

2413 Richland Ave

Farmers Branch, TX 75234

214-473-4025

4223 Dividend Rd. San Antonio, TX 78219

210-496-2070

#### NOTE:

#### **PAYMENT POLICY:**

A deposit of 50% of the purchase price is required on all equipment orders.

Payment of cash, whre transfer or cashier's check for equipment is required at the time of delivery. Personal or Company checks must be deposited and the equipment will not be released until the funds clear. (7-10 days is typical)

#### WARNING:

Products on this quote may be labeled in accordance with California Proposition 65.

For Terms and Conditions of purchases go to: <a href="https://crafco.com/Terms-of-Sale.pdf">https://crafco.com/Terms.pdf</a>
Ouantities may be limited at Crafco's discretion.

Pricing and availability are subject to change without notice,

Pricing does not include applicable taxes. Tax exemption forms must be on file prior to invoicing. Unpaid sales tax will be reported to State and Local tax authorities, Extension is net after terms.

#### **FOB DEFINITIONS:**

PPA- Delivered; freight included. PPD- Delivered; freight separate.

#### **Pavement Preservation Products Restocking Policy**

RETURN POLICY

Crafco will only accept the return of products that have been authorized in writing in advance, and proof of purchase is required. Not all purchases are returnable. This is a Return Policy for non-warranty claims. Refer to the product data sheet for information about warranty and claims for warranty reimbursement.

All returns are subject to restocking fees.

All products returned must be in the original packaging and be in good and salable condition.

Crafco reserves the right to charge repackaging fees in addition to restocking fees.

The customer is responsible for all shipping costs of returned products.

Request information on the acceptability for returns for any specific product when ordering.

#### Nonreturnable Products

Not all products are returnable. Products that have a shelf life or are considered made to order, or special order may not be returned. No used parts may be returned and any part or product that is non-standard or obsolete is not returnable.

Product

Return Status

Athletic Surfacing Products, Cure & Commercial Liquids, Equipment, Geocomposites, Paint, Sealcoat, and Silicone Non-Returnable

Restocking Fees

All returnable products have a restocking fee if returned.

Product

Restocking Fee

**Parts** 

15% of part purchase price

All Other Products

25% of product purchase price

How to Return an Item

- 1. To obtain authorization contact your customer service representative.
- 2. A written authorization will be faxed or emailed to you.
- 3. A copy of the Return Authorization must accompany the material being returned.

#### Ford Ranger for the Code Compliance Officer

Overview

Request Owner Scott Davis, Building Official

**Department** Building Codes

Form Type Other

Request Type Vehicle Purchase Request

#### Description

The Code Compliance Officer has been using truck 127, a truck previously used by utilities. It has been in the shop quite frequently. He needs a small truck to haul items that are placed in the right-of-way and violate the city's ordinances as well as to patrol the city. I believe it to be past its replacement time period. The City has spent around \$2,000 to \$2,400 on repairs on the truck this year. It has a 5.4 engine, which is known for having expensive parts when it comes to tune-ups.

#### **Images**



Code Compliance Truck

Ford Ranger



Code Compliance Truck 127

Pictures



Views of Code Compliance Truck to be replaced



Views of Code Compliance Truck to be replaced



SEAT TEAR



SEAT TEAR 2



MILEAGE

#### Details

Fleet Status

Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

#### **Capital Cost**

FY2026 Budget

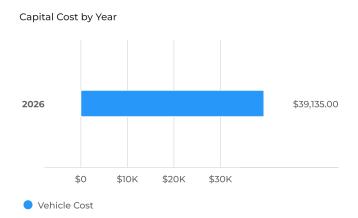
Total Budget (all years)

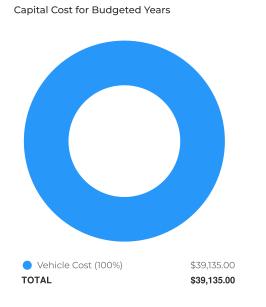
Project Total

\$39,135

\$39.135K

\$39.135K





Capital Cost Breakdown			
Capital Cost	FY2026	Total	
Vehicle Cost	\$39,135	\$39,135	
Total	\$39,135	\$39,135	

#### **Funding Sources**

FY2026 Budget

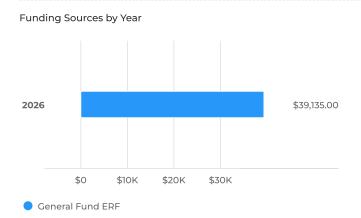
Total Budget (all years)

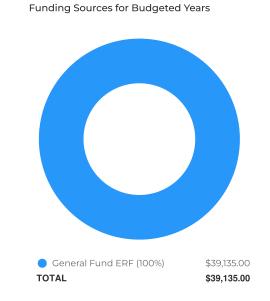
Project Total

\$39,135

\$39.135K

\$39.135K





Funding Sources Breakdown				
Funding Sources	FY2026	Total		
General Fund ERF	\$39,135	\$39,135		
Total	\$39,135	\$39,135		



#### CITY COUNCIL WORKSHOP CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Recap of Transportation Safety Advisory Committee submittals

DATE: June 5, 2025

DEPARTMENT: Transportation Safety Advisory Committee

PRESENTED BY: Carole Vanzant, CPM, Assistant City Manager

Al Schmidt, Chairperson, Transportation Safety Advisory Committee

#### **INTRODUCTION/BACKGROUND:**

On July 18, 2024, the City Council approved an ordinance establishing a Transportation Safety Advisory Committee ("TSAC"). The role of the Committee is to assist the City Council in the continuance of the city's quality of life through a citizen-government partnership that promotes safe and secure public roads and walks.

For the May 7 TSAC meeting, the committee received seven transportation safety submittals for its consideration. Below is a summary of each submittal. Staff seeks City Council direction on item #7:

- 1. Reduce the speed limit on Dietz Elkhorn West from 35 to 30 mph. **Recommendation failed on original request, and subsequent recommendation** to reduce speed limit to 30 mph on Dietz Elkhorn from Old Fredericksburg Road to Square Gate **failed**.
- 2. Create a fire lane on the east side of Terra Vista from the exit of the Fair Oaks Ranch Golf & Country Club's parking lot to Terra Manor, compel the Club to designate non-marked parking spaces in their parking lot with NO PARKING signs, paint areas red, and enforce towing for violators, and increase police enforcement. **No recommendation was made**:
  - a. New fire lane In March, staff met with the City's Fire Code Official who determined the existing fire lane on the west side was sufficient and meets the International Fire Code requirements.
  - b. Club parking lot The Official discussed Mr. Hurwitz's concerns with the Club. The City has no authority to enforce parking on private property.
  - c. Police enforcement Police will continue to enforce the speed limit. Consideration of a radar feedback sign will be added to the priority location list that is to be presented to the City Council at an upcoming budget workshop.
- 3. Place two caution Intersection Ahead signs on Keeneland Drive before the Battle Intense and Venturer intersection. **No recommendation was made:** 
  - a. February 26 TSAC recommended the City Council consider adding cautionary Intersection Ahead signs due to increased traffic on Keeneland Drive.
  - b. March 20 The City Council did not concur with the recommendation.
  - c. May 7 The TSAC rules of procedure state that an item that has been acted upon by the Committee cannot be reheard for a period of 365 days from the day the Committee

heard the item, unless new pertinent safety information is provided.

- 4. Reduce the speed limit on Rolling Acres Trail from 35 to 30 mph. **Recommendation passed** to reduce the speed limit from Ammann Road to Silver Spur and to add cautionary ahead curve signs. Following next steps include:
  - a. Staff performing a traffic study and presenting the results to the City Council for its consideration and possible action on reducing the speed limit.
  - b. Submitter providing to staff public input data on the speed reduction.
  - c. Staff placing the cautionary signs at appropriate locations.
- 5. Do not re-install the raised crosswalk on Battle Intense. The Committee considered this request with Item 6, which requested re-installation of the crosswalk.
- 6. Re-install the raised crosswalk and lower the speed limit from 30 to 25 mph on Battle Intense from Fairway Valley and Keeneland Drive. **Recommendation passed to:** 
  - a. re-install the raised crosswalk.
  - b. perform a traffic study, after installation of raised crosswalk, and report results back to TSAC.
- 7. Authorize the City Manager to submit a written request to TxDot for consideration of reducing the speed limit on Ralph Fair Road to 45 mph within the city limits. **Recommendation passed**. The staff seek direction from City Council via resolution to submit a request to TxDOT requesting a reduced speed limit.

On February 20 the City Council concurred with TSAC's recommendation to paint double yellow lines and install reflectors in the median on Fair Oaks Parkway at Front Gate, install intersection warning signs on Fair Oaks Parkway, and move the crossbar at the entrance of Front Gate. Upon completion of the tasks, the Council requested the area be monitored for a minimum of one month to evaluate the effectiveness of the calming measures and report back to them. Since installation, the police department reports one unrelated vehicle accident (failure to yield) and no speeding tickets or warnings issued. Therefore, the staff believes the measures are effective and seeks additional direction, if any, from the City Council.

Additionally, at the same meeting, the City Council requested staff to evaluate the feasibility of creating a northbound turn-lane from Fair Oaks Parkway onto Front Gate without widening the pavement. Staff opines left-turn lane cannot be done without widening both sides of Fair Oaks Parkway northbound. The City Manager authorized the city's GEC to perform a full analysis determining if a left-turn lane is warranted (approximate cost is \$5,000). Upon completion, staff will present the analysis to the City Council for consideration of placement in the roadway CIP at a future time.

**Exhibit A** provides detailed information on all ongoing submission tasks. Staff seek direction on the two highlighted cells.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- 1. Provides input from TSAC and citizens.
- 2. Allows for continued improvement of the city's quality of life relative to transportation safety.
- 3. Meets the City's Strategic Action Plan pillar of Reliable and Sustainable Infrastructure.

#### Exhibit A

#### Status Report - Ongoing Transportation Safety Tasks

TSAC Meeting	TSAC Recommendation	Council Meeting	Task to be Performed	Status
	Due to traffic - paint double yellow line and install reflectors in the median, install intersection warning signs, and move crossbar on Front Gate.	20-Feb and 5-Jun	City Council concurred and requested the measures be monitored for a minimum of one month to evaluate the effectiveness of the calming measures and report back to them.	May 2025 - all calming measures done. Police reported one unrelated accident (fail to yield) and no citations/warnings issued.
	Due to driving on the shoulder - City Council should consider performing a study to determined the need of a left-turn lane on FOP leading into Front Gate.	20-Feb	City Council requested staff evaluate the feasibility of creating a northbound left-turn lane from FOP onto Front Gate w/o widening the pavement	May 2025 - Staff opines left turn lane cannot be done without widening both sides of FOP northbound. City Manager approved \$5,000 verbal quote for GEC to perform full analysis determining if left-turn lane is warranted. Upon completion, staff will present analysis to City Council for consideration of placement in the roadway CIP at a future time.
		20-Feb and 5-Jun	City Council requested staff present, during the budget workshops, a priority list for consideration of additional radar feedback signs. Locations should include Keeneland, Dietz Elkhorn West, and Front Gate/Parkway.	Pending June 5 City Council budget workshop.
	TSAC recommends reducing No Le Hace to 25 mph due to traffic, pedestrians, children, and street curves.	20-Mar and 17-Apr	City Council directed staff to bring an ordinance to a future Council meeting lowering the speed limit to 25 mph on No Le Hace between Dietz Elkhorn and Fair Oaks Parkway. April 17 - proposed ordinance not approved and item was referred to TSAC for resident feedback and for completion of radar speed data.	April 18 - TSAC Chairman discussed public input with submitter. May 13 - 27 - radar signs in place. May 29 - Staff anticipates presenting data collection and citizen input results at August TSAC meeting.
	TSAC recommends reducing Rolling Acres Trail from Ammann Road to Silver Spur to 30 mph due to narrow road, sightline issues, mailboxes, pedestrian, and cyclists, and add cautionary curve ahead signs.		Staff to install curve ahead signs. Due to length of Rolling Acres Trail, radar feedback signs will be placed at 3 locations <b>starting first week of June</b> . Curve ahead signs to be installed first week of June.	Ongoing - staff anticipates presenting results to TSAC no later than November meeting for their discussion and input.
	TSAC recommends City Council authorizes the CM to submit a request to TxDOT to consider reducing FM3351 within the city to 45 mph due to traffic, numerous intersections, and population.	5-Jun	Receive direction from City Council via resolution to submit a request to TxDOT for consideration of reducing the speed limit on FM3351.	June 5 - Pending City Council guidance.

TSAC recommends performing a traffic study on Battle Intense for consideration of a speed limit	Perform a traffic study using current radar feedback signs on Battle Intense or using radar	May 29- Staff was able to obtain data in May from the Battle Intense feedback signs. Staff anticipates presenting data collection results at August TSAC
7-May and 6-Aug reduction to 25 mph.	signs at the completion of Rolling Acres study.	meeting.



#### CITY COUNCIL REPORT CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: FY 2025-26 Boards and Commissions

DATE: June 5, 2025
DEPARTMENT: City Secretary

PRESENTED BY: Christina Picioccio, TRMC, City Secretary

#### **INTRODUCTION/BACKGROUND:**

Beginning in 2020, the City Council implemented a standardized annual process for filling vacancies on City boards and commissions. This structured timeline ensures transparency and consistency in appointments.

The following schedule outlines the upcoming steps in the current appointment cycle:

Notify Incumbents Jun. 6, 2025

Post Open Positions on Website Jun. 6, 2025

Start Social Media Push Jun. 6, 2025

Application Deadline Aug. 1, 2025

**Council Appoints Incumbents & Determines** 

Method For Remaining Positions

Aug. 14, 2025

Interviews (if necessary) Aug. 25 – Sept. 12, 2025

Appointment Selection Sept. 18, 2025

Orientation – Training Session Sept. 22 – Sept. 26, 2025

Term Begins Oct. 1, 2025

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

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

#### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

### Capital Improvements Advisory Committee Semi-Annual Report and

#### Recommendations Regarding Proposed Land Use Assumptions, Capital Improvement Plans and Impact Fees

#### Overview:

To partially pay for the extension of Water and Wastewater systems attributable to new development, the City of Fair Oaks Ranch has opted to charge impact fees as allowed under Texas Governmental Code Title 12, Subtitle C, Chapter 395 (Code).

The Code requires the governing body (the City) to appoint a Capital Improvements Advisory Committee (CIAC) to serve in an advisory capacity to:

- 1. Advise and assist the City in adopting land use assumptions;
- 2. Review the capital improvements plan and file written comments;
- 3. Monitor and evaluate implementation of the capital improvements plan;
- 4. File semiannual reports with respect to the progress of the capital improvements plan and report to the City any perceived inequities in implementing the plan or imposing the impact fee; and
- 5. Advise the City of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

The City's CIAC, as appointed by the City Council, is composed of nine members of the community with four being members from the development, real estate or building industry as required by the Code. The committee members are:

Paul Mebane, Chair (At Large)

Chris Weigand, Vice Chair (Real Estate)

Gary Miller (At Large)

Marcus Garcia (Development)

Harold Prasatik (At Large)

Jamin Kazarian (At Large)

Joe DeCola (Real Estate)

Ben Koerner (At Large)

Dana Green (Development)

The current Impact Fees were adopted in 2020. Late last year, the City hired the engineering firm of Freese and Nichols, Inc. to update the City's Land Use Assumptions, Capital Improvement Plans, and to calculate the maximum allowed Impact Fees under the provisions of the Code.

The CIAC met in March and April 2025 to receive and discuss the Freese and Nichols' draft Water & Wastewater Impact Fee Report. Presented in the report are proposed updates to the City's LUA, CIP and calculations resulting in a Maximum Allowable Water Impact Fee of \$21,013 and a Maximum Allowable Wastewater Impact Fee of \$9,943, for a combined total of \$30,958.

#### **CIAC Findings and Recommendations:**

1. The CIAC finds that the proposed updates to the Land Use Assumptions and Capital Improvement Plan are based on sound assumptions, including more realistic growth

- rates than assumed in past plans and reports.
- 2. The CIAC finds that Freese & Nichols used sound engineering practices and complied with the requirements under the Code in their calculation of the Maximum Allowable Impact Fees.
- 3. The CIAC recommends that the City Council adopt the Maximum Allowable Impact Fees as calculated by Freese & Nichols. Accordingly, the following Impact Fees changes are recommended:
  - Water Impact Fee increased from the current \$8,670 to \$21,013
  - Wastewater Impact Fee increased from the current \$6,069 to \$9,943

The next semi-annual CIAC meeting is scheduled for September 16, 2025.

Signed:	Paul Mebaue	Date:	May 28, 2025
	Paul Mebane, CIAC Chairperson		