



ANNUAL BUDGET

Fiscal Year October 1, 2020-September 30, 2021

This budget will raise less revenue from property taxes than last year's budget by an amount of \$93,865, which is a 1.56% decrease from last year's budget.

The property tax revenue to be raised from new property added to the tax roll this year is \$171,735.

CITY COUNCIL RECORD VOTE

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

Governing Body	Record Vote
Mayor Garry Manitzas	Aye
MaryAnne Havard	Aye
Roy Elizondo	Aye
Steve Hartpence	Aye
Laura Koerner	Aye
Snehal Patel	Aye
Greg Maxton	Aye

The Governing Body voted on the proposed budget September 24,2020.

Tax Rate Information									
Fiscal Year	Property Tax	No-New-	No-New-Revenue	Voter Approval	Debt Rate				
FISCAL TEAL	Rate	Revenue Rate	M&O Rate*	Rate	Debt Rate				
2020-21	0.3735	0.3693	0.3472	0.3820	0.0326				
2019-20	0.3735	0.3536	0.3269	0.3791	0.0340				

^{*} Unadjusted for sales tax

Municipal Debt Obligations as of October 1, 2020 - \$5,508,965

The above information is presented on the cover page of the City's FY 2020-21 proposed budget to comply with requirements of section 102.005 of the Texas Local Government Code



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Fair Oaks Ranch

Texas

For the Fiscal Year Beginning

October 1, 2019

Executive Director

Christopher P. Morrill

ANNUAL BUDGET

FISCAL YEAR 2020-21

THE HONORABLE GARRY MANITZAS Mayor

COUNCIL MEMBERS

MaryAnne Havard

Roy Elizondo

Mayor Pro-Tem, Place 2

Steve Hartpence

Council Member, Place 3

Laura Koerner

Council Member, Place 4

Snehal Patel

Council Member, Place 5

Greg Maxton

Council Member, Place 6

CITY MANAGER Tobin Maples, AICP

ASSISTANT CITY MANAGER
Carole Vanzant, CPM, TRMC, MMC

CHIEF OF POLICE
Tim Moring

DIRECTOR OF PUBLIC WORKS Ron Emmons, P.E.

DIRECTOR OF FINANCE Sarah Buckelew, CPA DIRECTOR OF HR & COMMUNICATIONS

Joanna Merrill

CITY SECRETARY
Christina Picioccio

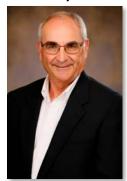
CITY of FAIR OAKS RANCH CITY COUNCIL



Garry Manitzas Mayor



MaryAnne Havard
Council Member, Place 1



Roy Elizondo, Mayor Pro-Tem Council Member, Place 2



Steve Hartpence
Council Member, Place 3



Laura Koerner Council Member, Place 4



Snehal Patel
Council Member, Place 5



Greg Maxton
Council Member, Place 6

Fair Oaks Ranch is a Home Rule city. City Council is elected at-large representing all residents within the City limits. Council members including the Mayor serve staggered three-year terms with City elections held each year.

The Mayor Pro Tem is selected by the Council members each year after the election.

OVERVIEW SECTION	
City Manager's Budget Letter	10
Community Profile	18
City Location Map	20
Organizational Chart	21
Funds Structure and Descriptions	22
Budget Process	25
Strategic Action Plan	30
FINANCIAL SUMMARY SECTION	
Overview of Revenue	32
Overview of Expenditures	34
City of Fair Oaks Ranch Staffing	35
Consolidated Budget Summary by Fund	36
GOVERNMENTAL FUNDS SECTION	
Overview	37
Revenues	40
Expenditures	42
Department Operational Expenditures	
Mayor & City Council	44
Administration	46
City Secretary	50
Human Resources & Communications	53
Finance	56
Information Technology	59
Municipal Court	62
Public Safety	65
Public Works	70
Maintenance	73
Building Codes	76
Engineering Services	79
Civic Center	82
Non-Departmental and Shared Expenses	84
Governmental Strategic Projects Fund	85
Governmental Vehicle/Equipment Replacement Fund	22

Overview of Governmental Bonds & Debt Service	89
Governmental Debt Service Fund	90
ENTERPRISE FUNDS SECTION	
Overview	93
Consolidated Enterprise Fund Budget Summary	95
Water Overview	97
Water Revenues	100
Water Expenditures	101
Water Capital, Debt and Non-Operating	103
Wastewater Overview	104
Wastewater Revenues	107
Wastewater Expenditures	108
Wastewater Capital, Debt and Non-Operating	110
Stormwater Overview	111
Enterprise Vehicle/Equipment Replacement Fund	113
Utility Bond Amortization Table	114
REFERENCE SECTION	
Advisory Boards and Commissions	116
Utility Rate Structure	118
Ordinances	121
Basis of Accounting and Budgeting	126
Fiscal and Budgetary Policies	127
Appendix A	129
Glossary	131

MESSAGE FROM THE CITY MANAGER



Tobin Maples

Honorable Mayor Garry Manitzas and Members of the City Council,

In accordance with Texas Statutes and the City of Fair Oaks Ranch City Charter, it is my honor to present the budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021. On the front end of developing the Fiscal Year 2020-2021 budget (FY 20-21), the City Council devoted an enormous amount of time understanding the City's financial position relative to the COVID-19 pandemic.

Because of Council's early action, conservative budgeting, and continuous monitoring, our efforts to ensure that the City is poised to forecast, review, and manage the uncertainty have been successful.

Within this framework of City Council leadership and insight, the FY 20-21 budget was developed with a focus on financial resiliency, responsible decision making, and the flexibility necessary to meet minimum demands for all City operations. Resiliency and sustainability are especially critical

considering the scope of economic volatility relative to known service delivery opportunities and challenges. Specifically, the City is faced with maintaining the quality of services that citizens expect while also meeting new service level demands associated with local and regional growth. Further, there are significant infrastructure, equipment, and staffing needs of the City's responsibility that require investment. We must be effective in communicating to and soliciting from our constituents what the realistic organizational performance expectations should be when marshaling resources and determining what the City can afford.

The City of Fair Oaks Ranch has a rich history of financial stewardship tailored to offset the residential tax burden. Through continued utilization of a Strategic Planning process that ties citizen driven service expectations with available resources, the FY 20-21 budget preserves this conservative position of financial strength and resiliency with a balanced budget. The FY 20-21 budget is intended to serve as:

- The fiduciary policy position establishing service delivery expectations and accountability for the citizenry and staff;
- A plan of financial operations estimating proposed expenditures for the fiscal year and the proposed means of financing same; and
- An operational plan for the programming and mobilization of human, material, and capital project resources during the fiscal year.

In essence, the FY 20-21 budget represents the single most important management tool of the Governing Body and staff.

CITIZEN PRIORITIES

The Mayor often states and it is true: One of the key components of our great city is the level to which our citizens volunteer their time and wisdom to preserving and protecting the unique quality of life that makes The Ranch so special. Through this significant involvement, citizens have set a clear mandate and told us they expected their City government to:

- ♦ Administer a leadership style that ensures power is centralized in the legislative body (City Council) and enables operational (City Staff) ownership and accountability through departmental performance measures;
- ♦ Improve our communication so that we are planning with the citizens rather than planning for the citizens;
- ◆ Develop a real strategic/business plan that sets clear priorities for delivery of City services both now and in the future;
- Develop and implement foundational growth management tools inclusive of Future Land Drainage, Water/Wastewater, Use, Subdivision & Zoning Regulations, and Asset Management needed to implement the strategic plan;
- ♦ Review existing Capital Recovery Fees, Water/ Wastewater User Fees and capital cost sharing scenarios to ensure that "growth pays for growth;"
- ♦ Leverage the enormous citizen talent we have in our community through participation in the numerous volunteer committees;
- Practice financial integrity and sound cost build-up planning to meet citizen driven service delivery expectations, recovery of investment, and long-term sustainability;
- Enhance and preserve our unique quality of life by promoting public safety through police, fire, and emergency medical first responder services; and
- Implement an organizational structure that provides optimal service groupings and enhanced delivery of services.

FY 2019-2020 ACCOMPLISHMENTS

Fiscal year 2019-2020 was another busy and extremely productive year for the City as we were actively engaged in projects which continue to advance long overdue citizen driven initiatives.

COVID-19

Without question, navigating through the COVID-19 Pandemic has been our most significant accomplishment this year. Proactive administrative actions started formally when we activated our Emergency Operations Center (EOC) on March 6, When it comes to crisis and incident management, the goal of the City's EOC is "all hazards" readiness. While weather related events tend to be our most frequent hazard, closing flood gates across the City wasn't going to help us address the challenges of a global pandemic.

Typically, there are three overlapping phases of crisis management; Respond, Recover, and Thrive. In this vein, it was extremely important for our EOC Team to recognize the unique challenges presented by the COVID-19 crisis. Unlike a weather event that is managed in minutes, days, and weeks, the COVID-19 crisis would encompass months and possibly years. Accordingly, the EOC Team spent an enormous amount of time at the onset of the crisis triaging immediate needs and recalibrating the structure of our decision making. At this writing, we are still in the "respond" phase as the virus continues to spread but the seeds of recovery are starting to sprout.

As in many situations that test the mettle of good people, there were some "silver linings." Our EOC Team, headed by our new police chief, worked tirelessly to keep our residents safe with minimal intrusion. Our police officers kept up their patrols on top of serving as the front-line contact relative to enactment of Federal, State, and local emergency declarations. Our staff and City Council developed strong working relationships with our municipal and

county partners from the City of Boerne, Kendall County, Comal County, and Bexar County. Our staff developed new protocols and procedures to continue serving our residents in a safe manner whether it meant working in skeleton crews, finding space within City facilities to maintain a safe social distancing requirement, pushing out rapid public service announcements, collateralization of financial assets, or conducting City Council meetings remotely. Essential services such as water and wastewater were maintained without interruption, and our citizens and businesses made adaptations to help keep our lives somewhat normal during a period of rapid change and uncertainty. This spirit of innovative collaboration was and continues to be key to our success!

Race, Equity and Justice

We provided space and public safety services for several community events dealing with the current topics regarding equality and community policing. Unlike some of the events we have all witnessed on television, our events were conducted in an atmosphere of polite, reasonable discourse. It is a testament to our residents that we are able to have community discussions in a safe and respectful manner.

Financial Transparency

For the second year in a row, the City's Annual Financial Report (CAFR) was awarded the Government Finance Officers Association (GOFA's) Certificate of Achievement for Excellence in Financial Reporting. In addition, the City's 2019-20 budget document received the Distinguished Budget Presentation Award. This was the City's first year to participate in this category so we view this as an extraordinary accomplishment. The Finance

Department also worked diligently this year to comply with the new Truth in Taxation laws associated with Senate Bill 2, meeting all necessary deadlines and compliance mandates during the budget process. The City Council took action to form an Audit Committee to better ensure that the City Council maintains effectiveness awareness of the of management, internal control and financial reporting. All of these accomplishments demonstrate the City's commitment to financial transparency.



Communications and Citizen Outreach

Through targeted investments in asset building activities, technology, and human capital (new Communications/HR position), we substantially improved our communications outreach. We added a Facebook page, a NextDoor presence, and a YouTube channel to our communications. We also increased participation in our website outreach through Notify Me.

Elevated Water Storage Tank

The Master Water/Wastewater Plan concluded and the findings and recommendations were adopted by the City Council as appendices to the Unified Development Code. One of the key findings was the need for a new elevated storage tank (EST) to provide emergency and

equalization storage on the north side of the City. This finding was the same as those of two other engineering studies performed for the City over the past twelve years. On April 18, 2019, the City Council engaged Kimley-Horn and Associates for engineering design services for the EST. To date, the City has held community meetings concerning the design, style, and preferred location for the In concert with citizens attending the EST. community meetings, the City Council made applicable decisions on these choices and engineering design is currently 60% complete. Construction of the EST is programed for FY 2022.

Cross Connection Control and Back Flow **Prevention Ordinance**

The Texas Commission on Environmental Quality requires all public water systems to maintain a cross connection control program to protect the drinking water supplied to homes. In 2019, City Council approved an ordinance requiring all residents on the City utility system to have backflow prevention devices on any cross connection with non-potable water (this applies mostly to irrigation systems for residents). The purpose of these devices is to prevent contaminated water from being siphoned back into the drinking water supply. As of this writing, we have achieved an 88% compliance rate so this initiative is another excellent example of how the citizens of Fair Oaks Ranch consistently step-up to protect the unique quality of life that makes The Ranch so special.

General **Engineering** and City **Planning Consultants**

The City is extremely cognizant of the need to provide the most "bang for the tax payer buck" when it comes to delivering City services. Accordingly, the City utilizes outside contractors and/or 3rd party vendors when possible if it is cost effective and truly a value-add to the citizenry. This year, the City entered into a General Engineering Consultant (GEC) Services agreement with Legacy Engineering Group. As we work through our infrastructure projects, this service of overseeing planning, design, and construction of the adopted Capital Improvement Program and other projects assigned by the City has proven to be a valuable supplement to our in-house staff. We also augmented staff with a Professional Services Agreement for City Planning Consultant Services. The agreement with Gunda Corporation for city planning services is another example of how the City addresses service demands without having to engage a full-time employee.

Master Drainage Plan and Stormwater Utility

The Master Drainage Plan identified existing and upcoming drainage needs, specifically 46 projects within the City as well as current and future operating and maintenance requirements. The City has been operating for more than 30 years without allocating and funding resources to maintain the drainage system properly. To address the situation, the City is looking for new funding mechanisms to improve existing drainage deficiencies and to confirm the system is adequate moving forward. The council took action to approve engaging Kimley-Horn for engineering consulting services to evaluate the establishment of a Storm Water Utility District to improve, operate, and maintain our municipal drainage systems.

Judicial Administration

Last year the City Council accepted statements of qualifications (SOQ's) for the positions of Municipal Court Judge and Municipal Court Prosecutor. Subsequent to conducting extensive interviews with applicants, the City Council appointed a new municipal court judge and a new municipal court prosecutor. Alternates for each position were also appointed.

Mayor's State of the City Address

In March, we held our third annual State of the City Luncheon at the River Rock Event Center. Mayor Manitzas addressed a group of citizens, City staff and guests, discussing the achievements and challenges of the previous year, and his goals for the future. This event is an example of the Mayor's commitment to open communication with the residents and an informed citizenry. The Employee of the Year was also recognized during this luncheon.

Transportation Planning Committee

The City began participation in the Boerne-Fair Ranch-Kendall County Transportation Planning Committee. For this collaboration we recruited two engineers who are residents in our city to help with the project. The project was temporarily suspended due to the pandemic but the Committee is in the process of ramping backup.

Street Maintenance

The City continued its enhanced maintenance practices for over 60 miles of public streets. Since 2000, the City has persistently implemented an annual street maintenance program such that all streets received a programmed seal coat to protect the street base material and prolong its life. Without such a program, the City would be faced with extraordinary costs to fully reconstruct all streets in the City every ten to fifteen years. As a maturing thirty-two (32) year old organization, it is essential that we continue to invest in this

signature component of our asset management program.

Wild Life Education Committee

The Wildlife Education Committee (WEC). working under the guidance of an urban biologist from Texas Parks and Wildlife conducted a census of deer in September and October. We



used adult drivers, working with Scout volunteers, to gather data. The data was analyzed by the urban biologist, using TP&W's software tool. We concluded that as the human population is increasing, the overall deer population is decreasing. The WEC also advanced another feral hog trapping project with participation from the Country Club, Fair Oaks Ranch Homeowners Association (FORHA), and the developer of the Gundi Arbors.

Civic Center and City Hall Renovation Project

The COVID-19 pandemic served to put a spotlight on the City's growing issues with adequate office space. Currently, the City provides services through 74 full time employees with every department doubling-up on office/ workspace. Further, the adoption of the home rule charter expanded the City Council from six (6) to seven (7) positions so even the City Council is working within confined space as the current Council Dias was built to accommodate six (6). In an effort to minimize cost, improve customer service, and interdepartmental functionality, the City solidified plans to construct a Civic Center and modify work space within City Hall.

Bringing together the City's public 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 design that builds a functional and attractive building that provides space for the City's administrative and public meetings while simultaneously providing а welcoming environment for the Fair Oaks Ranch residents to host their own meetings and events.

The goal for the project is to break ground the first quarter of fiscal year 2020-21 (October -December). The construction is estimated to take six months with an anticipated project opening in the fourth quarter of fiscal year 2020-21 (July-September). Funding for the Civic Center was secured through a grant agreement between the Fair Oaks Ranch Municipal Development District (MDD) and the City.

Top Workplace in San Antonio Area

For the second year in a row, the City was honored as a 2019 Top Workplace in the San Antonio area by the San Antonio Express News. This recognition was the result of scores from our employees' participation in an employee engagement survey. We have been intentional about creating a culture of respect, accountability, and communication. It is rewarding to see our staff recognizes this investment.

Holiday Spirit

This year, City Hall was decorated for the Holiday Season for the first time. Volunteers led by the First Lady of Fair Oaks Ranch contributed money and labor to provide the decorations and do the decorating. We also partnered with FORHA for a visit from Santa and his elves, inclusive of a grand entry courtesy of the Leon Springs Volunteer Fire Department.

Household Hazardous Waste

In September, the City held its third annual household hazardous waste collection in conjunction with Republic Services. Over 200 cars came through, depositing an estimated 10,000 plus pounds of household waste. Many thanks go out to the City staff members and City Council volunteers who came out to help make this event a success.

Board and Commissions

The Mayor created a Boards and Commissions Subcommittee to review and make recommendations regarding the City's process of appointing/reappointing members of the City's Boards and Commissions. Αt recommendation of the subcommittee, the City Council implemented a new formal standardized appointment process that includes incumbent declaration of interest to continue serving, common application forms, creation of website page to notify citizenry of open positions, and staggered terms starting with corresponding fiscal years.

TxDOT Expansion of FM 3351 (Ralph Fair Road)

In 2018, the Texas Department of Transportation (TxDOT) informed the City of their intent to expand FM 3351 through the City from IH-10 to SH 46, inclusive of a new bridge across Cibolo Creek. Recognizing the regional importance of this corridor, the City Council defined a collaborative approach to support development of a design and reconstruction plan that reduces traffic accidents and encourages quality, limited growth that is context sensitive. This will likely result in targeted village-like commercial areas rather than the "strip" box retail that typically results after capacity improvements on state farm-to-market and state highway facilities in high growth areas. The City's engagement in this

collaborative effort is ongoing and our continued success is a direct result of the City Council's leadership and our new capacity to delineate place making solutions through strong comprehensive foundational planning.

FINAL COMMENTS

In closing, I would like to reiterate the staff's appreciation to the City Council for your volunteerism, leadership, and insight. professional city administrators and dedicated public servants, we were particularly impressed with your responsiveness and the professionalism displayed in communicating your thoughts throughout the year. Knowing successful local governance is relationship driven, it is essential that we advance ideas and plans charged with addressing the concerns of the citizenry and ensuring the City is prepared to meet the many challenges associated with managing growth and a maturing organization. The Council's leadership in this effort is a mark of professional respect, and City staff acknowledges your commitment to the citizens of Fair Oaks Ranch.



Because we are a people organization, I am confident that the City's thirty-two (32) year history as an organization that cares about the community and its members will continue to be an asset. Our purpose is only accomplished thanks to

the talents and dedication of my colleagues. Accordingly, I would like to thank all of our City employees for the outstanding service they

provide to the citizenry on a daily basis and give credit to department heads and managers for their effective contributions of time and energy toward preparation of the FY 2020-21 budget. These are the people we trust with life and decisions. with maintenance operations of essential systems, and with helping to make Fair Oaks Ranch the "City of Choice."

Team, please maintain your commitment to making a difference and always remember that it is an honor and privilege to serve on The Ranch!

Respectfully,

Tobin E. Maples, AICP

Joli & Maple

City Manager



This page intentionally left blank.



OVERVIEW

The City of Fair Oaks Ranch is located on the edge of the beautiful Texas Hill Country, 27 miles northwest of downtown San Antonio. It is home to an estimated 9,776 people, and it continues to grow as more people are drawn out by the lure of country living. The city spans over three separate counties, Bexar, Kendall and Comal and covers an area of 7,861 acres.

Fair Oaks Ranch is a Home Rule Charter City and operates under a Council/Manager form of government. A Mayor and six Council Members are elected by the citizens, and the City Manager is appointed by the Council.

THE HISTORY OF FAIR OAKS RANCH

The City of Fair Oaks Ranch had its beginnings as a working ranch when several parcels of land were acquired by oil man Ralph Fair, Sr. during the 1930s. The ranch, which had a dairy and granary, was first a center for a racehorse operation. Later, Mr. Fair established a registered Hereford cattle operation.

After the death of Mr. and Mrs. Fair, the remaining family decided to develop a 5,000 acre portion of the ranch as a residential community. A homeowner's association was formed in 1975 with

Boots Gaubatz as the president.



In 1985 the Fair Oaks
Ranch Homeowners
Association began to
consider incorporation
as a Type A General
Law Municipality.
Boots, along with Bob
Herring and Don King,
lead the process, and
are now known as the
"founding fathers" of
Fair Oaks Ranch. The

City was eventually incorporated in 1988.

Once the population of Fair Oaks Ranch reached 5,000, the city was eligible to become home rule. It wasn't until a decade later that the draft home rule charter was introduced. On May 2017, the home rule election was held with over 90% of voters supporting the change.

Fair Oaks Ranch was created by a group of visionaries who had both the foresight and the political courage to dream of a special community and make it a reality. The ability to make the city a



reality was enhanced by having a single development company for many years and working with a family that had a desire for their ranch to become a unique community. This commonality of vision was the glue that held the development process together and created such a unique city.

ECONOMY AND GROWTH

Fair Oaks Ranch is located immediately northwest of the 7th largest U.S. city, San Antonio. Proximity to the Alamo City, with its vast retail, professional, and medical offerings, paired with a unique Hill Country lifestyle, support a growing commuter population. San Antonio is also home to Joint Base San Antonio, the largest joint base in the U.S. Department of Defense, which adds to the economy and diversity of the entire metro area. Fair Oaks Ranch serves as a popular retirement destination for many with its golf courses, walking trails and quiet hometown atmosphere. The City of Fair Oaks Ranch anticipates

future growth as more people move into the area. San Antonio is among the fastest growing regions in the United States, and Texas one of the national leaders for domestic migration. Much of the housing demand for new residents falls in the hill country area, so it is anticipated that new home construction will increase in the coming years.

San Antonio in particular has become a popular destination for startup and technology companies. Fair Oaks Ranch's plan for the future includes growth management tools charged with ensuring the community is prepared for this growth.

CULTURE AND RECREATION

Fair Oaks Ranch is the perfect destination for tranguility, with several miles of hike and bike trails that meander through the city. The City is home to an array of wildlife including white tailed deer, axis deer, Egyptian geese, foxes, ducks, hawks and many others. This proximity to



diverse wildlife is one of the advantages to living in this community.

Golf carts are just as common to see on the roadways in Fair Oaks Ranch as cars, and the streets are also routinely full of cyclists and runners. The Fair Oaks Ranch Golf and Country Club offers two championship golf courses, swimming, tennis, a fitness club and fine dining.

Many other cultural and recreational facilities are within a short drive south in the San Antonio area. A 90 minute drive to the north will take you to Austin, the capital city and cultural hub of Texas. Fair Oaks Ranch is also close to New

Braunfels, Canyon Lake and the Guadalupe River, all popular recreation areas, particularly in the summer months.

For a little main street charm and unique shopping experiences, the City of Boerne is less than 10 miles away. A getaway destination for many tourists, the historic downtown area is home to antique stores, bakeries, art galleries and specialty boutiques. There are also year round parades, festivals and cultural events. Boerne also sits next to Cibolo Creek and a nationally recognized nature center.

EDUCATION



Fair Oaks Ranch is part of Boerne and Comal ISDs, and is home to two elementary schools, Fair Oaks Ranch Elementary and Van Raub Elementary. The public school system is large enough to offer diverse

programs, and small enough to allow teachers administrators to cultivate a personal, active interest in each student. The City engages with the students at the schools and supports



programs through its Wildlife Education Committee.

DEMOGRAPHICS

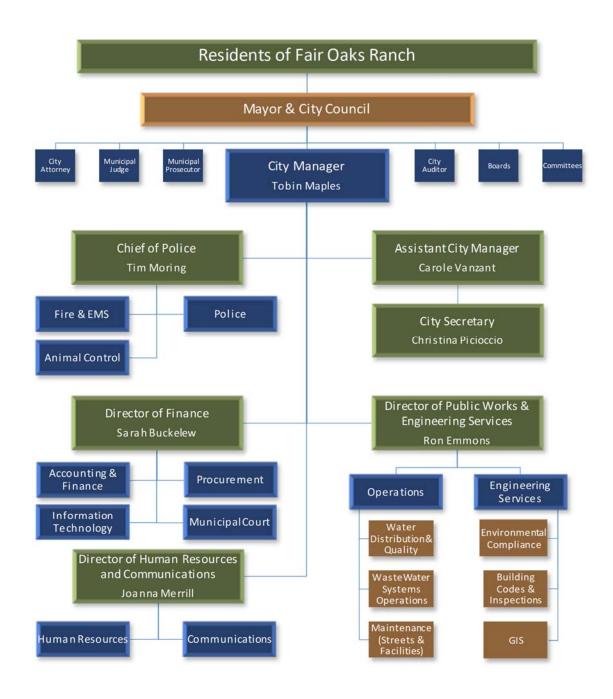
The median age in Fair Oaks Ranch is 45.3, noticeably higher compared to San Antonio Metro at 33. Generation X and Baby Boomers make up over half of the population. median household income in Fair Oaks Ranch is \$125,806, making it one of the highest earning communities in the San Antonio area. Of the residents age 25+, more than 98% have at least a high school diploma, 62% have Bachelor's degrees or higher.



LOCATION OF FAIR OAKS RANCH

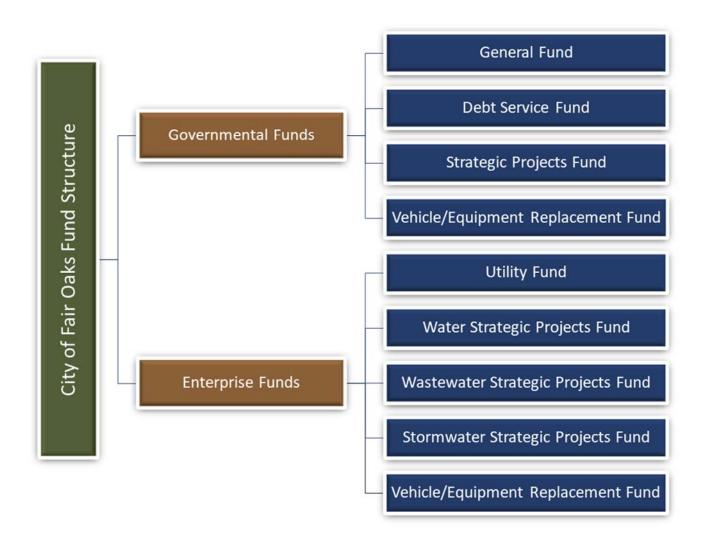


ORGANIZATIONAL CHART OF THE CITY





FUND STRUCTURE OF THE CITY





ACCOUNT STRUCTURE AND DESCRIPTION OF FUNDS

The City maintains budgetary control of its operating accounts through the use of various funds. A "fund" is a self-balancing set of accounts with identifiable revenue sources and expenditures. It is segregated for the purpose of measuring a specific activity. Additionally, these funds are further separated into either major funds or non-major funds based on criterion that compares the amount of assets, liabilities, revenues or expenditures they report in comparison to the total governmental funds or the combination of the governmental funds and the enterprise funds.

Governmental Funds

Most of the City's government functions are financed through the governmental funds. These funds are generally used to account for tax-supported activities. Long-term liabilities and fixed assets are not accounted for through governmental funds. The measurement focus is to determine changes in financial position (fund balance) rather than to determine net income.

General Fund

The General Fund is a governmental fund type and the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund. The General Fund includes expenditures for Administration, City Secretary, Human Resources, Finance, IT, Building Codes, Public Safety, Public Works, Engineering and Planning, and the Municipal Court.

Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest. These resources are funded through ad valorem property tax at the interest and sinking (I&S) tax rate.

Capital Project Funds

Capital Project Funds account for the proceeds of debt issuance and internal funding for the completion of capital or strategic action plan projects outside the scope of general operations, and will generally span more than one fiscal year to complete. The City currently has one capital project fund: the Strategic Projects Fund, which is funded through internal transfers from the General Fund.

Equipment Replacement Fund

The Equipment Replacement Fund is used to account for the replacement of all City-owned vehicles and equipment, except those assigned to the City's enterprise funds. The City annually makes contributions into the fund to build up sufficient reserves to purchase replacement vehicles and equipment when scheduled.

Enterprise Funds

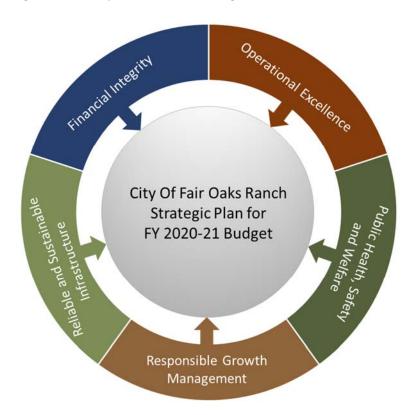
Enterprise funds are used to account for an activity for which a fee is charged to external users for goods and services. The City reports activities for a Utility Fund which includes water, wastewater and stormwater services. The Utility Fund also provides funding for an Equipment Replacement Fund for the replacement of all vehicles and equipment assigned to the utility fund, as well as Capital Project Funds for capital improvement projects and Strategic Action Plan budgets.



The fiscal year of the City of Fair Oaks Ranch begins on October 1 of each calendar year and ends on September 30 of the following calendar year. Each year, the City of Fair Oaks Ranch develops a balanced budget with the guidance from the Mayor and City Council, City departments and the citizens. In accordance with Texas state law and generally accepted accounting standards, Fair Oaks Ranch adopts a balanced budget for each fiscal year. The budget process includes multiple phases, each of which requires a joint effort by government leaders and City staff. The budget is the financial plan and policy statement for the fiscal year of operations that matches all planned revenues and expenditures with the program of services desired by residents of the City.

STRATEGIC ACTION PLAN (SAP)

Strategic Planning Workshops (January-March) -Several strategic planning workshops were held with senior staff and the City Council, during which the Council members focused on the Strategic Action Plan (SAP) which outlines the vision, broad goals and priorities for the City. Some of these items require extensive capital, time and due diligence, while others are readily attainable. The City Council SAP along with the Comprehensive Plan provided a framework and guidance for the budget process. The Strategic Plan set forth by City Council contains 5 main pillars which were used as the starting point for all strategic project discussions and can be seen reflected throughout each department's SAP Budget.



Development of Departmental Strategic Plan Drafts (February)

Based off of the goals set forth by Council, each department head reviews and begins developing departmental Strategic Plans and operational program changes that support their strategic plan for the upcoming budget cycle. During this time, department heads review the programmed equipment replacement schedules, and meet with Human Resources to begin discussions of program changes for Full Time Equivalents.

• Budget Workshop with City Staff (March)

The Finance Department meets with each of the department heads to answer questions, help define Strategic Goals for the department and determine how those goals fit into the overall SAP.

Department Heads Meet with the City Manager (May)

Once the department heads have a working version of their strategic plan, they will meet one-on-one with the City Manager to review their plans and goals for the upcoming fiscal year.

City Council Strategic Planning Session (June)

Staff meets with the Mayor and City Council for its annual strategic planning sessions to obtain general direction and guidance in preparing the budget. During this session, staff discusses the Departmental Strategic Action plans for the coming year as well as various factors that may affect the ensuing budget cycle, such as economic climate, revenue outlook, community expectations and program requirements. Council addresses these concerns and identifies top priorities. An overview of the direction received from Council is presented, and the City Manager may give specific direction complying with organizational strategies.

BUDGET ESTIMATES

• City Manager and Finance Develop a Baseline Budget (March)

• Budget Orientation (March)

The City Manager and Finance Department hold a budget orientation meeting with City staff to discuss the economic condition of the City and its effects on the budget. A review of the Strategic Action Plan occurs. The calendar and operations for the upcoming budget cycle are reviewed. Department Heads begin to draft Departmental Strategic Action budget requests for the upcoming year.

A standardized approach for budgeting operational costs occurs. Operational Budgets for each department were defined separately from strategic projects. One-time expenditures were also identified, and large one-time expenditures and Strategic Action Projects were budgeted in a separate Capital Projects Fund.

BUDGET DEVELOPMENT

Preliminary tax rolls are received in April. The budget process begins in May before the beginning of the next fiscal year. The City Manager along with the Finance Director determine the guidelines for the department heads to use in preparing their budgets.

Budget Requests Submitted & Reviewed (May)

Each department aligns its Strategic Action Plan with operational and strategic project budget requests and submits these requests to the Finance Department for evaluation and compilation.

Budget Review Sessions with City Manager (May)

Staff meets with the Finance Department and City Manager to evaluate progress on continuing priorities, discuss new programs to be included in the budget, and re-evaluate each department's SAP budget requests for the upcoming fiscal year.

Council Budget Work Sessions (June)

City Council holds a budget work session in order to discuss the draft budget. Citizens are invited, but no public testimony is allowed at the work session meetings.

On or around July 25th, the certified appraisal rolls are received. The Finance Department incorporates these numbers and delivers a proposed budget to City Manager for review. The final proposed budget is discussed, and any concerns are addressed. Citizens are invited, but public testimony is generally reserved for the formal public meetings.

BUDGET PRESENTATION, CONSIDERATION AND ADOPTION

Once the Council has completed its work sessions and review, the City Manager's proposed budget is filed with the City Secretary and made available to the public as required by State Law.

The Council will name the time and place of 1 public hearing and will publish the notice of the hearing at least ten (10) days before the date. The public hearing is held to solicit citizen responses to the proposed budget and the proposed ad valorem tax rate. Interested citizens may express their opinions concerning the proposed budget and tax rate.

Council Adopts the FY 2020-2021 Annual Budget and Tax Rate (September 24)

After the public hearing, the Council shall analyze the budget, making any additions and deletions which they feel appropriate, and then adopt the budget and tax rate by a favorable majority vote of all members of Council.

FY 2020-21 Annual Budget is Published (September 25)

The Finance Department prepares the final budget document for printing and posting on the City's website.

Budget is Amended if Necessary (After fiscal year has begun)

Supplemental Appropriations: If, during the fiscal year, the City Manager certifies that there are appropriation revenues in excess of those estimated in the budget, the Council may make supplemental appropriations for the year up to the amount of such excess.

Transfer of Appropriations: At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a fund.

Upon written request by the City Manager, the Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one Fund to another, or make an adjustment to a restricted fund.

FISCAL YEAR 2020-21 **BUDGET AND TAX RATE ADOPTION CALENDAR**

Date	Budget Step
July 25	Deadline for Chief Appraisers to deliver certify rolls or certified
	estimates to taxing units and certification of anticipated collection
	rate by tax collector. (Tax Code Sec. 26.01 a-1)
August 6	Calculation of no new revenue and voter approval rates
August 10	Finance Director posts the calculated no-new-revenue tax rate
	and voter approval tax rate, along with certain debt information
	on the home page of the City's website using form prescribed by
	comptroller (Tax Code Sec 26.04(e)).
August 19	Final Budget workshop with Council
August 20	Finance Director submits the No-New Revenue and Voter Approv-
	al rates to City Council. (Tax Code Sec 26.04(e)).
	City Council confirms proposed tax rate if the proposed rate ex-
	ceeds the voter approval rate or the No-New Revenue Rate
	(whichever is lower), Council takes a record vote. (Tax Code Sec
	26.06 (b-2).
	City Council schedules one public hearing on the budget (LGC
	102.006a-b) and one public hearing on the tax rate (Tax Code Sec.
	26.05(d); (Tax Code Sec 26.06).
August 24	City Manager files budget with City Secretary (LGC 102.005a).
	City Secretary ensures the proposed budget is available on the
	website and available for inspection at City Hall (LGC 102.005c)
September 4	Finance Director/Communications publishes Notice of Tax Public
	Hearing in the Friday, September 4th edition of Boerne Star and
	posts on the City's website (Tax Code Sec. 26.06(c))
	Finance Director/Communications posts the Tax Notice (Tax Code
	Sec 26.04(e)), Notice of Tax Hearing (Tax Code Sec. 26.065), and
	Notice of Budget Hearing (LGC 102.006c) on the City's Website.
September	First Reading of Budget and Tax Rate Ordinances is held at a reg-
<u>17</u>	ularly scheduled City Council Meeting. Public Hearing for Pro -
	posed budget and tax rate.
September	Second Reading and adoption of the Budget and Tax Rate ordi-
<u>24</u>	nances. (City Charter requires two readings of any ordinance)

COUNCIL'S STRATEGIC PILLARS WITH MILESTONES

Financial Integrity

- •1.1 Develop and Maintain a Budget Process that Links with the Strategic Action Plan
- •1.2 Develop a 5-Year Forecast
- •1.3 Develop a Risk Inventory and Mitigation Strategies
- 1.4 Develop Sustainable Financing Strategies Aligned with Service Delivery Expectations
- •1.5 Ensure Continuity and Excellence of Financial Reporting Reliability

Responsible Growth Management

- •2.1 Manage the Physical Development of the City in Acccordance with the Comprehensive Plan
- •2.2 Implement and Update Infrastructure Master Plan
- •2.3 Enhance Local Mobility and Multimodal Connectivity
- •2.4 Alignment of Proactive Place Making Strategies with the MDD
- •2.5 Develop, Implement and Update Environmental Sustainability Program

Reliable and Sustainable Infrastructure

- •3.1 Enhance and Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations
- •3.2 Enhance and Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligations
- •3.3 Enhance and Ensure Continuity of Reliable Drainage Improvement Initiatives
- •3.4 Enhance and Ensure Continuity of Reliable Roadway Improvement Initiatives
- •3.5 Enhance and Ensure Continuity of Reliable City Facilities

Public Health, Safety and Welfare

- 4.1 Enhance and Ensure Continuity of Police Services
- •4.2 Develop a Long-Term Strategy for Continuity of Fire Services
- •4.3 Develop a Long-Term Strategy for Emergency Medical Services
- 4.4 Enhance and Maintain Public Safety Community Outreach Initiatives

Operational Excellence

- •5.1 Evaluate and Implement Key HR Programs that Promote Organizational Design and Development
- •5.2 Develop and Implement a Proactive Communication Strategy
- •5.3 Evaluate and Update Service Delivery Expectations and Best Practices
- •5.4, 5.5, 5.6 Develop, Implement and Sustain an IT Master Plan (Hardware, Software, and Security)



This page intentionally left blank.



Revenue is estimated based upon historical data, current economic conditions and other demographic data. The City's revenue budget estimation takes into consideration many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates. The City of Fair Oaks Ranch applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures. During our revenue estimation process the City tries to consider as many factors as possible that may contribute to changes in revenues. The City of Fair Oaks Ranch obtains revenue from several sources, but relies heavily on residential property tax.

Property Tax - 40.5% of Total City Revenue, (63.9% of Governmental Fund Revenue)

The largest revenue source for the General Fund is the Residential Ad Valorem taxes, also known as residential property taxes. Through a rigorous 18-month comprehensive planning process, citizens overwhelmingly dictated that Fair Oaks Ranch should remain a bedroom community with few commercial areas. This plan, by design, leaves the City highly dependent on residential property taxes. The computation of the property taxes is based upon the assessed value of real and personal property. All property tax revenue is first applied to the debt service requirements. The remaining property tax revenue is used for the maintenance and operations of the General Fund. This fund provides the tax payers with general City services such as public safety, public works, and other general government support services.

For Fiscal Year ending in 2021, the property tax rate will remain the same as FY ending 2020. The tax rate is determined based upon completion of the budget process, which entails projecting the expected revenue, determining the most efficient use of resources and expected levels of expenditures, while utilizing the tax rate required to balance the budget.

The City of Fair Oaks Ranch is situated in 3 counties - Bexar, Kendall and Comal. Based on the assessed valuation of appraised property provided to the city by the three appraisal districts, the 2020-21 budget reflects estimated total property tax collection for both current and delinquent of \$5,968,847. This third party appraisal analysis is the major factor in projecting our Ad Valorem revenue. Property valuation increased by 3.6% from \$1.65B to \$1.71B in FY 2020-21.

Sales Tax - 5.1% of Total City Revenue, (10% of General Fund Revenue):

Another revenue source for the General Fund is the Sales Tax. Taxable sales have increased over the past few years primarily due to a continued development and renewed economic activity. The City however is projecting sales tax to decrease 3.2% for 2020-2021 over last's year's budgeted amount as a result of the COVID-19 pandemic and its unknown effects on consumer spending.

An important source of sales tax revenue relates to changes in buying habits and increased online purchases, which will generally source sales tax to the purchaser's address. Online sales increased during the initial months of the pandemic, but it is unknown if this trend will continue.

Currently the existing sales tax rates are as follows:

State	6.25%
City	1.50%
County/MDD	0.50%
Total	8.25%

Utility Revenue - 36.7% of Total City revenues:

The City of Fair Oaks Ranch provides water and wastewater services to a portion of the residents. The City's overall customer base for its utility services has increased over the last few years due to new housing and commercial developments.

Transfers and Non-Cash Adjustments:

This includes transfers from other funds within the city (i.e. capital projects, vehicle replacement) used to fund programmed replacements and projects. Non-cash adjustments refer primarily to the depreciation on adjustments in the Utility Funds to convert its budget from GASB to GAAP presentation (cash to accrual.)

Franchise Fees:

The City receives substantial revenue from franchise fees. Franchise fees are collected from both public and private utilities and assessed for the continued use of the public right-of-way. Among these fees are: cable TV, telephone, electric, solid waste, and gas. For FY 2020-21, the City is estimating to receive \$632,700 in Franchise Fees.

Permits:

The source of this revenue includes fees charged by the City for general construction permits and other miscellaneous permits. The City of Fair Oaks Ranch projects to receive \$242,750 for FY 2020-21, which is a 3.9% decrease from the prior budget year. The City has seen an increase in New Residential Permit revenue since the start of the pandemic, but it is unknown whether increased activity in this area will continue.

Municipal Court Fees (Fines and Forfeitures):

The projection for fines is based on historical trends. The City estimates to collect \$100,263 for fines & forfeitures in FY 2020-21. This projection is a decrease of 21.4% over the prior year budget. This projection is based on slow collections and a reduction in court proceedings during the pandemic.

Interest Revenue:

Interest revenue is a fractional part of the total revenue source for the FY 2020-21 and is contingent on the total available cash. The City estimates to receive \$70,000 in interest in the upcoming fiscal year. This is a 40% decrease from the previous year's budget. COVID-19 has had a significant impact on the market and has driven interest rates down.

Animal Control:

This section includes pet licenses and impound fees. The City estimates to receive \$3,400 in animal control revenue in the upcoming fiscal year.

Miscellaneous Revenue:

Miscellaneous Revenue makes up less than 1% of the total revenue for the City of Fair Oaks Ranch. This revenue source combines the total of all Other Revenues from each fund. Examples of Miscellaneous Sales and Income are: donations, sponsorships, and sale of assets.



The City of Fair Oaks Ranch projects expenditures through a cost build-up approach based on historical data, economic data, and any other policy changes that might affect the expenditures for the fiscal year. The City's goal is to appropriate sufficient monies to provide quality services at a reasonable cost and within available financial resources.

Personnel Expenditures:

Personnel expenditures include the salaries, insurance, taxes, retirement, and workers compensation for all departments.

Supplies, Maintenance & Operations Expenditures:

This category of expenditures include in house street maintenance, drainage work, vehicle maintenance and repairs, greenspace maintenance, building and equipment repairs, minor equipment purchases and supplies/consumables.

Capital Outlay:

Capital outlay includes the capital expenses budgeted to be spent throughout all the funds.

Professional Services Expenditures:

Professional services expense includes consulting expenses, legal fees, dispatch and jail services, audits, election expenses, investigations, training and reporting costs.

Debt Service Expenditures:

Debt Service expenditures include the debt obligations due in FY 2020-21.

Shared Services Expenditures:

Shared services expense includes electricity, postage, alarms and general liability insurance.

Transfers and Non-Cash Adjustments:

This includes transfers to other funds within the city and depreciation.

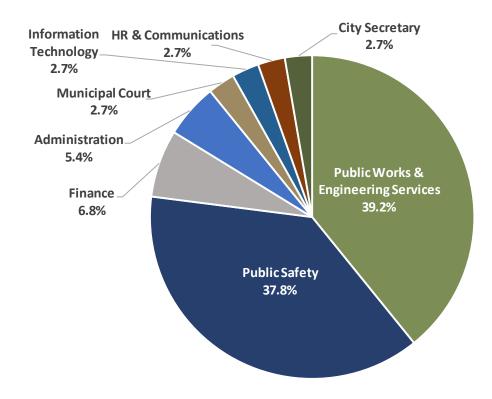
CITY OF FAIR OAKS RANCH BUDGETED STAFFING

Donostroot	FY 17-18		FY 18-19			FY 19-20			FY 20-21		
Department	PT	FTE	PT	FTE		PT	FTE		PT	FTE	
Administration	0	2	0	3		0	5		0	4	
Public Works & Engineering Services	0.5	25	0	29		0	29		0	29	
Public Safety	0	25	0	28		0	28		0	28	
Finance*	0	3	0	6		0	6		0	5	
Information Technology*	0	0	0	0		0	0		0	2	
Municipal Court	0	2	0	2		0	2		0	2	
HR & Communications	0	1	0	2		0	2		0	2	
City Secretary	0	3	0	4		0	2		0	2	
Subtotal	0.5	61	0	74		0	74		0	74	
Total	61.5		74			74			74		

EXPLANATION OF SIGNIFICANT POSITION CHANGES FOR FISCAL YEAR 2020-21

*Information Technology – Effective for the Fiscal Year 2020-21, Information Technology was split off from Finance into its own department and an IT Technician position was added in lieu of a position in the Administration department.

FULL-TIME EQUIVALENTS (FTE) BY DEPARTMENT



Consolidated Budget By Fund

	Government Operations	Government SAP	Government Equip Repl	Government Debt Service	TOTAL GOVERNMENTAL	Water Operations	Wastewater Operations	Stormwater Operations	Enterprise SAP	Enterprise Equip Repl	TOTAL ENTERPRISE	GRAND TOTAL
Beginning Fund Balance Projected	4,819,885	1.006.190	758,655	21,213	6,605,943	Орегалона	Орстанонз	Ореганопа	3/4	Equip (Cop)	14,260,382	20,866,325
Revenues:		,		, ,							.,	.,,
Taxes	6,161,691			553,153	6,714,844						-	6,714,844
Franchise Fees	632,700				632,700						-	632,700
Interest	69,000			1,000	70,000						-	70,000
Permits	242,750				242,750						-	242,750
Animal Control	3,400				3,400						-	3,400
Fines & Forfeitures	100,263				100,263						-	100,263
Fees & Services	268,711				268,711						-	268,711
Miscellaneous Income	18,400	600,000			618,400						-	618,400
Utility Revenues						3,951,644	1,168,461	282,011	-	-	5,402,116	5,402,116
Transfers from other Funds	240,000	152,500	290,493		682,993							682,993
Total Revenues	7,736,915	752,500	290,493	554,153	9,334,061	3,951,644	1,168,461	282,011		-	5,402,116	14,736,177
Expenditures:												
Personnel	4,751,988				4,751,988	836,075	709,935		-	-	1,546,010	6,297,998
Supplies, Maintenance & Operations	702,325				702,325	1,733,967	673,994	51,028	-	-	2,458,988	3,161,313
Professional Services	1,243,318				1,243,318	117,908	82,103	17,593	-	-	217,603	1,460,920
Shared Services	371,466				371,466						-	371,466
Capital Outlay	240,000	1,701,414		-	1,941,414	5,000	60,000		1,545,838		1,610,838	3,552,252
Debt Service	-			551,075	551,075	68,074	12,966				81,040	632,115
Transfers & Non-Cash Adjustments	442,993		240,000	-	682,993	(44,996)	349,243	15,614	(504,317)	(105,614)	(290,069)	392,924
Total Expenditures	7,752,090	1,701,414	240,000	551,075	10,244,579	2,716,027	1,888,241	84,234	1,041,522	(105,614)	5,624,410	15,868,989
Operating Reserve	157,251		-		157,251	80,000	80,000				160,000	317,251
Allocated Fund Balance	(184,539)	(948,914)	50,493		(1,082,960)				(1,041,520)	105,614	(935,905)	(2,018,865)
Restricted Fund Balance	12,113			3,078	15,191							15,191
Unallocated Fund Balance						403,750	(611,450)	197.777			(9,923)	(9,923)
Net investment in Capital Assets					-	681,758	(118,222)				563,536	563,536
Savings/(Use of) Fund Balance	(15,175)	(948,914)	50,493	3,078	(910,517)							(1,132,811)
Surplus/Deficit						1,165,507	(649,672)	197,777	(1,041,520)	105,614	(222,293)	
Ending Fund Balance	4,804,710	57,276	809,148	24,291	5,695,424						14,038,089	19,733,514



GOVERNMENTAL OPERATIONS FUND (GENERAL FUND)

The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety, City Administration, Municipal Court, Public Works (Public Works, Streets, Building Maintenance, Fleet), Engineering Services (Development, Planning, Inspections), and Administrative Services (Finance, Purchasing, HR, IT). The General Fund also includes two sub-funds: the Strategic and Capital Projects Fund and the Vehicle/Equipment Replacement Fund

The General Fund's primary revenue sources are Property Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

The City has two tax rates to set: Maintenance and Operating (M&O) rate and an Interest and Sinking Fund (I&S) rate. Each of these has separate sets of taxation rules and when combined equals the total tax rate assessed.

DEBT SERVICE AND STREET BOND IMPROVEMENTS FUNDS

The I&S rate is set to pay debt service on general obligation bonds like the \$7 million the City issued to reconstruct its streets. When the citizens voted to issue these bonds, the city obligated itself to pay this debt through property taxes. The rate can move up or down a little each year depending on the amortization schedule and total property values. The I&S rate proposed for this year is \$.0326 per \$100 which is less than last year's rate of \$.0340 per \$100.

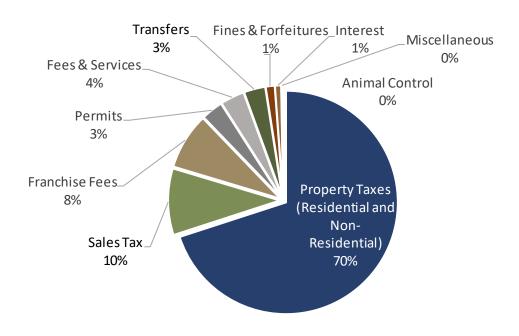
The M&O rate pays for services like police, fire protection, and maintenance. The M&O rate proposed (\$.3409 per \$100) is greater than last year's rate of \$.3395 per \$100. This rate is proposed to fund the implementation of programs based on citizen feedback and the Council's strategic goals. The total property tax rate will be (\$.0326 + \$.3409) = \$.3735, the same as the total property tax rate of the previous year.



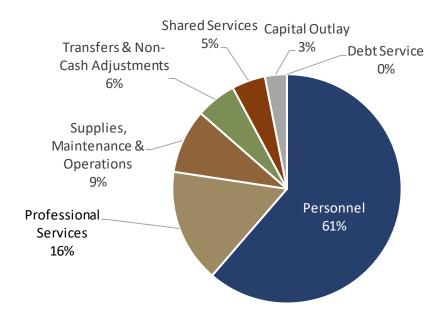
Fair Oaks Ranch City Hall

Consolidated Gover	nmental	Budget	;		
By Fund					
	Governmental (Governmental	Governmental	Governmental	TOTAL
	Operations	SAP	Equip Repl	Debt Service	GOVERNMENTAL
Beginning Fund Balance Projected	4,819,885	1,006,190	758,655	21,213	6,605,943
Revenues:					
Taxes	6,161,691			553,153	6,714,844
Franchise Fees	632,700				632,700
Interest	69,000			1,000	70,000
Permits	242,750				242,750
Animal Control	3,400				3,400
Fines & Forfeitures	100,263				100,263
Fees & Services	268,711				268,711
Miscellaneous Income	18,400	600,000			618,400
Transfers from other Funds	240,000	152,500	290,493		682,993
Total Resources	7,736,915	752,500	290,493	554,153	9,334,061
Expenditures:					
Personnel	4,751,988			-	4,751,988
Supplies, Maintenance & Operations	702,325			-	702,325
Professional Services	1,243,318			-	1,243,318
Shared Services	371,466				371,466
Capital Outlay	240,000	1,701,414		-	1,941,414
Debt Service	-			551,075	551,075
Transfers & Non-Cash Adjustments	442,993		240,000	-	682,993
Total Expenditures	7,752,090	1,701,414	240,000	551,075	10,244,579
Operating Reserve	157,251	-	-		157,251
(Use) Allocated Fund Balance	(184,539)	(948,914)	50,493		(1,082,960)
Restricted Fund Balance	12,113	, ,	·	3,078	15,191
(Use) of Unallocated Fund Balance	-			5,5.0	-
Savings/(Use of) Fund Balances	(15,175)	(948,914)	50,493	3,078	(910,517)
Suplus/(Deficit)	-	-	-	-	
Ending Fund Balance	4,804,710	57,276	809,148	24,291	5,695,424

GOVERNMENTAL OPERATIONS REVENUES



GOVERNMENTAL OPERATIONS EXPENDITURES



Governmental Operations Fund Revenue Detail						
	Actual	Budget	Estimated	Budget		
Revenue Type	2018-19	2019-20	2019-20	2020-21		
Taxes						
General Property	5,079,045	5,452,281	5,479,372	5,360,694		
Delinquent Property	11,963	30,000	24,036	30,000		
Penalty & Interest	40,885	25,000	20,168	25,000		
Mixed Beverage	22,734	25,000	16,000	25,000		
Local Sales	569,512	505,000	686,664	480,665		
Street Maintenance	142,535	120,186	171,666	120,166		
Property Reduction	142,534	120,186	171,666	120,166		
Total Taxes	6,009,208	6,277,653	6,569,572	6,161,691		
Franchise Fees						
Time Warner Cable	66,081	31,000	61,000	62,000		
GVT C Cable/T elephone	74,788	36,000	63,000	63,000		
AT &T Cable/Telephone	20,500	10,500	10,500	10,500		
Miscellaneous	672	1,500	750	1,500		
City Public Service	375,070	370,000	370,000	370,000		
Pedernales Electric Company	42,479	41,000	46,000	80,000		
Grey Forest Utilities	10,156	10,500	16,500	16,500		
Garbage Regular	26,528	27,000	27,000	27,000		
Garbage Recycling	2,484	2,200	2,200	2,200		
Total Franchise Fees	618,758	529,700	596,950	632,700		
Interest						
Bank/Investment Interest	139,817	115,000	77,024	69,000		
Total Interest	139,817	115,000	77,024	69,000		
Permits						
New Residential Permits	182,487	180,000	225,000	180,000		
New Commerical Permits	-	2,600	53,287	2,600		
Remodeling/Additions	28,309	31,200	8,808	20,000		
Other BC and Permits	29,499	26,000	58,851	26,000		
Contractor Registration	9,375	10,000	9,975	10,000		
Food/Health	4,145	2,700	4,150	4,150		
Total Permits Costs	253,815	252,500	360,071	242,750		

Governme	ental O _j Revenue	-	s Fund	
	Actual	Budget	Estimated	Budget
Revenue Type	2018-19	2019-20	2019-20	2020-21
Animal Control				
Pet Licenses	2,095	1,500	1,000	1,500
Pet Impount/Quarantine	1,310	1,900	900	1,900
Animal Traps	-	-	-	-
Total Animal Control	3,405	3,400	1,900	3,400
Fines & Forfeitures				
Municipal Court Fines	129,049	120,000	80,000	90,000
Municipal Court Security	3,454	3,200	3,200	3,200
Municipal Court Technology	4,605	4,300	3,300	4,300
Municipal Court Efficiency	68	70	70	70
Court Truancy Prevention Fund	-	-	1,185	2,640
Municipal Court Jury Fund		<u> </u>	24	53
Total Fines & Forfeitures	137,176	127,570	87,779	100,263
Fees & Services				
FORU Management	192,808	202,017	202,017	202,261
Special Fees	17,635	10,480	40,480	30,000
FORMDD Management	26,750	26,750	30,150	26,750
Community Center Rentals	-	-	-	5,100
Credit Card Service Fee	4,676	4,600	5,300	4,600
Total Fees & Services	241,869	243,847	277,947	268,711
Miscellaneous				
Miscellaneous	5,035	4,000	4,000	4,000
City Event Sponsorships	2,230	2,000	5,230	2,000
Street Bond Reimbursements	-	-	-	-
Sale of Assets	20,206	-	128,721	-
Donations/Grants	3,685	-	4,350	3,000
School Guard Crossing Fund	7,839	7,400	7,400	7,400
Leose Proceeds	1,825	1,700	1,908	2,000
Police Seized Proceeds	3,440	<u> </u>	1,820	-
Total Miscellaneous	44,260	15,100	153,429	18,400
Total Revenue	7,448,307	7,564,770	8,124,672	7,496,915
Transfers				
Equipment Replacement	152,707	292,000	288,232	240,000
Total Transfers	152,707	292,000	288,232	240,000
Total Resources	7,601,013	7,856,770	8,412,903	7,736,915

	Mayor & Council	City Administration	City Secretary	HR and Communications	Finance	Information Technology *NEW*	Municipal Court	Public Safety and Emergency
Personnel								
Salaries	-	348,051	124,622	128,794	199,715	75,852	109,096	1,733,121
Overtime	-	235	- 7,727	- 7,985	231 12,397	4,703	458 6,792	22,395 108,842
Taxes - Social Security Taxes - Medicare		21,594 5,050	1,807	1,868	2,899	1,100	1,589	25,455
Taxes SUT A/FUT A		675	450	450	563	225	450	6,300
Workmans' Compensation	-	1,566	561	580	899	341	491	73,137
Retirement	-	40,915	14,640	15,130	23,489	8,911	12,870	206,229
Health Insurance	-	31,819	19,005	16,533	18,054	7,469	14,565	244,951
Uniform Allowance	-	- 7 200	-	-	-	-	-	26,000
Car Allowance Relocation Allowance	-	7,200	-	-	-	-	-	
Total Personnel Costs		457,105	168,811	171,340	258,246	98,601	146,311	2,446,431
		437,103	100,011	171,540	250,240	70,001	110,011	2,110,131
Supplies, Maintenance & Operations Supplies and Consumables		750	1,250	2,200	1,325	200	2,200	4,000
Supplies and Consumables Minor Equipment and Furniture		500	200	1,200	500	200	2,200	27,960
Fuel	-	300	-	-	-	-	-	30,000
Uniforms	350	250	100	100	250	100	100	15,720
Miscellaneous	-	-	494	-	-		-	-
Vehicle Maintenance/Repairs		-	-	-	-			23,550
Equipment Maintenance/Repairs	-	-	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	-	
Street Maintenance	-	-	-		-	-		-
Drainage Work Committees - Communications	1,000							
Committees - Planning & Zoning	1,000						-	
Committee - Board of Adj	1,000						-	
Committee - Audit	1,000							
Urban Wildlife	1,000	-	-	-	-	-	-	-
Donations & Grants	1,000	-	-	-	-	-	-	-
Court Technology	-	-	-	-	-	-	6,050	-
Court Security	-	-	-	-	-	-	10,000	-
Total Supplies, Maintenance & Operations Cos	6,350	1,800	2,044	3,500	2,075	500	18,550	101,230
Services								
Professional Services	8,100	100,000	16,895	1 000	78,836	-	58,230	521,887
Dues/Subscriptions Training/Seminars & Related Travel	2,800 7,000	2,310 17,270	512 5,550	1,902 27,763	1,430 7,900	11,300	800 3,000	3,950 14,000
Elections	7,000	17,270	20,000	21,103	7,900	11,300	3,000	14,000
Investigations			-				-	15,000
Leose Training				-		-	-	4,000
K-9 Program	-	-	-	-	-	-	-	-
Public Relations	250	-	-	38,450	-	-	-	7,507
Employee Appreciation	-	250	100	9,370	250	100	100	1,400
Employment Costs	-	-	-	4,450	-	-	-	-
Recording/Reporting/History	- (200	-	3,000	-	-	-	-	- 2 500
Meetings and Related Travel Total Services Costs	6,200 24,350	5,595 125,425	1,528 47,585	900 82,835	400 88,816	100 11,500	500 62,630	2,500 570,244
	24,330	120,420	47,303	02,033	00,010	11,300	02,030	370,244
Shared Services						10.570		
Facility Contracts & Services Tech/Internet/Software Maintenance	-	-	-	-	-	18,568 178,355	-	
Postage	-	-	-	-	-	1/0,333		-
General Liability Insurance	-	-	_	-	-	-		-
Electricity							-	
Phone/Cable/Alarms				-		36,752	-	
Total Shared Services Costs	-	-	-	-	-	233,675	-	-
Capital Outlay								
Land/Land Improvement		-						
Building/Building Improvement	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	24,000	-	-	-		-	216,000
Capital Projects	-	-	-	-	-	-	-	-
Total Capital Outlay Costs	-	24,000	-	-	-	-	-	216,000
Transfers & Debt Service								
Debt Service	-	-	-	-	-		-	-
Transfer to Strategic & Capital Fund	-	-	-	-	-	-	-	-
Transfer to Gov Veh/Equip Repl Fund		-	-	-	-	-	-	-
Total Transfers & Debt Service Costs	-	-	-	-	-	-	-	-
Total General Fund Budget by Department	30,700	608,330	218,440	674,257	349,137	344,275	227,491	3,333,905

					~ ~	Departn				
	Maintenance	Building Codes and Permits	Engineering and Planning	Civic Center *NEW*	Non-Departmental & Shared	Total Governmental Operations	Strategic and Capital Projects	Equip Replacement	Debt Service	Governmental Fund Grand Total
Personnel	Σ	<u>a</u> 4	۵⊼	ö	žδ	řo	¥ ₹	ш	Δ	9 9
Salaries	299,617	184,642	230,742	-	-	3,434,252	-	-		3,434,252
Overtime	975	173	1,000	-	-	25,467		-		25,467
Taxes - Social Security	18,637	11,459	14,368	-	-	214,503		-		214,503
Taxes - Medicare	4,359	2,680	3,360	-	-	50,166	-	-	-	50,166
Taxes SUT A/FUT A	1,688	675	788	-	-	12,263	-	-	-	12,263
Workmans' Compensation	22,063	1,663	2,507	-	-	103,808	-	-		103,808
Retirement	35,312	21,711	27,224	-	-	406,431	-	-		406,431
Health Insurance	62,943	25,442	31,118	-	-	471,898		-		471,898
Uniform Allowance	-		-	-	-	26,000	-	-		26,000
Car Allowance Relocation Allowance	-		-	-		7,200	-	-		7,200
Total Personnel Costs	445,592	248,445	311,106			4,751,988		 -	 -	4,751,988
-	445,592	248,445	311,106	-	-	4,/51,988		-		4,/51,988
Supplies, Maintenance & Operations										
Supplies and Consumables	3,800	450	11,255	2,500	6,000	35,930	-	-	-	35,930
Minor Equipment and Furniture	10,800	300	900	-	-	42,760	-	-	-	42,760
Fuel	10,200	1,300	1,301	-	-	43,101	-	-		43,101
Uniforms	6,275	530	1,865	-	-	25,640	-	-		25,640
Miscellaneous	200	-	-	-	-	694	-	-		694
Vehicle Maintenance/Repairs	8,000	-	-	-	-	31,550	-	-	-	31,550
Equipment Maintenance/Repairs	12,300		-	-	-	12,300		-		12,300
Building Maintenance/Repairs	15,300	-	-	-	-	15,300	-	-		15,300
Landscaping & Greenspace Maintenance	5,000	-	430,000	-	-	5,000 463,000	-	-		5,000 463,000
Street Maintenance	33,000 5,000	-	430,000			5,000				5,000
Drainage Work Committees - Communications	3,000	-				1,000				1,000
Committees - Planning & Zoning						1,000				1,000
Committee - Board of Adj						1,000				1,000
Committee - Audit						1,000				1,000
Urban Wildlife						1,000				1,000
Donations & Grants		_		-		1,000				1,000
Court Technology		_		-		6,050				6,050
Court Security		_		-		10,000				10,000
Total Supplies, Maintenance & Operations Cos	109,875	2,580	445,321	2,500	6,000	702,325		 -		702,325
			,							
Services Professional Services		9,560	195,775			989,283				989,283
Dues/Subscriptions	600	290	570			15,164				15,164
Training/Seminars & Related Travel	8,541	4,075	8,023	-		114,421	-	•		114,421
Elections	0,541	4,075	0,023			20,000				20,000
Investigations						15,000				15,000
Leose Training						4,000				4,000
K-9 Program						4,000				4,000
Public Relations					-	46,207		-		46,207
Employee Appreciation	400	150	350			12,470		_		12,470
Employment Costs	-	-	-			4,450				4,450
Recording/Reporting/History						3,000		_		3,000
Meetings and Related Travel	100	600	900			19,323				19,323
Total Services Costs	9,641	14,675	205,618	-		1,243,318				1,243,318
Shared Services	.,	,				.,,				.,,
					20.700	E0 2/7				E0 2/7
Facility Contracts & Services	-	-	-	-	39,799	58,367	-	-		58,367
Tech/Internet/Software Maintenance Postage	-	-	-	-	- 10,125	178,355 10,125	-	-		178,355 10,125
General Liability Insurance	-	-			51,418	51,418				51,418
Electricity	-	-		3,750	32,700	36,450	-	•		36,450
Phone/Cable/Alarms				3,730	-	36,752				36,752
Total Shared Services Costs				3,750	134,042	371,466				371,466
-				0,700	101,012	0717100				0717100
Capital Outlay										
Land/Land Improvement	-	-		-	-		-			-
Building/Building Improvement	-	-	-	-	-		-	-	-	-
Infrastructure	-	-	-	-	-	240,000	-	-		240,000
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	240,000	1 701 11 1	-		240,000
Capital Projects	-	-	-	-	-		1,701,414			1,701,414
Total Capital Outlay Costs	-	-	•	-	-	240,000	1,701,414	-		1,941,414
Transfers & Debt Service										
Debt Service	-	-	-	-	-		-	-	551,075	551,075
Transfer to Strategic & Capital Fund	-	-	-	-	152,500	152,500	-	-	-	152,500
Transfer to Gov Veh/Equip Repl Fund	-	-	-	-	290,493	290,493	-	240,000	-	530,493
Total Transfers & Debt Service Costs	-	-	-	-	442,993	442,993	-	240,000	551,075	1,234,068

MAYOR & CITY COUNCIL



MISSION STATEMENT

To adopt ordinances, plans, policies and budgets so that the City of Fair Oaks Ranch can deliver high quality municipal services, protect the health and safety of its residents and maintain the quality of life of the citizens.

SCOPE OF SERVICES SUMMARY

Fair Oaks Ranch is a home-rule city. The City Council consists of six Council Members and a Mayor, all of which vote on the issues brought before Council. All members of the Council are elected at-large, and are limited to 2 consecutive, three year terms. The City Council operates under the City of Fair Oaks Ranch Home Rule Charter, City ordinances and State law. The City Manager, City Attorney, Municipal Judge, City Secretary and Investment Officer are appointed by the City Council and operate under its guidance.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving the yearly budget of the City, appointing citizen advisory board and commission members, ordering regular and special elections, and setting the strategic plan for the City.



The Mayor and City Council Members

- Successfully navigated through the initial stages of the COVID-19 Pandemic
- Substantially improved our communications outreach, adding a Facebook page, a NextDoor presence, and a YouTube channel
- Began participation in the Boerne-Fair Oaks Ranch-Kendall County Transportation Planning Committee
- The Wildlife Education Committee conducted a census of deer in September and October
- The City Council took action to form an Audit Committee to increase internal controls and financial awareness
- The City Council implemented a new formal standardized process for appointing/reappointing members on the City's Boards and Commissions
- City Hall was decorated for the Holiday Season for the first time this past year, thanks to many volunteers led by the First Lady of Fair Oaks. The City also partnered with FORHA for a visit with Santa and his elves
- Provided space and public safety services for several community events dealing with the current topics regarding equality and community policing.
- Continued legal action dealing with the dispute over the ownership of the City's water supply

Performance Measure	2018-19	2019-20*
# City Council Meetings (Regular and Special)	41	29

Mayor & City Council Operational Budget FY 2020-21

	TOURSE OF ERGIFIC	Actual	Dudget	Estimated	Dudget
	Expenditure Type	2018-19	Budget 2019-20	2019-20	Budget 2020-21
61	10 Personnel	2010 17	2017 20	2017 20	2020 21
01-610-101	Salaries	-	-	-	-
01-610-100	Overtime	-	-	-	-
01-610-102	Taxes - Social Security	-	-	-	-
01-610-103	Taxes - Medicare	-	-	-	-
01-610-104	Taxes SUTA/FUTA	-	-	-	-
01-610-105	Workmans' Compensation	-	-	-	-
01-610-106	Retirement	-	-	-	-
01-610-107	Health Insurance	-	-	-	-
01-610-108	Uniform Allowance	-	-	-	-
01-610-109	Car Allowance	-	-	-	-
01-610-110	Relocation Allowance	=	-	-	_
01 010 110	Total Personnel Costs	-	-	-	-
	-				
	Supplies, Maintenance & Operations				
01-610-200	Supplies and Consumables	315	-	-	-
01-610-201	Minor Equipment and Furniture	-	-	-	-
01-610-202	Fuel	-	-	-	-
01-610-203	Uniforms	225	350	350	350
01-610-204	Miscellaneous	-	-	-	-
01-610-250	Vehicle Maintenance/Repairs	-	-	-	-
01-610-251	Equipment Maintenance/Repairs	-	-	-	-
01-610-251	Building Maintenance/Repairs	-	-	-	-
01-610-253	Landscaping & Greenspace Maintenance	-	-	-	-
01-610-254	Street Maintenance	-	-	-	_
01-610-255	Drainage Work	-	-	-	_
01-610-256	Committees - Communications	62	2,000	500	1,000
01-610-257	Committees - Planning & Zoning	595	1,000	250	1,000
01-610-258	Committee - Board of Adjustments	172	1,000	200	1,000
01-610-261	Committee - Audit	-	-	-	1,000
01-610-259	Urban Wildlife	961	1,000	891	1,000
01-610-260	Donations & Grants	-	1,000	-	1,000
01-610-270	Court Technology	-	-	-	-
01-010-270	Total Supplies, Maintenance & Operations Costs	2,329	6,350	2,191	6,350
	-				
	Services				
01-610-300	Professional Services	=	-	8,100	8,100
01-610-301	Dues/Subscriptions	-	2,800	2,775	2,800
01-610-302	Training/Seminars & Related Travel	432	7,000	4,250	7,000
01-610-302	Meetings and Related Travel	1,862	6,200	1,450	6,200
01-610-350	Elections	-	-	-	-
01-610-350	Investigations	-	-	-	_
01-610-351	Leose Training	_	=	=	_
	Asset Forfeiture	_	_	_	_
01-610-353 01-610-354	Public Relations	6,758	8,000	7,285	250
01-610-354	Employee Appreciation	-	-	-	-
01-610-356	Employment Costs	_	_	_	_
01-610-357	Recording/Reporting/History	_	_	_	_
01-010-337	Total Services Costs	9,052	24,000	23,860	24,350
	-	7,002	2.1,000	20,000	21,000
	Shared Services				
01-610-700	Facility Contracts & Services	_	_	_	_
01-610-700	Tech/Internet/Software Maintenance	_	_		_
	Postage	_	_		
01-610-702 01-610-703	General Liability Insurance	_	_		
	Electricity	_	_		
01-610-704	Phone/Cable/Alarms	_	_	_	_
01-610-705	Total Shared Services Costs				
	- Olar Strated Services Costs				
	Capital Outlay & Transfers				
01 640 000	Land/Land Improvement				
01-610-800	Building/Building Improvement	-	-	-	-
01-610-801		-	-	-	-
01-610-802	Infrastructure	-	-	-	=
01-610-803	Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
01-610-805	Transfer to Strategic & Capital Fund Transfer to Gov Veh/Equip Repl Fund	-	=	-	-
	I rangiar to L-ov/ Van/Eduin Pani Fund	_	-	_	_
01-610-806					
01-610-806	Total Capital Outlay & Transfers Costs		-	-	-
01-610-806		11,382	30,350	26,050	30,700

ADMINISTRATION



MISSION STATEMENT

To preserve and continually improve the unique hill country quality of life for Fair Oaks Ranch residents and businesses through a proactive partnership approach that facilitates city management with the community rather than city management for the community.

SCOPE OF SERVICES SUMMARY

The City Manager is appointed by the City Council as the Chief Executive Officer and serves under their policy direction. The City Manager is fully accountable for managing and directing daily operations to implement and execute the policies established by the elected City Council. Exercising direct supervision over all department heads, the City Manager provides executive leadership to the organization and staff and communicates organizational goals and values to the public.

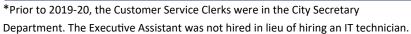
Other professionals in Administration include the Assistant City Manager and two Customer Service Clerks. The Assistant City Manager's portfolio includes contract and agreement services, city code review and modification, performing special projects, and overseeing the City Secretary's office and front office staff.



Entrance to City Hall Complex

- Proactively managed the City's emergency operations for the COVID-19 pandemic
- Reviewed and updated the City's Strategic Action Plan
- Entered into a services agreement with a General Engineering Consultant and City Planning Consultant
- Hired a new Police Chief
- City Manager was elected as Texas City Management association, Region 8 President
- Assistant City Manager was elected as Texas City Management Association, Region 8 Secretary/Treasurer
- City Manager was appointed as the Texas City Management Association, Region 8 Public Policy Task Force representative
- The City secured MDD funding for a new Civic Center
- Proactively managed legal action dealing with disputes over ownership of the City's water supply
- The City participated in another feral hog trapping project
- Enhanced the Bulk Trash/Brush Pickup **Process**
- Solidified the PEC Franchise Agreement
- Updated various City ordinances and resolutions

Staffing							
Title	2017-18	2018-19	2019-20	2020-21			
City Manager	1	1	1	1			
Assistant City Manager	1	1	1	1			
Executive Assistant*	-	1	1	-			
Customer Service Clerk*	-	-	2	2			
Total Funded Staffing	2	3	5	4			





Carole Vanzant, CPM, TRMC, MMC **Assistant City Manager**

The customer service clerks are the first point of contact for citizen information regarding City services, programs and events. They also collect fees, issue various permits and licenses, and offer free notary service to City residents for non-business documents.

The "Big Picture" opportunity for the City of Fair Oaks Ranch is, and will continue to be, managing growth and enhancing the quality of life for the citizenry. The focus of the City must be on developing and maintaining an "achievable" Strategic Plan that represents the interests of residents and business owners (current and future), while maintaining the integrity of an implementation strategy that is coordinated, equitable, predictable, and delivers the most "bang for the buck." City Management must be effective in communicating and soliciting service delivery expectations from the citizenry based on existing resource allocations.

Fair Oaks Ranch will continue to experience growth pressure due to its location, availability of undeveloped land and positive community image. As the City moves towards build-out, delivery of service challenges will evolve. These challenges encompass everything from



Fair Oaks Ranch City Hall

infrastructure (water, wastewater, drainage, mobility, open space, etc.) to police and fire. It is essential for City Management to continue to be a proactive supporter of the City Council's ongoing effort to formulate and administer policies and controls that reflect the values of the community and maintain the integrity of the municipal service delivery function.

Performance Measure	2018-19	2019-20
# City Meetings (Council, Staff, Attorney, P&Z)	410	300
# of Meetings Held with Outside Entities	75	35
# of Citizens Interactions	742	367

^{*}Numbers are through 7/20

ADMINISTRATION SAP BUDGET ITEMS FOR FY 2020-21 *

	RELIABLE AND SUSTAINABLE INFRASTRUCTURE	
3.	5 Enhance & Ensure Continuity of Reliable City Facilities	
3.5.2	Repurpose and Renovate City Hall	436,729
3.5.3	Renovate City Campus Outbuilding (Old Police Building to Civic Center)	600,000
3.5.4	City Campus Renovation—Equipment and Furniture	261,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.



City of Fair Oaks Ranch Office Support Staff

^{**2018-19} was the first year to capture Performance Measures.

ADMINISTRATION OPERATIONAL BUDGET FY 2020-21

Description Page		TION OPERATIONAL	DODOLI	1 1 2020-		
Description Control			Actual	Budget	Estimated	Budget
December December			2018-19	2019-20	2019-20	2020-21
1-14-11-00	611					
1.5 1.0 1.5	01-611-101		265,705			348,051
1.11 1.11	01-611-100	Overtime	-	235	144	235
1.5 1.5	01-611-102	Taxes - Social Security	15,089	23,265	18,391	21,594
Oi-11-1-106	01-611-103	Taxes - Medicare	3,845	5,441	4,859	5,050
Deli-11-106	01-611-104	Taxes SUT A/FUT A	18	900	447	675
Oi-11-106		Workmans' Compensation	791	1,544	906	1,566
Health Insurance		Retirement	32.568	44.475	39.590	40,915
Uniform Allowance						31,819
O1-611-102			22,000	-	27,070	
Supplies Maintenance & Operations Supplies Maintenance & Opera			7 200	7 200	7 200	7 200
Total Personnel Cosis 347,752 498,031 427,890 457,100			7,200	7,200	7,200	7,200
Supplies Maintenance & Operations 398 650 650 75				-		-
Supplies and Consumables 398 650 650 750		I otal Personnel Costs	347,752	498,031	427,890	457,105
Defect D		Sunnies Maintenance & Operations				
1-11-20			200	450	650	750
1-611-202						
1-51-203						
1-611-204 Miscellaneous Vehicle Maintenance/Repairs Caputing Maintenance Caputing Maintenance	01-611-202					300
1-611-250	01-611-203		69	250	250	250
1-611-251 Equipment Marintenance Repairs	01-611-204	Miscellaneous	=	-	-	-
Di-611-252	01-611-250	Vehicle Maintenance/Repairs	-	-	-	-
1-611-253	01-611-251	Equipment Maintenance/Repairs	-	-	-	-
1-611-253	01-611-252	Building Maintenance/Repairs	-	-	-	=
1-611-254 Street Maintenance			-	-	-	_
1-611-255			_	_	_	_
Committees - Other Committees - Planning & Zoning Committees Committees - Planning & Zoning Committees Committees - Planning & Zoning Committees Committee						
1-611-257 Committees - Planning & Zoning -		· ·	_	_	_	
1-611-258			-	-	-	
O1-611-259	01-611-257		-	-	-	-
Donations & Grants	01-611-258		-	-	-	-
Court Technology	01-611-259	Urban Wildlife	-	=	=	=
Total Supplies, Maintenance & Operations Costs 3,627 4,100 1,700 1,800	01-611-260	Donations & Grants	-	-	-	-
Senices Professional Services 135,290 100,000 100,000 100,000 100,000 106,011-310 Dues/Subscriptions 3,495 2,390 2,390 2,310 1611-302 Training/Seminars & Related Travel 2,650 15,320 6,320 17,27 17,011-303 Meetings and Related Travel 1,218 5,345 1,345 5,59 1,611-330 Elections	01-611-270	Court T echnology	-	-	-	-
Decisional Services 135,290 100,000 100,000 100,000 100,000 100,000 106,611-301 Dues/Subscriptions 3,495 2,390 2,390 2,31 2,390 2,390 2,31 2,390 2,390 2,390 2,31 2,390 2,300 2,	•	Total Supplies, Maintenance & Operations Costs	3,627	4,100	1,700	1,800
D1-611-300						
Dues/Subscriptions 3,495 2,390 2,390 2,31		Services				
Training/Seminars & Related Travel 2,650 15,320 6,320 17,27	01-611-300	Professional Services	135,290	100,000	100,000	100,000
1-611-302	01-611-301	Dues/Subscriptions	3,495	2,390	2,390	2,310
Meetings and Related Travel 1,218 5,345 1,345 5,59		Training/Seminars & Related Travel	2,650	15,320	6,320	17,270
Di-611-350 Elections		-	1.218	5.345	1.345	5,595
Investigations		9	-	_	-	-
Di-611-352			_	_	_	_
O1-611-353		-				_
O1-611-354 Public Relations - - - - - - - - -		· ·	-	-	-	-
O1-611-355	01-611-353		-	-	-	-
D1-611-356 Employment Costs Cost	01-611-354		-	-	-	=
Name	01-611-355	Employee Appreciation	-	250	190	250
Total Services Costs	01-611-356	Employment Costs	-	-	-	-
Shared Services	01-611-357	Recording/Reporting/History	-	-	-	-
O1-611-700 Facility Contracts & Services		Total Services Costs	142,652	123,305	110,245	125,425
O1-611-700 Facility Contracts & Services						
01-611-701 Tech/Internet/Software Maintenance - <td></td> <td>Shared Services</td> <td></td> <td></td> <td></td> <td></td>		Shared Services				
01-611-701 Tech/Internet/Software Maintenance - <td>01-611-700</td> <td>Facility Contracts & Services</td> <td>-</td> <td>_</td> <td>-</td> <td>-</td>	01-611-700	Facility Contracts & Services	-	_	-	-
O1-611-702			_	-	_	_
O1-611-703 General Liability Insurance			_	_	_	_
01-611-704 Electricity -		•				-
Phone/Cable/Alarms			-	-	-	-
Total Shared Services Costs		-	-	-	-	-
Capital Outlay & Transfers 01-611-800					-	-
01-611-800 Land/Land Improvement - <td< td=""><td></td><td>Total Shared Services Costs</td><td>-</td><td>-</td><td></td><td>-</td></td<>		Total Shared Services Costs	-	-		-
01-611-800 Land/Land Improvement - <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td></td<>						
01-611-801 Building/Building Improvement -		Capital Outlay & Transfers				
01-611-801 Building/Building Improvement -	01-611-800	Land/Land Improvement	-	-	-	-
01-611-802 Infrastructure - - - - - - - - - - - 24,000 - - - 24,000 -		•	-	-	-	-
01-611-803 Furniture, Fixtures, Equipment & Vehicles - - - 24,000 01-611-805 Transfer to Strategic & Capital Fund - - - - - 01-611-806 Transfer to Gov Veh/Equip Repl Fund - - - - - - 24,000 Total Capital Outlay & Transfers Costs - - - 24,000 - - - 24,000			_	_	_	_
01-611-805 Transfer to Strategic & Capital Fund - </td <td></td> <td></td> <td>-</td> <td>-</td> <td>-</td> <td>24 000</td>			-	-	-	24 000
01-611-806 Transfer to Gov Veh/Equip Repl Fund - - - - - 24,000 Total Capital Outlay & Transfers Costs - - - 24,000		* *	-	-	-	24,000
Total Capital Outlay & Transfers Costs - 24,00			=	=	=	=
			-	-		<u> </u>
Total Departmental Budget 494,031 625,436 539,835 608,33	ľ	Total Capital Outlay & Transfers Costs	-	-		24,000
Total Departmental Budget 494,031 625,436 539,835 608,33	L					
	l l	Total Departmental Budget	494,031	625,436	539,835	608,330

CITY SECRETARY



MISSION STATEMENT

To ensure transparent and responsive government through appropriate recording and preservation of the City's legislative history and official records, to enhance service to the public, and to conduct fair and impartial City elections.

SCOPE OF SERVICES SUMMARY

The position of City Secretary is a statutory position required by state law, is appointed by the City Council, and falls under the supervision of the City Manager and Assistant City Manager.

The City Secretary prepares Council and other committee agendas and official minutes, prepares legal notices related to agendas and other city issues for publication and posting, serves as the custodian for the official city records, i.e. Code of Ordinances, Resolutions, and meeting minutes of City Council and various Boards and Commissions, maintains the city seal and attests all city documents, is responsible for oaths of office, and processes open records requests. The City Secretary serves as the Election Officer for City Elections and as the Records Manager.

STAFFING				
Title	2017-18	2018-19	2019-20	2020-21
City Secretary	1	1	1	1
Deputy City Secretary	0	1	1	1
Customer Service Clerk*	2	2	-	-
Total Funded Staffing	3	4	2	2

^{*}The Customer Service Clerks have been moved to the Administration Department effective FY 2019-20



Christina Picioccio, City Secretary

- Hiring of a Deputy Secretary
- Initiated the updating of the solicitor's permit ordinance inclusive of more thorough background checks and mandatory photo badges
- Initial phase of updating **Records Management** Program
- Responded to COVID challenges while maintaining transparency through teleconferencing of public meetings
- Instrumental in comprehensive board and commission appointment process update
- Appointed Treasurer of the Texas Municipal Clerks Association, Alamo Area Chapter

Performance Measure	2018-19	2019-20*
# City Council Meetings/Agendas/Minutes	41	29
# MDD Meetings/Agendas/Minutes	4	4
# P&Z Meetings/Agendas/Minutes	15	8
# Ordinances and Resolutions Passed	29	30
# Public Information Requests Processed	81	56
Citizen Interactions	73	37

^{*}Numbers are through 7/20

CITY SECRETARY SAP BUDGET ITEMS FOR FY 2020-21 *

	OPERATIONAL EXCELLENCE	
	5.3 Evaluate & Update Service Delivery Expectations & Best Practices	
5.3.2	Develop and implement Digitization Program for city records	26,000
5.3.6	Agenda/Minutes Software programs	10,000

 $^{{}^*\}mathsf{These}$ items are funded in the SAP budget, not in each department's operational budget.

^{**2018-19} was the first year to capture Performance Measures.

CITY SECRETARY OPERATIONAL BUDGET FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
612	Personnel				
01-612-101	Salaries	93,226	113,389	106,881	124,622
01-612-100	Overtime	64	-	-	-
01-612-102	Taxes - Social Security	5,392	7,030	6,642	7,72
01-612-103	Taxes - Medicare	1,261	1,644	1,553	1,80
01-612-104	Taxes SUT A/FUT A	18	450	288	450
01-612-105	Workmans' Compensation	337	489	287	56
01-612-106	Retirement	11,136	13,439	12,667	14,640
01-612-107	Health Insurance	18,535	18,841	15,720	19,00
01-612-108	Uniform Allowance	-	-	-	-
01-612-109	Car Allowance	-	-	-	-
01-612-110	Relocation Allowance Total Personnel Costs	129,970	155,283	144,039	168,81
		127/770	100/200	111,007	100,01
	Supplies, Maintenance & Operations				
01-612-200	Supplies and Consumables	923	1,150	1,150	1,25
01-612-201	Minor Equipment and Furniture	2,980	200	224	20
01-612-202	Fuel	-	-	-	=
01-612-203	Uniforms	126	100	100	10
01-612-204	Miscellaneous	23	481	481	49
01-612-250	Vehicle Maintenance/Repairs	=	Ē	=	=
01-612-251	Equipment Maintenance/Repairs	=	Ē	=	-
01-612-252	Building Maintenance/Repairs	-	-	-	-
01-612-253	Landscaping & Greenspace Maintenance	-	-	-	-
01-612-254	Street Maintenance	-	-	-	-
01-612-255	Drainage Work	-	-	-	-
01-612-256	Committees - Other	-	-	-	-
01-612-257	Committees - Planning & Zoning	-	=	=	-
01-612-258	Committee - Board of Adjustments	=	=	=	-
01-612-259	Urban Wildlife	-	-	-	-
01-612-260	Donations & Grants	-	-	-	-
01-612-270	Court Technology	4.052	1 001	1.055	- 204
	Total Supplies, Maintenance & Operations Costs	4,053	1,931	1,955	2,044
	Services				
01-612-300	Professional Services	6,991	5,000	3,000	16,89
01-612-300	Dues/Subscriptions	2,826	912	715	512
01-612-301	Training/Seminars & Related Travel	2,766	6,789	4,041	5,55
01-612-303	Meetings and Related Travel	219	1,326	226	1,52
01-612-350	Elections	1,028	10,000		20,00
01-612-351	Investigations	-	-	_	-
01-612-352	Leose Training	-	-	-	-
01-612-353	Asset Forfeiture	-	-	-	-
01-612-354	Public Relations	-	-	-	-
01-612-355	Employee Appreciation	-	100	100	10
01-612-356	Employment Costs	-	-	-	-
01-612-357	Recording/Reporting/History	2,993	3,000	2,500	3,00
	Total Services Costs	16,822	27,127	10,582	47,58
	_				
	Shared Services				
01-612-700	Facility Contracts & Services	-	-	-	-
01-612-701	Tech/Internet/Software Maintenance	-	-	-	-
01-612-702	Postage	-	-	-	-
01-612-703	General Liability Insurance	-	-	-	-
01-612-704	Electricity	-	-	-	-
01-612-705	Phone/Cable/Alarms	-	-	-	9
	Total Shared Services Costs	-	-	-	-
	Capital Outlay & Transfers				
01-612-800	Land/Land Improvement	-	-	=	_
01-612-801	Building/Building Improvement	-	-	-	_
01-612-801	Infrastructure	-	- -	- -	-
01-612-802	Furniture, Fixtures, Equipment & Vehicles	-	- -	- -	-
01-612-805	Transfer to Strategic & Capital Fund	-	-	-	_
01-612-806	Transfer to Gov Veh/Equip Repl Fund	-	-	-	-
01-012-000	Total Capital Outlay & Transfers Costs	-			-
	Total Departmental Budget	150,844	184,341	156,576	218,440

HR & COMMUNICATIONS



MISSION STATEMENT

The Human Resources and Communications Department is committed to supporting the City's goal of providing excellent services to the residents of Fair Oaks Ranch by attracting, developing, and retaining a highly qualified diverse workforce. The department is focused on promoting a work environment that is characterized by mutual respect, open communication, opportunities for personal growth, personal accountability, and devotion to service.

SCOPE OF SERVICES SUMMARY

Human Resource Management - The department partners with other departments to provide workforce and management strategies in the areas of workforce planning, compensation, and policy development. The department provides the functions of recruitment and selection, policy and management, employment law compliance, employee recognition, employee development, and personnel records management.

Risk Management - The City maintains property and liability insurance coverage for City property, and worker's compensation insurance coverage for all City employees. The department works with other departments to promote a safe working environment, ensure safety procedures are in place, and files and monitors any claims until resolution.

Communications - The department coordinates the City's communication with the citizens of Fair Oaks Ranch by maintaining the City's website and social media account. The department also coordinates and publicizes any community outreach events, and serves as the staff liaison with the communications committee.

- Voted Top Workplace in 2019 for the second consecutive year in a row
- Implemented the first stages of a Comprehensive Compensation Analysis that will ensure the City of Fair Oaks ranch remains competitive in the market
- Executed the implementation of a new HRIS platform. This new technological platform will bring the City's ability to recruit and retain top talent to the next level
- Generated new protocols, policies, and procedures for how to provide continuity of services in light of COVID-19
- Designed and launched an information COVID-19 resources page for residents
- Hosted the City's first ever "Reverse" Graduation Parade with over 40 participating graduates
- Designed and launched an Employee Intranet
- Increased communication strategies in an effort to continue encouraging the City mission of creating a transparent highway for residents
- Initiated a Cost-Benefit Analysis of our current insurance carrier/ services
- HR Director received Senior Certified Professional certification from IMPA

Staffing								
Title	2017-18	2018-19	2019-20	2020-21				
Director of HR & Communications	1	1	1	1				
Public Relations/HR Assistant	0	1	1	1				
Total Funded Staffing	1	2	2	2				



Joanna Merrill, HR & Comm. Director

HUMAN RESOURCES AND COMMUNICATIONS SAP BUDGET ITEMS FOR FY 2020-21 *

	OPERATIONAL EXCELLENCE	
5	Develop & Implement a Proactive Communication Strategy	
5.2.2	Develop a communications strategy and marketing program (City logo/front City entrance)	29,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.

Performance Measure	2018-19	2019-20*
# Applications Processed	1,193	846
# Interviews Conducted	58	31
FTE Filled/Funded Headcount	66/74	67/74
Days Positions Vacant (avg.)	30	31
# Employee Recognition Events	21	18
# Social Media/Website Posts	77	178

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

HUMAN RESOURCES AND COMMUNICATIONS OPERATIONAL BUDGET FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
	Personnel	==			
01-613-101	Salaries	55,662	117,603	104,757	128,794
01-613-100	Overtime	- 2.2/2	7 201	- (500	7.005
01-613-102	Taxes - Social Security Taxes - Medicare	3,363 787	7,291 1,705	6,589 1,541	7,985 1,868
01-613-103	Taxes SUTA/FUTA	9	450	288	450
01-613-104	Workmans' Compensation	230	512	300	580
01-613-105	Retirement	6,644	13,939	12,415	15,130
01-613-106 01-613-107	Health Insurance	5,924	16,385	12,415	16,533
01-613-107	Uniform Allowance	5,724	-	-	10,555
01-613-106	Car Allowance	=	=	_	=
01-613-109	Relocation Allowance	-	-	-	-
01 013 110	Total Personnel Costs	72,618	157,885	137,639	171,340
	-				
	Supplies, Maintenance & Operations				
01-613-200	Supplies and Consumables	719	1,700	1,700	2,200
01-613-201	Minor Equipment and Furniture	3,285	3,700	3,700	1,200
01-613-202	Fuel	-	-	-	-
01-613-203	Uniforms	57	100	114	100
01-613-204	Miscellaneous	-	-	-	-
01-613-250	Vehicle Maintenance/Repairs	=	-	=	-
01-613-251	Equipment Maintenance/Repairs	-	-	-	-
01-613-252	Building Maintenance/Repairs	÷	-	=	-
01-613-253	Landscaping & Greenspace Maintenance	=	=	-	-
01-613-254	Street Maintenance	=	=	-	-
01-613-255	Drainage Work	=	=	-	=
01-613-256	Committees - Other	-	=	-	-
01-613-257	Committees - Planning & Zoning	=	=	-	=
01-613-258	Committee - Board of Adjustments	-	-	-	-
01-613-259	Urban Wildlife	-	-	-	-
01-613-260	Donations & Grants	-	-	-	-
01-613-270	Court T echnology	<u> </u>		-	-
	Total Supplies, Maintenance & Operations Costs	4,060	5,500	5,514	3,500
	Services	0.750			
01-613-300	Professional Services Dues/Subscriptions	8,752 1,044	1,755	1,708	1,902
01-613-301	Training/Seminars & Related Travel	9,309	3,663	3,980	27,763
01-613-302	Meetings and Related Travel	7,307	300	494	900
01-613-303 01-613-350	Elections	-	300	474	700
01-613-350	Investigations				
01-613-351	Leose Training	_		_	_
	Asset Forfeiture	-	-	-	_
01-613-353	Public Relations	11,042	32,700	2,251	38,450
01-613-354	Employee Appreciation	4,022	12,370	12,370	9,370
01-613-355	Employment Costs	1,950	3,000	3,000	4,450
01-613-356 01-613-357	Recording/Reporting/History	1,730	5,000	5,000	4,430
01-013-337	Total Services Costs	36,119	53,788	23,803	82,835
	- I stall belivines obsis	30,117	00,700	20,000	02,000
	Shared Services				
01-613-700	Facility Contracts & Services	-	-	-	-
01-613-700	Tech/Internet/Software Maintenance	-	-	-	-
01-613-701	Postage	-	-	-	-
01-613-702	General Liability Insurance	-	-	-	-
01-613-704	Electricity	-	=	-	-
01-613-705	Phone/Cable/Alarms	-	-	-	-
	Total Shared Services Costs	-	-	-	=
	-		-		
	Capital Outlay & Transfers				
		_	-	-	-
01-613-800	Land/Land Improvement				
01-613-800 01-613-801	Land/Land Improvement Building/Building Improvement	-	-	-	-
	*	- -	-	-	-
01-613-801	Building/Building Improvement	- -	- - -	- - -	- - -
01-613-801 01-613-802	Building/Building Improvement Infrastructure	- - - -	- - -	- - -	- - -
01-613-801 01-613-802 01-613-803	Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles	-	- - - -	- - - -	- - - -
01-613-801 01-613-802 01-613-803 01-613-805	Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund	- - - - -	- - - - - -	- - - - -	- - - -
01-613-801 01-613-802 01-613-803 01-613-805	Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund Transfer to Gov Veh/Equip Repl Fund	112,798	217,172	- - - - - - 166,956	

FINANCE



MISSION STATEMENT

The Finance Department is committed to ensuring and maintaining the financial integrity and stability of the City and to prepare for future growth by providing leadership and direction to City departments.

SCOPE OF SERVICES SUMMARY

The Finance Department is responsible for financial operations, financial reporting, accounting, accounts payable, accounts receivable, payroll, fixed assets, financial planning, internal controls,

procurement and debt management. This office, working closely with other City departments, also develops the annual General Fund Budget, Utility Fund Budget and Strategic Action Plan. Further, the Finance Office is responsible for all cash management and investments.

The Finance Department is committed to providing timely, accurate, and complete information and support to other City departments, citizens, and the community at large while maintaining a high level of compliance with all pertinent Federal, State, and local rules and regulations. The Finance Director is the Council appointed Investment Officer, oversees the IT function, Municipal Court, and serves as the City liaison to the Municipal Development District. The Finance department is also responsible

Staffing								
Title	2017-18	2018-19	2019-20	2020-21				
Finance Director	1	1	1	1				
Accounting Manager	1	1	1	1				
Accountant	-	1	1	1				
Procurement Manager	-	1	1	1				
IT Manager	-	1	1	_*				
AP/Payroll Specialist	1	1	1	1				
Total Funded Staffing	3	6	6	5				

^{*}Prior to 2020-21, the IT Manager was part of the Finance Department

- Received the GFOA Award for Excellence in Financial Reporting on the City's 2018-19 CAFR
- Received the GFOA Distinguished Budget Presentation Award for the first time, on the City's 2019-20 **Budget Document**
- Continued the process of implementing internal controls throughout all City Departments
- Continued to improve the City's budgeting and strategic planning process
- Developed a new procurement policy for the City and onboarded a Procurement Manager
- Continued development of the Strategic Action Plan
- Navigated economic uncertainty of COVID-19
- Accounting Manager named Co-**Employee of the Quarter**

Performance Measure	2018-19	2019-20*
# Invoices Processed	2368	1912
# Journal Entries Processed	270	147
# Payrolls Processed	26	19
Compliance Filings	14	11
% of Property Taxes Collected	98	98



Sarah Buckelew, CPA **Finance Director**

FINANCE SAP BUDGET ITEMS FOR FY 2020-21 *

	FINANCIAL INTEGRITY	
	1.1 Develop & Maintain a Budget process that links with the Strategic Action Plan	
1.1.1	Implement sustainable recurring budget/SAP process and procedures (Software)	13,365
	1.5 Ensure continuity and excellence of Financial Reporting Reliability	
1.5.1	Determine reporting requirements for grants, new utilities, etc.	10,000
1.5.3	Implement Storm Water Utility Cost Center and Business Functions	50,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.

Departmental Note: For Fiscal year 2020-21, Information Technology was split off from Finance into a standalone department.

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

FINANCE OPERATIONAL BUDGET FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
	4 Personnel	144 575	221.250	212 102	100 710
01-614-101	Salaries	144,575	231,250	212,182	199,715
01-614-100	Overtime	28	231	200	231
01-614-102	Taxes - Social Security	8,696	14,352	12,995	12,397
01-614-103	Taxes - Medicare Taxes SUT A/FUT A	2,034	3,356 675	3,039	2,899
01-614-104		18 524	1,000	409 587	563 899
01-614-105	Workmans' Compensation				
01-614-106	Retirement Health Insurance	17,240 10,786	27,436 21,693	24,632 19,879	23,489 18,054
01-614-107	Uniform Allowance	10,760	21,073	17,077	10,034
01-614-108	Car Allowance	-	-	-	-
01-614-109	Relocation Allowance	_	_	_	
01-614-110	Total Personnel Costs	183,901	299,993	273,923	258,246
04 644 000	Supplies, Maintenance & Operations Supplies and Consumables	1,000	1,425	1,425	1,325
01-614-200	Supplies and Consumables				
01-614-201	Minor Equipment and Furniture Fuel	4,496	600	600	500
01-614-202	Uniforms	105	300	300	250
01-614-203	Miscellaneous	105	300	300	250
01-614-204	Vehicle Maintenance/Repairs	-	-	=	=
01-614-250	Equipment Maintenance/Repairs	-	-	-	-
01-614-251	Building Maintenance/Repairs	-	-	=	-
01-614-252	Landscaping & Greenspace Maintenance	-	-	-	-
01-614-253	Street Maintenance	-	-	-	-
01-614-254 01-614-255	Drainage Work	_	_	_	-
	Committees - Other	-	_	-	_
01-614-256	Committees - Other Committees - Planning & Zoning	-	-	-	-
01-614-257	Committee - Board of Adjustments	-	_	-	_
01-614-258	Urban Wildlife	-	_	-	-
01-614-259	Donations & Grants	_	_	_	_
01-614-260 01-614-270	Court Technology				
01-614-270	Total Supplies, Maintenance & Operations Costs	5,601	2,325	2,325	2,075
	- Viai Supplies, Maintenance a Operations 30313	0,001	2,020	2,020	2,070
	Services				
01-614-300	Professional Services	72,005	78,835	79,174	78,836
01-614-301	Dues/Subscriptions	610	1,430	1,430	1,430
01-614-302	Training/Seminars & Related Travel	4,329	10,900	8,700	7,900
01-614-303	Meetings and Related Travel	-	500	500	400
01-614-350	Elections	-	-	-	-
01-614-351	Investigations	_	-	_	_
01-614-352	Leose Training	-	-	-	-
01-614-353	Asset Forfeiture	-	-	-	-
01-614-354	Public Relations	-	-	-	-
01-614-355	Employee Appreciation	-	300	300	250
01-614-356	Employment Costs	-	-	=	-
01-614-357	Recording/Reporting/History	-	-	-	-
01 01. 00,	Total Services Costs	76,943	91,965	90,104	88,816
	Shared Services				
01-614-700	Facility Contracts & Services	=	=	=	-
01-614-700	Tech/Internet/Software Maintenance	_	_	_	
01-614-701	Postage	_	_	_	_
01-614-702	General Liability Insurance	_	_	_	_
01-614-703	Electricity	_	_	_	_
01-614-704	Phone/Cable/Alarms	_	_	_	_
01-014-703	Total Shared Services Costs	-	-	-	-
	_				
	Capital Outlay & Transfers				
01-614-800	Land/Land Improvement	-	-	-	-
01-614-801	Building/Building Improvement	-	-	-	-
01-614-802	Infrastructure	-	-	-	-
01-614-803	Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
01-614-805	Transfer to Strategic & Capital Fund	-	-	-	-
01-614-806	Transfer to Gov Veh/Equip Repl Fund		<u> </u>	<u>-</u> _	-
	Total Capital Outlay & Transfers Costs	-	-	-	-



Information Technology

MISSION STATEMENT

Information Technology (IT) serves the City through a series of functions that include integrating software systems, providing cybersecurity and technology support, and negotiating and managing IT related contracts.

SCOPE OF SERVICES SUMMARY

- Provide all network, software, hardware, and telecommunication support to the City.
- Develop an annual IT master plan which combines the information technology service plan and supports individual departmental plans.



Brian LeJeune, IT Manager

- Create the technological environment that enables City employees to quickly access vital information using the most efficient and cost effective system hardware and software.
- Monitor industry standards, legislative rulings, and vendor recommendations to maintain a secure, current, and viable technological platform for all user's training and education.
- Maintain a continuous education and training schedule to stay current with the ever changing and evolving field.

STAFFING								
Title	2017-18	2018-19	2019-20	2020-21				
IT Manager				1				
IT Tech				1				
Total Funded Staffing	0*	0*	0*	2				

^{*}Prior to 2020-21, the IT Manager was part of the Finance Department

- Conducted the City's first Cybersecurity Risk Assessment
- Increased storage capabilities
- IT Manager was awarded Employee of the Quarter
- Began work on an IT Master Plan
- Implemented across the board infrastructure improvements

IT SAP BUDGET ITEMS FOR FY 2020-21 *

	OPERATIONAL EXCELLENCE	
5	T Master Plan—Hardware	
5.5.1	City Hall Cabling and Network Infrastructure for City Hall	15,000
5.5.7	Workstations – Inventory/Audit and replacement schedule	46,500
5.5.11	IT Ticketing System	30,000
5	5.6 T Master Plan—Software	
5.6.1	Servers Group #1—2008, Servers Group #2—2012	8,320
5	5.8 IT Master Plan—Security	
5.8.1	Access Controls to the buildings	25,000
5.8.4	Address the results of the vulnerability assessment	28,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.

INFORMATION TECHNOLOGY OPERATIONAL BUDGET FY 2020-21

		Antoni	Durlant	Fatire stand	Desident
	Expenditure Type	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21
C1E	Personnel	2010-17	2017-20	2017-20	2020-21
	Salaries				75,852
01-615-101		-	=	-	70,002
01-615-100	Overtime	-	-	-	- 4 700
01-615-102	Taxes - Social Security	-	-	-	4,703
01-615-103	Taxes - Medicare	≘	=	≘	1,100
01-615-104	Taxes SUT A/FUT A	-	-	-	225
01-615-105	Workmans' Compensation	-	-	-	341
01-615-106	Retirement	-	-	-	8,911
01-615-107	Health Insurance	-	-	-	7,469
01-615-108	Uniform Allowance	-	-	-	-
01-615-109	Car Allowance	-	-	-	-
01-615-110	Relocation Allowance	-	-	-	-
	Total Personnel Costs		-	-	98,601
	Supplies, Maintenance & Operations				
01-615-200	Supplies and Consumables	-	-	-	200
01-615-201	Minor Equipment and Furniture	-	-	-	200
01-615-202	Fuel	_	_	_	-
	Uniforms				100
01-615-203		-	-	-	100
01-615-204	Miscellaneous	-	-	-	-
01-615-250	Vehicle Maintenance/Repairs	=	=	=	=
01-615-251	Equipment Maintenance/Repairs	-	-	-	-
01-615-252	Building Maintenance/Repairs	=	=	=	=
01-615-253	Landscaping & Greenspace Maintenance	-	-	-	-
01-615-254	Street Maintenance	=	=	=	=
01-615-255	Drainage Work	-	-	-	-
01-615-256	Committees - Other	-	-	-	-
01-615-257	Committees - Planning & Zoning	-	-	-	-
01-615-258	Committee - Board of Adjustments	-	-	-	-
	Urban Wildlife	_	_	_	_
01-615-259	Donations & Grants				
01-615-260					_
01-615-270	Court Technology		-	-	-
	Total Supplies, Maintenance & Operations Costs		-	-	500
	Services				
01-615-300	Professional Services	-	-	-	-
01-615-301	Dues/Subscriptions	-	-	-	-
01-615-302	Training/Seminars & Related Travel	-	-	-	11,300
01-615-303	Meetings and Related Travel	-	=	-	100
01-615-350	Elections	-	-	-	-
01-615-351	Investigations	=	=	=	=
01-615-352	Leose Training	-	-	-	-
01-615-353	Asset Forfeiture	_	_	_	_
01 010 000	Public Relations	_	_	_	_
01-615-354	Employee Appreciation				100
01-615-355		_	_	-	
01-615-356	Employment Costs	-	-	-	-
01-615-357	Recording/Reporting/History		-	<u> </u>	-
	Total Services Costs	-	-	-	11,500
	Shared Services				
01-615-700	Facility Contracts & Services	-	-	-	18,568
01-615-701	Tech/Internet/Software Maintenance	-	-	-	178,355
01-615-702	Postage	-	=	-	-
01-615-703	General Liability Insurance	-	-	-	-
01-615-704	Electricity	-	-	-	-
01-615-705	Phone/Cable/Alarms	_	_	_	36,752
01-012-102	Total Shared Services Costs			-	233,675
		-		-	233,073
	Total Strated Services Costs				
	Capital Outlay & Transfers				
01-615-800		-	-	÷	-
	Capital Outlay & Transfers		·	- -	-
01-615-800	Capital Outlay & Transfers Land/Land Improvement	- - -	- - -	- - -	- - -
01-615-800 01-615-801 01-615-802	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement	- - - - -			- - - -
01-615-800 01-615-801 01-615-802 01-615-803	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles	- - - -	- - - -	- - - - -	- - - -
01-615-800 01-615-801 01-615-802 01-615-803 01-615-805	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund	- - - - -	- - - - -	- - - - - -	- - - -
01-615-800 01-615-801 01-615-802 01-615-803	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund Transfer to Gov Veh/Equip Repl Fund	- - - - -	- - - - -	- - - - - - -	- - - - -
01-615-800 01-615-801 01-615-802 01-615-803 01-615-805	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund	- - - - - - -	; ; ; ;	- - - - - - -	-
01-615-800 01-615-801 01-615-802 01-615-803 01-615-805	Capital Outlay & Transfers Land/Land Improvement Building/Building Improvement Infrastructure Furniture, Fixtures, Equipment & Vehicles Transfer to Strategic & Capital Fund Transfer to Gov Veh/Equip Repl Fund	: : : : : :		2 2 2 2 2 2 2	344,275

MUNICIPAL COURT



MISSION STATEMENT

The mission of the Municipal Court is to provide effective and impartial administration of justice, as prescribed by the Texas Code of Criminal Procedure and the Code of Judicial Conduct, with exceptional customer service while building public trust and confidence. The Municipal Court presides over trials for all Class C misdemeanor Penal Code offenses, Transportation Code offenses, Health and Safety Code offenses, Alcoholic Beverage code offenses, City Ordinance offenses. Additionally, the Court presides over administrative and civil proceedings, as authorized by state law.

The Municipal Court is a Judicial Branch of city government. This Court and its officers are dedicated to the principles of impartiality, fairness, integrity, separation of powers, and judicial independence. These are the principles to which the Court is committed in its role as the Judicial Branch of our local government.

SCOPE OF SERVICES SUMMARY

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Fair Oaks Ranch. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct.

In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the City-wide code enforcement effort. The Municipal Court Judge is appointed by the City Council. The Judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate's warnings and arraigns prisoners.

- Court Administrator served as part of faculty staff for TMCEC Court Clerk Regional Seminars
- Court Administrator attended courses for Certified Court Manager offered by the National Institute of Court Management
- Court Administrator served on the education team for TCCA, preparing clerks for certification testing
- Court Clerk certified as a Level I Court Clerk and is now focusing on obtaining the Level II Court Clerk certification
- Improved efficiency in all aspects of the court processes
- Substantive improvements made in internal controls
- Appointed a new Municipal Judge and Municipal Prosecutor

STAFFING								
Title	2017-18	2018-19	2019-20	2020-21				
Court Administrator	1	1	1	1				
Court Clerk	1	1	1	1				
Total Funded Staffing	2	2	2	2				



Debbie Landrum, Court Administrator



City of Fair Oaks Ranch Municipal Court Building



Maria Pinedo, Court Clerk

Performance Measure	2018-19	2019-20*
# Cases Filed	1,490	922
# Warrants Cleared	753	945
# of Defendants Appearing Before the Judge	220	106
# Outstanding Warrants	1,201	0
# Hours of Staff Training	740	212

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

MUNICIPAL COURT OPERATIONAL BUDGET FY 2020-21

	Evpanditura Typo	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21
500	Expenditure Type	2018-19	2019-20	2019-20	2020-21
	Personnel Salaries	93,045	103,468	103,459	109,09
1-620-101	Overtime	93,043	458	200	45
1-620-100		5,673	6,443		6,79
1-620-102	Taxes - Social Security Taxes - Medicare	1,327	1,507	6,537 1,529	1,58
1-620-103	Taxes SUTA/FUTA	1,327	450	289	45
1-620-104					
1-620-105	Workmans' Compensation Retirement	326	439	258 12.262	12.03
1-620-106		11,097	12,318	, ,	12,87
1-620-107	Health Insurance	12,946	14,447	13,641	14,56
1-620-108	Uniform Allowance Car Allowance	-	-	-	-
1-620-109		-	-	-	-
1-620-110	Relocation Allowance Total Personnel Costs	124,431	139,531	138,175	146,31
	_				
	Supplies, Maintenance & Operations				
1-620-200	Supplies and Consumables	1,490	2,200	1,800	2,20
1-620-201	Minor Equipment and Furniture	-	1,400	1,003	20
1-620-202	Fuel	-	-	=	-
1-620-203	Uniforms	96	100	100	10
1-620-204	Miscellaneous	-	-	-	-
1-620-250	Vehicle Maintenance/Repairs	-	-	-	-
1-620-251	Equipment Maintenance/Repairs	-	-	-	-
1-620-252	Building Maintenance/Repairs	-	-	-	-
1-620-253	Landscaping & Greenspace Maintenance	-	-	=	-
1-620-254	Street Maintenance	-	-	-	-
1-620-255	Drainage Work	-	-	-	-
1-620-256	Committees - Other	-	-	-	-
1-620-257	Committees - Planning & Zoning	-	-	-	-
1-620-258	Committee - Board of Adjustments	-	-	-	-
1-620-259	Urban Wildlife	-	-	=	-
1-620-260	Donations & Grants	-	-	-	-
1-620-270	Court Technology	8,919	-	1,399	6,0
1-620-271	Court Security	1,601			10,00
	Total Supplies, Maintenance & Operations Costs	12,106	3,700	4,302	18,55
	Services				
1-620-300	Professional Services	19,396	58,230	46,000	58,23
1-620-301	Dues/Subscriptions	190	800	110	80
1-620-302	Training/Seminars & Related Travel	2,199	2,000	841	3,00
1-620-303	Meetings and Related Travel	-	500	100	50
1-620-350	Elections	-	-	-	-
1-620-351	Investigations	-	-	-	-
1-620-352	Leose Training	-	-	-	-
1-620-353	Asset Forfeiture	-	-	=	-
1-620-354	Public Relations	-	-	-	-
1-620-355	Employee Appreciation	-	100	60	10
1-620-356	Employment Costs	-	-	-	-
1-620-357	Recording/Reporting/History	-	-	=	-
	Total Services Costs	21,785	61,630	47,111	62,63
	Charad Canicas				
1 620 700	Shared Services Facility Contracts & Services				
1-620-700	-	-	-	-	-
1-620-701	Tech/Internet/Software Maintenance	-	-	-	-
1-620-702	Postage	-	-	-	-
1-620-703	General Liability Insurance	-	-	-	-
1-620-704	Electricity	-	-	-	-
1-620-705	Phone/Cable/Alarms Total Shared Services Costs				-
		,			
	Capital Outlay & Transfers				
1-620-800	Land/Land Improvement	-	-	-	-
1-620-801	Building/Building Improvement	-	-	-	-
1-620-802	Infrastructure	=	=	-	-
1-620-803	Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
1-620-805	Transfer to Strategic & Capital Fund	-	-	-	-
	Transfer to Gov Veh/Equip Repl Fund	-	-	-	-
1-620-806					
1-620-806	Total Capital Outlay & Transfers Costs	-	-	-	-

PUBLIC SAFETY



MISSION STATEMENT

The mission of the Fair Oaks Ranch Police Department is to be responsive to our community, through the proactive enforcement of laws, the protection of life, property and the maintaining of order while affording dignity and respect to those we serve. We will strive to meet the present and future needs of the public through community partnership and innovation.

VISION STATEMENT

To be the safest city, to live, work and visit.

SCOPE OF SERVICES SUMMARY

The Fair Oaks Ranch Police Department is currently authorized 25 commissioned Police Officers, 3 Civilian Staff, and 1 K-9 Unit. The department is comprised of 4 sections; Administration, Patrol, Investigations, and Animal Control. Each section has its own unique responsibilities within the department.

Administration is comprised of the Chief of Police, the Lieutenant, the department's administrative assistant and admin clerk. Administrative staff is responsible for every function of the department including scheduling, training, records, complaints, budgeting, and implementing policies.

Criminal investigations is comprised of a CID Sergeant and 2 investigators that handle numerous functions including investigating criminal offenses, collection and securing of evidence, and court preparation. Investigators get called out depending on the nature of



Chief Tim Moring

the incident that has occurred. However, patrol officers are primarily responsible for completing the initial investigation and crime scene processing.

The patrol division is the largest division in the department with 20 officers. It is made up of 4 sections with day patrol consisting of 1 sergeant and 4 patrol officers per shift and night patrol consisting of 1 sergeant and 4 officers per shift. The patrol division conducts the day day operations of the Police

Department. They are the most visible aspect of the City and are responsible for maintaining public safety and answering calls for service.

- Sgt. Ojeda graduated from LEMIT (Law Enforcement Management Institute of Texas)
- 4 Officers received Life Saving Awards for displaying extraordinary acts of heroism
- Fair Oaks Ranch named the 5th Safest City in Texas
- Officer Lacey Gonzales earned her bachelor's degree
- Added new community programs including:
 - -Trunk or Treat
 - -Holiday Festivities
- Chief Tim Moring sworn in as the new Chief of Police for Fair Oaks Ranch
- Led the Emergency Operations Center for the City's COVID-19 response

The department currently has one Animal Control Officer. The Animal Control Officer is responsible for handling all calls regarding deer or other wildlife, as well as pets.

One major opportunity for the Fair Oaks Ranch Police department is to be recognized as a Best Practices agency by the Texas Police Chiefs Association. The department reached recognized status the first time in 2010 as the 35th department in the State of Texas to gain this prestigious recognition. The department was re-recognized in 2014 and 2019.

Fair Oaks Ranch Police have also taken the lead in organizing a reoccurring regional criminal investigations meeting. During these monthly meetings, investigators from several surrounding agencies will discuss cases and trends affecting the region.

The department's K-9 program was initiated in the summer of 2018 with plans to help combat the influx of narcotics both within and around the City of Fair Oaks Ranch. By continuing to fully support this program, we hope to decrease the propensity of narcotics not only within the City, but also to support neighboring agencies.



K-9 Officer, Buddy

STAFFING							
Title	2017-18	2018-19	2019-20	2020-21			
Chief of Police	1	1	1	1			
Lieutenant	1	1	1	1			
Sergeant	4	5	5	5			
Police Investigator	2	2	2	2			
Patrol Officer	14	16	16	16			
Animal Control	1	1	1	1			
PD Admin Assistant	1	1	1	1			
PD Admin Clerk	0	1	1	1			
K-9 Unit (Buddy)	1	1	1	1			
Total Funded Staffing	25	29	29	29			

COMMUNITY SERVICE

was a fun day for all involved.

- Cafeteria Cops: Fair Oaks Ranch Police participates in this program with the intent of interacting with our school children in a positive and fun way. Cafeteria Cops began in participation with Fair Oaks Ranch Elementary where Officers were required to obtain the Texas Food Handler's License. Several officers served the kids at all 3 lunches in the cafeteria, and it
- National Night Out: In October 2019, the Police Department coordinated and participated in National Night Out. There were 8 separate events that evening.
- Trunk or Treat: In October 2019, the Police Dept., in partnership with Parker's Ice Cream, held our first Trunk or Treat event. Officers decorated patrol cars and invited the community to come enjoy candy and ice cream. We look forward to continuing this event for years to come.
- Citizens' Law Enforcement Academy: The Fair Oaks Ranch Police participates in a joint Citizen's Law Enforcement Academy with neighboring agencies. The purpose of this joint academy is to enhance, through education and hands-on participation, the positive relationship between our local law enforcement agencies and the community, as well as to help our citizens better understand the role of the agencies.



- **No-Shave November:** The No-Shave Program began at Fair Oaks Ranch PD in 2016, to raise donations for an officer during his battle with cancer. Officers have donated a specific amount each year since in order to grow out their beards for the month. This year's recipient of the donations was a Sergeant with the Kendall Co. Sheriff's Office.
- Holiday Fun: Officers have been celebrating the Holidays with our community for years. 2019 was no different as Officers provided "protection" for Several Santa Claus sightings and rode along with several kids on their annual hay ride. We are excited to announce that the 2020 Holiday season will be even bigger.



Annual Toy Drive: For many years the Police Department has participated in the annual Toy Drive during the Christmas holiday. In 2019, the Police Department collected and dropped off over 900 gifts donated by the residents of Fair Oaks Ranch and the students of Fair Oaks Ranch Elementary. The toys were donated to Refuge House Inc, an organization which assists children within the state

foster care program.





PUBLIC SAFETY SAP BUDGET ITEMS FOR FY 2020-21

PUBLIC HEALTH, SAFETY, AND WELFARE	
4.1 Enhance & Ensure Continuity of Police Services	
4.1.3 Develop a standards of cover and utilization study	25,000
4.2 Develop a Long Term Strategy for Continuity of Fire Services	
4.2.1 Develop a standards of cover and utilization study	25,000
4.3 Develop a Long Term Strategy for Continuity of Emergency Medical Services	
4.3.1 Develop a standards of cover and utilization study	25,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.

Performance Measure	2018	2019*
# Calls for Services	3,716	3,913
# of Arrests Made	224	207
# of Traffic Stops	5,271	4,893
# Calls for Animal Control	995	835
# of Home Watches	35,078	23,033

^{*}Performance measures for the PD are compiled by calendar year

Public Safety Operational Budget FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
	Personnel				. =00.404
01-630-101	Salaries	1,474,609	1,625,186	1,459,428	1,733,121
01-630-100	Overtime	27,650	24,722	25,982	22,395
01-630-102	Taxes - Social Security	92,333	102,294	94,490	108,842
01-630-103	Taxes - Medicare	21,594	23,924	22,099	25,455
01-630-104	Taxes SUT A/FUT A Workmans' Compensation	251 41,100	6,300 69,329	3,851 40,683	6,300 73,137
01-630-105	Retirement	181,464	195,555	177,121	206,229
01-630-106 01-630-107	Health Insurance	215,560	243,435	212,777	244,951
01-630-107	Uniform Allowance	16,800	20,800	20,800	26,000
01-630-109	Car Allowance	-	-	-	-
01-630-110	Relocation Allowance	-	-	-	-
01 000 110	Total Personnel Costs	2,071,361	2,311,546	2,057,232	2,446,431
	•		'		
	Supplies, Maintenance & Operations				
01-630-200	Supplies and Consumables	4,022	4,000	4,000	4,000
01-630-201	Minor Equipment and Furniture	11,523	30,950	30,950	27,960
01-630-202	Fuel	36,000	30,000	30,000	30,000
01-630-203	Uniforms	8,798	12,000	12,000	15,720
01-630-204	Miscellaneous	1,605	-	-	-
01-630-250	Vehicle Maintenance/Repairs	17,531	17,000	19,983	23,550
01-630-251	Equipment Maintenance/Repairs	-	-	-	-
01-630-252	Building Maintenance/Repairs	-	=	=	-
01-630-253	Landscaping & Greenspace Maintenance	-	-	-	-
01-630-254	Street Maintenance	-	-	-	-
01-630-255	Drainage Work Committees - Other	-	- -	-	=
01-630-256 01-630-257	Committees - Other Committees - Planning & Zoning	-	-	-	-
01-630-258	Committee - Board of Adjustments	_	=	_	_
01-630-259	Urban Wildlife	_	-	-	-
01-630-260	Donations & Grants	-	-	-	-
01-630-270	Court T echnology	-	-	-	-
	Total Supplies, Maintenance & Operations Costs	79,479	93,950	96,933	101,230
	Services Professional Captions	F1/ 070	F10 7/7	F10 021	F21 007
01-630-300	Professional Services	516,870 2,883	518,767 5,200	519,821 3,850	521,887 3,950
01-630-301	Dues/Subscriptions Training/Seminars & Related Travel	2,003 9,881	10,850	10,850	14,000
01-630-302 01-630-303	Meetings and Related Travel	683	2,500	500	2,500
01-630-350	Elections	-	-	-	2,300
01-630-351	Investigations	10,805	8,900	8,900	15,000
01-630-352	Leose Training	-	1,700	-	4,000
01-630-353	Asset Forfeiture	-	-	-	-
01-630-354	Public Relations	4,372	5,454	3,454	7,507
01-630-355	Employee Appreciation	-	1,400	1,400	1,400
01-630-356	Employment Costs	-	-	-	-
01-630-357	Recording/Reporting/History	-	-	-	-
	Total Services Costs	545,494	554,771	548,775	570,244
	Shared Services				
01-630-700	Facility Contracts & Services	-	-	-	-
01-630-701	Tech/Internet/Software Maintenance	-	-	-	-
01-630-702	Postage Congral Liability Incurance	-	-	-	-
01-630-703	General Liability Insurance	-	-	-	-
01-630-704	Electricity Phone/Cable/Alarms	-	-	-	-
01-630-705	Total Shared Services Costs	-	<u> </u>	-	-
	Total Silared Services COSIS	-			-
	Capital Outlay & Transfers				
01-630-800	Land/Land Improvement	-	-	-	_
01-630-800	Building/Building Improvement	-	-	-	-
01-630-802	Infrastructure	_	-	-	-
01-630-803	Furniture, Fixtures, Equipment & Vehicles	75,142	177,806	183,389	216,000
01-630-805	Transfer to Strategic & Capital Fund	-	-	-	-
01-630-806	Transfer to Gov Veh/Equip Repl Fund	-	-	-	-
	Total Capital Outlay & Transfers Costs	75,142	177,806	183,389	216,000
	Table	0 774 174	-0.400-070	202/000	0.000.000
	Total Departmental Budget	2,771,476	3,138,072	2,886,329	3,333,905

PUBLIC WORKS



MISSION STATEMENT

The Public Works Department seeks to maintain and enhance those quality of life factors which influence the citizens to establish a residence in the City of Fair Oaks Ranch with regard to the management, policies development, safety, operation & maintenance of the City's streets and drainage areas. Public Works leadership also manages Enterprise Fund services of water, wastewater and stormwater systems.

SCOPE OF SERVICES SUMMARY

As defined by the American Public Works Association, "Public Works is the combination of physical assets, management practices, policies, and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for its citizens." Here at Fair Oaks Ranch, Public Works encompasses Engineering Services, Planning, Building Codes, Environment, Maintenance (generally streets and drainage), as well as Water and Wastewater Utilities which are Enterprise Funds.

The Public Works department strives for innovative, yet sustainable, solutions in all matters, and represents the City in dealing with governmental agencies, private consultants and the general public. It also responds to customer inquiries and needs as they relate to Public Works activities. This department is committed to excellence in all facets of Public Works.

Overseeing a staff of 29, the Public Works Director anticipates growing the department with the City in its multi-faceted mission to serve the residents of Fair Oaks Ranch.

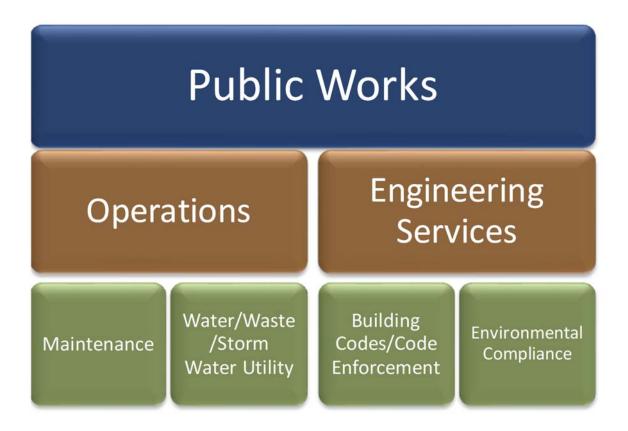
The main objectives for the coming year will be to lead the department in a systematic format to meet



Ron Emmons. P.E. **Public Works Director**

Council's goals and to continue to maintain all operations in a safe and efficient manner while progressing strategic projects.

STAFFING							
Title	2017-18	2018-19	2019-20	2020-21			
Public Works Director	1	1	1	1			
Administrative Assistant	1	1	1	1			
Total Funded Staffing	2	2	2	2			



Performance Measure	2018-19	2019-20*
# Staff Training Hours - Engineering and Planning	256	186
# Staff Training Hours - Utilities	774	687
# Staff Training Hours - Maintenance	284	230
# Staff Training Hours - Environmental Services	110	25
# Staff Training Hours - Building Codes	24	75

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

Public Works Operations



MISSION STATEMENT

It is the mission of the Public Works Operations Division to provide a secure and reliable infrastructure for all members of the community while continuing to find innovative ways to improve the delivery of services.

SCOPE OF SERVICES SUMMARY

To provide executive and administrative support and oversight to the Water and Wastewater operations utility and to the maintenance department with responsibility for all City buildings, streets, drainage, and rights-of-way. To provide our residents with the best quality, responsive, and dependable service on a daily basis.

Maintenance department objectives for the coming year will be to improve the annual street maintenance operations, collect and update maintenance geo asset data, and continue to improve the city's sweeping and right-of-way maintenance program. Utility department objectives for the coming year will be the establishment and initiation of the new sewer line and manhole cleaning/inspection program for the next 5 years, collect and update utility geo assets, and develop a tank maintenance program.



Julio Colunga, Public Works Superintendent

STAFFING							
Title	2017-18	2018-19	2019-20	2020-21			
Public Works	1	1	1	1			
Total Funded Staffing	1	1	1	1			

MAINTENANCE



MISSION STATEMENT

To maintain a safe, clean, and attractive City appearance with the preservation of all City owned facilities, roads, rights-of-way, and drainage features that promote a welcoming environment for the residents and visitors of Fair Oaks Ranch.

SCOPE OF SERVICES SUMMARY

The Maintenance Department is responsible for the maintenance and repairs of all City owned property. City buildings include City Hall, the Public Safety Building, EMS station, 2 Fire stations, maintenance shop, and HOA building. The Maintenance department is responsible for maintaining 60 miles of roads, 23 miles of

sweeping, 31 miles of right-of-way mowing, vehicle/ equipment maintenance/repairs and all City-owned drainage easements.

The Maintenance Department seeks to improve the annual street maintenance operations with new street maintenance applications and future planning process. This year's objective will be to collect and update maintenance geo assist data and continue the improvement of the City's sweeping and right-of-way maintenance program.



Public Works and Maintenance Building

STAFFING							
Title	2017-18	2018-19	2019-20	2020-21			
Maintenance Supervisor	1	1	1	1			
Maintenance Lead	1	1	1	1			
Maintenance Worker	4	4	4	4			
Custodian	0	1	1	1			
Total Funded Staffing	6	7	7	7			

- Implemented the use of a **Hydro Excavator**
- Implemented the use of a Milling Head for road repairs
- Started GPS asset tracking of street signs
- Streets 239,112 sq. yards resurfaced, repaired and crack sealed

Performance Measure	2018-19	2019-20*
# iWorQs Work Orders Completed	133	140
# Hours of Mechanic/Equipment Shop Activity	1,121	160
# Street Signs Replaced	209	56
# Miles Street Sweeping	348	124
Pavement Edge/Shoulder Work (LF)	6,519	10,756
Crack Seal (LF)	84,360	66,504

^{*}Numbers are through 7/20

Maintenance SAP Budget Items for FY 2020-21 *

RESPONSIBLE GROWTH MANAGEMENT	
2.3 Enhance Local Mobility & Multimodal Connectivity	
2.3.1 Develop and Implement city ROW Beautification	10,000
OPERATIONAL EXCELLENCE	
OI EIVATIONAL EXCELLENCE	
5.5 IT Master Plan—Hardware	
5.5.12 Update Work Order System with GIS Compatible Software	12,500

^{*}These items are funded in the SAP budget, not in each department's operational budget.



The City of Fair Oaks Ranch Maintenance Department

Maintenance Operational Budget FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
640	Personnel				
01-640-101	Salaries	226,563	286,552	269,770	299,617
01-640-100	Overtime	1,526	1,002	1,514	975
01-640-102	Taxes - Social Security	13,946	17,828	16,775	18,637
01-640-103	Taxes - Medicare	3,262	4,170	3,924	4,359
01-640-104	Taxes SUT A/FUT A	68	1,688	1,110	1,688
01-640-105	Workmans' Compensation	15,066	23,518	13,830	22,063
01-640-106	Retirement	27,218	34,082	32,731	35,312
01-640-107	Health Insurance	51,846	62,677	64,558	62,943
01-640-108	Uniform Allowance	-	-	-	-
01-640-109	Car Allowance	-	_	-	-
01-640-110	Relocation Allowance	=	-	-	=
	Total Personnel Costs	339,495	431,517	404,212	445,592
	-				
	Supplies, Maintenance & Operations				
01-640-200	Supplies and Consumables	2,422	6,100	6,100	3,800
01-640-201	Minor Equipment and Furniture	10,520	10,800	10,800	10,800
01-640-202	Fuel	9,335	10,200	10,200	10,200
01-640-203	Uniforms	5,873	6,275	6,275	6,275
01-640-204	Miscellaneous	=	200	200	200
01-640-250	Vehicle Maintenance/Repairs	5,955	12,000	12,000	8,000
01-640-251	Equipment Maintenance/Repairs	18,434	5,580	8,288	12,300
01-640-252	Building Maintenance/Repairs	15,214	15,480	21,168	15,300
01-640-253	Landscaping & Greenspace Maintenance	2,128	5,000	3,000	5,000
01-640-254	Street Maintenance	-,	31,000	27,000	33,000
01-640-255	Drainage Work	213	5,000	2,905	5,000
01-640-256	Committees - Other	-	-	-	-
01-640-257	Committees - Planning & Zoning	_	_	_	_
01-640-258	Committee - Board of Adjustments	_	_	_	_
	Urban Wildlife	_	_	_	
01-640-259	Donations & Grants	_	_	_	
01-640-260	Court Technology				
01-640-270	Total Supplies, Maintenance & Operations Costs	70,094	107,635	107,936	109,875
04 640 300	Services Professional Services				
01-640-300	Dues/Subscriptions	14	600	600	600
01-640-301 01-640-302	Training/Seminars & Related Travel	3,076	8,541	3,541	8,541
	Meetings and Related Travel	3,070	100	100	100
01-640-303	Elections	302	100	100	100
01-640-350		=	=	-	=
01-640-351	Investigations	-	-	-	-
01-640-352	Leose Training	-	-	-	-
01-640-353	Asset Forfeiture	-	-	-	-
01-640-354	Public Relations	-	-	400	-
01-640-355	Employee Appreciation	-	400	400	400
01-640-356	Employment Costs	=	=	-	=
01-640-357	Recording/Reporting/History				-
	Total Services Costs	3,452	9,641	4,641	9,641
	Charact Cardina				
	Shared Services				
01-640-700	Facility Contracts & Services	-	-	-	-
01-640-701	Tech/Internet/Software Maintenance	-	-	-	-
01-640-702	Postage	-	-	-	-
01-640-703	General Liability Insurance	-	-	-	=
01-640-704	Electricity	-	-	-	-
01-640-705	Phone/Cable/Alarms	-	-	-	-
	Total Shared Services Costs	-	-	-	-
	Capital Outlay & Transfers				
01-640-800	Land/Land Improvement	-	-	-	-
01-640-801	Building/Building Improvement	-	-	-	÷
01-640-802	Infrastructure	=	=	=	=
01-640-803	Furniture, Fixtures, Equipment & Vehicles	148,233	173,890	292,259	-
01-640-805	Transfer to Strategic & Capital Fund	=	-	-	-
01-640-805 01-640-806	Transfer to Strategic & Capital Fund Transfer to Gov Veh/Equip Repl Fund	-	-	-	-
	-	148,233	173,890	292,259	- -
	Transfer to Gov Veh/Equip Repl Fund	148,233	173,890	292,259	-

BUILDING CODES



MISSION STATEMENT

To help ensure the health safety and welfare of the citizens of the City of Fair Oaks Ranch through the effective enforcement of all building related codes duly adopted by City Council. The Building Codes Department is committed to integrity, professionalism and consistency at all times.

SCOPE OF SERVICES SUMMARY

The Building Official, supported by the Building Inspector and Administrative Assistant, is responsible for issuing permits and conducting inspections for all new construction, additions, remodels, pools, irrigation systems, fences, signs, building relocations and demolitions.

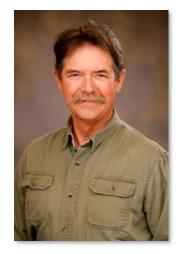
Plan reviews are performed on all proposed construction projects prior to the issuance of permits to insure compliance with all adopted codes and ordinances, as well as FEMA requirements.

Staffing						
Title	2017-18	2018-19	2019-20	2020-21		
Building Official	1	1	1	1		
Building Codes Inspector	.5	1	1	1		
Admin Assistant	1	1	1	1		
Total Funded Staffing	2.5	3	3	3		

Recent Accomplishments

- Conducted plan review and issued permit for 88,000 square foot 4 story commercial storage facility currently under construction and due to be completed in January of 2021.
- **Building Codes Administrative** Assistant awarded Co-Employee of the Quarter for October-December 2019.
- Maintained plan reviews, building permitting and inspections throughout the ongoing COVID-19 crisis with no drop in level of service. 237 permits issued for the period of March 16 through June 16, 2020 compared to 205 permits issued in the same time frame last year.
- Hired a new sanitarian and fire inspector.

Performance Measure	2018-19	2019-20*
# Contractor Registrations	89	132
# Total Building Permits Issued	613	748
# Total Inspections/Reinspection	1,845	1,858
#Health and Sanitation Permits Issued	16	18
# New Residential Properties	120	133
# New Commercial Properties	0	1



Jim Earl, Building Codes Official



Scott Davis, Inspector



Inspection in Progress

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

BUILDING CODES OPERATIONAL BUDGET FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
641	Personnel				
01-641-101	Salaries	163,542	174,828	171,407	184,64
01-641-100	Overtime	248	173	100	17
01-641-102	Taxes - Social Security	9,915	10,850	10,808	11,45
01-641-103	Taxes - Medicare	2,319	2,538	2,528	2,68
01-641-104	Taxes SUT A/FUT A	27	675	432	67
01-641-105	Workmans' Compensation	915	1,511	887	1,66
01-641-106	Retirement	19,548	20,742	20,316	21,71
01-641-107	Health Insurance	24,637	25,290	24,507	25,44
01-641-108	Uniform Allowance	€	=	€	=
01-641-109	Car Allowance	€	=	€	=
01-641-110	Relocation Allowance	=	= <u> </u>	=	=
	Total Personnel Costs	221,151	236,608	230,984	248,44
	Supplies, Maintenance & Operations				
01-641-200	Supplies and Consumables	619	450	450	45
01-641-201	Minor Equipment and Furniture	1,369	2,200	1,600	30
01-641-202	Fuel	1,225	1,300	1,300	1,30
01-641-203	Uniforms	119	530	300	53
01-641-204	Miscellaneous	128	-	-	=
01-641-250	Vehicle Maintenance/Repairs	-	-	-	=
01-641-251	Equipment Maintenance/Repairs	=	-	=	-
01-641-252	Building Maintenance/Repairs	=	-	=	-
01-641-253	Landscaping & Greenspace Maintenance	-	-	-	-
01-641-254	Street Maintenance	-	-	-	-
01-641-255	Drainage Work	=	=	≘	-
01-641-256	Committees - Other	-	-	-	-
01-641-257	Committees - Planning & Zoning	=	-	=	-
01-641-258	Committee - Board of Adjustments	=	-	=	-
01-641-259	Urban Wildlife	€	=	≘	-
01-641-260	Donations & Grants	€	=	≘	-
01-641-270	Court T echnology	€	=	≘	-
	Total Supplies, Maintenance & Operations Costs	3,460	4,480	3,650	2,58
	Services				
01-641-300	Professional Services	8,130	9,560	9,560	9,56
01-641-301	Dues/Subscriptions	265	290	290	29
01-641-302	Training/Seminars & Related Travel	2,397	4,075	1,307	4,07
01-641-303	Meetings and Related Travel	200	600	100	60
01-641-350	Elections	-	-	-	-
01-641-351	Investigations	-	-	-	-
01-641-352	Leose Training	-	-	-	-
01-641-353	Asset Forfeiture	≡	=	=	-
01-641-354	Public Relations	≡	=	=	-
01-641-355	Employee Appreciation	=	150	150	15
01-641-356	Employment Costs	-	-	-	-
01-641-357	Recording/Reporting/History	-	-	-	_
	Total Services Costs	10,992	14,675	11,407	14,67
	Shared Services				
01-641-700	Facility Contracts & Services	-	-	-	-
01-641-700	Tech/Internet/Software Maintenance	-		- -	-
01-641-701	Postage	-		- -	-
01-641-702	General Liability Insurance	-	_	=	-
01-641-703	Electricity	-	_	=	-
	Phone/Cable/Alarms				
01-641-705	Total Shared Services Costs	=			=
	Capital Outlay & Transfers				
01-641-800	Land/Land Improvement	-	-	-	-
01-641-801	Building/Building Improvement	-	-	-	-
01-641-802	Infrastructure	=	-	=	=
01-641-803	Furniture, Fixtures, Equipment & Vehicles	=	-	=	=
01-641-805	Transfer to Strategic & Capital Fund	-	-	-	-
01-641-806	Transfer to Gov Veh/Equip Repl Fund	-	-	-	-
	Total Capital Outlay & Transfers Costs	-		<u> </u>	-
	Î.				

ENGINEERING SERVICES



MISSION STATEMENT

We maintain the preservation of imperative services the City of Fair Oaks Ranch residents rely on while upholding the advantages of a small community. We achieve this by ensuring necessary infrastructure components are protected and improved by utilizing innovative ideas and solutions.

SCOPE OF SERVICES SUMMARY

The City's Engineering Services department houses the Building Codes Department, the Environmental Compliance Manager, the GIS Technician, the Infrastructure Inspector, and the Code Compliance Officer. Each function provides services and support to all new development and capital improvement projects within the City limits. This department works with developers, contractors, engineers, home builders, and residents to ensure applicable regulations are followed during infrastructure and dwelling construction. Furthermore, this department provides vital support to preserve and protect City assets.

STAFFING						
Title	2017-18	2018-19	2019-20	2020-21		
Manager of Engineering Services	1	1	1	1		
Environmental Compliance Manager	1	1	1	1		
GIS Technician	1	1	1	1		
Infrastructure Inspector	1	1	1	1		
Code Compliance	-	1	1	1		
Total Funded Staffing	4	5	5	5		



Katherine Schweitzer P.E., **Manager of Engineering Services**

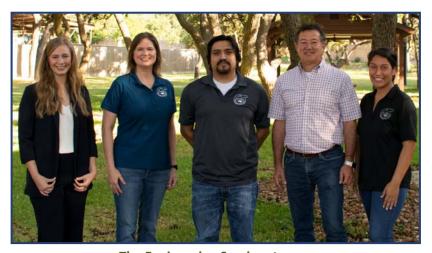
Recent Accomplishments

- Implemented the City's first Backflow Prevention and Cross-**Connection Control Program**
- Initiated the City's first Code Compliance Program by educating and enforcing City Ordinances and Codes
- Increased infrastructure inspections to oversee projects for streets, concrete, water, wastewater, and electrical utilities
- Provided technical support on the Administrative Procedures Manual to standardize platting processes
- Completed 40% of the design for the City's first Elevated Storage Tank
- Completed initial Master Drainage Plan and developed research for future Storm Water Utility

Performance Measure	2018-19	2019-20*
# New Residential Lots Platted/Approved	153	154
# Maps/Exhibits Created	60	46
# Infrastructure Inspections (Street, Water/WW, Other)	585	772
#Planning and Zoning Commission Meetings	13	9
# Resident Correspondence	121	45
# Code Compliance Cases Resolved	30	832

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.



The Engineering Services team

ENGINEERING SERVICES SAP BUDGET ITEMS FOR FY 2020-21 *

	RESPONSIBLE GROWTH MANAGEMENT	
2.5 Develop, Impleme	nt & Update Environmental Sustainability Programs	
2.5.3 Develop and Imple	ment tree preservation and Oak wilt assessment program	15,000

^{*}These items are funded in the SAP budget, not in each department's operational budget.

ENGINEERING SERVICES OPERATIONAL BUDGET FY 2020-21

		Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
6/1	Personnel				
	Salaries	186,977	226,787	194,736	230,742
01-642-101	Overtime	288	1,058	360	1,000
01-642-100					
01-642-102	Taxes - Social Security	10,744	14,126	12,440	14,368
01-642-103	Taxes - Medicare	2,513	3,304	2,910	3,360
01-642-104	Taxes SUT A/FUT A	27	788	508	788
01-642-105	Workmans' Compensation	1,420	2,451	1,438	2,507
01-642-106	Retirement	22,345	27,005	23,100	27,224
01-642-107	Health Insurance	25,266	30,998	25,606	31,118
01-642-108	Uniform Allowance	=	-	-	-
01-642-109	Car Allowance	-	_	_	_
01-642-110	Relocation Allowance	_	_	_	_
01-642-110	Total Personnel Costs	249,578	306,516	261,099	311,106
	Total Personnel Costs	249,370	300,310	201,099	311,100
	Supplies, Maintenance & Operations				
	1	2.004	/ 405	F 20F	11 255
01-642-200	Supplies and Consumables	2,804	6,495	5,295	11,255
01-642-201	Minor Equipment and Furniture	3,812	950	950	900
01-642-202	Fuel	1,403	1,301	1,301	1,301
01-642-203	Uniforms	715	1,140	1,140	1,865
01-642-204	Miscellaneous	183	=	=	=
01-642-250	Vehicle Maintenance/Repairs	-	-	-	-
01-642-251	Equipment Maintenance/Repairs	-	-	-	-
01-642-251	Building Maintenance/Repairs	_	_	_	=
	Landscaping & Greenspace Maintenance				
01-642-253		-	410.000	443,095	430,000
01-642-254	Street Maintenance	-	410,000	443,090	430,000
01-642-255	Drainage Work	-	-	-	-
01-642-256	Committees - Other	-	-	-	-
01-642-257	Committees - Planning & Zoning	=	≘	-	=
01-642-258	Committee - Board of Adjustments	-	-	-	-
01-642-259	Urban Wildlife	=	-	-	=
01-642-260	Donations & Grants	-	-	-	-
01-642-270	Court Technology	-	-	-	-
	Total Supplies, Maintenance & Operations Costs	8,916	419,887	451,782	445,321
	_				,
	Services				
04 642 200	Professional Services		15,000	15,000	195,775
01-642-300		1042			
01-642-301	Dues/Subscriptions	1,043	333	333	570
01-642-302	Training/Seminars & Related Travel	4,351	7,323	7,323	8,023
01-642-303	Meetings and Related Travel	241	900	900	900
01-642-350	Elections	=	-	-	=
01-642-351	Investigations	=	-	-	=
01-642-352	Leose Training	-	-	-	-
01-642-353	Asset Forfeiture	=	-	-	=
01-642-354	Public Relations	-	-	-	-
01-642-355	Employee Appreciation	_	350	350	350
	Employment Costs		330	330	330
01-642-356	Recording/Reporting/History	=	-	-	-
01-642-357	_	F (24	22.005	22.005	205 (10
	Total Services Costs	5,634	23,905	23,905	205,618
	Shared Services				
01-642-700	Facility Contracts & Services	=	-	-	-
01-642-701	Tech/Internet/Software Maintenance	Ξ	-	=	=
01-642-702	Postage	-	-	-	=
01-642-703	General Liability Insurance	÷	-	÷	-
01-642-704	Electricity	-	_	_	-
	Phone/Cable/Alarms				_
01-642-705	_	-			
	Total Shared Services Costs	-	-	-	-
	Capital Outlay & Transfers				
01-642-800	Land/Land Improvement	=	=	=	=
01-642-801	Building/Building Improvement	-	-	-	-
01-642-802	Infrastructure	-	-	-	-
01-642-803	Furniture, Fixtures, Equipment & Vehicles	-	=	=	=
01-042-603	Transfer to Strategic & Capital Fund	-	-	-	-
04 642 005	Transier to Strategic & Capital Fullu	-	-	-	
01-642-805	Transfer to Carl Value III and Dr. 15				
01-642-805 01-642-806	Transfer to Gov Veh/Equip Repl Fund	-			-
	Transfer to Gov Veh/Equip Repl Fund Total Capital Outlay & Transfers Costs	-	- -	-	-
	<u> </u>	264,129	750,308	736,786	



Bringing together the City's public 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 design that builds a functional and attractive building that provides space for the City's administrative and public meetings while simultaneously providing a welcoming environment for Fair Oaks Ranch residents to host their own meetings and events.

In 2019 City Staff approached the Fair Oaks Ranch Municipal Development District (MDD) with the idea of utilizing MDD funding to construct a civic center. On April 16, 2020 the City Council authorized the City Manager to enter into a professional services agreement for the design of the civic center utilizing the construction manager at risk delivery option. On July 2, 2020, the City Council approved Resolution 2020-09 authorizing the City Manager to submit an application to the MDD for funding. The application was received, reviewed, and approved by the MDD, and on September 16, 2020 the MDD Board approved a grant agreement to the City in the amount of \$600,000. The City Council approved that same grant agreement on September 17, 2020.

The goal for the project is to break ground the first quarter of fiscal year 2020-21 (October- December). The construction is estimated to take six months with an anticipated project opening in the fourth quarter of fiscal year 2020-21 (July-September).

Objectives for Fiscal Year 2020-21

- Completion of a \$600k Civic Center in the City of Fair Oaks Ranch Municipal Complex
- Installation of Civic Center furniture, fixtures, and equipment
- Installation of IT infrastructure
- Staff training including Civic Center management, safety, and customer service
- Pursue local advertising opportunities to engage the public and educate on the availability of the new facility
- Develop and implement performance measures for monitoring Civic Center utilization and activities inclusive of identification of Target Capacity goals
- Design maintenance plan for preservation of capital assets

CIVIC CENTER OPERATIONAL BUDGET FY 2020-21

		Astual	Dudant	Catimated	Dudget
	Europediture Time	Actual	Budget	Estimated	Budget
	Expenditure Type	2018-19	2019-20	2019-20	2020-21
650	Personnel				
01-650-101	Salaries	-	-	-	-
01-650-100	Overtime	=	=	-	-
01-650-102	Taxes - Social Security	-	-	-	-
01-650-103	Taxes - Medicare	-	-	-	-
01-650-104	Taxes SUT A/FUT A	-	-	-	=
01-650-105	Workmans' Compensation	-	-	-	-
01-650-106	Retirement	-	-	_	_
01-650-107	Health Insurance	_	_	_	_
	Uniform Allowance	_	_	_	
01-650-108	Car Allowance				
01-650-109	Relocation Allowance	-	-	-	-
01-650-110					-
	Total Personnel Costs		-		-
	Supplies, Maintenance & Operations				
01-650-200	Supplies and Consumables	-	-	-	2,50
01-650-201	Minor Equipment and Furniture	-	-	-	-
01-650-202	Fuel	=	=	-	-
01-650-203	Uniforms	-	-	-	-
01-650-204	Miscellaneous	-	=	-	-
01-650-250	Vehicle Maintenance/Repairs	-	-	-	-
01-650-251	Equipment Maintenance/Repairs	-	-	_	-
01-650-251	Building Maintenance/Repairs	_	_	_	_
	Landscaping & Greenspace Maintenance				_
01-650-253		-	-	-	-
01-650-254	Street Maintenance	-	-	-	-
01-650-255	Drainage Work	-	=	-	-
01-650-256	Committees - Other	=	=	-	-
01-650-257	Committees - Planning & Zoning	-	-	-	-
01-650-258	Committee - Board of Adjustments	=	=	-	-
01-650-259	Urban Wildlife	-	-	-	-
01-650-260	Donations & Grants	=	=	-	-
01-650-270	Court Technology	-	-	-	-
01 030 270	Total Supplies, Maintenance & Operations Costs				2,5
	Total cappinos, maintenance a operations costs				2,0
	Services				
01-650-300	Professional Services	-	-	-	-
01-650-301	Dues/Subscriptions	-	-	-	-
01-650-302	Training/Seminars & Related Travel	-	-	-	-
01-650-303	Meetings and Related Travel	=	=	-	-
01-650-350	Elections	-	-	-	-
01-650-351	Investigations	-	-	-	-
01-650-352	Leose Training	-	=	-	-
01-650-353	Asset Forfeiture	-	-	-	-
01-650-354	Public Relations	-	_	_	-
	Employee Appreciation	_	_	_	_
01-650-355					
01-650-356	Employment Costs	-	-	-	-
01-650-357	Recording/Reporting/History				
	Total Services Costs	-	=	=	-
	Shared Services				
01-650-700	Facility Contracts & Services	-	-	-	=
1-650-701	Tech/Internet/Software Maintenance	-	-	-	
01-650-702	Postage	-	-	-	
01-650-703	General Liability Insurance	÷	÷	=	
1-650-704	Electricity	-	-	-	3,7
	Phone/Cable/Alarms				5,1
)1-650-705	Total Shared Services Costs				3,7
	i dai Silaleu Services COSIS		-		3,1
	Capital Outlay & Transfers				
1-650-800	Land/Land Improvement	=	=	=	
1-650-801	Building/Building Improvement	-	-	-	
01-650-802	Infrastructure	=	=	=	
01-650-803	Furniture, Fixtures, Equipment & Vehicles	-	-	-	
	Transfer to Strategic & Capital Fund	_	_	_	
01-650-805		-	=	=	
01-650-806	Transfer to Gov Veh/Equip Repl Fund	-	-		-
	Total Capital Outlay & Transfers Costs		-	-	-
	Ī				
	Total Departmental Budget				6,2

NON-DEPARTMENTAL AND SHARED OPERATIONAL BUDGET FY 2020-21

Γ,	manditura Tuna	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21
	renditure Type ersonnel	2010-19	2019-20	2019-20	2020-21
	Salaries				
01-690-101	Overtime	-	-	-	=
01-690-100	Taxes - Social Security	-	-	-	=
01-690-102	Taxes - Medicare	-	-	-	=
01-690-103	Taxes SUT A/FUT A	-	-	-	-
01-690-104	Workmans' Compensation	-	-	-	=
01-690-105	Retirement	-	_	-	-
01-690-106	Health Insurance	-	-	-	-
01-690-107	Uniform Allowance	-	-	-	=
01-690-108	Car Allowance	-	_	-	•
01-690-109	Relocation Allowance	-	_	-	
01-690-110 To	otal Personnel Costs				
	-				
Su	upplies, Maintenance & Operations				
01-690-200	Supplies and Consumables	6,184	6,000	6,000	6,0
01-690-201	Minor Equipment and Furniture	-	-	-	
01-690-202	Fuel	-	-	-	
01-690-203	Uniforms	-	-	-	
01-690-204	Miscellaneous	-	-	30,000	
01-690-250	Vehicle Maintenance/Repairs	-	-	-	
01-690-251	Equipment Maintenance/Repairs	-	-	-	
1-690-252	Building Maintenance/Repairs	-	-	-	
01-690-253	Landscaping & Greenspace Maintenance	-	-	-	
01-690-254	Street Maintenance	-	-	-	
01-690-255	Drainage Work	-	-	-	
01-690-256	Committees - Other	-	-	-	
1-690-257	Committees - Planning & Zoning	-	-	-	
01-690-258	Committee - Board of Adjustments	-	-	-	
1-690-259	Urban Wildlife	-	-	-	
01-690-260	Donations & Grants	-	-	-	
01-690-270	Court Technology	-	-	-	
To	otal Supplies, Maintenance & Operations Costs	6,184	6,000	36,000	6,0
		_	_		
	ervices				
01-690-300	Professional Services	-	=	€	
01-690-301	Dues/Subscriptions	-	-	-	
01-690-302	Training/Seminars & Related Travel	-	-	-	
01-690-303	Meetings and Related Travel	-	-	-	
01-690-350	Elections	-	-	-	
01-690-351	Investigations	-	-	-	
01-690-352	Leose Training	=	=	=	
01-690-353	Asset Forfeiture	-	-	-	
01-690-354	Public Relations	-	=	€	
01-690-355	Employee Appreciation	-	-	-	
01-690-356	Employment Costs	-	-	-	
01-690-357	Recording/Reporting/History	-			
10	otal Services Costs				
CI	nared Services				
	Facility Contracts & Services	20 404	E0 777	E0 777	39,7
01-690-700	Tech/Internet/Software Maintenance	28,694 153,992	50,777 156,481	50,777 156 481	39,1
01-690-701		3,095	9,500	156,481 5,000	10,
01-690-702	Postage General Liability Insurance				
01-690-703	General Liability Insurance Electricity	49,586	51,418 32,700	39,207	51,4 32,7
01-690-704	Phone/Cable/Alarms	34,981	32,700	31,000	32,
1-690-705	ptal Shared Services Costs	25,454 295,801	26,742 327,617	31,542 314,007	134,0
	Stat Strateg Sci vices CUSIS	270,001	321,011	314,007	134,0
Ca	apital Outlay & Transfers				
01-690-800	Land/Land Improvement	-	-	-	
01-690-801	Building/Building Improvement	-	-	-	
01-690-802	Infrastructure	-	-	-	
01-690-802	Furniture, Fixtures, Equipment & Vehicles	83,712	-	-	
01-690-805	Transfer to Strategic & Capital Fund	1,020,321	1,199,525	599,525	152,5
01-690-805	Transfer to Gov Veh/Equip Repl Fund	215,503	230,492	230,492	290,4
	otal Capital Outlay & Transfers Costs	1,319,536	1,430,017	830,017	442,9
[``		,	,		
	otal Departmental Budget	1,621,521	1,763,634	1,180,024	583,0



GOVERNMENTAL STRATEGIC PROJECTS FUND

Purpose of the Strategic Action Plan

The Strategic Action Plan acts as a planning and budgeting tool that guides the annual development of the City's budget. The purpose of this Fund is to separate costs associated with the plan that qualify as non-operational, or which may span over multiple budget years. Non-Operational costs are typically associated with one-time projects that are not annually recurring, exceed \$5,000, or may span multiple budget years.

While the City of Fair Oaks Ranch installs and maintains a significant number of capital projects within its jurisdiction, there are numerous other entities responsible for infrastructure in the area. Bexar County, Kendall County, Comal County, the Texas Department of Transportation (TxDOT), San Antonio Water System (SAWS), the Trinity Glen Rose Groundwater Conservation District are just a few of the other partners that play a critical role in building and maintaining the infrastructure in the area surrounding the City of Fair Oaks Ranch. This Plan is limited to projects the City contributes funding through the City's budget.

The Strategic Action Planning Process

The Strategic Action Plan is reviewed each year to reflect changing priorities and to provide a framework for identifying financial requirements; the impact of the projects on operating budgets; scheduling; and coordinating related projects. Necessary projects are identified; costs are estimated; and possible funding sources are acknowledged. Additional operating and maintenance costs are also reflected for each project. Recommended projects are reviewed by the City Manager. Afterwards, they are sent to City Council for final approval.

Costs included in the Strategic Projects Fund

The Strategic Projects Fund qualifies as a Capital Improvement Project Fund for purposes of GASB reporting. The Fund includes public physical improvements to be constructed with estimated resources available to finance the projected expenditures, as well as large expenditures for building foundational tools in the City's Growth Management, Operational Excellence and Risk Mitigation frameworks.

Capital Improvements are defined as any expenditure of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive, long-term and permanent.

The Governmental Strategic Projects Fund represents non-utility projects such as streets, master planning and general government facilities. Typically, these projects will be funded via general obligation bonds, certificates of obligation, tax revenue, or other financing methods.

STRATEGIC ACTION PLAN

Financial Integrity

- •1.1 Develop and Maintain a Budget Process that Links with the Strategic Action Plan
- •1.2 Develop a 5-Year Forecast
- •1.3 Develop a Risk Inventory and Mitigation Strategies
- •1.4 Develop Sustainable Financing Strategies Aligned with Service Delivery Expectations
- •1.5 Ensure Continuity and Excellence of Financial Reporting Reliability

Responsible Growth Management

- 2.1 Manage the Physical Development of the City in Acccordance with the Comprehensive Plan
- 2.2 Implement and Update Infrastructure Master Plan
- 2.3 Enhance Local Mobility and Multimodal Connectivity
- 2.4 Alignment of Proactive Place Making Strategies with the MDD
- •2.5 Develop, Implement and Update Environmental Sustainability Program

Reliable and Sustainable Infrastructure

- 3.1 Enhance and Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations
- 3.2 Enhance and Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligations
- 3.3 Enhance and Ensure Continuity of Reliable Drainage Improvement Initiatives
- 3.4 Enhance and Ensure Continuity of Reliable Roadway Improvement Initiatives
- •3.5 Enhance and Ensure Continuity of Reliable City Facilities

Public Health, Safety and Welfare

- 4.1 Enhance and Ensure Continuity of Police Services
- 4.2 Develop a Long-Term Strategy for Continuity of Fire Services
- 4.3 Develop a Long-Term Strategy for Emergency Medical Services
- 4.4 Enhance and Maintain Public Safety Community Outreach Initiatives

Operational Excellence

- •5.1 Evaluate and Implement Key HR Programs that Promote Organizational Design and Development
- 5.2 Develop and Implement a Proactive Communication Strategy
- •5.3 Evaluate and Update Service Delivery Expectations and Best Practices
- •5.4, 5.5, 5.6 Develop, Implement and Sustain an IT Master Plan (Hardware, Software, and Security)

	Governmental Strategic Projects Fund				
		Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21
	Beginning Fund Balance	223,508	955,378	1,110,229	1,006,190
	Revenues:				
	Grant Revenue	4 007 474	1 100 505	500 505	600,000
02-400-986	Transfer from General Fund Transfer from Bond Fund	1,037,171	1,199,525	599,525	152,500
	Total Revenue	1,037,171	1,199,525	599,525	752,500
	. Otal Notonao	1,007,171	1,177,020	077/020	702,000
	Financial Integrity				
02-502-111	Revenue Projections	-	10,000	-	-
02-502-112	Internal Controls Framework	-	55,000	55,000	-
02-501-568	Stormwater Funding	-	120,000	170,000	-
02-502-113	Debt Review and Policy Implementation Grants and Utilities Reporting Requirements	-	15,000 10,000		10,000
02-502-114 02-502-115	Financial Mangement Policy Review	-	15,000	-	-
02-502-113	Stormwater Utility cost center set-up	_	50,000	-	50,000
	Responsible Growth Mangement				
02-503-101	Comprehensive Plan and Unified Development Code	-	50,000	75,000	-
02-503-102	FM 3351 Owners Representative and Project Manager	-	75,000	12,340	-
02-503-103	Project Development and Funding Plan for Drainage	-	50,000	50,000	-
02-503-104	Municipal Separate Storm Sewer Systm (MS4) City Right of Way Beautification	-	5,000	5,000	10,000
02-503-105 02-503-106	Tree Preservation and Oak Wilt Program	-	-	_	15,000
02-303-100	Troo Froso Matoriana Cak Miki Fogiani				10,000
	Reliable and Sustainable Infrastructure				
02-504-102	City Civic Center	-	600,000	-	600,000
02-504-103	City Campus Renovation	-	450,000	25,000	436,729
02-504-101	Long-term road condition analysis (traffic studies and PCI, etc)	÷	80,000	35,000	-
02-504-104	Amman Road	-	-	-	-
02-504-105	Roundabout	-	-	-	-
02-505-101 02-505-102 02-505-103	Public Health, Safety, and Welfare Public Safety Command Structure Program Review Fire Services Program Review Emergency Medical Services Program Review	- - -	25,000 25,000 25,000	- - -	25,000 25,000 25,000
	Operational Excellence				
02-506-101	Compensation and Benefit Plan Study	÷	50,000	50,000	-
02-506-102	Employee Handbook	-	5,000	5,000	-
02-506-103	HR Technology Upgrade Learning and Development Training Program	-	32,000 5,000	31,954 5,000	-
02-506-104 02-506-105	Communications and Marketing Strategy	-	5,000	5,000	29,000
02-506-106	Records Management	_	12,000	12,000	
02-506-107	IT Infrastruture projects	-	50,000	50,000	166,185
02-506-108	Public Communications Technology	-	-	-	-
02-506-109	City Records Digitization Program	-	-	-	26,000
02-506-110	Agenda and Minutes Software program	-	-	-	10,000
02-506-111	Ticketing with GIS compatibility	-	-	-	12,500
	Completed Projects				
02-501-561	Master Land Use Plan	60,000	-	-	-
02-501-563	Master Drainage Plan	14,164	-	-	-
02-501-567	MS4 and SSO Permitting	39,419	-	-	-
	Capital Improvement			-	
02-509-300	Land/Land Improvement	-	-	-	-
02-509-301	Bldg/Bldg Improvement	26,415	-	-	-
02-509-302	Infrastructure	10,451	110,669	110,669	-
02-509-303	Furniture and Equipment (City Hall Renovation)	-	22,600	6,600	261,000
	Total Expenditures	150,450	1,952,269	703,563	1,701,414
	Total Change in Fund Balance	886,721	(752,744)	(104,038)	(948,914)
02-400-980	Transfer to/(from) Allocated Fund Balance	-	-	-	(948,914)
	Transfer to/(from) Unallocated Fund Balance	-	<u> </u>	<u> </u>	-
	Total Change in Fund Balance	-		-	(948,914)
	Ending Fund Balance	1,110,229	202,634	1,006,191	57,276

GENERAL VEHICLE/EQUIPMENT REPLACEMENT FUND

The Governmental Vehicle/Equipment Replacement Fund is dedicated for the replacement of General Fund capital items such as fleet vehicles and heavy equipment. The purpose of the fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet.

Equipment and Vehicle Replacement						
	Actual	Budget	Estimated	Budget		
	2018-19	2019-20	2019-20	2020-21		
Revenues:						
Transfer from General Fund	215,503	230,492	230,492	290,493		
Transfer from Capital Improvement Fund	-	-	-	-		
Transfer from other General Fund Departments	-	-	-	-		
Interest Income on Investments	-	-	-	-		
Total Revenue	215,503	230,492	230,492	290,493		
Professional and Contractual Services						
Maintenance Furniture	-	-	-	-		
Maintenance Equipment	-	-	-	-		
Patrol Vehicle	-	-	-	-		
Transfer to General Fund for Purchases	159,707	292,000	288,232	240,000		
Fund Balance	-	-	-	-		
Total Professional and Contractual Services Costs	159,707	292,000	288,232	240,000		
Net Budget	55,796	(61,508)	(57,740)	50,493		

Programmed Replacements Funded b	y Equipment Replaceme	nt Fund
Programmed Purchase or Replacement	Funded From	Cost
Public Safety Vehicle replacement	Public Safety	34,000
Public Safety Vehicle replacement	Public Safety	34,000
Public Safety Vehicle outfitting	Public Safety	22,000
Public Safety Vehicle outfitting	Public Safety	22,000
Public Safety Building-Evidence Room HVAC	Public Safety	70,000
Animal Control Truck	Public Safety	34,000
Admin Vehicle	Administration	24,000
		240,000



OVERVIEW OF BONDS & DEBT SERVICE

OVERVIEW

Major capital improvements such as streets, drainage, buildings, and other facilities are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

DEBT SERVICE POLICY

For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City's debt management objective is to maintain a level of debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. Debt Limit for the City: \$1.50 of total assessed value

When the City of Fair Oaks Ranch utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

CITY OF FAIR OAKS RANCH'S BOND IS RATING:

GO

Standard & Poor's AA+

GENERAL OBLIGATION (GO) INTEREST AND SINKING FUND

This fund derives its revenue from property taxes. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund street reconstruction.

Street Bond Program:

- Bond Election 11/4/14 passed
- \$7,000,000 for a Roadway Reconstruction Project
- Major thoroughfare roads were rehabilitated
- Construction project completed during 2019

CURRENT DEBT REQUIREMENTS

The total Debt Service requirement for the City of Fair Oaks Ranch in fiscal year 2020-21 is \$550,675. Funds for the GO Debt Service expenses will come from ad valorem taxes.

The following pages detail the annual principal and interest requirements for the City's outstanding debt obligation. Through 2030, the City's General Obligation debt has a total of \$4,880,000 in principal to retire and \$628,965 in interest payments.

Governmental Debt Service Fund						
	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21		
Revenues:	2010 17	2017 20	2017 20	2020 21		
General Property-I & S	555,837	550,931	548,962	548,653		
Delinquent Property	1,341	3,000	2,590	3,000		
Penalty & Interest	4,476	1,500	2,020	1,500		
Interest Income on Investments	790	1,000	941	1,000		
Miscellaneous Income	-	-	-	-		
Total Revenue	562,444	556,431	554,513	554,153		
Expenditures:						
Bond Principal	435,000	440,000	440,000	445,000		
Bond Interest Payable	117,009	111,540	111,540	105,675		
Bond Agent Fees	400	400	400	400		
Transfer to Fund Balance	-	-	-	-		
Total Departmental Budget	552,409	551,940	551,940	551,075		



Completed Roadway-Fair Oaks Parkway



Completed Roadway-Dietz Elkhorn

STREET BOND AMORTIZATION TABLE

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
2/1/2016	390,000	1.000%	110,147.92	500,147.92	
8/1/2016	,		64,138.75	64,138.75	
9/30/2016			,	,	564,286.67
2/1/2017	425,000	1.000%	64,138.75	489,138.75	
8/1/2017	,		62,013.75	62,013.75	
9/30/2017			,	,	551,152.50
2/1/2018	430,000	1.000%	62,013.75	492,013.75	
8/1/2018	.00,000	2.00075	59,863.75	59,863.75	
9/30/2018			33,003.73	33,003.73	551,877.50
2/1/2019	435,000	1.250%	59,863.75	494,863.75	331,077.30
8/1/2019	.55,000	1.23070	57,145.00	57,145.00	
9/30/2019			37,143.00	37,143.00	552,008.75
2/1/2020	440,000	1.250%	57,145.00	497,145.00	332,000.73
8/1/2020	440,000	1.23070	54,395.00	54,395.00	
9/30/2020			34,333.00	34,333.00	551,540.00
2/1/2021	445,000	1.400%	54,395.00	499,395.00	331,340.00
8/1/2021	443,000	1.400/0	51,280.00	51,280.00	
9/30/2021			31,200.00	31,200.00	550,675.00
2/1/2022	450,000	1.500%	51,280.00	501,280.00	330,073.00
8/1/2022	430,000	1.500%	47,905.00	47,905.00	
9/30/2022			47,903.00	47,903.00	549,185.00
2/1/2023	460,000	1.600%	47,905.00	507,905.00	349,163.00
8/1/2023	460,000	1.000%	44,225.00	44,225.00	
			44,225.00	44,225.00	FF2 120 00
9/30/2023	470.000	2.2500/	44 225 00	F14 22F 00	552,130.00
2/1/2024 8/1/2024	470,000	2.250%	44,225.00	514,225.00	
• •			38,937.50	38,937.50	FF2 1C2 FO
9/30/2024	400,000	2.2500/	20.027.50	F40 027 F0	553,162.50
2/1/2025	480,000	2.250%	38,937.50	518,937.50	
8/1/2025			33,537.50	33,537.50	FF2 47F 00
9/30/2025	400.000	2.5000/	22.527.50	500 507 50	552,475.00
2/1/2026	490,000	2.500%	33,537.50	523,537.50	
8/1/2026			27,412.50	27,412.50	FF0.0F0.00
9/30/2026	500,000	2.5000/	27.442.50	527.442.50	550,950.00
2/1/2027	500,000	2.500%	27,412.50	527,412.50	
8/1/2027			21,162.50	21,162.50	E 40 E 7 E 00
9/30/2027	F4F 000	2.50001	24.462.56	F2C 4C2 F2	548,575.00
2/1/2028	515,000	2.500%	21,162.50	536,162.50	
8/1/2028			14,725.00	14,725.00	
9/30/2028	F00.000		4	F41 =0=	550,887.50
2/1/2029	530,000	2.500%	14,725.00	544,725.00	
8/1/2029			8,100.00	8,100.00	
9/30/2029					552,825.00
2/1/2030	540,000	3.000%	8,100.00	548,100.00	
9/30/2030					548,100.00
	7,000,000		1,279,830.42	8,279,830.42	8,279,830.42
		· Are			



This page intentionally left blank.



The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Services provided by the Utility Fund include Utility Administration (utility billing and collection and customer service), meter reading, water treatment and distribution, and wastewater collection and treatment. Additionally, the City intends to form a stormwater utility to address ongoing drainage infrastructure issues.

The Fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.



Elmo Davis Water Treatment Plant

UTILITIES



MISSION STATEMENT

To maintain and administrate the utilities, and provide safe, uninterrupted water, wastewater and stormwater services, while providing exemplary customer assistance to its consumers.

SCOPE OF SERVICES SUMMARY

The utility purchases the majority of its water from GBRA with other water sources provided from 40 ground water wells located throughout the City. The utility wastewater is transported and treated at the City's local wastewater treatment plant rated for .5 million gallons/day. Staff is responsible for maintaining 77 miles of water lines, 36 miles of sanitary sewer lines, 270 fire hydrants, 290 man-holes, 3,074 water services, 1,869 wastewater services, 5 water plants, 1 wastewater plant, and 6 wastewater lift stations. Additionally, the City intends to form a stormwater utility to address ongoing drainage infrastructure issues.

Another major function of the utility administration is customer service, both in person and by phone. This office works closely with field operations handling all work orders pertaining to utility service accounts, including but not limited to: service connections, disconnections, transfers, collections and related duties. The Water Quality Department is responsible for producing safe and acceptable water in accordance with state and federal health standards. The water quality team also handles the daily field

operations and maintenance of all water plants, distribution systems, water wells, and work orders. The Wastewater Department is responsible for treatment of all wastewater produced by its customers to meet all health and safety standards required by TCEQ for discharging of effluent as irrigation. The wastewater team handles the daily field operations and maintenance of the wastewater plant, collection systems, lift stations, and wastewater work orders.



City of Fair Oaks Ranch Utilities Department

Recent Accomplishments

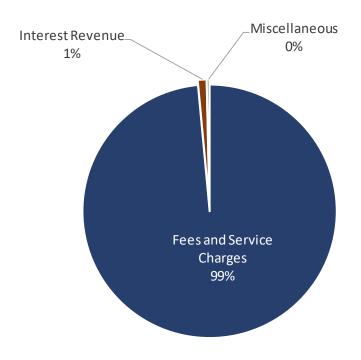
- Implemented the use of a Hydro Excavator
- Implemented a jetting unit for line cleaning
- Implemented CCTV sewer camera and manhole inspection
- Started GPS asset tracking of utility valves and manholes
- Completed yearly inspection and maintenance of all fire hydrants
- 1 employee received the TCEQ Class C water license

Consolidated Enterprise Fund Budget								
	Summary							
Water Wastewater Stormwater								
				Utility Fund Total				
Utility Revenues	3,951,644	1,168,461	282,011	5,402,116				
Utility Operating Expenses								
Personnel	836,075	709,935	-	1,546,010				
Supplies, Maintenance & Operations	1,733,967	673,994	51,028	2,458,988				
Services	117,908	82,103	17,593	217,603				
Debt Service Costs	68,074	12,966	-	81,040				
Total Utility Operating Expenses	2,756,023	1,478,998	68,620	4,303,641				
Operating Income/(Loss)	1,195,621	(310,537)	213,391	1,098,475				
Capital Outlay	1,219,588	391,250	-	1,610,838				
Transfer to Debt Service	-	-	-	-				
Non Cash Adjustments	(452,046)	161,977	-	(290,069)				
Net Income/(Loss)	428,079	(863,764)	213,391	(222,293)				

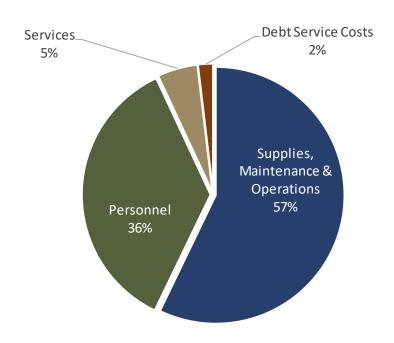
FUND DESCRIPTION:

The Utility Fund is used to account for the revenues from water, wastewater, and stormwater operating and maintenance activities and the expenses of the departments that support these activities. These departments include the water and wastewater treatment plants, the water distribution and wastewater collection, and the drainage system. This fund also funds the fleet maintenance, building maintenance and community services functions.

ENTERPRISE FUND REVENUES



ENTERPRISE FUND OPERATING EXPENDITURES





WATER UTILITY





Staffing							
Title	2017-18	2018-19	2019-20	2020-21			
Water Distribution and Quality Supervisor	1	1	1	1			
Water Operator III	-	-	2	1			
Water Operator II	2	2	-	2			
Water Operator I	-	-	1	1			
Water Utility Tech	3	3	2	1			
Total Funded Staffing	6	6	6	6			

STAFFING (UTILITY BILLING)							
Title 2017-18 2018-19 2019-20 2020-21							
Utility Billing Clerk	1	1	1	1			
Total Funded Staffing	1	1	1	1			

Performance Measure	2018-19	2019-20*
# iWorQs Work Orders Completed	857	585
# of Water Connections	3,042	3,093
Water Production/Pumpage (gallons)	172,473,383	110,466,462
Water Purchased (gallons)	318,044,000	249,010,000
#Fire Hydrants Inspected/Repaired/Replaced	333	193

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

WATER UTILITY SAP BUDGET ITEMS FOR FY 2020-21

	FINANCIAL INTEGRITY	
1.4	4 Develop Sustainable Financing Strategies aligned with service delivery expectations	
1.4.1	Develop a sustainable and equitable Water Rate	75,000
	RELIABLE AND SUSTAINABLE INFRASTRUCTURE	
3.1	Enhance & Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations	
3.1.1	Plant 2 Hydropneumatic Tank and Variable Frequency Drives	364,810
3.1.4	Replace existing waterline - Creek Crossings West	245,000
3.1.6	Build Elevated Storage Tank with Plant 3 Upgrades, System PRVs, and 12-inch waterline	323,528
3.1.18	Implement Water System EPA Risk Assessment and Emergency Response Plan	50,000
	OPERATIONAL EXCELLENCE	
5.	IT Master Plan– Hardware	
5.5.12	Update Work Order System with GIS Compatible software	6,250
5.	6 IT Master Plan– Software	
5.6.7	Define and Develop SCADA program based on build-out functional needs	150,000







WATER UTILITY OVERVIEW

Water Utility Fund					
	Actual	Budget	Estimated	Budget	
	2018-19	2019-20	2019-20	2020-21	
Water Revenues	3,868,621	3,971,147	4,205,976	3,951,644	
Water Operating Expenses					
Personnel	666,415	783,911	674,812	836,075	
Supplies, Maintenance & Operations	1,590,667	1,760,076	1,706,234	1,733,967	
Services	188,708	66,138	566,138	117,908	
Total Water Operating Expenses	2,445,790	2,610,126	2,947,184	2,687,949	
Operating Income	1,422,831	1,361,021	1,258,793	1,263,695	
Lease Interest Expense	82,729	75,522	75,522	68,074	
Capital Outlay	200,381	1,200,117	553,512	1,219,588	
Non Cash Adjustments	300,954	(574,669)	657,791	(452,046)	
Net Income/(Loss)	838,767	660,051	(28,032)	428,079	

Water Utility Operations Revenue Detail

	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Water Revenues				
Water Revenue Residential	2,651,312	2,883,483	2,883,483	2,855,194
Rebate Program	-	-	-	-
Water Debt Rate	291,140	304,738	304,738	305,227
Water Capital	240,564	244,420	244,420	243,049
Water Revenue Commercial	200,572	152,657	188,657	159,446
Water Contract Commercial	158,335	158,268	158,268	158,268
Water Revenue Non Potable	11,438	10,960	15,960	10,960
Water Service Connect Fees	36,515	34,810	44,810	34,810
Water Penalties	36,845	28,440	17,919	28,440
Water Impact Fees	162,360	107,290	298,645	107,290
Water Impact Fees - Stone Creek	-	-	-	-
Water Impact Fee-S Bar Ranch	-	-	-	-
Water Impact Fee-Oak Bend	-	-	-	-
Water Impact Fee-Enclave	-	-	-	-
Water Interest Income	60,026	35,000	35,000	35,000
Water-Bad Debts	(235)	(3,000)	(3,000)	(3,000)
Water Grant Revenue	-	-	-	-
SECO EECBG	-	-	-	-
Misc./Special Requests	1,538	3,710	710	3,710
Developers Contributions	-	-	-	-
Third Party Reimbursement	5,761	-	715	250
Permits/Variances	550	370	1,650	1,000
Credit Card Service Fee	11,901	10,000	14,000	12,000
Sale of Assets	-	-	-	-
Total Water Revenues	3,868,621	3,971,147	4,205,976	3,951,644

Water Utility Operations
Operating Expense Detail

operating Expense Detail					
	Actual	Budget	Estimated	Budget	
	2018-19	2019-20	2019-20	2020-21	
Operating Expenses					
Service Salaries	230,663	265,777	213,307	275,728	
Service Overtime	7,893	2,627	4,605	2,755	
Service Taxes - FICA	13,934	16,641	13,131	17,266	
Service Taxes - MEDICARE	3,259	3,892	3,071	4,038	
Service Workers' Comp	10,200	13,376	7,849	13,978	
Service Texas Workforce Commission	54	1,350	670	1,350	
Service Retirement	36,893	31,813	25,472	32,715	
Service Insurance	54,224	52,649	43,358	53,042	
Water Service OPEB	916	-	1,000	1,000	
Administration Salaries	224,940	294,818	269,274	324,607	
Administration Overtime	190	762	120	733	
Administration Taxes - FICA	13,356	18,326	16,605	20,171	
Administration Taxes - MEDICARE	3,124	4,286	3,884	4,717	
Administration Workers' Comp	1,052	2,616	1,535	2,796	
Administration Texas Workforce Commission	65	1,069	658	1,125	
Administration Retirement	34,784	35,034	31,672	38,219	
Administration Insurance	30,004	38,875	37,701	40,935	
Water Admin OPEB	863	-	900	900	
Uniforms	5,688	5,750	5,750	5,750	
Power	106,196	135,000	135,000	135,000	
Maintenance of Plants/Lines	98,059	115,000	115,000	100,000	
Cost of Meters	-	-	-	-	
Analysis Fees	6,742	7,400	9,700	7,400	
Chemicals	2,582	5,090	3,090	5,090	
City Management Fee	151,083	160,268	160,268	159,193	
Equipment Maintenance	10,165	12,110	12,110	12,910	
Equipment Gas & Oil	9,921	11,010	11,010	11,010	
GBRA Water Fees	1,021,530	1,097,699	1,048,199	1,083,264	

Water Utility Operations Operating Expense Detail

	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Equipment Lease	-	690	690	690
Tools & Minor Equipment	22,192	10,000	10,000	10,000
Training	8,915	9,460	9,460	9,249
Utilities & Radio	19,399	19,328	19,328	21,005
Signal & Telemetry	155	162	162	162
Water Building Maintenance	5,795	12,250	12,250	11,500
Supplies & Consumables	1,286	1,340	1,340	1,340
Vehicle Maintenance/Repair	6,800	6,500	6,500	6,500
Water Inventory Adjustment	(179)	-	-	-
Utilities & Telephone	5,232	6,309	6,309	6,277
Dues & Publications	1,461	1,056	1,056	1,128
Water Professional Services	188,708	66,138	566,138	117,908
Permit & Licenses	7,724	8,741	8,741	8,033
General Libility Insurance	11,917	25,709	19,544	25,709
Office Supplies	5,051	4,616	4,616	4,804
Travel & Meetings	5,243	6,500	6,500	7,000
Software & Computer	57,190	70,218	70,218	59,955
Recording/Reporting	56	100	100	100
Mileage	-	-	-	-
Copier Lease	-	-	-	-
Postage	361	850	872	938
Building/Equip Maintenance	632	150	150	150
Conservation Ed & Newsletter	-	250	250	250
Billing Statement Charges	3,373	3,360	3,360	3,360
Billing Postage	7,900	8,100	8,100	8,100
Water Miscellaneous	576	7,800	7,800	16,600
Credit Card Service Fee	7,623	7,260	8,760	11,500
Total Operating Expenses	2,445,790	2,610,126	2,947,184	2,687,949

Water Utility Fund
Capital, Debt and Non-Operating Detail

	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Operational Capital Outlays				
Water Operational Capital Outlays	60,414	24,089	40,436	5,000
Water Equipment Replacement Purchases	-	15,000	18,000	-
Total Operational Capital Outlays	60,414	39,089	58,436	5,000
Strategic Action Plan & Capital Outlays				
Elevated Strorage Tower	106,226	628,528	305,000	323,528
Master Water Plan	19,777	-	-	-
Project Development	-	50,000	50,000	-
Plant 2 Hydro Tank	-	45,000	45,000	364,810
Water Rate Study	-	-	-	75,000
Impact Rate Study	5,924	37,500	30,076	-
EPA Risk Assessment	-	-	-	50,000
Improve use of SCADA data	-	-	-	150,000
GIS compatible work order system	-	-	-	6,250
Creek Crossing West Water Line	8,040	400,000	65,000	245,000
Total Strategic Action Plan & Capital Outlays	139,968	1,161,028	495,076	1,214,588
Total Capital Outlays	200,381	1,200,117	553,512	1,219,588
Lease Interest Expense				
Bond Interest Cost	-	-	-	68,074
Tax Exempt Lease Interest	82,729	75,522	75,522	-
Total Lease Interest Expense	82,729	75,522	75,522	68,074
Non-Cash Adjustments				
Transfer to Vehicle/Equip Replacement Fund	59,423	30,000	30,000	45,000
Transfer from Water Operations	(59,423)	(30,000)	(30,000)	(45,000)
Transfer from Vehicle/Equip Replacement Fund	-	(19,089)	(19,089)	-
Transfer to Water Operations	-	19,089	19,089	-
Water Service Depreciation	470,709	532,948	479,991	636,292
Transfer of Assets to Balance Sheet	(174,680)	(1,107,617)	(473,436)	(1,088,338)
Transfer to Water CIP	404,925	-	-	432,158
Transfer from Water Operations	(400,000)	-	651,236	(432,158)
Transfer to Debt Service Fund	<u> </u>	<u>-</u>	<u>-</u>	<u> </u>
Total Non-Cash Adjustments	300,954	(574,669)	657,791	(452,046)
Total Non-Operating Expenses	584,064	700,970	1,286,825	835,616



Wastewater Utility



STAFFING				
Title	2017-18	2018-19	2019-20	2020-21
Wastewater and Systems Supervisor	1	1	1	1
WW Operator II	2	2	2	2
WW Operator I	-	-	-	-
WW Utility Tech	1	1	1	1
Total Funded Staffing	4	4	4	4

Performance Measure	2018-19	2019-20*
# iWorQs Work Orders Completed	82	58
# of Wastewater Connections	1,840	1,877
Solid Waste Hauled (gallons)	1,745,000	1,131,400
Effluent Treated (gallons)	92,370,189	65,462,760
#Manhole Maintenance	14	737

^{*}Numbers are through 7/20

^{**2018-19} was the first year to capture Performance Measures.

WASTEWATER UTILITY SAP BUDGET ITEMS FOR FY 2020-21

FINANCIAL INTEGRITY	
1.4 Develop Sustainable Financing Strategies aligned with service delivery expectations	
1.4.2 Develop a sustainable and equitable Wastewater Rate	75,000
RELIABLE AND SUSTAINABLE INFRASTRUCTURE	
3.2 Enhance & Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligation	ations
3.2.4 Finalize & Advance New Wastewater Treatment Plant - Regional/Local Plant Options	200,000
3.2.15 Implement Wastewater System EPA Risk Assessment and Emergency Response Plan	50,000
OPERATIONAL EXCELLENCE	
5.5 IT Master Plan– Hardware	
5.5.12 Update Work Order System with GIS Compatible software	6,250







WASTEWATER UTILITY OVERVIEW

Wastewater Utility Fund						
	Actual	Budget	Estimated	Budget		
	2018-19	2019-20	2019-20	2020-21		
Wastewater Revenues	1,127,937	1,075,001	1,217,051	1,168,461		
Wastewater Operating Expenses						
Personnel	556,212	644,490	589,622	709,935		
Supplies, Maintenance & Operations	634,933	679,738	643,573	673,994		
Services	32,346	30,804	30,804	82,103		
Total Wastewater Operating Expenses	1,223,492	1,355,033	1,264,000	1,466,032		
Operating Income	(95,555)	(280,032)	(46,949)	(297,571		
Lease Interest Expense	15,758	14,385	14,385	12,966		
Capital Outlay	525,387	318,067	305,510	391,250		
Non-Cash Adjustments	(37,794)	152,245	(502,406)	161,977		
Net Income/(Loss)	(598,905)	(764,729)	135,562	(863,763)		

Watewater Utility Operations Revenue Detail				
	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Wastewater Revenues				
Sewer Revenue Residential	830,346	830,798	830,798	857,180
Sewer Debt Rate	55,994	57,327	57,327	111,897
Sewer Capital	89,354	89,190	89,190	92,008
Sewer Revenue Commercial	4,155	4,166	4,166	4,166
Sewer Service Connect Fee	26,900	23,670	30,870	23,670
Sewer Penalties	8,476	5,270	3,322	5,270
Sewer Impact Fee	52,080	45,710	179,583	45,710
Sewer Impact Fee-S Bar Ranch	-	6,710	-	6,710
Sewer Impact Fee-<2004	-	-	-	_
Sewer Interest Income	60,751	12,000	22,000	22,000
Sewer Bad Debt	(120)	(400)	(400)	(400)
Sewer Grant Revenue	-	-	-	-
SECO EECBG	-	560	-	-
Misc/Special Requests	-	-	-	-
Third Party Reimbursement	-	-	195	250
Total Wastewater Revenues	1,127,937	1,075,001	1,217,051	1,168,461

Wate	Watewater Utility Operations					
Operating Expenses						
	Actual	Budget	Estimated	Budget		
	2018-19	2019-20	2019-20	2020-21		
Operating Expenses						
Service Salaries	189,517	199,331	181,772	221,755		
Service Overtime	3,769	2,392	4,412	2,515		
Service Taxes - FICA	11,848	12,507	15,154	13,905		
Service Taxes - Medicare	2,771	2,925	2,692	3,252		
Service Workers' Comp	7,432	10,404	6,105	11,214		
Service Taxes - SUTA/FUTA	41	900	640	900		
Service Retirement	29,894	23,909	21,499	26,346		
Service Insurance	28,908	30,566	28,853	30,934		
Service OPEB	743	-	800	800		
Administration Salaries	206,091	270,387	244,867	298,867		
Administration Overtime	190	762	285	733		
Administration Taxes - FICA	12,171	16,811	15,107	18,575		
Administration Taxes - Medicare	2,846	3,932	3,532	4,344		
Administration Workers' Comp	704	1,295	760	1,478		
Administration Taxes - SUT A/FUT A	60	956	586	1,013		
Administration Retirement	31,876	32,138	28,773	35,196		
Administration Insurance	26,561	35,276	32,986	37,309		
Administration OPEB	792	-	800	800		
Uniforms	5,210	4,150	4,150	4,150		
Power	35,934	36,350	36,350	36,350		
Maintenance Of Plant/ Lines	37,192	40,000	40,000	40,000		
Sludge Hauling	331,140	350,000	320,000	350,000		
Analysis Fees	27,346	26,000	26,000	26,000		
Chemicals	8,937	7,240	7,240	7,240		
City Management Fee	41,725	41,748	41,748	43,067		
Equipment Maintenance	7,408	6,860	6,860	7,660		
Equipment Gas & Oil	8,271	9,180	9,180	9,180		
Equipment Lease	6,240	4,500	4,500	4,500		

13,090

9,020

5,500

8,380

Tools & Minor Equipment

Training

5,500

8,380

5,500

6,901

Watewater Utility Operations Operating Expenses

	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Utilities & Radios	18,080	18,056	18,056	18,131
Signal & Telemetry	455	461	461	461
Building Maintenance	6,172	9,080	9,080	5,330
Supplies & Consumables	1,084	1,120	1,120	1,120
Vehicle Maintenance & Repairs	2,757	5,000	5,000	5,000
Inventory Adjustment	485	-	-	-
Utilities/Telephone	5,699	6,098	6,098	6,667
Dues & Publications	1,092	1,320	1,320	1,392
Professional Fees	32,346	30,804	30,804	82,103
Permits & Licenses	1,646	1,718	1,718	1,718
Liability Insurance	11,917	25,709	19,544	25,709
Office Supplies	3,322	4,181	4,181	4,369
Travel & Meetings	5,431	4,800	4,800	5,300
Software & Computers	32,628	44,640	44,640	31,376
Recording/Reporting	25	100	100	100
Sewer Postage	354	438	438	938
Adm Bldg/Equip. Maintenance	632	150	150	150
Billing Statement Charges	3,373	3,360	3,360	3,360
Billing Postage	7,900	8,100	8,100	8,100
Copier Lease	-	-	-	-
Miscellaneous	371	5,500	5,500	14,225
Total Operating Expenses	1,223,492	1,355,033	1,264,000	1,466,032

Wastewater Utility Fund Capital, Debt and Non-Operating Detail

	Actual	Budget	Estimated	Budget
	2018-19	2019-20	2019-20	2020-21
Operational Capital Outlays				
Wastewater Operational Capital Outlays	291,801	49,089	66,636	60,000
Wastewater Equipment Purchases	-	-	-	-
Total Operational Capital Outlays	291,801	49,089	66,636	60,000
Strategic Action Plan & Capital Outlays				
Solids Handling and Digester Planning	-	100,000	77,320	-
Impact Fee Study	5,924	37,500	30,076	-
Project Development	-	50,000	50,000	-
Future Wastewater Treatment Plant	14,983	81,478	81,478	200,000
Master Wastewater Plan	19,805	-	-	-
Collection Systems repairs	192,872	-	-	-
GIS compatible work order system	-	-	-	6,250
Utility Rate Analysis	-	-	-	75,000
EPA Risk Assessment	-	-	-	50,000
Total Strategic Action Plan & Capital Outlays	233,585	268,978	238,874	331,250
Total Capital Outlays	525,387	318,067	305,510	391,250
Lease Interest Expense				
OB Bond Interest Cost	-	-	-	12,966
Tax Exempt Lease Interest	15,758	14,385	14,385	-
Total Lease Interest Expense	15,758	14,385	14,385	12,966
Non-Cash Adjustments				
Transfer To Vechicle Repl. Fund	59,423	45,000	45,000	45,000
Transfer from Wastewater Operations	(59,423)	(45,000)	(45,000)	(45,000)
Transfer to Wastewater Operations	-	19,089	19,089	-
Transfer from Vehicle Repl Fund	-	(19,089)	(19,089)	-
Sewer Service Depreciation	249,082	301,334	262,786	221,977
Asset Transfer to Balance Sheet	(291,801)	(149,089)	(113,956)	(60,000)
Transfer to Wastewater CIP	4,925	-	-	72,159
Transfer from Wastewater Operations	-	-	(651,236)	(72,159)
Transfer to debt Service Fund			<u> </u>	-
Total Non-Cash Adjustments	(37,794)	152,245	(502,406)	161,977
Total Capital, Debt, and Non-Cash	503,350	484,697	(182,511)	566,193



STORMWATER UTILITY

During rain events, water can infiltrate into the ground, be intercepted by vegetation, be retained or stored in ponds and puddles, or flow overland. It is this last small fraction of runoff water that we consider stormwater. In Fair Oaks Ranch, when the intensity of rainfall increases and the ground is sufficiently saturated, flooding potential rises significantly.

The City of Fair Oaks Ranch owns a stormwater (drainage) system that includes underground storm sewer culverts and over land systems including swales, channels, and creeks. As with the City's other infrastructure systems, the City must perform maintenance and capital improvements throughout its drainage system to provide adequate function and maintain stormwater quality via its Municipal Separate Storm Sewer System (MS4) permit.

Fair Oaks Ranch has been operating for more than 30 years without allocating and funding resources to maintain the City's drainage system properly. The City is looking for funding mechanisms to improve the municipal drainage system, to upgrade drainage deficiencies, and to confirm the system is adequate moving forward.

The 2019 Master Drainage Plan identified existing and upcoming drainage needs, specifically 46 projects within the city, as well as current and future operating and maintenance requirements. The City is evaluating mechanisms to fund these needs, of which a stormwater utility is one of the proposed funding facilities.

A stormwater utility is a user-fee-based funding program for a City's drainage management activities and drainage infrastructure needs. The funding facility is authorized by Texas Local Government Code, Chapter 552.

Work will be completed in the budget year 2020-21 to determine which projects and maintenance costs will be funded, as well as how much of the costs will be funded by a stormwater utility versus property taxes.

The budget for FY 2020-21 is loosely based on half of the proforma "all in" budget developed in preliminary workshops with a consultant hired by the City. As a funding plan is established during FY 2020-21, the budget may or may not reflect the initial proformas and is dependent on whether or not a Stormwater Utility is established.

Objectives for Fiscal Year 2020-21

- Determine City's Cost of Service and 5+ Year Plan
- Determine Fee Structure and Funding of 5+ Year Plan
- **Conduct Public Hearings**
- If Stormwater Utility is chosen for funding, adopt an Ordinance
- Begin implementation of the Stormwater Utility and other Funding facilities



STORMWATER UTILITY OVERVIEW

Stormwater Utility Fund					
	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Budget 2020-21	
Stormwater Revenues	-	-	-	282,011	
Stormwater Operating Expenses					
Personnel	-	-	-	-	
Supplies, Maintenance & Operations	-	-	-	51,028	
Services	-	-	-	17,593	
Debt Service				-	
Total Stormwater Operating Expenses	-	-	-	68,620	
Operating Income	-	-	-	213,391	
Capital Outlay	-	-	-	-	
Non-Cash Adjustments	-	-	-	(15,614)	
Transfer to General Fund	-	-	-	-	
Transfer to Equipment Replacent Fund	-	-	-	15,614	
Total Non-Operating Costs	-	-	-	-	
Net Income/(Loss)		-		213,391	





ENTERPRISE VEHICLE/EQUIPMENT REPLACEMENT FUNDS

The Enterprise Vehicle/Equipment Replacement Fund is dedicated for the replacement of Enterprise Fund capital items such as fleet vehicles and heavy equipment for all of the utilities. The purpose of this fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet.

Budgeted Utility Vehicle & Equipment Purchases				
Programmed Purchase or Replacement	Fund	Funded by	Cost	
Replacement L/S Pumps (3 @ \$5k)	Wastewater	Operations	15,000	
Utility Lights	Water	Operations	5,000	
Pump	Wastewater	Operations	45,000	
			65,000	

UTILITY BOND AMORTIZATION TABLE

Period					Annual Debt
Ending	Principal	Coupon	Interest	Debt Service	Service
2/1/2021	230,000	1.010%	9,552.36	239,552.36	
8/1/2021			12,271.50	12,271.50	
9/30/2021					251,823.86
2/1/2022	315,000	1.010%	12,271.50	327,271.50	
8/1/2022			10,680.75	10,680.75	
9/30/2022					337,952.25
2/1/2023	320,000	1.010%	10,680.75	330,680.75	
8/1/2023			9,064.75	9,064.75	
9/30/2023					339,745.50
2/1/2024	320,000	1.010%	9,064.75	329,064.75	
8/1/2024			7,448.75	7,448.75	
9/30/2024					336,513.50
2/1/2025	325,000	1.010%	7,448.75	332,448.75	
8/1/2025			5,807.50	5,807.50	
9/30/2025					338,256.25
2/1/2026	325,000	1.010%	5,807.50	330,807.50	
8/1/2026			4,166.25	4,166.25	
9/30/2026					334,973.75
2/1/2027	330,000	1.010%	4,166.25	334,166.25	
8/1/2027			2,499.75	2,499.75	
9/30/2027					336,666.00
2/1/2028	335,000	1.010%	2,499.75	337,499.75	
8/1/2028			808.00	808.00	
9/30/2028					338,307.75
2/1/2029	160,000	1.010%	808.00	160,808.00	
9/30/2029					160,808.00
	2,660,000		115,046.86	2,775,046.86	2,775,046.86



This page intentionally left blank.



Advisory Boards and Commissions

Planning and Zoning Commission. The Planning and Zoning Commission (P&Z) acts as an advisory group to the City Council in required and discretionary land use matters associated with the following: Comprehensive Planning, Zoning, Subdivision Platting and other growth management initiatives related to the physical development of the City. Commission members serve three year staggered terms with no term limits. Members are appointed by the City Council.

Bobbe Barnes Linda Tom David Horwath
Douglas Leonard Dale Pearson Lamberto Balli

Frank Trapasso, Vice Chairperson

Municipal Development District Board. The Fair Oaks Ranch Municipal Development District Board (MDD) was created by voters on May 7, 2011 in accordance with Chapter 377 of the Texas Local Government Code. It began receiving a 1/2 percent sales tax in 2011 on all items in the district that are subject to the local sales tax. As a result of the MDD formation our ad valorem tax rate did not increase but these funds can now directly benefit our City and residents.

The MDD's mission is to approve funding for economic development, retention and improvement of the district, and for improvement of short and long term property values. Priorities for expenditures of resources are aligned to the City's Comprehensive Plan and the MDD's adopted mission, goals and objectives. MDD boundaries include the City of Fair Oaks Ranch and portions of the ETJ within Bexar and Kendall Counties, but not Comal County.

Al McDavid, President Brad Dutton, Vice President Laura Koerner, Secretary

Roy Elizondo, Treasurer Carolyn Knopf Nicholas DiCianni

Mike Lovelace Sarah Buckelew, Investment Officer

Christina Picioccio, City Secretary

Board of Appeals. Hears and decides appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the building codes within the City.

Jenks Boston, Chairperson Darrell White Walter Wong

Earl Hamilton, Alternate

Zoning Board of Adjustments. The Zoning Board of Adjustments is a quasi-judicial board that is charged with reviewing requests for variances. It can also make special exceptions to the terms of the Zoning Ordinance that are consistent with the general purpose and intent of the ordinance, and in accordance with any applicable rules contained in the ordinances. The Board may authorize in specific

cases a variance from the terms of a zoning ordinance if a literal enforcement of the ordinance would result in unnecessary hardship due to special conditions. A financial hardship is not a consideration.

Shane Stolarczyk Craig Matson Warren Needels

John Wall, Vice Chairperson Laurence Nichols

Capital Improvements Advisory Committee. The Capital Improvements Advisory Committee (CIAC) was established to comply with the Section 395.058 Texas Local Government Code-Chapter 395. This committee is responsible for assisting the City in development of Land Use Assumptions, Capital Improvement Plans, and reviewing of impact fees.

John Merritt, Chairman Harold Manning, Vice Chair Christopher Weigand

Fran Driskell Marcus Garcia Ben Koerner

Paul Mebane Dana Green Arthur Waterman

City Representatives: Snehal Patel, Ron Emmons, Sandra Gorski

Wildlife Education Committee. The Wildlife Education Committee (WEC) is responsible for developing a proactive program using educational materials to help us all better enjoy and coexist with the bounties of nature we are blessed to have in our community.

Bruce Nicholson, Chairman **Chris Cook Teal Harris**

Dedie Manitzas Paul Mebane **Debby Stephens**

Scott Russell

Liaisons: MaryAnne Havard, Garry Manitzas, Carole Vanzant

Communications Committee. The Communications Committee is charged with enhancing the communication efforts of the City to the citizens. This includes recommending initiatives and tools for daily communications, publicizing city events, and marketing our city.

Julie Hall Greg Buschman Laura Koerner

Candice Collins

Liaison: Joanna Merrill

Audit Committee. The Audit Committee has three goals. First, it must satisfy itself that management is maintaining a comprehensive framework of internal control. Second, it must ensure that management's financial reporting practices are assessed objectively. Third, is needs to determine that the financial statements are properly audited and that any problems disclosed in the course of the audit are resolved.

Roy Elizondo **Garry Manitzas Greg Maxton**

Liaison: Sarah Buckelew



Effective November 1, 2019

The water rate is established on a base service availability charge and various associated fees.

Water Service Availability Charge

<u>Meter Size</u>	Service Availability Charge
3/4 "	\$ 26.48

3/4	\$ 20.40
1"	\$ 28.01
1 ½"	\$ 41.02
2"	\$ 48.33
3"	\$ 62.94
4"	\$ 94.42

Tiered Volume Charges:

Residential

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

Commercial

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

Water Service Itemized Fees:

Surface Water Fee: \$13.58

Texas Commission on Environmental Quality Fee: \$0.20

Trinity Glen Rose Groundwater Conservation District Fee: varies per customer usage

Debt Service Fee: \$8.38 Capital Reserve Fund: \$6.72

Total Water Service Fees: \$ 28.88

Wastewater Service Availability: \$ 38.51

The sewer rate is established on a base service availability charge and various associated fees.

Itemized Fees:

Texas Commission on Environmental Quality Fee: \$0.06

Debt Service Fee: \$2.66 Capital Reserve Fund: \$4.12

Total Wastewater Service Fees: \$6.84

Bulk Water Rates

As of January 1, 2019 the Rates for Bulk Water have changed. All new applications for a hydrant meter will include a onetime Application Fee, a onetime Hydrant Meter Install and Disconnect Fee, and a Monthly Maintenance Fee. Itemized Fees as listed and charges for water used per the Tiered Water Usage Charges table below.

There is a separate Application for Bulk Water.

One Time Fee (Added to your first bill):

Hydrant Install & Disconnect: \$150.00 Bulk Water Application Fee: \$30.00

Hydrant Meter Monthly Maintenance Fee: \$50.00

*This fee is not Pro-rated. If a Hydrant Meter is no longer needed a Disconnect Form must be submitted by the last day of the month to avoid another charge.

Bulk Water Tiered Usage Charges:

<u>Gallons</u>	Cost per 1,000 gallons
0 to 75,000	\$5.65
Over 75,000	\$6.30

Water Service Itemized Fees:

Surface Water Fee: \$13.58

TCEQ Fee: \$0.20

Debt Service Fee: \$8.38 Capital Reserve Fund: \$6.72

Total Bulk Water Service Fees: \$28.88

(Added to all usage charges from 0 to total usage)

Definitions

Water Fees:

- Surface water: the cost of water distributed by the Guadalupe-Blanco River calculated in dollars per one-thousand gallons' times 6,000 gallons minimum.
- Texas commission of Environmental Quality (TCEQ): The annual TCEQ water fee divided by number of service connections the month payment is made to TCEQ.
- Trinity Glen Rose Groundwater Conservation District: The ratio of total monthly water produced divided by total monthly water billed times the TGRGCD prevailing rate per thousand gallons.
- Debt Service: The water portion of the total bond payment (including principal and interest) in the upcoming fiscal year divided by number of service connections as determined on June 1st.
- Capital Reserve: The budget goal divided by number of service connections as determined on June 1st.

Wastewater Rates:

Service Availability: Average of three previous fiscal year actual wastewater expenditures less debt interest divided by number of service connections as determined on June 1st.

Wastewater Fees:

- Texas Commission on Environmental Quality (TCEQ): The annual TCEQ wastewater fee divided by number of service connections the month payment is made to TCEQ.
- Debt Service: The wastewater portion of the total bond payment (including principal and interest) in upcoming fiscal year divided by number of service connections as determined on June 1st.
- Capital Reserve: The budget goal divided by number of service connections as determined on June 1st.

ORDINANCE 2020-25

ADOPTING THE CITY OF FAIR OAKS RANCH ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND OTHER MATTERS IN CONNECTION THEREWITH

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

WHEREAS, on August 6, 2020, the Council set September 17, 2020 as the date for the public hearing thereon and caused notice of such public hearing to be posted on the City's website and published in the Boerne Star pursuant to LGC §102.006 and 102.0065; and,

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

WHEREAS, pursuant to Local Government Code §102.007, the City Council, by passage of the Budget Ordinance shall adopt the budget for the ensuing fiscal year and appropriate such sums of money as the Council deems necessary to defray all expenditures of the City during the 2020-21 budget year.

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

SECTION 1. BUDGET.

- a. The City hereby approves and adopts the "Fiscal Year 2020-21 Municipal Budget", attached as Exhibit A, in all respects as the city's annual budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021.
- The City Manager may reallocate budget amounts within and between departmental accounts, but reallocation of amounts between funds must be approved by the City Council by ordinance. For purposes of this section the term "fund" refers to the Governmental Accounting definition of a fund (i.e. "General Fund", "Utility Fund", and "Debt Service Fund").
- c. In accordance to LGC §102.008(a), the adopted budget shall be filed with the City Secretary; and a copy of the adopted budget including the cover page shall be posted on the city's website.

SECTION 2. SEVERABILITY.

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

Section 3. CONFLICT OF ORDINANCES.

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

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect on the first day of October 2020.

PASSED and APPROVED on first reading this 17th day of September, 2020 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Garry Manitzas	✓		
Mayor Pro Tem Elizondo	1		
Council Member Havard	1		
Council Member Hartpence	1		
Council Member Koerner	✓		
Council Member Patel	✓		
Council Member Maxton	✓		

PASSED, APPROVED and ADOPTED on second reading, this the 24th day of September, 2020 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Garry Manitzas	1		
Mayor Pro Tem Elizondo	✓		
Council Member Havard	1		
Council Member Hartpence	1		
Council Member Koerner	1		
Council Member Patel	1		
Council Member Maxton	1		

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

APPROVED AS TO FORM

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

City Attorney

ORDINANCE 2020-26

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF FAIR OAKS RANCH, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on August 20, 2020, the City Council established a proposed ad valorem tax rate to support the proposed FY 2020-21 budget and, set September 17, 2020 as the date for the public hearing thereon and caused notice of such public hearing to be posted pursuant to Local Government Code §140.010(e)(f)and (g); and,

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

WHEREAS, on September 24, by ordinance, the Council approved the municipal budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and

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

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

SECTION 1. TAX LEVY.

- a. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of \$.3409 on each \$100 taxable valuation of property, said tax being so levied for the maintenance and operations of the General Fund of the municipal government for the 2020-21 Fiscal Year.
- b. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of \$.0326 on each \$100 taxable valuation of property, said tax being so levied for the debt service principal and interest of the Debt Service Fund of the municipal government for the 2020-21 Fiscal Year.
- c. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.14% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.40.

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

- Taxes assessed and levied under this ordinance shall be due on October 1, 2020.
- Taxes not paid on or before January 31, 2021 shall immediately become delinquent.

c. Taxes shall become a lien upon the property against which assessed, and the Bexar County Tax Office as the collector of property taxes is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.

SECTION 3. SEVERABILITY.

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

SECTION 4. EFFECTIVE DATE

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

PASSED and APPROVED on first reading this 17th day of September 2020 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Garry Manitzas	✓		
Mayor Pro Tem Elizondo	✓		
Council Member Havard	✓		
Council Member Hartpence	✓		
Council Member Koerner	✓		
Council Member Patel	✓		
Council Member Maxton	✓	1-1-2-2-1	

PASSED, APPROVED, AND ADOPTED on second reading this 24th day of September 2020 and recorded as follows:

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

ATTEST:

Christina Picioccio, City Secretary

APPROVED AS TO FORM:

Dento Navarro Rocha Bernal & Zech, P.C.,

City Attorney



Basis of Accounting & Budgeting

The City's Basis of Accounting is as follows:

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. This means that only current assets and current liabilities are generally included on the balance sheet. Revenues are recognized when susceptible to accrual (i.e. when they become measurable and available) and expenditures are recorded when the related fund liability is incurred.

Proprietary funds are accounted for using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when they are incurred. These funds are accounted for on a flow of economic resources measurement focus whereby all assets and liabilities associated with the operation of these funds are included on the balance sheet.

The City's basis of budgeting essentially follows the basis of accounting (modified accrual for government funds and full accrual for proprietary funds); however, there are exceptions, which are described below.

- A. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates (budget basis).
- B. Only amounts that will be spent or encumbered by the end of the fiscal year are recorded as expenditures (budget basis).
- C. Depreciation expense is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund (budget basis).
- D. Compensated absences (accrued but unused leave) and employee benefits are not reflected in the budget.
- E. Transfers are classified as revenues and expenditures (budget basis) rather than as "other financing sources or uses" (accounting basis).



FISCAL MANAGEMENT POLICY

The City of Fair Oaks Ranch is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of the Financial Management Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

The Financial Management Policy includes areas of accounting and fiscal reporting, internal controls, operating and capital budgeting, revenue, expense, asset, investment and debt management. The following is a summary of the major components of the Financial Management Policy.

Operating Budget

The City's "operating budget" is the annual financial operating plan and consists of governmental and proprietary funds. The City's goal is to have a balanced operating budget; whereby the appropriations for each fund do not exceed the resources available to that fund for the fiscal year.

The budget is prepared by the Finance Department with the cooperation of all city departments, and is submitted to the City Manager for review prior to presenting to City Council for approval.

Revenue Management

The City will strive to understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budget. Revenues received will be regularly compared to budget, and variances will be analyzed. One-time or non-recurring revenues will not be used for ongoing operations.

Property tax revenues will be budgeted at a minimum of 97% collection rate with a delinquency rate of 3%. Property shall be assessed at 100% of the fair market value as appraised by the appropriate Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law.

The City will seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities and customers. User-based charges and fees will be established at a level related to the cost of providing the service when possible. There will be an annual review of fees to ensure they provide adequate coverage of direct and indirect costs of services.

Water and wastewater rates will be reviewed annually by City Administration and the City Council. If necessary, new rates may be adopted in order to generate the revenue required to cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.

Expenditure Control

The level of budgetary control is at the fund level in all funds. Budget adjustments between funds must be approved by the City Council.

The City will only pay from receipts, invoices and disbursement vouchers that have the appropriate authorizing signature, total dollar amount excluding tax, and general ledger account code. All invoices will be paid 30 days of receipt in accordance with the prompt payment requirements of State law. All credit card purchases shall be in accordance with the credit card policies as defined in the Personnel Policy Manual.

Professional service expenditures will be processed through a request for qualifications as defined by the Texas local government code. The City Manager may execute any professional services contract, except for insurance, less than \$25,000 provided there is an appropriation for such contract.

A detailed list of capital expenses and projects will be prepared annually by the City Manager as part of the fiscal year budget. All departments will be involved in preparing the list of capital expenditures, and the Finance department will be responsible for recording and properly capitalizing applicable capital purchases.



Effective Fiscal Year 2020-21 the City has added the Information Technology Department, the expenses of which were previously reported in Finance and Shared Services. Comparability of budgets between fiscal years prior to 2020-21 and those after might be challenging for the newly created department.

The City has also added the Civic Center Department, which is a new cost center and was not previously reported in prior budgets.





This page intentionally left blank.

BUDGET GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to the public finance and budgeting. To help the reader of the Annual Budget document to better understand these terms, a budget glossary has been included.

ACCOUNT -A term used to identify an individual asset, liability, expenditure, revenue, encumbrance, or fund balance.

ACCOUNTING STANDARDS - The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guides the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

ACCOUNTING SYSTEM - Records and procedures which are used to classify, record, and report information on the financial status and operations of the entity.

ACCRUAL BASIS OF ACCOUNTING - A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, not withstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

ACTIVITY - A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **FUNCTION**.

ADOPTED BUDGET - An annual spending plan that is adopted by the City Council.

AD VALOREM TAXES - Taxes levied on real property according to the property's valuation and the tax rate. See PROPERTY TAXES.

AMENDED BUDGET - Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

APPRAISED VALUE (Assessed Valuation) - The value of real and/or personal property assigned by the appraiser as a basis for the levying property taxes. (Property values are established by the Bexar, Comal and Kendall County Tax Appraisal Districts.)

APPROPRIATION - A legal authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSETS - Resources owned or held by the City, which have a monetary value.

AUTHORIZED POSITIONS - Employee positions which are authorized in the adopted budget, to be filled during the year.

AUDIT - A comprehensive review of the manner in which the City's resources were actually utilized. The main purpose of an audit is to issue an opinion over the presentation of financial statements and to test the controls over the safekeeping of assets while making any recommendations for improvement where necessary. The City's annual audit is conducted by an independent auditor.

BALANCED BUDGET – A budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.

BASE BUDGET - Cost of continuing the existing levels of service in the current budget year.

BEXAR COUNTY APPRAISAL DISTRICT - An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Bexar County.

BOND - A way of borrowing money long term for capital projects. A long-term indebtedness of a specified sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate. The most common types of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BONDED DEBT - That portion of indebtedness represented by outstanding bonds.

BOND ORDINANCE - An ordinance or resolution authorizing the sale of government bonds that specifies how revenues may be spent.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them over a fixed time period, usually a year. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

BUDGET AMENDMENT – The budget may be formally amended after it has been approved.

BUDGET CALENDAR - The schedule of key dates which the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT - The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE - The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Manager.

BUDGET ORDINANCE - The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

BUDGET YEAR - The fiscal year of the City which begins October 1 and ends September 30.

CAFR – see Comprehensive Annual Financial Report

CAPITAL ASSETS - Assets of a long-term character, which are intended to continue to be held or used. Examples of capital assets include items such as land, buildings, machinery, furniture and other equipment.

CAPITAL EXPENDITURES – Defined as the charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of greater than 1 year.

CAPITAL IMPROVEMENT PROGRAM (CIP) -A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements, or the acquisition of structural improvements, and major equipment purchases.

CAPITAL PROJECTS FUND - A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

CAPITALIZED INTEREST – A portion of the proceeds of a bond issue set aside, upon issuance of the bonds, to pay interest on the bonds for a specified period of time. Interest is commonly capitalized during the construction of a revenue-producing project.

CASH BASIS OF ACCOUNTING - The basis of accounting in which transactions are recorded when cash is either received or disbursed for goods and services.

CASH FLOW – A sufficient amount of cash on hand to cover disbursement or payments that are coming due. Part of the duties of the finance director is to ensure sufficient cash is on hand or available in short term investments to meet expected disbursements.

CASH MANAGEMENT - The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

CERTIFICATE OF DEPOSIT – A deposit with a financial institution for a specified period that earns a specified interest rate.

CERTIFICATES OF OBLIGATION (CO's) - Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

CHANGE ORDERS – A change in the design or specification of an already approved capital project that often creates a need for an increased expense.

CHART OF ACCOUNTS – A way of recording revenues and expenditures that includes all transactions and that fits the organizational structure. A chart of accounts assigns a unique number to each type of transaction and to each budgetary unit in the organization.

COMAL COUNTY APPRAISAL DISTRICT - An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Comal County.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – This report summarizes financial data for the previous fiscal year in a standardized format.

CITY CHARTER - The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

COFOR - City of Fair Oaks Ranch

CONTINGENCY - A budgetary reserve set aside for emergencies or unforeseen expenditures.

CURRENT TAXES - Taxes that are due within one year.

DEBT LIMIT – The maximum amount of debt which an issuer of municipal securities is permitted to incur under constitutional, statutory or charter provisions.

DEBT RATIO – Comparative statistics showing the relationship between the issuer's total debt service obligation and the net operating income.

DEBT SERVICE FUND - The fund used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other that debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

DEFICIT - The excess of expenditures over revenues during an accounting period.

DELINQUENT TAXES - Real or personal property taxes that remain unpaid on or after February 1st of each year upon which penalties and interest are assessed.

DEPARTMENT - A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

DEPRECIATION - The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

The commitment of appropriated funds to purchase an item or service. To **ENCUMBRANCE** encumber funds means to set aside or commit funds for specified future expenditure.

ENTERPRISE FUND - A fund established to finance and account for operations

- (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
- (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EXPENDITURE - Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

EXPENSES - A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FINANCIAL REPORT – see Comprehensive Annual Financial Report

FISCAL YEAR - A 12-month period to which the annual operating budget applies. (The City of Fair Oaks Ranch has established October 1 through September 30 as its fiscal year.)

FIXED ASSETS – see *Capital Assets*

FRANCHISE FEE - A fee paid by public service businesses for the use of City streets, rights-of-way and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, water and wastewater.

FULL FAITH AND CREDIT - A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

FULL TIME EQUIVALENT (FTE) - A part-time position converted to the decimal equivalent of a fulltime position based on 2,080 hours per year, or full value of one full-time position.

FUNCTION - A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

FUND - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

FUND BALANCE - The difference between a fund's assets and its liabilities. Portion of the fund balance may be reserved for various purposes such as contingencies or encumbrances at the end of the fiscal year.

FUNDING SOURCE - Identifies the source of revenue to fund both the operating and capital appropriations.

GAAP – see Generally Accepted Accounting Principles

GASB – see Governmental Accounting Standard Board

GASB STATEMENT 34 - This Statement establishes financial reporting standards for state and local governments, including states, cities, towns, villages, and special-purpose governments such as school districts and public utilities.

GBRA - Guadalupe-Blanco River Authority

GENERAL FUND - The general operating fund of the City that accounts for the ordinary maintenance and operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Financial Services, Public Safety, Community Development, Public Works and Streets, and Parks and Recreation.

GENERAL LEDGER - A listing of various accounts, which are necessary to reflect the financial position of a fund.

GENERAL OBLIGATION (GO) BONDS - Bonds that finance a variety of public improvement projects, backed by the full faith, credit and taxing power of the City. Such bonds constitute debts of the issuer and normally require approval by election prior to issuance.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GFOA – see Governmental Finance Officers Association.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) - The authoritative accounting and financial reporting standard-setting body for governmental entities.

GOVERNMENTAL FINANCE OFFICER ASSOCIATION – Professional organization primarily of state and local government finance officers.

GOVERNMENTAL FUNDS – Funds that record the types of activities that are tax-supported and not designed to be self-supporting. Examples include General, Debt Service, and Capital Projects funds.

GRANT - Contributions of assets by one government unit or other organization to another. Grants are usually to be used or expended for specific purposes.

HOME RULE – A limited grant of discretion from state governments to local governments, concerning either the organization of functions or the raising of revenue. Without home rule, local governments are restricted to whatever functions, organization, and revenue sources are specified by the state government, and are bound by whatever limits in revenue or borrowing that state requires.

IMPACT FEES - Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

INDIRECT COST (SHARED COST) (NON-DEPARTMENTAL COST)—A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE - Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

INTEREST - Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

INTEREST RATE – The annual percentage of principal payable for the use of borrowed money.

INTRAFUND TRANSFERS - The movement of money from one fund to another in a governmental unit for specific purposes: i.e., debt service, reimbursement for services.

INTERGOVERNMENTAL REVENUE - Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

INVESTMENTS - Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

INVOICE - A bill requesting payment for goods or services by a vendor or other governmental unit.

ISSUANCE – Authorization, sale, and delivery of a new issue of municipal securities.

KENDALL COUNTY APPRAISAL DISTRICT - An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Kendall County.

LEVY - To impose taxes, special assessments, or service charges for the support of City activities.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

LIQUIDITY – Usually refers to the ability to convert assets (such as investments) into cash.

LONG-TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

MAJOR FUND – Funds whose revenues, expenditures, assets, or liabilities are at least 10 percent of corresponding total for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

MARKET VALUE – Valuing the inventory of held securities at its current market value, as opposed to book value.

MODIFIED ACCRUAL ACCOUNTING - A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.

NET ASSETS – In the proprietary and fiduciary funds this is the difference between assets and liabilities.

ORGANIZATIONAL CHART - A graphic presentation, by function of programs and services.

OPERATING BUDGET - Operating budgets serve many purposes within a governmental entity, but they have two primary purposes:

- (1) to plan the services that are going to be offered during the coming year and set priorities;
- (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **BUDGET**.

ORDINANCE - A formal legislative enactment by the governing board of a municipality.

PER CAPITA DEBT – The amount of an issuer's debt divided by population, which is used as an indication of the issuer's credit position by reference to the proportionate debt borne per resident.

PERFORMACE MEASURE - Data collected to determine how effective or efficient a program is in achieving its objectives.

PERSONNEL COSTS - Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

PROPERTY TAX - Ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

PROPRIETARY FUNDS - see ENTERPRISE FUND

PUBLIC HEARINGS - Meetings that provide citizens an opportunity to voice their views on the merits of the City's proposals and services.

PURCHASE ORDERS – An agreement drawn up to buy goods and services from a specific vendor with a promise to pay when delivered.

REAL PROPERTY - Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

REFUNDING BONDS - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

REPLACEMENT COST – The cost as of certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

REQUEST FOR BID (RFB) - A formal document used to invite vendors to submit pricing in response to a clearly defined set of requirements.

REQUEST FOR PROPOSAL (RFP) - An official request for proposals to be submitted to the City to perform specified services.

RESERVES - An account used to indicate that a portion of a fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

RESOLUTION - A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

RETAINED EARNINGS - The equity account reflecting the accumulated earnings of the Proprietary Funds.

REVENUE - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

SERVICES -Operational expenses related to professional or technical services and other outside organizations.

SPECIAL ASSESMENT - Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) - Electronic monitoring of water pump stations, sewer lift stations and pumps and motors at wastewater treatment plant.

SURPLUS - The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent form the context. See also Fund Balance.

TAX BASE - The total value of all real, personal and mineral property in the City as of January $\mathbf{1}^{st}$ of each year, as certified by the Bexar, Comal and Kendall County Appraisal Districts. The tax base represents net value after all exemptions.

TAX EXPENDITURES – Abatements, partial of full exemptions, tax credits, deductions or other foregone tax revenues.

TAX LEVY - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

TAX LEVY ORDINANCE - An ordinance by means of which taxes are levied.

TAX RATE - The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

TAX ROLL - The official list showing the amount of taxes levied against each taxpayer or property.

TRANSFERS IN/OUT - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

USER CHARGES - The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

UNENCUMBERED FUND BALANCE - For budget purposes, the unencumbered fund balance is the amount of unassigned fund balance of a fund available for allocation.

UNRESERVED FUND BALANCE - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

UTILITY FUND - This fund accounts for water, sewer and services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, and maintenance, financing and related debt service, and billing and collection.

WORKING CAPITAL - For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.