



## **NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF BURNET**

Notice is hereby given that a **Regular City Council Meeting** will be held by the governing body of the City of Burnet on the **28<sup>th</sup> day of March, 2023**, at **6:00 p.m.**, in the City of Burnet Council Chambers located at 2402 S. Water Street (Hwy. 281 South, Burnet Municipal Airport) Burnet, TX.

The City of Burnet City Council Meeting will be available for live viewing via the following media connections.

City of Burnet Facebook Page: <https://www.facebook.com/cityofburnet>

City of Burnet Website via Zoom as follows:

<https://us02web.zoom.us/j/81278669602>

Or One tap mobile :

US: 8778535257,,81278669602# (Toll Free) or 8884754499,,81278669602# (Toll Free)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 812 7866 9602

International numbers available: <https://us02web.zoom.us/j/81278669602>

The Zoom connection is a live broadcast viewing option only. The option for comments will not be available.

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

The following subjects will be discussed, to wit:

**CALL TO ORDER:**

**ROLL CALL:**

**INVOCATION:**

**PLEDGES (US & TEXAS):**

**1. SPECIAL REPORTS/RECOGNITION:**

1.1) Fire Department Quarterly Report: M. Ingram

1.2) Public Works & Development Services Quarterly Report: C. Kehoe-Pearson

1.3) February 2022 Financial Report: P. Langford

## **2. CONSENT AGENDA:**

2.1) Approval of the March 14, 2023 Regular City Council Meeting minutes

## **3. PUBLIC HEARINGS/ACTION: None.**

## **4. ACTION ITEMS:**

4.1) Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING ORDINANCE 2022-38; THE ORIGINAL BUDGET ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 FOR THE CITY OF BURNET, TEXAS, FUNDING ACCOUNTS IN BUDGET DUE TO UNFORESEEN SITUATIONS; CONTAINING FINDINGS; PROVIDING FOR SAVINGS AND SEVERABILITY: P. Langford

4.2) Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS APPROVING THE PURCHASE OF A 2022 ALL WHEEL DRIVE TRANSIT VAN FROM SOUTHWEST AMBULANCE SALES FOR THE BURNET FIRE DEPARTMENT. M. Ingram

4.3) Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING THE SUBMISSION OF A 2023/2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND: E. Belaj

4.4) Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: A. Feild

4.5) Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET ADOPTING/REAFFIRMING REQUIRED COMMUNITY DEVELOPMENT BLOCK GRANT CIVIL RIGHTS POLICIES: A. Feild

4.6) Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET ACCEPTING THE COMMUNITY-WIDE FAIR HOUSING ANALYSIS FOR THE CITY OF BURNET TEXAS AS A COMPONENT OF THE

CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: A. Feild

4.7) Discuss and consider action: Award Request for Proposal (RFP) 2023-001 Street Fog Seal Maintenance Project bid and authorize the City Manager to execute the contract: E. Belaj

**5. REQUESTS FROM COUNCIL FOR FUTURE REPORTS:** In accordance with Resolution 2020-28 Council Members may request the City Manager to prepare and present future reports on matter of public interest.

**6. ADJOURN:**

Dated this 24<sup>th</sup> day of March, 2023

**City of Burnet**

**Mayor Crista Goble Bromley**

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the governing body of the above named City, BURNET, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said City, BURNET, TEXAS, a place convenient and readily accessible to the general public at all times, and said NOTICE was posted on March 24, 2023 at or before 6 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Kelly Dix, City Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:**

*The City of Burnet Council Chambers is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's office (512.756.6093) at least two working days prior to the meeting. Requests for information may be faxed to the City Secretary at 512.756.8560.*

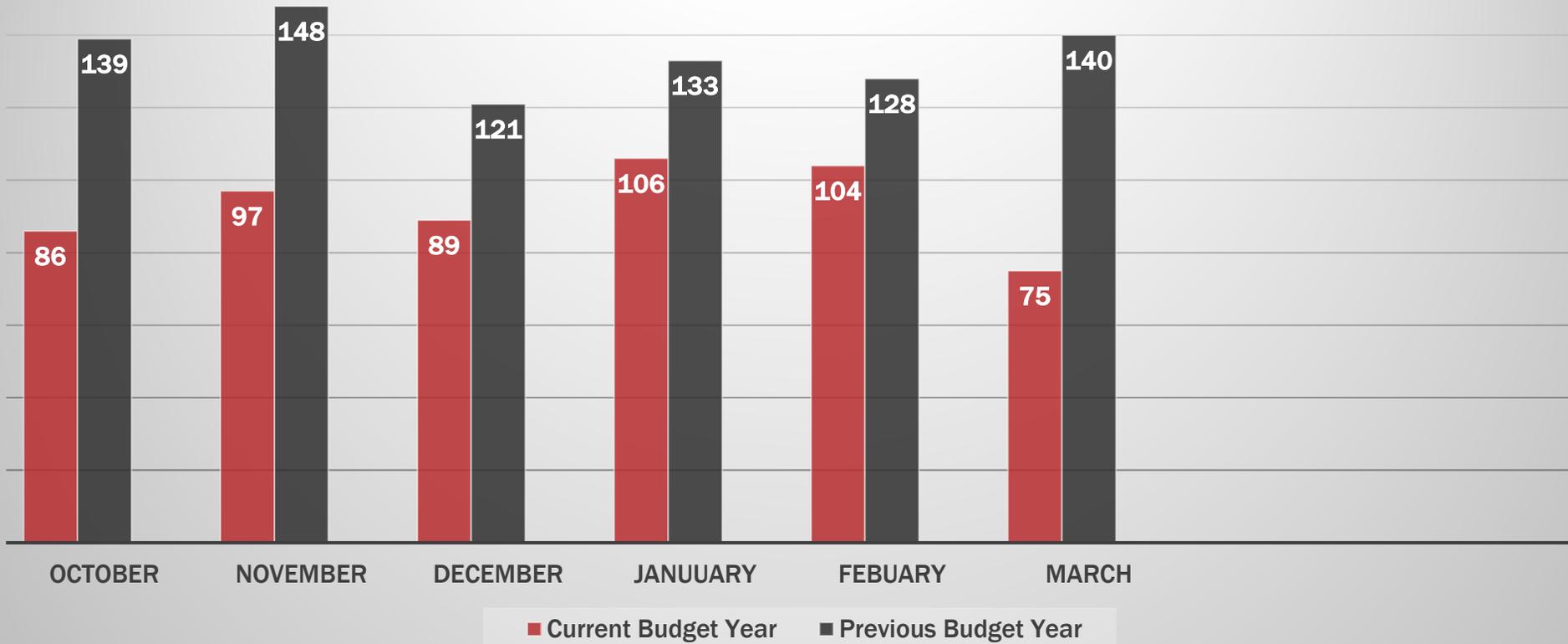
**RIGHT TO ENTER INTO EXECUTIVE SESSION:**

*The City Council for the City of Burnet reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).*

# Fire Department



## Hospital to Hospital Transports





# Engine 1





Engine 3



# Transport Van



## A-shift

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Basic (Filled)

Basic (Filled)

Basic (Filled)

Basic (Filled)

## B-shift

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Paramedic (Filled)

Basic (Filled)

Basic (Filled)

Basic (Filled)

Basic (Filled)

## C-shift

Paramedic (Filled)

Paramedic (Filled)

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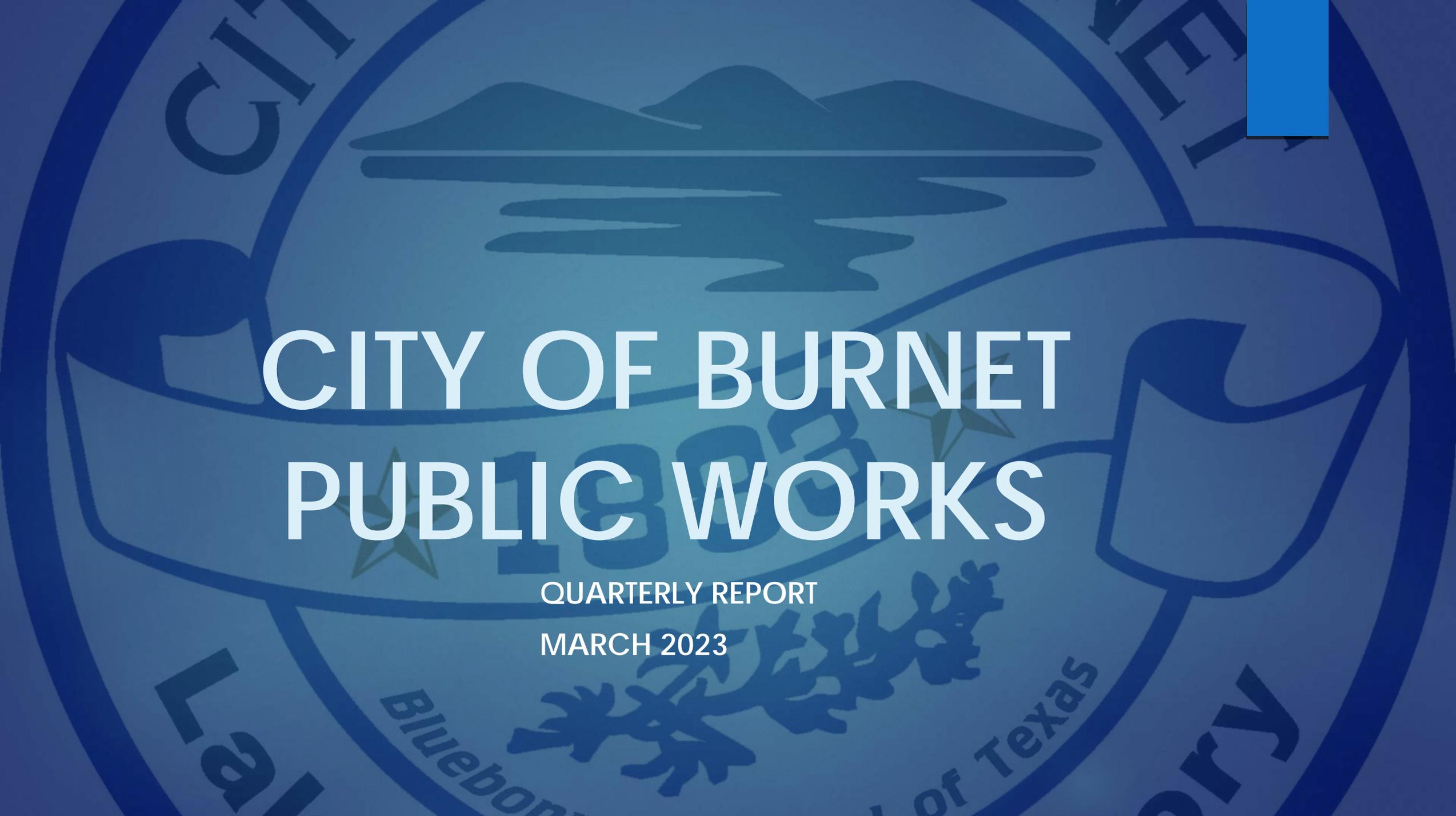
Basic (Filled)

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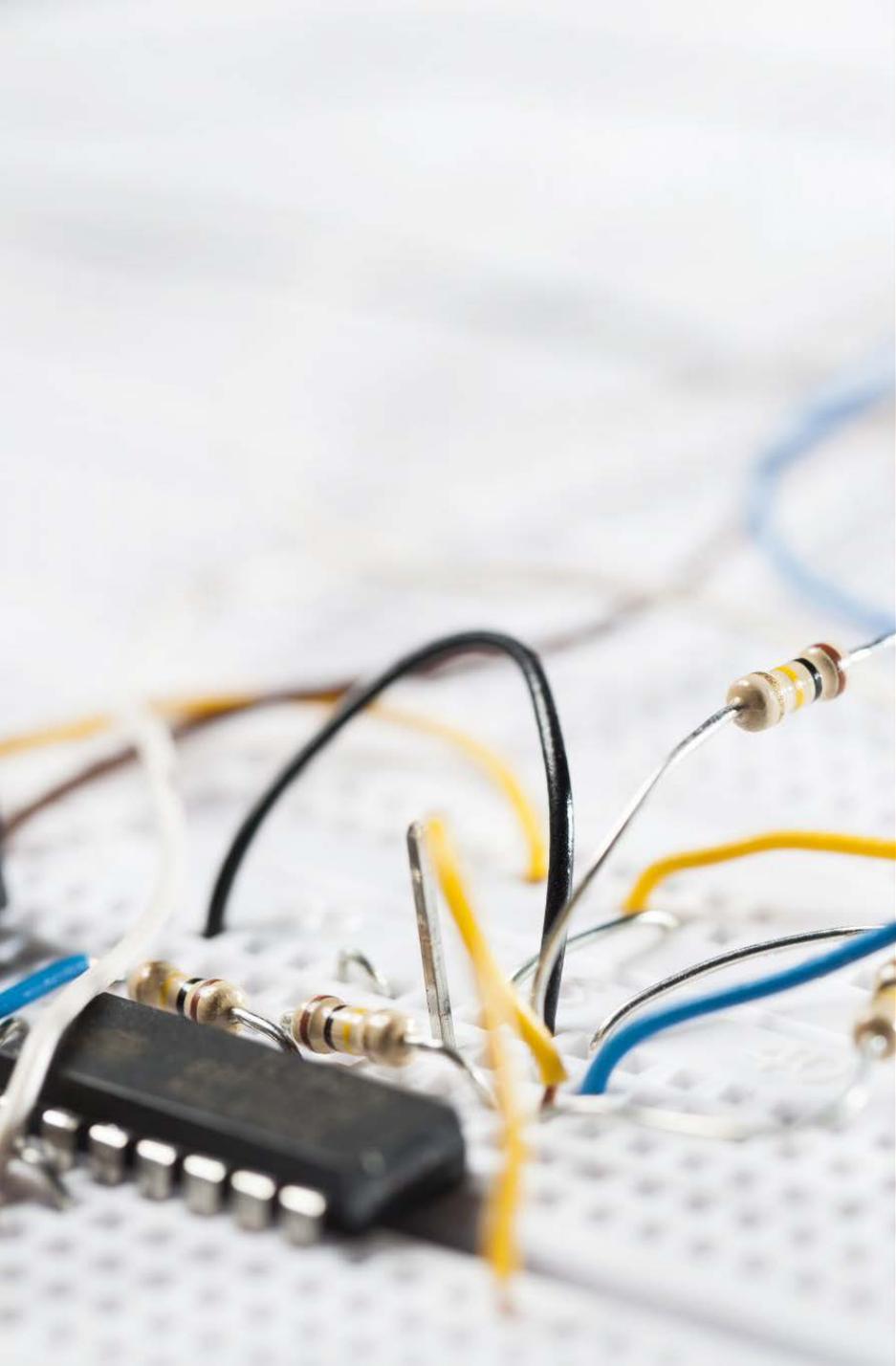
# Employee Staffing Levels



CITY OF BURNET  
PUBLIC WORKS

QUARTERLY REPORT

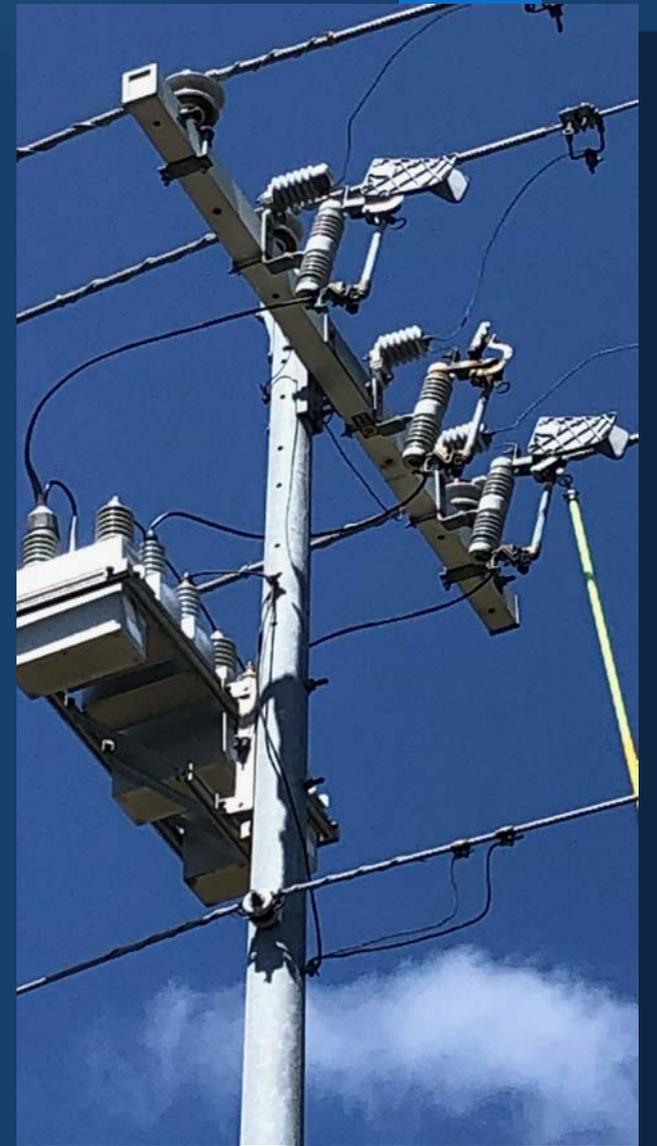
MARCH 2023



# ELECTRIC DEPARTMENT



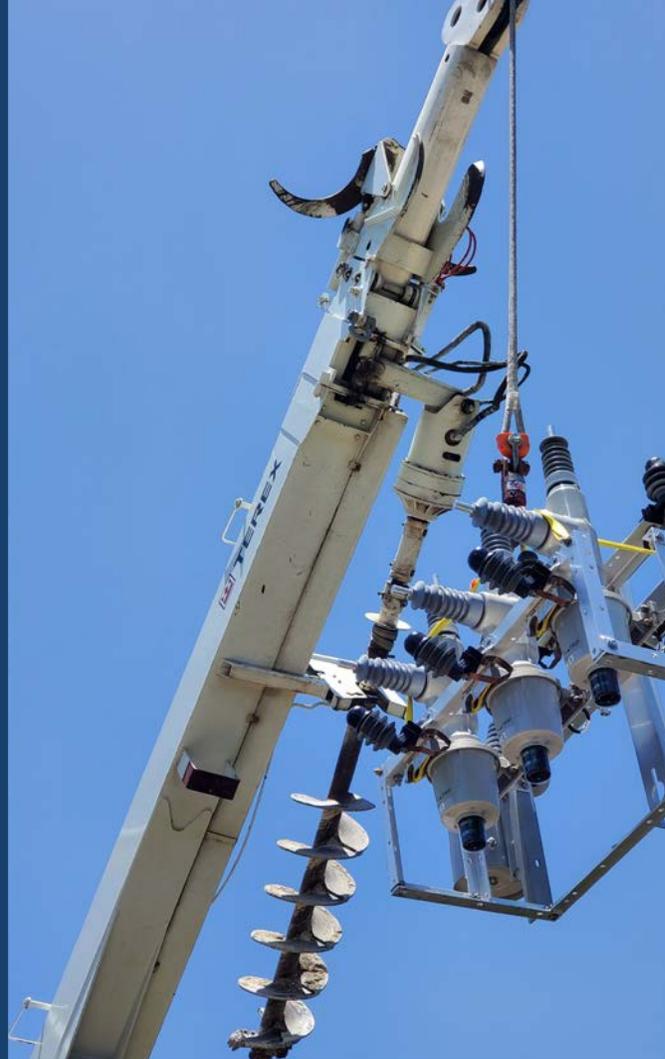
# ONGOING DISTRIBUTION SYSTEM MAINTENANCE





# EFFICIENCY MAINTENANCE

- REPLACING OLD FAULTY EQUIPMENT
- WORKING ON THE DEFICIENCY MAP



# RECLOSERS FOR DEPLOYMENT & SECTIONALIZATION

- PERFORMING STAFF TRAINING, PROGRAMMING AND OPERATIONS WITH PEC



# PROJECTS

- POLE RELOCATION AT 963 & WOOD COMPLETE
- 1801 S WATER BU500 POLE LINE RELOCATION COMPLETE
- STUDENT ACTIVITY CENTER IS ALMOST COMPLETE
- HEB EXPANSION AND RENNOVATION TRANSFORMER COMPLETE
- INSTALL RECLOSURES AND TRIP SAVERS
- CREEKFALL AND WESTFALL SUBDIVISIONS COMING SOON

We had 5 main outages with a total of 149 customers out of power

The average time for a customer to be without power was roughly 1-3 hours

PRO: Several customers approached the crew in the field thanking us

ISSUE: Tires on our 4X4 bucket truck were not made for off-road.  
SOLUTION: We have appropriate tires ordered

Issue: Crew having to answer phones in the field. SOLUTION: Evaluating outage maps and dispatch software systems

OBSERVATION: Most of the problem areas are the same areas that the customer does not want us to cut their trees

## ▶ 2023 ICE STORM RESPONSE





# WATER/ WASTEWATER DEPARTMENT

# EMERGENCY PREPAREDNESS PLAN

- ▶ Collaboration with Engineering
  - ▶ Inks Lake WTP Genset
    - ▶ Genset Slab Completed
    - ▶ Generator is ordered
    - ▶ Estimated completion date is October 2023



# INKS LAKE WTP ZEBRA MUSSELS

- ▶ Zebra Mussels are established at the Inks Lake Raw Water Intake Structure
- ▶ Physical removal by underwater diving contractor
  - ▶ \$17,000
- ▶ Physical removal by city crews
  - ▶ Replace 24" butterfly valve in wet well to allow draining of wet well – waiting on quote



# WATER FILL STATION

2022 REVENUE \$39, 000



# CAPITAL PROJECTS

## > Currently With Engineer

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1. Delaware Creek Lift Station Pump Upgrade
2. Eagles Nest Pumpstation
3. East Tank Pumpstation

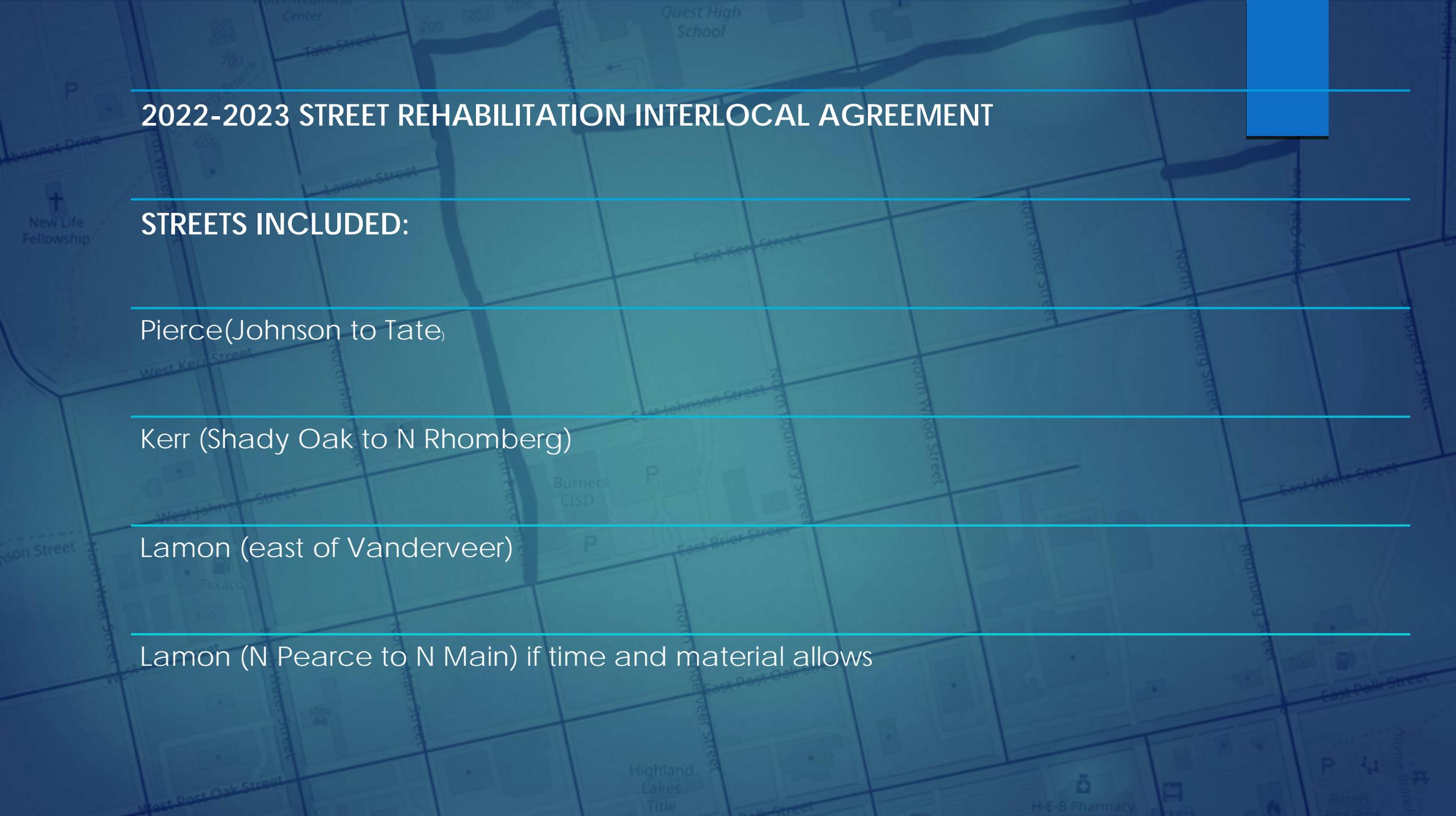
Working with Design Engineer and City Engineer to gather information and assist in conceptual planning.







# STREET DEPARTMENT



# 2022-2023 STREET REHABILITATION INTERLOCAL AGREEMENT

## STREETS INCLUDED:

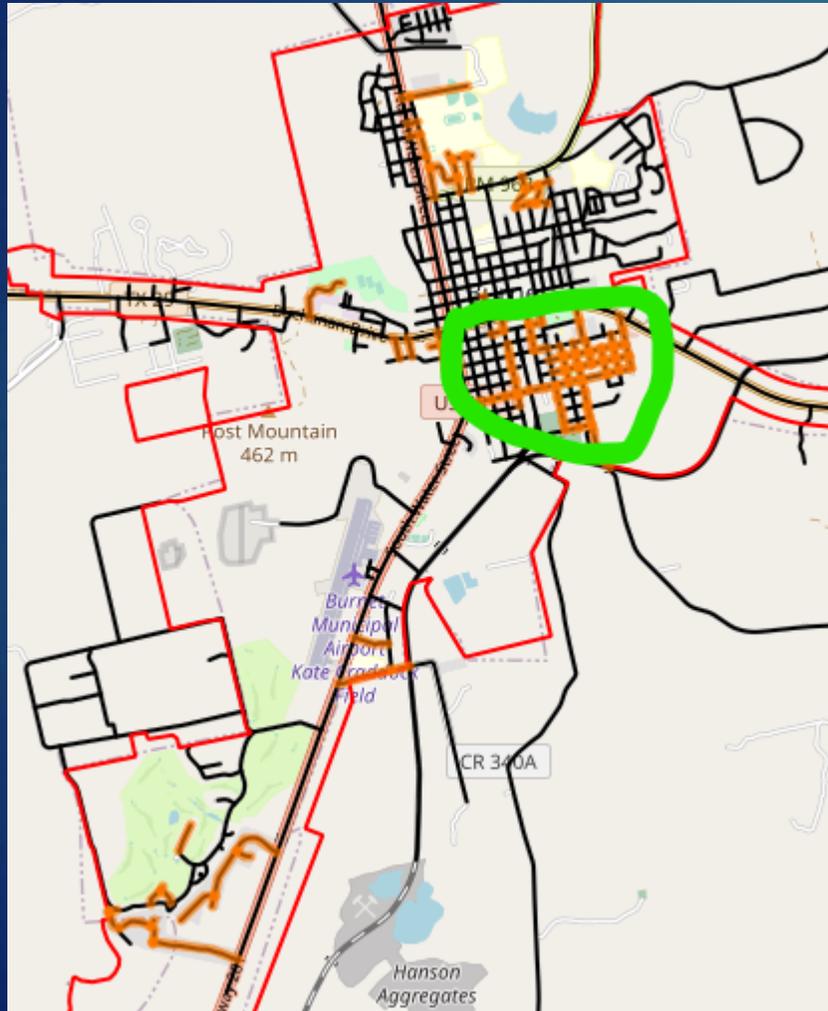
Pierce (Johnson to Tate)

Kerr (Shady Oak to N Rhomberg)

Lamon (east of Vanderveer)

Lamon (N Pearce to N Main) if time and material allows

# CRACK SEALING 2023



Crack sealing is preventative maintenance

Crack sealing is ongoing on streets targeted by Engineer for pavement sealers in Spring 2023

Crack sealing completed in highlighted area totalling approximately 22,500 lbs of material and 157,500 linear feet of cracks (apprx. 30 miles)



# PAVEMENT PATCHING

Patching in areas slated for 2022-23 maintenance

Some places are severe enough where they cannot be sealed but asphalt is removed and replaced. Example below on Rhomberg.



## STREET SIGN, STOP and YIELD SIGN REPLACEMENTS

16 stop and/or yield  
signs replaced  
since December 1<sup>st</sup>  
2022.

Staff is conducting  
a Sign Condition  
Survey for  
budgeting and  
planning purposes

Approximately 80 signs  
identified as needing  
replacement. Currently  
putting signs into a  
database for creating of  
an Sign Condition Index  
for biannual review.





# PARKS DEPARTMENT



# Hamilton Creek Tree trimming East Side from SH29 to Pedestrian Bridge





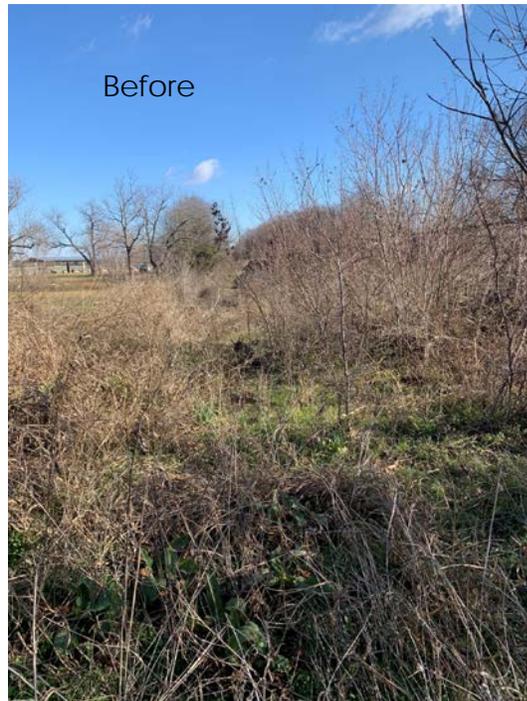
"T'WAS THE SEASON"

TDCJ-ELLEN HALBERT UNIT  
Community Work  
Projects: Services provided to  
city and county agencies,  
local school districts, and  
Texas Parks and Wildlife.

- ▶ Services were suspended in 2020 due to COVID.
- ▶ This service resumed January 18th
- ▶ These project services provide assistance with improvements and maintenance of the City of Burnet's Park System
- ▶ Services to Burnet have historically included: Painting, weed eating, tree trimming, Christmas lights installation and removal, creek clearing and litter abatement



# TDCJ Service Assistance Project Example: Galloway Hammond: Behind Parks maintenance building



City of Burnet /  
Texas Parks  
and Wildlife

TROUT  
STOCKING  
PROGRAM  
AND FAMILY  
FISHING DAY  
Friday Jan.  
13<sup>th</sup>, 2023

750 rainbow  
trout released  
into Hamilton  
Creek Park





Thank you!  
Questions?

March 28, 2023

# Development Services - Quarterly Report



# Residential Permits



Permit Type

January  
February  
March

New  
Residential

16

Other Residential

53



# Plat Review:

3 Minor Plats

2 Preliminary Plats



Submitted  
Reviewed  
Approved



Submitted  
Under Reviewed

# Site Construction Plans

2 approved:

Hill Country Children's  
Advocacy Center

Seven Lakes Dental (Buchanan  
Dr)

1 under review:

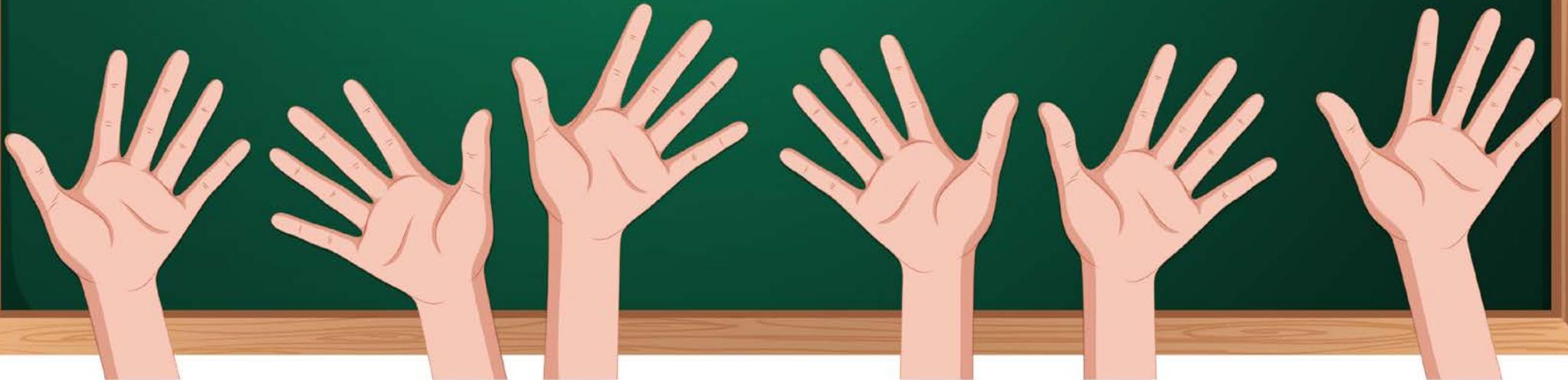
Sunday Drive Commercial  
Development



- Customer Service Inquiries:
- Avg. 16.25 phone calls/day = 325 calls in a working calendar
- Emails
- Walk-in customers



Questions?





# CITY OF BURNET

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## FINANCIAL REPORT

FYTD February 2023

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*Bluebonnet Capital of Texas - Lakes, Hills, History*



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*Other Funds .....15*

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## GENERAL FUND

The General Fund ended the period with a profit of \$2,153,949 and in total their revenues and expenses are performing well compared to the budget.

The General Fund's primary revenues include:

- **Property tax collections** – ended the period at 95% of budget and increased by \$446,845 over the same period last year.
- **Sales tax collections** – ended the period at 41% of budget and decreased by (\$15,392) over the same period last year.
- **EMS transfer collections** – ended the period at 36% of budget and decreased by (\$137,837) over the same period last year.
  - Collections are tracking under budget because EMS transfer call volume is down 14% mainly because of hospital staff shortages.
- **Transfers In from other funds** – ended the period at 39% of budget and increased by \$150,457 over the same period last year.

Total expenditures ended the period on track at 40% of budget.

## GOLF COURSE

The Golf Course ended the period with a profit of \$199,489 which is a \$73,378 improvement over the same period last year because of increasing revenues.

Total revenues ended the period at 47% of budget and have increased by over \$114,000 compared to last year mainly due to increases from green fees/cart rentals, new members, new tournaments and other revenues which include rebates from early order chemical and fertilizer programs and interest income. Rounds played have increased just over 2% from last year and the average green fee revenue per round is \$39.68 which is an increase of \$1.99 over last year.

Operating Expenses are tracking below the straight-lined average at 38%.

## ELECTRIC FUND

The Electric fund ended the period with a profit of \$142,967.

Total revenues ended the period on track at 39% of budget and consumption is running consistent with last year.

Total expenses ended the period at 38% of budget which is on track for the period.



CITY OF BURNET  
FYTD FEBRUARY FINANCIAL SUMMARY

FY 2023

### WATER/WASTEWATER

The Water/Wastewater fund ended the period with a profit of \$80,312.

Total revenues are on track and ended the period at 39% of budget. Compared to last year, total revenues have increased mainly due to increasing water sales because of increasing consumption.

Total expenses are on track and ended the period at 40% of budget. Compared to last year, expenses have increased mainly because of personnel costs. Last year, the department had several vacancies but this year they have been fully staffed for the majority of the year.

### AIRPORT (Restricted Fund)

The Airport fund ended the period with a profit of \$32,856. Their revenues and expenses appear to be tracking as expected since the new Fixed Base Operator (FBO) contract went into effect on January 1, 2023.

Prior to January 1, the Airport Fund was operated under the "Interim" FBO contract. Because the original budget was based on the new FBO contract going into effect on October 1st, staff is in the process of amending the budget to reflect the contract changes.

### CASH RESERVES

The total "Unrestricted" cash reserve balance for the city as of February 28, 2023, was \$8,386,690. That is **\$3,739,690** above our 90-day required reserve amount.

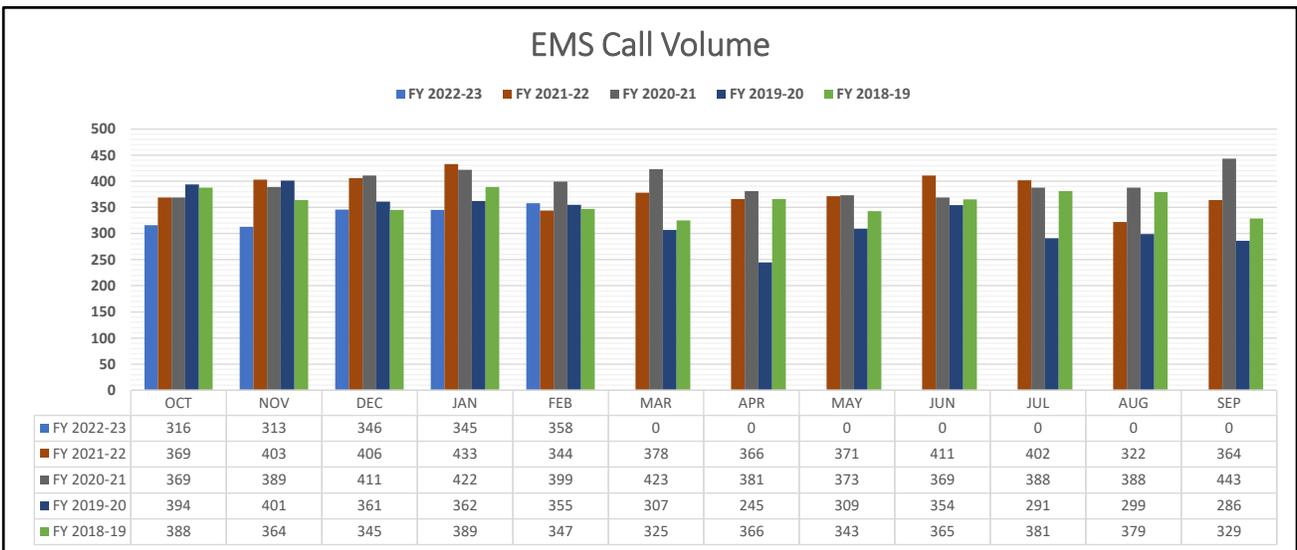
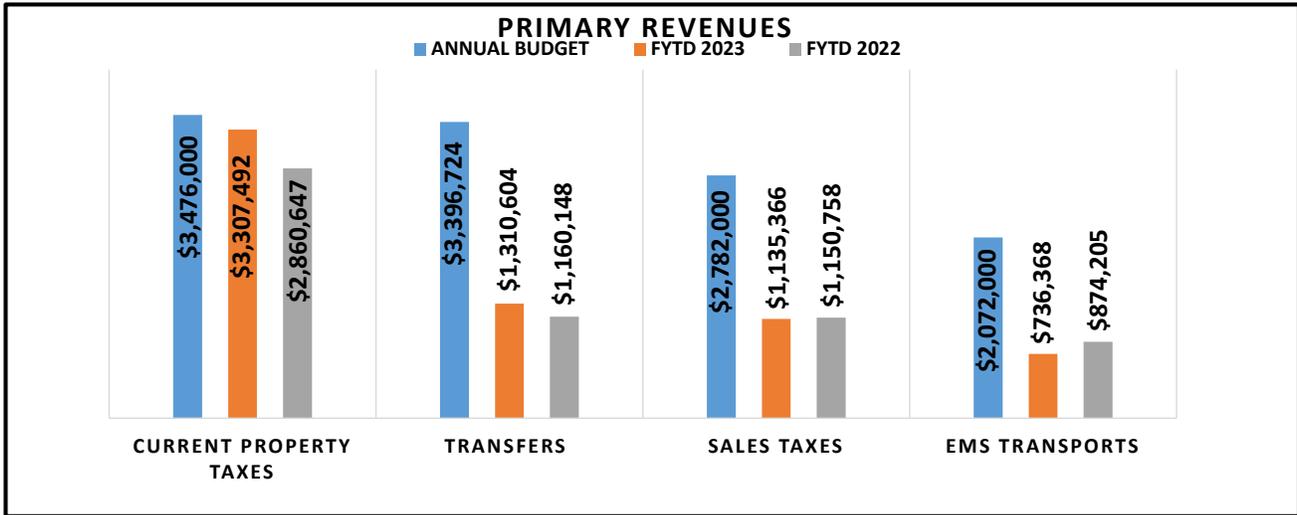
The total "Restricted by Council" cash reserve balance for the city as of February 28, 2023, was \$3,538,915.

# GENERAL FUND DASHBOARD

FYTD FEB 2023

## CURRENT RESULTS COMPARISON

	ORIGINAL BUDGET	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD FEB 2022	% OF BUDGET
REV	\$ 14,766,308	\$ 7,938,189	54%	\$ 13,098,563	\$ 7,258,261	55%
EXPENSES	14,305,521	5,784,239	40%	12,641,112	5,196,205	41%
PROFIT (LOSS)	\$ 460,787	\$ 2,153,949		\$ 457,451	\$ 2,062,056	



	Transports		
FYTD 2023		1,678	
FYTD 2022		1,955	
Increase (Decrease)		(277)	-14%

City of Burnet, Texas  
 General Fund  
 Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Unaudited)  
 FYTD FEB 2023

<i>41.66% of year complete</i>						
	ORIGINAL BUDGET 2022-2023	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	PY ACTUAL FYTD FEB 2022	% OF BUDGET
<b>REVENUE</b>						
Ad valorem taxes	\$ 3,476,000	\$ 3,307,492	95%	\$ 2,980,000	\$ 2,860,647	96%
Sales taxes	2,782,000	1,135,366	41%	2,438,000	1,150,758	47%
Interfund Transfers	3,396,724	1,310,604	39%	3,023,893	1,160,148	38%
EMS Transfers	2,072,000	736,368	36%	1,900,000	874,205	46%
Franchise and other taxes	162,000	181,787	112%	155,000	113,924	73%
Court Fines and Fees	140,000	68,157	49%	130,000	49,503	38%
Grants & Donations	9,500	1,824	19%	10,200	9,336	92%
Licenses & Permits	153,300	76,870	50%	132,200	76,502	58%
Charges for Services	2,369,684	924,145	39%	2,199,595	851,579	39%
Other Revenue	205,100	195,575	95%	129,675	111,659	86%
Use of Fund Balance	-	-		2,028,500	563,669	28%
<b>Total Revenue</b>	<b>\$ 14,766,308</b>	<b>\$ 7,938,189</b>	<b>54%</b>	<b>\$ 15,127,063</b>	<b>\$ 7,821,930</b>	<b>52%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 14,766,308</i>	<i>\$ 7,938,189</i>	<i>54%</i>	<i>\$ 13,098,563</i>	<i>\$ 7,258,261</i>	<i>55%</i>
<b>EXPENDITURES</b>						
Personnel Services	\$ 9,592,515	\$ 3,850,844	40%	\$ 8,251,268	\$ 3,297,776	40%
Supplies & Materials	591,175	211,836	36%	456,150	211,297	46%
Repairs & Maint	612,211	244,738	40%	507,200	182,380	36%
Contractual Services	2,102,170	860,193	41%	2,080,259	907,117	44%
Other Designated Expenses	686,568	312,985	46%	589,559	310,524	53%
Transfers to Self-funded	514,037	214,182	42%	486,909	202,878	42%
Capital Outlay	-	-		-	11,765	
Transfers to Golf Admin	206,845	89,461	43%	269,767	72,468	27%
Sub-total	<b>\$ 14,305,521</b>	<b>\$ 5,784,239</b>	<b>40%</b>	<b>\$ 12,641,112</b>	<b>\$ 5,196,205</b>	<b>41%</b>
<b>CAPITAL/OTHER EXP (USES OF FUND BAL)</b>						
Transfers - Capital/Other Uses of FB	-	-		\$ 2,028,500	\$ 563,669	28%
	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,028,500</b>	<b>\$ 563,669</b>	<b>28%</b>
<b>Total Expenditures</b>	<b>\$ 14,305,521</b>	<b>\$ 5,784,239</b>	<b>40%</b>	<b>\$ 14,669,612</b>	<b>\$ 5,759,874</b>	<b>39%</b>
<i>Total Expenditures less Capital/Other</i>	<i>\$ 14,305,521</i>	<i>\$ 5,784,239</i>	<i>40%</i>	<i>\$ 12,641,112</i>	<i>\$ 5,196,205</i>	<i>41%</i>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 460,787</b>	<b>\$ 2,153,949</b>		<b>\$ 457,451</b>	<b>\$ 2,062,056</b>	

**KEY VARIANCES - BUDGET vs ACTUAL (41.66% of Year Complete)**

**Revenues**

- The majority of property taxes are collected in December and January of each year. Collections are on track for The period.
- EMS Transfer Revenues are tracking below the average run rate because ems call volume is down 14% compared to last year.  
Per the Fire Chief, there is a nursing shortage which is impacting the hospital transfer requests.
- Franchise fee revenues are tracking higher than expected because of the timing of collections (paid quarterly and annually) and increases in franchise fee revenues.
- Grant revenues are tracking below the average run rate because of the timing of the grants. PD grants are not expected to be collected until April.
- Licenses & Permits are tracking higher than the average mainly because of an increase in Inspection Fees from Construction Projects.  
Subdivision inspection fees collected were higher than anticipated.
- Other Revenues are tracking higher than expected mainly because of increased interest income and insurance claim receipts.

**Expenditures**

- See Expenditures by Department/Category for more detail.

City of Burnet, Texas  
 General Fund  
 Expenditures by Department/Category  
 FYTD FEB 2023

41.66% of year complete

	ORIGINAL BUDGET			ACTUAL			PY BUDGET			
	2022-2023			FYTD FEB 2023			2021-2022			
					% OF BUDGET				% OF BUDGET	
<b>EXPENDITURES (Less transfers to capital/other):</b>										
<b>City Council</b>										
Supplies & Materials	\$	2,000	\$	23	1%	\$	1,000	\$	355	35%
Repairs & Maint		1,000		126	13%		1,000		274	27%
Contractual Services		7,020		2,447	35%		6,720		2,650	39%
Other Designated Expenses		8,575		4,895	57%		5,575		7,825	140%
<b>Total Expenditures</b>		<b>18,595</b>		<b>7,491</b>	<b>40%</b>		<b>14,295</b>		<b>11,104</b>	<b>78%</b>
<b>General Administration</b>										
Personnel Services		1,277,069		502,332	39%		1,168,369		456,991	39%
Supplies & Materials		21,700		8,478	39%		27,000		10,117	37%
Repairs & Maint		91,000		33,740	37%		80,000		28,651	36%
Contractual Services		260,303		124,440	48%		236,995		113,070	48%
Other Designated Expenses		423,581		204,395	48%		398,234		200,721	50%
Transfers for Golf Admin		206,845		89,461	43%		269,767		72,468	27%
<b>Total Expenditures</b>		<b>2,280,498</b>		<b>962,846</b>	<b>42%</b>		<b>2,180,365</b>		<b>882,017</b>	<b>40%</b>
<b>Municipal Court</b>										
Personnel Services		73,658		30,378	41%		70,974		30,971	44%
Supplies & Materials		675		42	6%		750		496	66%
Repairs & Maint		8,500		-	0%		8,500		51	1%
Contractual Services		15,300		6,860	45%		14,800		6,649	45%
Other Designated Expenses		5,050		3,003	59%		4,350		1,835	42%
<b>Total Expenditures</b>		<b>103,183</b>		<b>40,282</b>	<b>39%</b>		<b>99,374</b>		<b>40,001</b>	<b>40%</b>
<b>Police/Animal Shelter/K-9</b>										
Personnel Services		2,610,113		1,043,241	40%		2,179,249		870,237	40%
Supplies & Materials		138,200		49,242	36%		111,500		43,374	39%
Repairs & Maint		113,950		45,606	40%		116,800		30,294	26%
Contractual Services		228,350		99,255	43%		203,000		94,148	46%
Other Designated Expenses		99,162		36,604	37%		66,000		64,021	97%
Transfers to Self-funded		181,341		75,559	42%		196,567		81,903	42%
<b>Total Expenditures</b>		<b>3,371,116</b>		<b>1,349,507</b>	<b>40%</b>		<b>2,873,116</b>		<b>1,183,977</b>	<b>41%</b>
<b>Fire/EMS</b>										
Personnel Services		3,584,056		1,441,811	40%		3,263,222		1,354,996	42%
Supplies & Materials		243,650		89,054	37%		194,500		94,417	49%
Repairs & Maint		174,500		71,968	41%		144,000		72,472	50%
Contractual Services		302,070		114,277	38%		309,150		122,376	40%
Other Designated Expenses		74,600		39,998	54%		49,000		22,908	47%
Transfers to Self-funded		267,868		111,612	42%		254,786		106,161	42%
Capital Outlay		-		-			-		-	
<b>Total Expenditures</b>		<b>4,646,744</b>		<b>1,868,721</b>	<b>40%</b>		<b>4,214,658</b>		<b>1,773,330</b>	<b>42%</b>
<b>Streets</b>										
Personnel Services		753,705		327,940	44%		698,233		264,987	38%
Supplies & Materials		77,300		36,605	47%		41,500		30,084	72%
Repairs & Maint		89,400		28,964	32%		77,400		17,951	23%
Contractual Services		8,750		1,925	22%		8,500		2,978	35%
Other Designated Expenses		5,000		195	4%		2,350		1,171	50%
Transfers to Self-funded		26,611		11,088	42%		9,021		3,758	
<b>Total Expenditures</b>		<b>960,766</b>		<b>406,716</b>	<b>42%</b>		<b>837,004</b>		<b>320,931</b>	<b>38%</b>
<b>City Shop</b>										
Personnel Services		78,439		26,409	34%		76,326		33,188	43%
Supplies & Materials		15,000		7,594	51%		14,000		4,110	29%
Repairs & Maint		12,500		3,676	29%		13,000		3,842	30%
Contractual Services		6,380		2,405	38%		6,700		2,770	41%
Other Designated Expenses		5,050		2,053	41%		5,050		1,413	28%
<b>Total Expenditures</b>		<b>117,369</b>		<b>42,137</b>	<b>36%</b>		<b>115,076</b>		<b>45,324</b>	<b>39%</b>
<b>Sanitation</b>										
Contractual Services		974,947		401,069	41%		921,194		385,980	42%
Other Designated Expenses		25,000		7,220	29%		25,000		646	3%
<b>Total Expenditures</b>		<b>999,947</b>		<b>408,289</b>	<b>41%</b>		<b>946,194</b>		<b>386,626</b>	<b>41%</b>
<b>PW Admin</b>										
Personnel Services		164,985		67,451	41%		-		-	
Supplies & Materials		1,800		547	30%		-		-	
Repairs & Maint		200		85	43%		-		-	
Contractual Services		-		436			-		-	
Other Designated Expenses		850		2,481	292%		-		-	
Transfers to Self-funded		-		-			-		-	
<b>Total Expenditures</b>		<b>167,835</b>		<b>71,000</b>	<b>42%</b>		<b>-</b>		<b>-</b>	

City of Burnet, Texas  
 General Fund  
 Expenditures by Department/Category  
 FYTD FEB 2023

41.66% of year complete

	ORIGINAL BUDGET			ACTUAL			PY BUDGET		
	2022-2023	FYTD FEB 2023	% OF BUDGET	2021-2022	FYTD FEB 2022	% OF BUDGET	2021-2022	FYTD FEB 2022	% OF BUDGET
<b>EXPENDITURES (Less transfers to capital/other):</b>									
<b>Parks</b>									
Personnel Services	589,046	227,966	39%	502,241	187,007	37%			
Supplies & Materials	79,000	19,031	24%	62,500	26,122	42%			
Repairs & Maint	101,650	42,840	42%	57,250	26,434	46%			
Contractual Services	88,650	32,828	37%	133,700	33,743	25%			
Other Designated Expenses	8,500	672	8%	6,000	1,657	28%			
Transfers to Self-funded	28,069	11,695	42%	26,535	11,056	42%			
<b>Total Expenditures</b>	<b>894,915</b>	<b>335,032</b>	<b>37%</b>	<b>788,226</b>	<b>286,020</b>	<b>36%</b>			
<b>Galloway Hammond</b>									
Repairs & Maint	5,000	13,626	273%	5,000	-	0%			
Contractual Services	100,000	41,667	42%	100,000	41,667	42%			
Capital Outlay	-	-	0%	-	-				
<b>Total Expenditures</b>	<b>105,000</b>	<b>55,292</b>	<b>53%</b>	<b>105,000</b>	<b>41,667</b>	<b>40%</b>			
<b>Development Services</b>									
Personnel Services	187,774	74,951	40%	292,654	99,398	34%			
Supplies & Materials	5,650	974	17%	3,400	2,222	65%			
Repairs & Maint	8,261	1,948	24%	4,250	2,411	57%			
Contractual Services	99,050	31,333	32%	139,500	101,085	72%			
Other Designated Expenses	28,200	8,320	30%	28,000	8,326	30%			
Capital Outlay	-	-		-	11,765				
<b>Total Expenditures</b>	<b>328,935</b>	<b>117,525</b>	<b>36%</b>	<b>467,804</b>	<b>225,207</b>	<b>48%</b>			
<b>Engineering</b>									
Personnel Services	273,670	108,365	40%	-	-				
Supplies & Materials	6,200	246	4%	-	-				
Repairs & Maint	6,250	2,160	35%	-	-				
Contractual Services	11,350	1,251	11%	-	-				
Other Designated Expenses	3,000	3,150	105%	-	-				
Transfers to Self-funded	10,148	4,228	42%	-	-				
<b>Total Expenditures</b>	<b>310,618</b>	<b>119,401</b>	<b>38%</b>	<b>-</b>	<b>-</b>				
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,305,521</b>	<b>\$ 5,784,239</b>	<b>40%</b>	<b>\$ 12,641,112</b>	<b>\$ 5,196,205</b>	<b>41%</b>			

**KEY VARIANCES - BUDGET vs ACTUAL (41.66% of Year Complete)**

Expenditures

<b>CITY COUNCIL</b> - Other Designated Expenses are tracking higher than the average run rate because they include travel for TML which was held in October 2022.
<b>ADMIN</b> - Contractual Services are tracking higher than the average run rate because of the timing of the audit and actuary payments. Majority of audit work is done in December and January each year. In total, services are still on track with the amount budgeted.
<b>ADMIN</b> - Designated Expenses are tracking higher than the average run rate mainly because of the timing of the insurance payments to TML. Insurance payments are made quarterly not monthly. In total, expenses are still on track with the amount budgeted.
<b>COURT</b> - Contractual Service Expenses are tracking higher than the average run rate because of the timing of payments. Annual dues were paid in full and jury services were used in October and November.
<b>COURT</b> - Other Designated Expenses are tracking higher than the average run rate because credit card service fees collected have increased which is consistent with the increase in collected municipal court fees and fines.
<b>FIRE</b> - Other Designated Expenses are tracking higher than the average run rate mainly because of the purchase of 9 sets of new Bunker Gear.
<b>STREETS</b> - Personnel Services are tracking slightly higher than the average run rate because of a retro pay adjustment that was paid in December.
<b>STREETS</b> - Supplies and Materials are tracking slightly higher than the average run rate mainly because; 1) Purchase of streets sign stock in October and 2) Fuel costs were higher than expected because of using dump trucks to haul off debris and materials that were dumped at the airport.
<b>CITY SHOP</b> - Supplies and Materials are tracking higher than the average run rate mainly because there has been an increase in oil changes done in house and therefore purchased bulk oil for stock in December.
<b>PW ADMIN</b> - Other Designated Expenses are tracking higher than the average run rate mainly because of increases for employee appreciation programs and employee travel.
<b>GALLOWAY HAMMOND</b> - R&M Expenses are tracking higher than expected because of water leak repairs, the replacement of a faulty winch on side court basketball structure, pylon sign repairs, and interior painting.
<b>ENGINEERING</b> - Other Designated Expenses are tracking higher than budgeted mainly because of travel and training expenses. Travel was incurred for the TML Conference, Crack Seal Training, Infinity Training, and Staking Training.

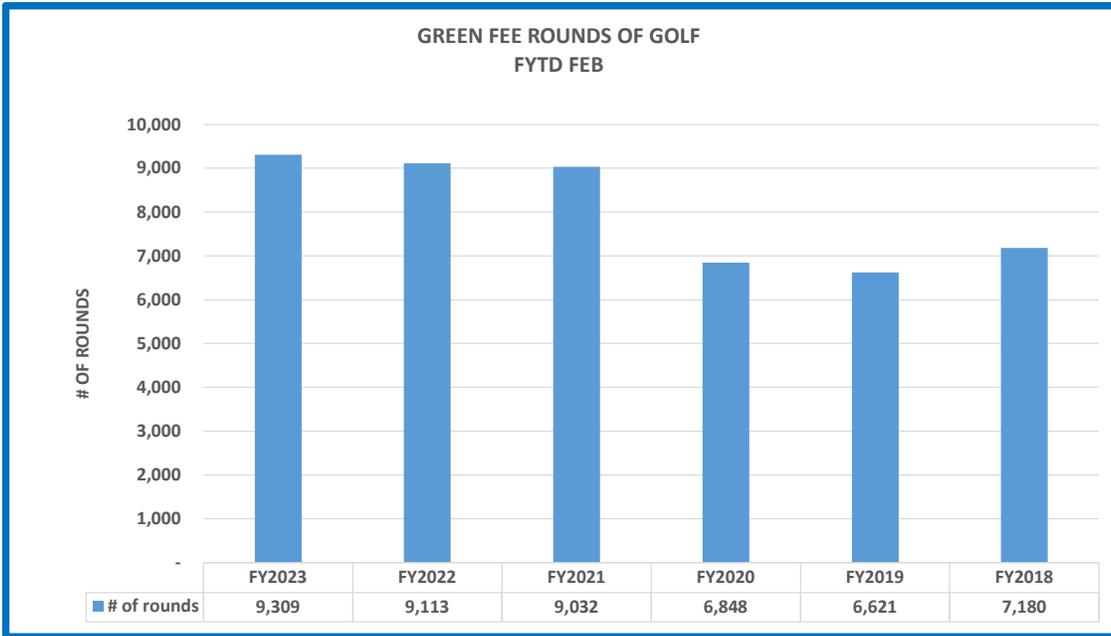
# GOLF COURSE FUND DASHBOARD

FYTD FEB 2023

## CURRENT RESULTS COMPARISON

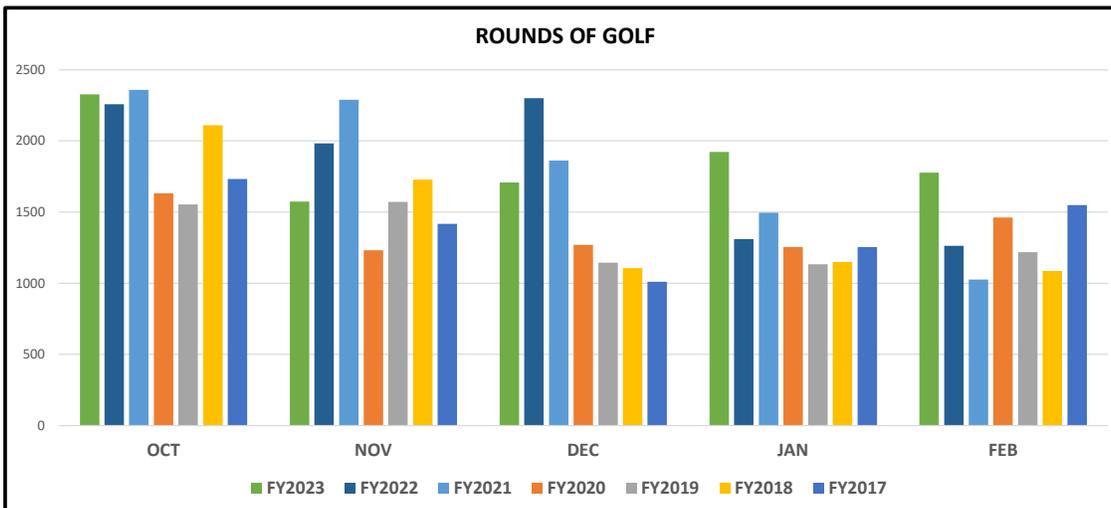
	ORIGINAL BUDGET	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD FEB 2022	% OF BUDGET
REV (net of cogs/tourn exp)	\$ 1,860,895	\$ 883,826	47%	\$ 1,470,651	\$ 769,446	52%
EXPENSES	1,778,214	684,338	38%	1,562,218	643,335	41%
PROFIT (LOSS)	\$ 82,681	\$ 199,489		\$ (91,567)	\$ 126,111	

## TABLES/CHARTS



Rounds of Golf*	FYTD
2022-2023	9,309
2021-2022	9,113
OVER (UNDER)	196
	2.15%

\*Does not include annual dues or tournament rounds played.



Notes:

April of 2020 golf course was closed for the month due to the Covid Pandemic.  
Feb of 2021 golf course was closed for 11 days because of Severe Winter Storm.

City of Burnet, Texas  
 Golf Fund (Delaware Springs)  
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)  
 FYTD FEB 2023

	41.66% of year complete			PY BUDGET 2021-2022	PY ACTUAL FYTD FEB 2022	% OF BUDGET
	ORIGINAL BUDGET 2022-2023	ACTUAL FYTD FEB 2023	% OF BUDGET			
<b>Revenues</b>						
Charges for Services:						
Green Fees/Cart Rentals	\$ 947,205	\$ 369,363	39%	\$ 696,600	\$ 343,476	49%
Member Charges	232,000	206,319	89%	224,000	181,637	81%
Net Tournament Fees	144,000	66,800	46%	112,000	49,202	44%
Driving Range	62,000	22,602	36%	53,000	21,850	41%
Net Charges for Services	<u>1,385,205</u>	<u>665,085</u>	<u>48%</u>	<u>1,085,600</u>	<u>596,165</u>	<u>55%</u>
Pro Shop Merchandise Sales (Net)	72,655	26,307	36%	48,750	25,691	53%
Snack Bar Sales (Net)	147,744	61,713	42%	129,600	51,198	40%
Transfer from GF (Admin/Use of FB)	206,845	89,383	43%	192,701	84,292	44%
Other Revenue	48,446	41,338	85%	14,000	12,098	86%
<b>Total Revenues</b>	<b>1,860,895</b>	<b>883,826</b>	<b>47%</b>	<b>1,470,651</b>	<b>769,446</b>	<b>52%</b>
<b>Expenses</b>						
Personnel Services	1,067,824	416,518	39%	924,829	395,517	43%
Supplies & Materials	129,550	36,994	29%	119,050	38,834	33%
Repairs & Maint	84,300	22,393	27%	82,500	24,109	29%
Contractual Services	67,600	24,086	36%	59,000	28,073	48%
Other Designated Expenses	52,750	24,401	46%	45,050	20,339	45%
Transfers to Self-funded	169,345	70,560	42%	153,588	63,995	42%
Admin Allocation	206,845	89,383	43%	178,201	72,468	41%
<b>Total Expenses</b>	<b>1,778,214</b>	<b>684,338</b>	<b>38%</b>	<b>1,562,218</b>	<b>643,335</b>	<b>41%</b>
<b>Change in Net Position</b>	<b>82,681</b>	<b>199,489</b>		<b>(91,567)</b>	<b>126,111</b>	
Operating Subsidy from General Fund	-	-		91,567	-	
Net Position	<u>82,681</u>	<u>199,489</u>		<u>-</u>	<u>126,111</u>	
<b>Green Fee Rounds</b>		<b>9,309</b>			<b>9,113</b>	
<b>Green Fee Rev Per Round</b>		<b>\$ 39.68</b>			<b>\$ 37.69</b>	

**KEY VARIANCES - BUDGET vs ACTUAL (41.66% of Year Complete)**

<u>Revenues</u>
-The majority of Member Charges which include pre-paid green fees, trail fees, annual cart rental and storage are collected in October each year. Per Tony Nash, the course is seeing an increase in annual members this year over last year.
- Net Tournament Fees have increased due to additional tournaments.
-Transfer from General Fund (GF) is used to offset the admin allocation.
-Other revenues are tracking above the average run rate for the year because of increases in interest income, payment of ghin fees in January and because of chemical and fertilizer rebates received from the Early Order Program (EOP).
<u>Expenses</u>
- Other designated expenses include credit card service fees which are tracking higher than the average run rate mainly because of the increase in revenues.
- Admin allocation is offset by the Transfer from GF, therefore, net impact to the bottom line is 0.

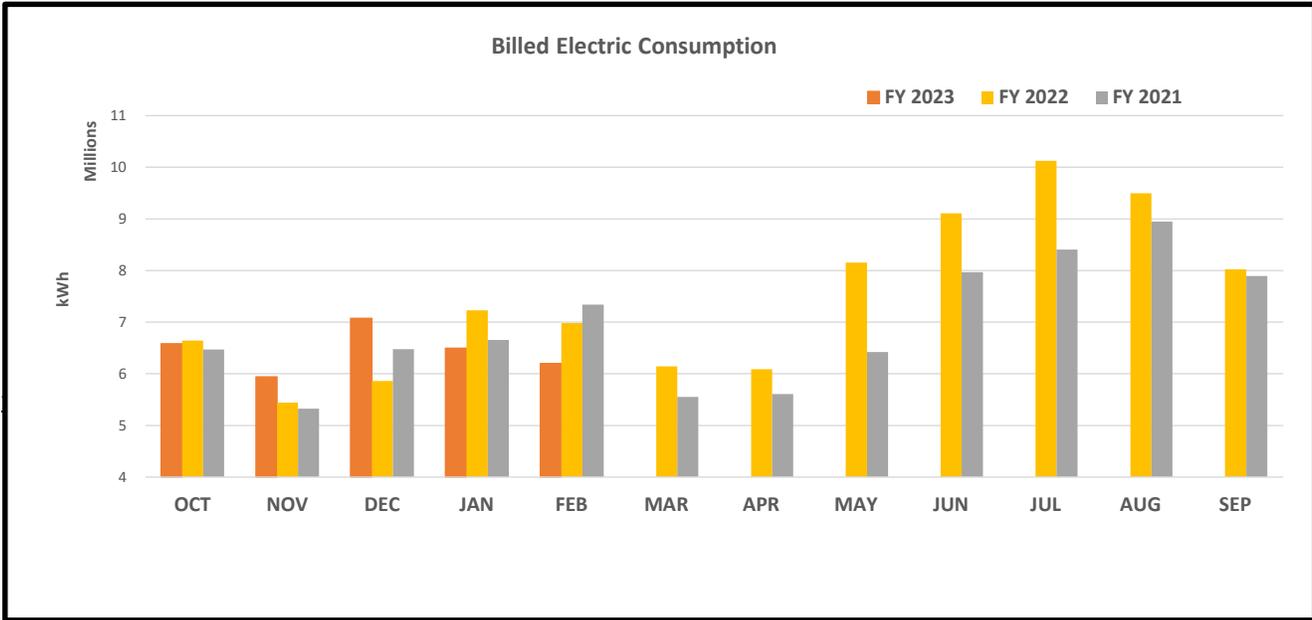
# ELECTRIC FUND DASHBOARD

FYTD FEB 2023

## CURRENT RESULTS COMPARISON

	ORIGINAL BUDGET	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD FEB 2022	% OF BUDGET
REV (net of cogs)	\$ 4,089,298	\$ 1,576,073	39%	\$ 4,034,144	\$ 1,552,683	38%
EXPENSES	3,786,446	1,433,106	38%	3,635,322	1,458,639	40%
PROFIT (LOSS)	\$ 302,852	\$ 142,967		\$ 398,822	\$ 94,044	

## TABLES/CHARTS



FYTD 2023	32,285,697
FYTD 2022	32,159,095
ytd variance	126,602
% variance	0.39%

City of Burnet, Texas  
 Electric Fund  
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)  
 FYTD FEB 2023

41.66% of year complete

	ORIGINAL BUDGET 2022-2023			ACTUAL FYTD FEB 2023			% OF BUDGET			PY BUDGET 2021-2022		PY ACTUAL FYTD FEB 2022		% OF BUDGET	
<b>REVENUES</b>															
Electric Sales	\$	9,090,778	\$	3,668,694			\$	9,000,000	\$	3,620,097					
Less Cost of Power		5,237,806		2,174,249				5,166,000		2,147,062					
Net Electric Sales		3,852,972		1,494,445		39%		3,834,000		1,473,035				38%	
Penalties		87,766		36,393		41%		85,000		36,284				43%	
Pole Rental		48,400		-		0%		47,000		-				0%	
Credit Card Convenience Fees		52,660		21,104		40%		45,144		8,876					
Other Revenue		47,500		24,132		51%		23,000		34,487				150%	
Use of Fund Balance		-		-				230,000		24,461				11%	
<b>Total Revenue</b>	<b>\$</b>	<b>4,089,298</b>	<b>\$</b>	<b>1,576,073</b>		<b>39%</b>	<b>\$</b>	<b>4,264,144</b>	<b>\$</b>	<b>1,577,144</b>				<b>37%</b>	
<i>Total Revenue less fund balance</i>	<i>\$</i>	<i>4,089,298</i>	<i>\$</i>	<i>1,576,073</i>		<i>39%</i>	<i>\$</i>	<i>4,034,144</i>	<i>\$</i>	<i>1,552,683</i>				<i>38%</i>	
<b>EXPENSES</b>															
Personnel Services		945,807		358,672		38%	\$	1,000,827		373,067				37%	
Supplies & Materials		77,100		18,574		24%		51,000		23,632				46%	
Repairs & Maint		191,000		52,036		27%		180,000		86,109				48%	
Contractual Services		158,400		85,208		54%		133,900		81,334				61%	
Other Designated Expenses		89,050		35,278		40%		87,714		32,463				37%	
Capital Outlay		25,000		1,654		7%		35,000		18,384				53%	
Transfers to Debt Service		53,000		22,083		42%		49,350		20,563				42%	
Transfers to Self-funded		25,418		10,591		42%		19,780		8,242				42%	
Return on Investment		1,678,174		645,714		38%		1,639,441		643,458				39%	
Admin Allocation		432,742		159,522		37%		409,541		160,084				39%	
Shop Allocation		29,342		10,534		36%		28,769		11,304				39%	
PW Admin Allocation		50,351		21,300		42%		-		-					
Engineering Allocation		31,062		11,940		38%		-		-					
Transfer to Capital		-		-				230,000		24,461				11%	
<b>Total Expenses</b>	<b>\$</b>	<b>3,786,446</b>	<b>\$</b>	<b>1,433,106</b>		<b>38%</b>	<b>\$</b>	<b>3,865,322</b>	<b>\$</b>	<b>1,483,100</b>				<b>38%</b>	
<i>Total Expenses less xfers to capital and other uses of fund balance</i>	<i>\$</i>	<i>3,786,446</i>	<i>\$</i>	<i>1,433,106</i>		<i>38%</i>	<i>\$</i>	<i>3,635,322</i>	<i>\$</i>	<i>1,458,639</i>				<i>40%</i>	
<b>Change in Net Position</b>	<b>\$</b>	<b>302,852</b>	<b>\$</b>	<b>142,967</b>			<b>\$</b>	<b>398,822</b>	<b>\$</b>	<b>94,044</b>					

**KEY VARIANCES - BUDGET vs ACTUAL (41.66% of Year Complete)**

Revenues

- Pole Rental Charges are typically invoiced in February and received by April or May.
- Other revenues are tracking higher than the average because Insurance claim payments and increasing interest revenue.

Expenses

- Contractual Services are tracking higher than the average run rate because they include the annual contributions to local non profit organizations which are paid in October.

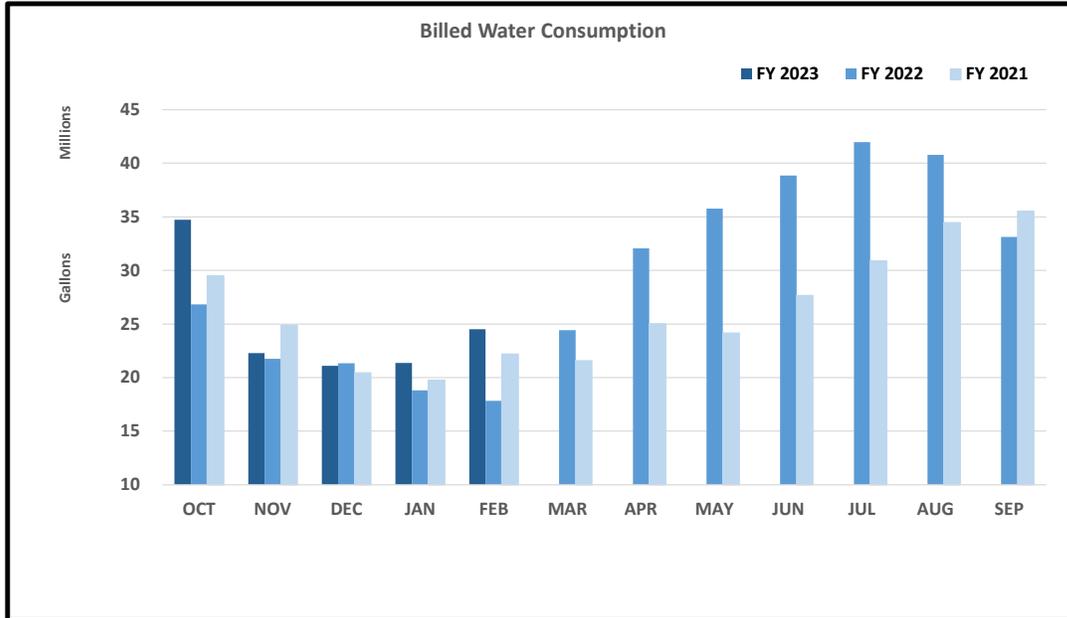
# WATER/WW FUND DASHBOARD

FYTD FEB 2023

## CURRENT RESULTS COMPARISON

	ORIGINAL BUDGET	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD FEB 2022	% OF BUDGET
REV	\$ 4,624,417	\$ 1,822,157	39%	\$ 4,500,420	\$ 1,756,198	39%
EXPENSES	4,330,936	1,741,845	40%	4,039,275	1,479,581	37%
PROFIT (LOSS)	\$ 293,481	\$ 80,312		\$ 461,145	\$ 276,617	

## TABLES/CHARTS



### Billed Consumption in gallons:

FYTD 2023	123,985,476
FYTD 2022	106,524,565
Variance	17,460,911
% variance	16.39%

City of Burnet, Texas  
 Water/Wastewater Fund  
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)  
 FYTD FEB 2023

	41.66% of year complete					
	ORIGINAL BUDGET 2022-2023	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	PY ACTUAL FYTD FEB 2022	% OF BUDGET
<b>REVENUE</b>						
Water Sales	\$ 2,482,303	\$ 971,585	39%	\$ 2,400,000	\$ 907,378	38%
Wastewater Sales	1,932,000	796,705	41%	1,920,000	791,577	41%
Penalties	45,072	18,629	41%	46,000	18,582	40%
Water/Sewer Connects	37,000	9,250	25%	30,000	29,175	97%
Credit Card Convenience Fees	25,042	11,366	45%	19,920	4,780	
Other Revenue	28,000	14,623	52%	9,500	4,706	50%
Use Impact Fees	75,000	-	0%	75,000	-	0%
Use of Fund Balance	1,135,000	-	0%	1,135,000	233,817	21%
<b>Total Revenue</b>	<b>\$ 5,759,417</b>	<b>\$ 1,822,157</b>	<b>32%</b>	<b>\$ 5,635,420</b>	<b>\$ 1,990,014</b>	<b>35%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 4,624,417</i>	<i>\$ 1,822,157</i>	<i>39%</i>	<i>\$ 4,500,420</i>	<i>\$ 1,756,198</i>	<i>39%</i>
<b>EXPENSES</b>						
Personnel Services	1,410,682	573,097	41%	\$ 1,274,566	418,574	33%
Supplies & Materials	190,300	92,706	49%	171,750	58,583	34%
Repairs & Maint	383,750	119,330	31%	409,500	115,613	28%
Contractual Services	300,050	124,519	41%	317,500	134,378	42%
Cost of Water	70,000	32,392	46%	70,000	23,843	34%
Other Designated Expenses	98,542	39,911	41%	105,474	50,518	48%
Transfers to Debt Service	930,125	387,552	42%	944,764	393,923	42%
Transfers to Self-funded	51,512	21,463	42%	73,692	30,705	42%
In Lieu of Taxes	363,953	145,773	40%	354,034	140,292	40%
Admin Allocation	305,298	118,408	39%	289,227	96,435	33%
Shop Allocation	29,342	10,534	36%	28,768	11,304	39%
PW Admin Allocation	67,134	28,400	42%	-	-	
Engineering Allocation	124,248	47,760	38%	-	-	
Capital Outlay	6,000	-		-	5,414	0%
Transfer to Capital	1,135,000	-	0%	1,135,000	233,817	21%
<b>Total Expenses</b>	<b>\$ 5,465,936</b>	<b>\$ 1,741,845</b>	<b>32%</b>	<b>\$ 5,174,275</b>	<b>\$ 1,713,398</b>	<b>33%</b>
<i>Total Expenses less Transfers to Capital and other uses of fund balance</i>	<i>\$ 4,330,936</i>	<i>\$ 1,741,845</i>	<i>40%</i>	<i>\$ 4,039,275</i>	<i>\$ 1,479,581</i>	<i>37%</i>
<b>Change in Net Position</b>	<b>\$ 293,481</b>	<b>\$ 80,312</b>		<b>\$ 461,145</b>	<b>\$ 276,617</b>	

**KEY VARIANCES - BUDGET vs ACTUAL (41.66% of Year Complete)**

**Revenues**

- Other Revenues are tracking higher than expected because of increased bulk potable water sales at public works.
- October cost of water was higher than normal but consistent with October consumption and water sales.

**Expenses**

- Supplies and Materials are tracking higher than the average run rate because of the timing of chemical purchases. Bulk chemicals and fertilizers were purchased earlier than normal but the account is still on track for the year.

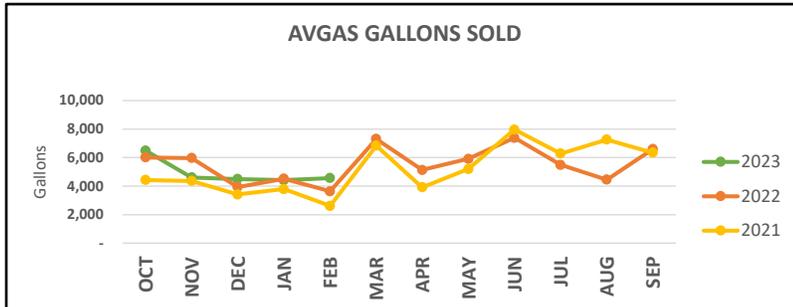
# AIRPORT FUND DASHBOARD

FYTD FEB 2023

## CURRENT RESULTS COMPARISON

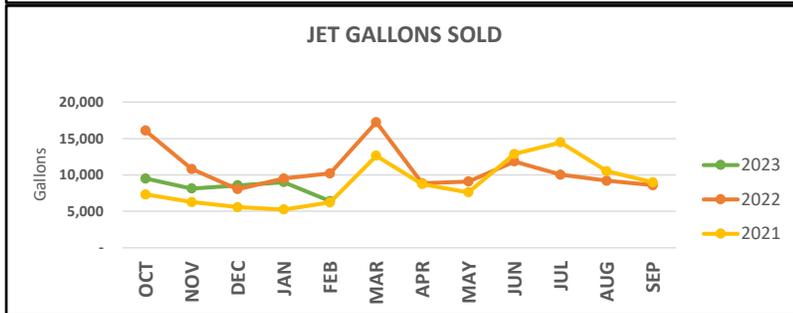
	ORIGINAL BUDGET	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD FEB 2022	% OF BUDGET
REV (net of cogs)	\$ 265,791	\$ 190,155	72%	\$ 428,729	\$ 203,290	47%
EXPENSES	172,048	157,298	91%	276,330	118,569	43%
PROFIT (LOSS)	\$ 93,743	\$ 32,856		\$ 152,399	\$ 84,721	

## TABLES/CHARTS



### Avgas Gallons Sold:

FYTD 2023	24,550
FYTD 2022	24,054
Increase(decrease)	496
	2.06%



### Jet Gallons Sold:

FYTD 2023	41,578
FYTD 2022	54,659
Increase(decrease)	(13,081)
	-23.93%

City of Burnet, Texas  
 Airport Fund  
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)  
 FYTD FEB 2023

41.66% of year complete						
	ORIGINAL BUDGET 2022-2023	ACTUAL FYTD FEB 2023	% OF BUDGET	PY BUDGET 2021-2022	PY ACTUAL FYTD FEB 2022	% OF BUDGET
<b>REVENUE</b>						
Av Gas Sales	\$ -	\$ 89,527		\$ 233,000	\$ 117,122	
Av Gas Purchases	-	71,574		174,750	89,717	
Net Sales	-	17,953		58,250	27,404	47%
Jet Gas Sales	-	156,012		367,000	242,379	
Jet Gas Purchases	-	102,772		201,850	148,583	
Net Sales	-	53,240		165,150	93,796	57%
Avgas Flowage Fees	3,140	627	20%	450	400	89%
Jet Flowage Fees	11,122	3,078	28%			
Penalties	450	-	0%		425	
All Hangar Lease	153,600	63,705	41%	125,000	54,503	44%
CAF Admissions	5,066	2,327	46%	5,066	2,216	44%
McBride Lease	45,893	15,343	33%	45,893	19,153	42%
Thru the Fence Lease	12,020	-	0%	12,020	-	0%
Airport Parking Permit	5,000	500	10%	2,000	-	0%
Hangar Lease - FBO	-	4,168		14,400	4,800	33%
Interest Earned	4,500	29,112	647%	500	282	56%
Other	25,000	101	0%	-	310	
Use of Fund Balance	61,863	25,776	42%	493,069	86,636	18%
<b>Total Revenue</b>	<b>\$ 327,654</b>	<b>\$ 215,931</b>	<b>66%</b>	<b>\$ 921,798</b>	<b>\$ 289,926</b>	<b>31%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 265,791</i>	<i>\$ 190,155</i>	<i>72%</i>	<i>\$ 428,729</i>	<i>\$ 203,290</i>	<i>47%</i>
<b>EXPENSES</b>						
Personnel Services	\$ 100,502	\$ 40,363	40%	\$ 97,884	\$ 41,239	42%
Supplies & Materials	3,000	1,124	37%	4,000	749	19%
Repairs & Maint	3,675	863	23%	3,000	354	12%
Contractual Services	10,750	59,174	550%	64,400	27,235	42%
Other Designated Expenses	33,082	29,771	90%	38,600	15,787	41%
Transfers to Debt Service	61,863	25,776	42%	58,069	24,195	42%
Admin Allocation	21,039	18,103	86%	39,646	21,205	53%
Av fuel truck lease	-	3,350		12,000	5,000	42%
Jet fuel truck lease	-	4,550		16,800	7,000	42%
Transfers to Capital	-	-		435,000	62,441	14%
<b>Total Expenses</b>	<b>\$ 233,911</b>	<b>\$ 183,074</b>	<b>78%</b>	<b>\$ 769,399</b>	<b>\$ 205,205</b>	<b>27%</b>
<i>Total Exp - xfers to capital and debt svc.</i>	<i>\$ 172,048</i>	<i>\$ 157,298</i>	<i>91%</i>	<i>\$ 276,330</i>	<i>\$ 118,569</i>	<i>43%</i>
<b>Change in Net Position</b>	<b>\$ 93,743</b>	<b>\$ 32,856</b>		<b>\$ 152,399</b>	<b>\$ 84,721</b>	

**NOTE**

Current budget was based on the new FBO contract going into effect October 1st. However, the new FBO contract did not go into effect until January 1, 2023. The first quarter was operated under the interim FBO contract, therefore, staff is in the process of amending the budget to match the contracts in place.

Under the new FBO contract:

- Net fuel sales are replaced by flowage fees.
- Fuel truck lease expenses are assumed by the FBO.
- FBO contract payments which were \$18,000 per month under the Interim FBO contract will be \$0 under the new FBO contract.

Notes:

**REVENUES:**

- Because the airport was operated under the interim contract for the 1st quarter, the airport had fuel sales and related expenses but no flowage fee revenues for that period.
- Interest rates and revenue have increased over last year.

**EXPENSES:**

-Because the airport was operated under the interim FBO contract for the 1st quarter, the airport incurred "cost of fuel sold" expenses, fuel truck lease expenses, credit card service fees, FBO contract payments of \$18,000 from Oct - Dec, and increased admin allocation expenses for the period which were not included in the original budget.

City of Burnet, Texas  
 Other Funds  
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)  
 FYTD FEB 2023

	ANNUAL BUDGET 2022-2023			ACTUAL FYTD FEB 2023			% OF BUDGET			PY BUDGET 2021-2022			PY ACTUAL FYTD FEB 2022			% OF BUDGET		
<b>HOTEL/MOTEL FUND</b>																		
Revenues	\$	191,900	\$	91,410	47.63%	\$	171,281	\$	93,056	54.33%	\$	171,281	\$	93,056	54.33%			
Expenses		168,795		29,454	17.45%		147,465		33,638	22.81%		147,465		33,638	22.81%			
Net Profit (Loss)	\$	23,105	\$	61,956		\$	23,816	\$	59,418		\$	23,816	\$	59,418				
<b>BEDC</b>																		
Revenues	\$	4,015,333	\$	651,441	16.22%	\$	4,009,417	\$	1,180,776	29.45%	\$	4,009,417	\$	1,180,776	29.45%			
Expenses		3,722,497		528,241	14.19%		3,795,481		1,009,394	26.59%		3,795,481		1,009,394	26.59%			
Net Profit (Loss)	\$	292,836	\$	123,200		\$	213,936	\$	171,382		\$	213,936	\$	171,382				
<b>SELF FUNDED EQUIPMENT FUND</b>																		
Revenues	\$	1,539,000	\$	1,086,873	70.62%	\$	1,020,800	\$	325,771	31.91%	\$	1,020,800	\$	325,771	31.91%			
Expenses		1,539,000		1,086,873	70.62%		1,020,800		108,783	10.66%		1,020,800		108,783	10.66%			
Net Profit (Loss)	\$	-	\$	0		\$	-	\$	216,988		\$	-	\$	216,988				
<b>DEBT SERVICE FUND</b>																		
Revenues	\$	1,046,528	\$	435,682	41.63%	\$	1,052,683	\$	351,032	33.35%	\$	1,052,683	\$	351,032	33.35%			
Expenses		1,046,328		791,794	75.67%		1,052,183		736,100	69.96%		1,052,183		736,100	69.96%			
Net Profit (Loss)	\$	200	\$	(356,112)		\$	500	\$	(385,068)		\$	500	\$	(385,068)				
<b>INTEREST &amp; SINKING DEBT FUND</b>																		
Revenues	\$	796,782	\$	737,611	92.57%	\$	490,178	\$	438,771	89.51%	\$	490,178	\$	438,771	89.51%			
Expenses		796,582		153,502	19.27%		489,978		794,353	162.12%		489,978		794,353	162.12%			
Net Profit (Loss)	\$	200	\$	584,108		\$	200	\$	(355,583)		\$	200	\$	(355,583)				

City of Burnet, Texas  
Cash and Investment Accounts  
FYTD FEB 2023

Acct #	Bank	Account Name	Account Type	Balance as of February 2023
<b>Unrestricted Accounts</b>				
984/2410	FSB	Operating Cash	Checking	\$ 3,145,010.52
		Add or Subtract Claim on Cash for Airport		(43,939.93)
2329	FSB	Golf Course Petty Cash	Checking	335.88
2535	FSB	Operating Reserve	M/M	-
2352	FSB	Delaware Springs-Credit Card Acct	Checking	-
2378	FSB	Airport - Credit Card Acct	Checking	-
2386	FSB	Utility - Credit Card Acct	Checking	-
2469	FSB	Court - Credit Card Acct	Checking	-
2711100002	TexPool	Operating Reserve	Investment	5,285,283.71
<b>Total Unrestricted</b>				<b>\$ 8,386,690.18</b>

<b>75 Day Reserve Requirement</b>	<b>3,873,000.00</b>
<b>Unrestricted Cash over 75 day reserve</b>	<b>\$ 4,513,690.18</b>
<b>90 Day Reserve Requirement</b>	<b>4,647,000.00</b>
<b>Unrestricted Cash over 90 day reserve</b>	<b>\$ 3,739,690.18</b>

**Restricted by Council**

2711100004	TexPool	Capital Reserve	Investment	\$ -
2711100011	TexPool	Capital Equipment Reserve	Investment	563,455.25
2711100012	TexPool	Capital - LCRA Credit	Investment	-
2188	FSB	Self Funded Equipment	M/M	101,185.40
2711100014	TexPool	Self Funded Equipment Reserve	Investment	531,953.29
2711100016	TexPool	CLFRF - American Rescue Plan	Investment	1,621,781.17
2711100021	TexPool	YMCA/GHRC Capital Improvement	Investment	101,615.65
2711100029	TexPool	YMCA Land Sale Proceeds	Investment	110,846.49
2711100022	TexPool	Electric Capital Improvement	Investment	406,462.16
2711100023	TexPool	Water/WW Improvement	Investment	101,615.65
<b>Total Restricted by Council Action</b>				<b>\$ 3,538,915.06</b>

City of Burnet, Texas  
Cash and Investment Accounts  
FYTD FEB 2023

**Restricted by Purpose or Law**

Acct #	Bank	Account Name	Account Type	Balance as of February 2023
1453	FSB	Bond Reserve	M/M	\$ 69,657.48
2402	FSB	Hotel Motel	M/M	97,623.88
2711100005	TexPool	Hotel Motel	Investment	200,300.71
2451	FSB	Construction Account	Checking	
2485	FSB	PD Seizure	M/M	120.23
2493	FSB	Municipal Court Special Revenue	M/M	-
2711100027	TexPool	Municipal Court Special Revenue	Investment	79,621.43
2519	FSB	Impact Fees - Water	M/M	-
2711100025	TexPool	Impact Fees - Water	Investment	447,016.10
2543	FSB	Airport Reserve	M/M	-
		Add or Subtract Airport Claim on Cash		43,939.93
2711100009	TexPool	Airport Reserve	Investment	1,848,995.60
2568	FSB	Benevolent Fund	Checking	-
2576	FSB	Interest & Sinking Acct	M/M	705,773.13
2584	FSB	Impact Fees - Wastewater	M/M	-
2711100026	TexPool	Impact Fees - Wastewater	Investment	25,242.33
2592	FSB	BEDC	Super NOW	193,485.44
2711100008	TexPool	BEDC Project Fund	Investment	-
2711100010	TexPool	BEDC	Investment	1,453,726.44
70516	FSB	BEDC Commercial Park Project	M/M	190,630.01
2634	FSB	Benefit Trust Account	M/M	-
2675	FSB	Police Department Explorer Program	M/M	6,088.50
2691	FSB	Fire Department Explorer Program	M/M	4,542.88
3012	FSB	Franchise Fee Account	Super NOW	-
2711100028	TexPool	Franchise Fee Account	Investment	137,046.71
3053	FSB	Parks Fund	M/M	27,626.35
58776	FSB	Fire Dept. Community Acct	M/M	13,105.14
2711100007	TexPool	TWDB	Investment	1,218.81
2711100006	TexPool	TWDB	Investment	1,070.27
		City of Burnet, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2010		
143033000	US Bank	Escrow Account	Investment	3,258.25
82-020-01-0	Bank of	City of Burnet 2012 TWDB Escrow	Investment	20,539.96
2711100013	TexPool	PD Bonds	Investment	-
2711100017	TexPool	2021 CO - City Hall	Investment	3,763,808.15
62026	FSB	Escrow Honey Rock Phase #2	M/M	-
62315	FSB	BEDC Bond Fund (Badger Bldg DS)	Checking	73,617.04
62364	FSB	BEDC Project Fund	Checking	-
2711100018	TexPool	Golf Course Ops Reserve	Investment	620,512.42
2711100019	TexPool	Golf Course Capital Improvement Reserve	Investment	271,313.40
2711100020	TexPool	Street Rehab/Replacement Reserve	Investment	406,430.28
2711100024	TexPool	Street Bond Reserve	Investment	4,072,594.92
<b>Total Restricted Cash</b>				<b>\$ 14,778,905.79</b>
<b>Total All Cash</b>				<b>\$ 26,704,511.03</b>

City of Burnet, Texas  
 Capital Projects  
 FYTD FEB 2023

GENERAL CAPITAL PROJECT FUND						BALANCE TO BE FUNDED FROM:		
DESCRIPTION		CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023	OPERATING RESERVES	OTHER SOURCES	TOTAL
<b>CAPITAL PROJECTS:</b>								
SERVER UPGRADE	ADMIN	\$ 75,000	\$ -	0%	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
INCODE 10 UPGRADE - COURT	ADMIN	17,000	-	0%	17,000	17,000	-	17,000
COMP PLAN	ADMIN	200,000	-	0%	200,000	200,000	-	200,000
NEW CITY HALL	ADMIN	4,800,000	93,292	2%	4,706,708	806,708	3,900,000	4,706,708
PD ACCREDITATION PROGRAM	POLICE	15,000	-	0%	15,000	15,000	-	15,000
PD MONUMENT SIGN	POLICE	10,000	-	0%	10,000	10,000	-	10,000
PD DONATED FUNDS - GUN RANGE IMP - STELLA PELEJ	POLICE	50,000	15,792	32%	34,208	34,208	-	34,208
PD OPIOD FUNDS	POLICE	50,000	-	0%	50,000	-	50,000	50,000
FIRE PROF SERVICES - TAASP PROGRAM	FIRE	12,000	10,143	85%	1,857	1,857	-	1,857
FIRE COVID EXPENSES	FIRE	30,000	114	0%	29,886	29,886	-	29,886
FD DONATED FUNDS - STELLA PELEJ	FIRE	50,000	-	0%	50,000	50,000	-	50,000
FIRE TACTICAL GEAR (NEEDS BUDGET AMEND)	FIRE	18,534	18,534	100%	-	-	-	-
STREET EQUIPMENT CRACK SEAL MACHINE	STREETS	125,000	99,730	80%	25,270	25,270	-	25,270
STREETS	STREETS	4,000,000	87,753	2%	3,912,247	-	3,912,247	3,912,247
COMMUNITY CENTER IMPROVEMENTS	PARKS	100,000	2,320	2%	97,680	97,680	-	97,680
DOWNTOWN RESTROOMS	PARKS	150,000	4,262	3%	145,738	145,738	-	145,738
PARK IMPROVEMENTS	PARKS	50,000	2,400	5%	47,600	47,600	-	47,600
GHRC TEEN CENTER	GHRC	20,000	-	0%	20,000	20,000	-	20,000
GHRC CAPITAL MAINTENANCE	GHRC	325,000	1,079	0%	323,921	223,921	100,000	323,921
<b>TOTAL</b>		<b>\$ 10,097,534</b>	<b>\$ 335,420</b>	<b>3%</b>	<b>\$ 9,762,114</b>	<b>\$ 1,799,867</b>	<b>\$ 7,962,247</b>	<b>\$ 9,762,114</b>

Need to mc

GOLF COURSE CAPITAL PROJECT FUND						BALANCE TO BE FUNDED FROM:		
DESCRIPTION		CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023	OPERATING RESERVES	OTHER SOURCES	TOTAL
<b>CAPITAL PROJECTS:</b>								
GOLF COURSE IMPROVEMENTS		\$ 267,000	\$ 56,853	21%	\$ 210,147	\$ -	\$ 210,147	\$ 210,147
		\$ 267,000	\$ 56,853	21%	\$ 210,147	\$ -	\$ 210,147	\$ 210,147

ELECTRIC CAPITAL PROJECT FUND						BALANCE TO BE FUNDED FROM:		
DESCRIPTION		CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023	OPERATING RESERVES	OTHER SOURCES	TOTAL
<b>CAPITAL PROJECTS:</b>								
ELECTRIC RATE STUDY		\$ 50,000	\$ -	0%	50,000	\$ 50,000	\$ -	\$ 50,000
SOFTWARE - ELSTER UPGRADES (CARRYOVER)		46,500	-	0%	46,500	46,500	-	46,500
ENTEGRIS ELECTRIC FEEDER		500,000	-	0%	500,000	250,000	250,000	500,000
SCADA/RE Closers (CARRYOVER)		73,000	61,800	85%	11,200	11,200	-	11,200
SCADA/RE Closers		100,000	-	0%	100,000	100,000	-	100,000
SUBDIVISION ELECTRICAL COSTS		200,000	-	0%	200,000	-	200,000	200,000
DEVELOPMENT PROJECTS (CARRYOVER)		370,000	61,490	17%	308,510	308,510	-	308,510
		\$ 1,339,500	\$ 123,290	9%	\$ 1,216,210	\$ 766,210	\$ 450,000	\$ 1,216,210

W/WW CAPITAL PROJECT FUND						BALANCE TO BE FUNDED FROM:		
DESCRIPTION		CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023	OPERATING RESERVES	OTHER SOURCES	TOTAL
<b>CAPITAL PROJECTS:</b>								
GENERATORS - WATER FUND BAL		\$ 500,000	\$ 90,000	18%	\$ 410,000	\$ 410,000	\$ -	\$ 410,000
GENERATORS - WATER IMPACT FEES		200,000	-	0%	200,000	-	200,000	200,000
WATER LINE OVERSIZE		155,000	-	0%	155,000	155,000	-	155,000
WATER SYSTEM IMPROVEMENTS		10,000	-	0%	10,000	10,000	-	10,000
WATER IMPR WELLS AND PUMPS		100,000	-	0%	100,000	100,000	-	100,000
WATER IMPR EAGLES NEST		200,000	-	0%	200,000	200,000	-	200,000
WATER IMPR EAST TANK		200,000	-	0%	200,000	200,000	-	200,000
WATER IMPR VALLEY ST WELL		50,000	1,053	2%	48,947	48,947	-	48,947
SEWER IMPROVEMENT - VFW		75,000	68,699	92%	6,301	6,301	-	6,301
SEWER IMPROVEMENT - RANCH LIFT STATION		150,000	-	0%	150,000	150,000	-	150,000
TRANSFER OUT WW IMPACT FEES		75,000	-	0%	75,000	-	75,000	75,000
		\$ 1,715,000	\$ 159,752	9%	\$ 1,555,248	\$ 1,280,248	\$ 275,000	\$ 1,555,248

City of Burnet, Texas  
 Capital Projects  
 FYTD FEB 2023

AIRPORT CAPITAL PROJECT FUND				
DESCRIPTION	CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023
<b>CAPITAL PROJECTS:</b>				
CONSULTING FEES	\$ -	\$ 958.75		\$ -
C/O BLDG & FACILITY - JET HANGAR	965,000	1,341	0%	963,659
C/O LAND - DECEL LANE	100,000	-	0%	100,000
C/O IMPROVEMENTS	200,000	-	0%	200,000
RAMP GRANT	100,000	12,737	13%	87,263
	<u>\$ 1,365,000</u>	<u>\$ 15,037</u>	<u>1%</u>	<u>\$ 1,350,922</u>

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ -	\$ -	\$ -
-	963,659	963,659
-	100,000	100,000
-	200,000	200,000
-	87,263	87,263
<u>\$ -</u>	<u>\$ 1,350,922</u>	<u>\$ 1,350,922</u>

TOTAL CAPITAL/OTHER PROJECTS				
DESCRIPTION	CURRENT BUDGET 2022-2023	FYTD FEBRUARY ACTUAL EXPENSES	% complete	REMAINING BALANCE 2022-2023
TOTAL CAPITAL/OTHER PROJECTS	\$ 14,784,034	\$ 690,352	5%	\$ 14,094,641
TRANSFER TO CAP EQUIP RESERVES	-	-	0%	-
TOTAL CAPITAL/OTHER	<u>\$ 14,784,034</u>	<u>\$ 690,352</u>	<u>5%</u>	<u>\$ 14,094,641</u>

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 3,846,325	\$ 10,248,316	\$ 14,094,641
-	-	-
<u>\$ 3,846,325</u>	<u>\$ 10,248,316</u>	<u>\$ 14,094,641</u>

# City of Burnet Financial Report

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FYTD

FEBRUARY 28, 2023

# General Fund

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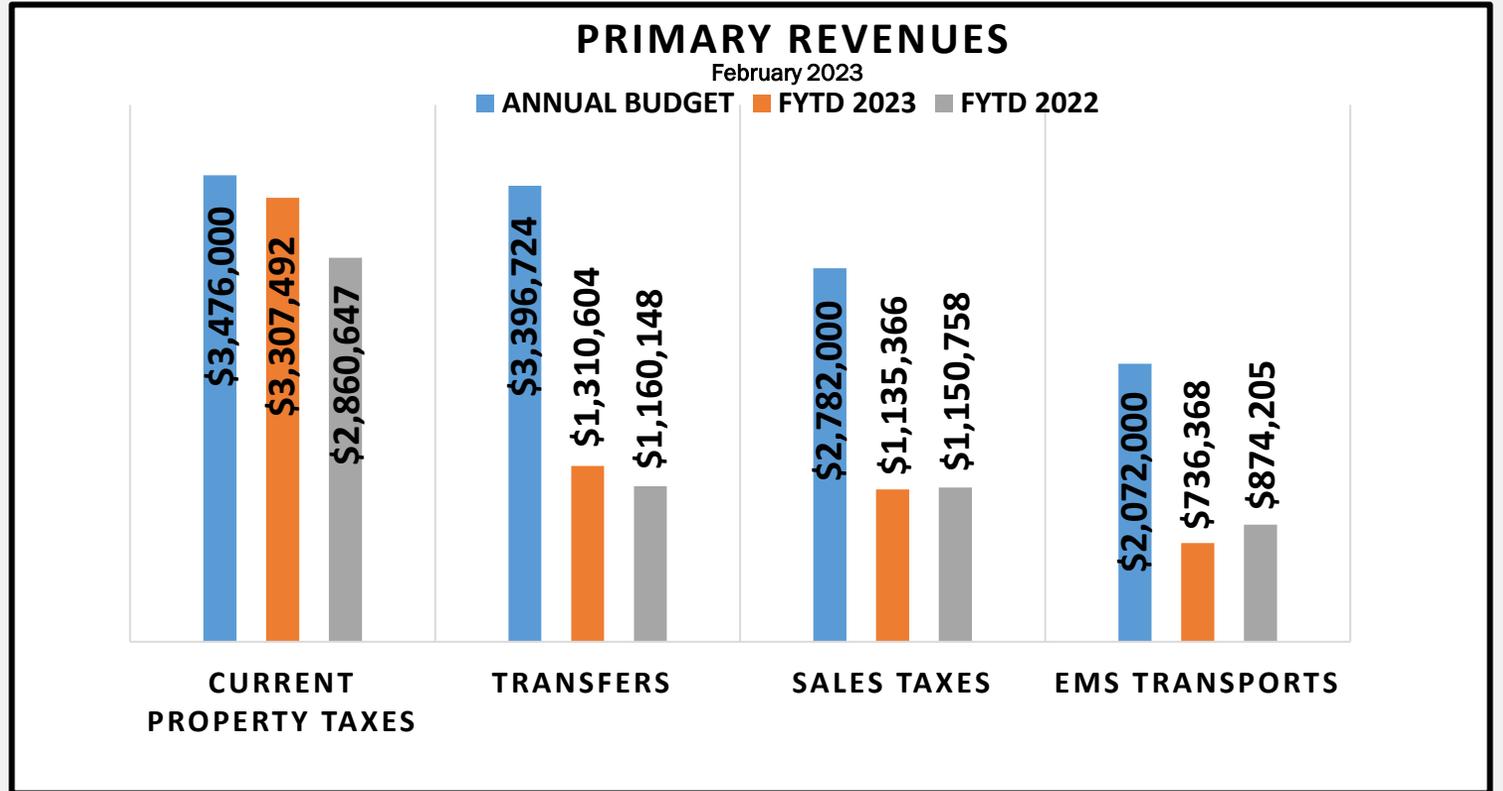


	Annual Budget	Actual FYTD Feb 2023	% of Budget
Revenues	\$14,766,308	\$7,938,189	54%
Expenses	14,305,521	5,784,239	40%
Profit (Loss)	\$460,787	<b>\$2,153,949</b>	

# General Fund Revenue

For the period ended February 28, 2023

- o Property Taxes – ended the period at 95% of budget and increased by \$446,845 over last year.
- o Transfers In – ended the period at 39% of budget and increased by almost \$150,457 over last year.
- o Sales Tax – ended the period at 41% of budget and decreased by (\$15,392) over last year.
- o EMS transports – ended the period at 36% of budget and decreased by (\$137,837) over last year.
  - Collections are tracking under budget because EMS transfer call volume is down 14% mainly because of hospital staff shortages.



# Golf Fund

	Annual Budget	Actual FYTD Feb 2023	% of Budget
Revenues	\$1,860,895	\$883,826	47%
Expenses	1,778,214	684,338	38%
Profit (Loss)	\$82,681	<b>\$199,489</b>	

# Golf Fund Rounds

## Average Revenue Per Round:

FYTD Feb 2023 \$39.68

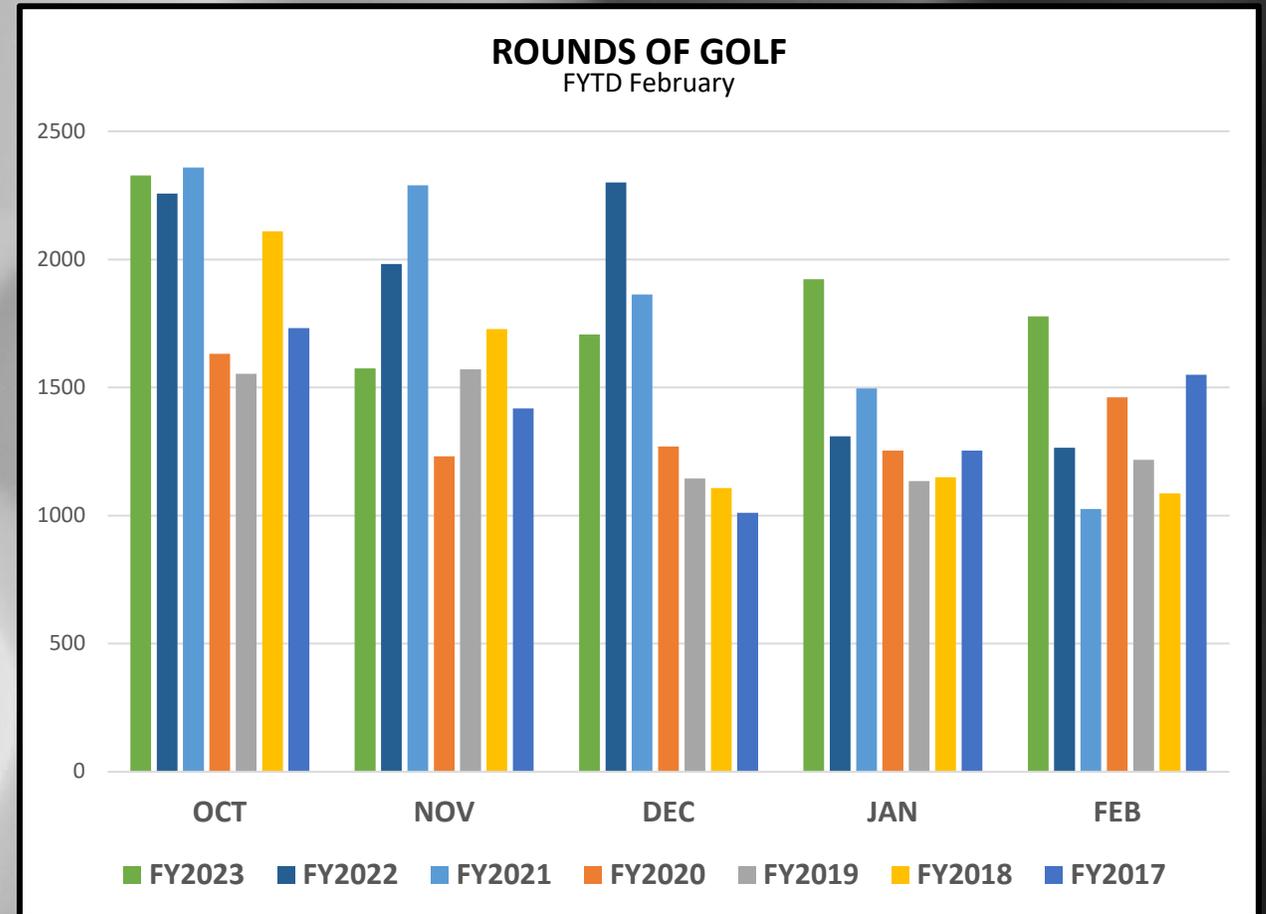
FYTD Feb 2022 \$37.69

## Rounds of Golf:

FYTD Feb 2023 – 9,309

FYTD Feb 2022 – 9,113

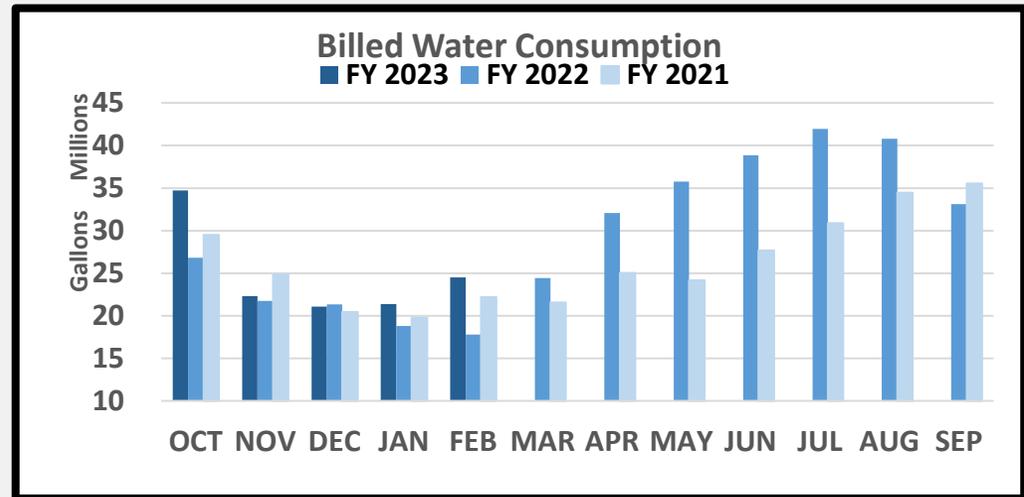
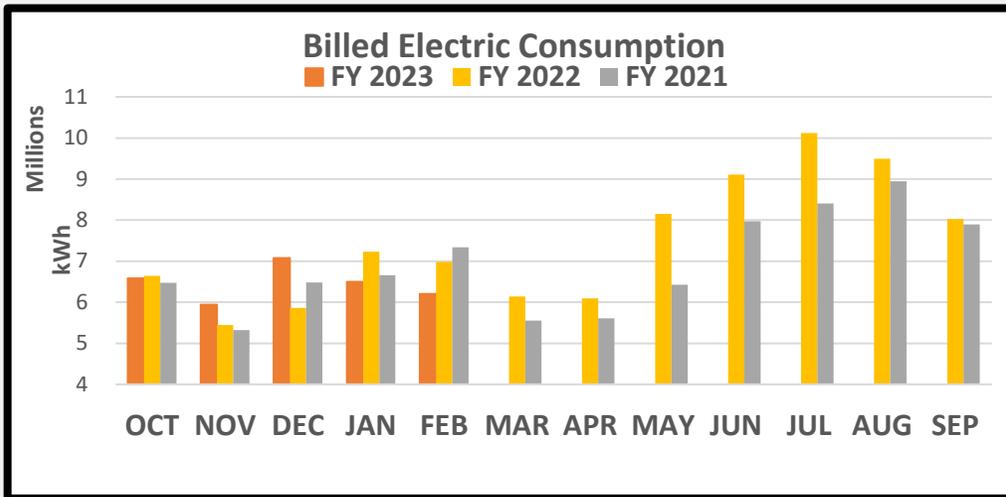
➤ Increase 196 rounds, 2%



# Utility Funds

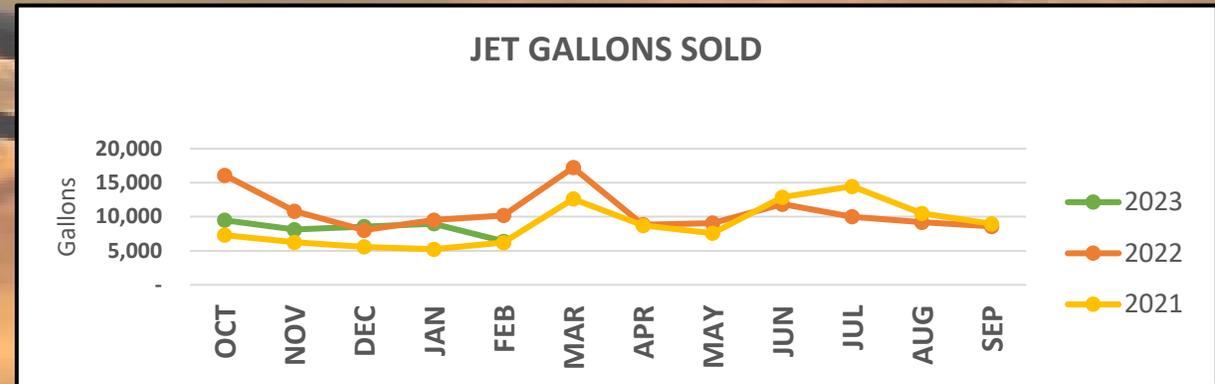
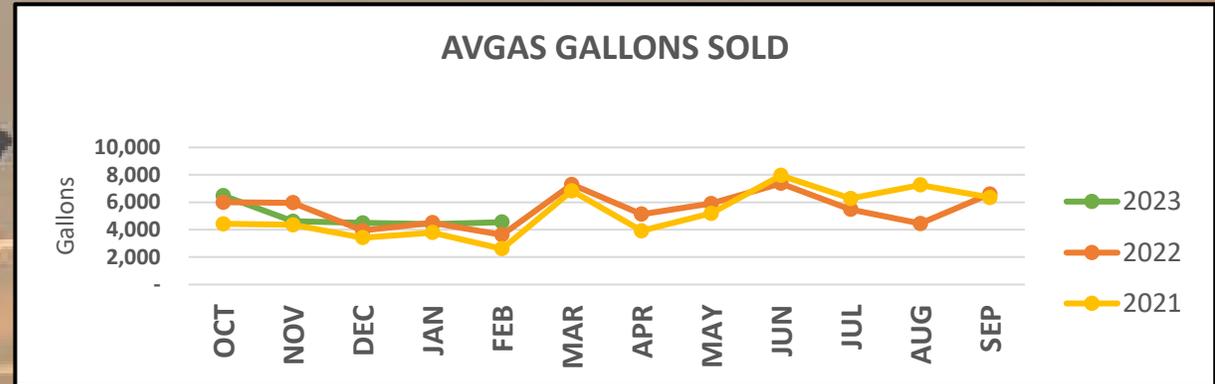
ELECTRIC	Annual Budget	Actual FYTD Feb 2023	% of Budget
Revenues	\$4,089,298	\$1,576,073	39%
Expenses	3,786,446	1,433,106	38%
Profit(Loss)	\$302,852	<b>\$142,967</b>	

WATER/WW	Annual Budget	Actual FYTD Feb 2023	% of Budget
Revenues	\$4,624,417	\$1,822,157	39%
Expenses	4,330,936	1,741,845	40%
Profit (Loss)	\$293,481	<b>\$80,312</b>	



# Airport Fund

	Actual FYTD Feb 2023
Revenues	\$190,155
Expenses	157,298
Profit (Loss)	<b>\$32,856</b>



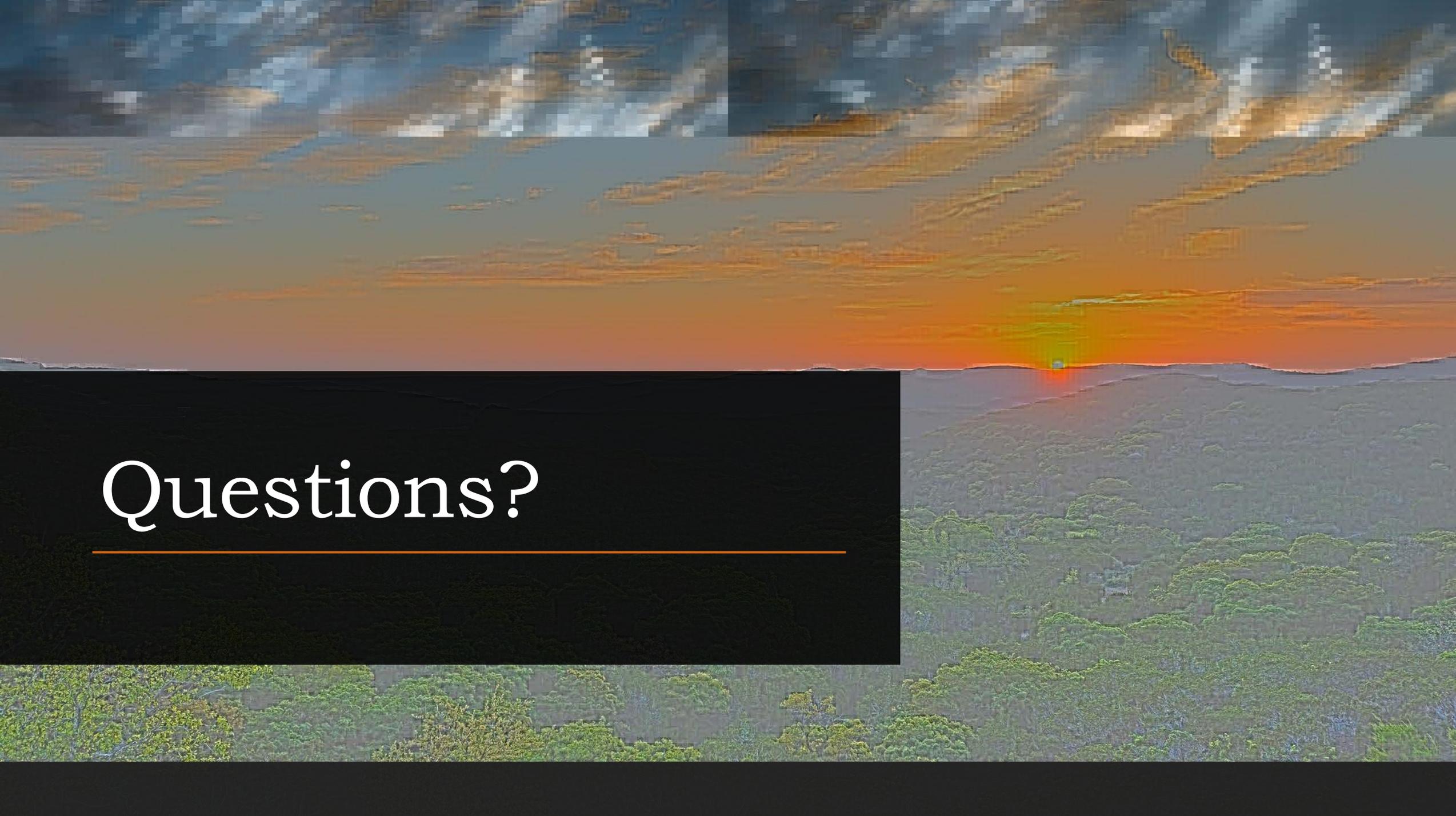


# Cash Reserves

## As of February 28, 2023

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Unrestricted Cash Reserve Balance	\$8,386,690
90 Day Reserve Requirement	<u>4,647,000</u>
Unrestricted Cash Balance over 90 Day Reserve	<u>\$3,739,690</u>
“Restricted by Council” Cash Balance	<u>\$3,538,915</u>



Questions?

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STATE OF TEXAS {}  
COUNTY OF BURNET {}  
CITY OF BURNET {}

On this the 14<sup>th</sup> day of March, 2023, the City Council of the City of Burnet convened in Regular Session, at 6:00 p.m. the City of Burnet Council Chambers located at 2402 S. Water Street (Hwy 281 South, Burnet Municipal Airport) Burnet, Tx. thereof with the following members present, to-wit:

Mayor Crista Goble Bromley  
Council Members Dennis Langley, Mary Jane Shanes, Philip Thurman, Ricky Langley, Joyce Laudenschlager, Cindia Talamantez  
City Manager David Vaughn  
City Secretary Kelly Dix

Guests: Patricia Langford, Tony Nash, Brian Lee, Eric Belaj, Maria Gonzales, Adrienne Field, Mark Miller, Jimmy Crain, Gary Wideman

Call to Order: Mayor Bromley called the meeting to order at 6:00 p.m.

INVOCATION: Led by Mayor Crista Goble Bromley

PLEDGES (US & TEXAS): Led by Council Member Mary Jane Shanes

SPECIAL REPORTS/RECOGNITION:

Burnet Municipal Airport Quarterly Report: A. Feild: Administrative Services/Airport Manager Adrienne Feild reviewed the Airport quarterly report with all present to include and overview of fuel sales, all airport grant funding programs, current projects, the Airport Layout Plan update, current daily operations with the fixed base operator, ground leases and current progress on the Airport Standards and Operating Policy.

Burnet Police Department Quarterly Report: B. Lee: Police Chief Brian Lee presented the Police Department Quarterly Report. Chief Lee reviewed with all present, the calls for service and self-initiated calls statistics, as well as an update on the accreditation program, the Oxygen Forensics software, Code Enforcement operations and the upcoming Lieutenant Board Process.

Development Services Operational Needs Report: C. Kehoe: Carly Kehoe-Pearson, Director of Public Works and Development Services presented an overview of the Development Services Department's current staffing, workflows, expected activity and upcoming educational opportunities available for Staff.

CONSENT AGENDA ITEMS:

*(All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member, staff member or citizen requests removal of the item from the consent agenda for the purpose of discussion. For removal of an item, a request must be made to the Council when the Consent Agenda is opened for Council Action.)*

Approval of the February 28, 2023 Regular City Council Meeting Minutes

Council Member Philip Thurman moved to approve the consent agenda as presented. Council Member Mary Jane Shanes seconded. The motion carried unanimously.

PUBLIC HEARINGS/ACTION: None.

ACTION ITEMS:

Discuss and consider action: FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING ORDINANCE 2022-38; THE ORIGINAL BUDGET ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 FOR THE CITY OF BURNET, TEXAS, FUNDING ACCOUNTS IN BUDGET DUE TO UNFORESEEN SITUATIONS; CONTAINING FINDINGS; PROVIDING FOR SAVINGS AND SEVERABILITY: P. Langford: Council Member Mary Jane Shanes moved to approve the first reading of Ordinance No. 2023-06 as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

4.2) Discuss and consider action: A RESOLUTION BY THE CITY OF BURNET, TEXAS, ("CITY") RESPONDING TO THE APPLICATION OF ATMOS ENERGY CORPORATION – MIDTEX DIVISION, TO INCREASE RATES UNDER THE GAS RELIABILITY INFRASTRUCTURE PROGRAM; SUSPENDING THE EFFECTIVE DATE OF THIS RATE APPLICATION FOR FORTY-FIVE DAYS; AUTHORIZING THE

CITY TO CONTINUE TO PARTICIPATE IN A COALITION OF CITIES KNOWN AS THE "ATMOS TEXAS MUNICIPALITIES;" DETERMINING THAT THE MEETING AT WHICH THE RESOLUTION WAS ADOPTED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE: D. Vaughn:

Council Member Philip Thurman moved to approve Resolution R2023-18 as presented. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: Appointment to the Comprehensive Plan Committee: D. Vaughn: Council Member Joyce Laudenschlager moved to appoint Gary Wideman to the Burnet Comprehensive Plan Committee as presented. Council Member Mary Jane Shanes seconded. The motion carried unanimously.

4.4) Discuss and consider action: Discuss the adoption of a Golf Course Vegetation Buffer Tree Preservation Ordinance as an amendment to City Code Section 118-63. D. Vaughn: Council Member Philip Thurman made a motion directing Staff to move forward as discussed. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, DENYING THE PRELIMINARY PLAT OF HILLTOP OAKS SUBDIVISION CONSISTING OF APPROXIMATELY 92 RESIDENTIAL LOTS ON 76.06 ACRES OUT OF THE JOHN HAMILTON SURVEY, ABSTRACT NO. 405: C. Pearson: Pass. No action taken.

4.6) Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, APPROVING THE STREET REHAB PROGRAM, AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE PROGRAM: E. Belaj: Council Member Mary Jane Shanes moved to approve Resolution R2023-19 as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

REQUESTS FROM COUNCIL FOR FUTURE REPORTS: In accordance with Resolution R2020-28 councilmembers may request the City Manager to prepare and present future report on matters of public interest: No requests.

ADJOURN: There being no further business a motion to adjourn was made by Council Member Mary Jane Shanes at 6:48 p.m. seconded by Council Member Cindia Talamantez. The motion carried unanimously.

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Crista Goble Bromley, Mayor

**ATTEST:**

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Kelly Dix, City Secretary



## Finance

## ITEM 4.1

Patricia Langford  
Director of Finance  
(512)-715-3205  
plangford@cityofburnet.com

### Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING ORDINANCE 2022-38; THE ORIGINAL BUDGET ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 FOR THE CITY OF BURNET, TEXAS, FUNDING ACCOUNTS IN BUDGET DUE TO UNFORESEEN SITUATIONS; CONTAINING FINDINGS; PROVIDING FOR SAVINGS AND SEVERABILITY: P. Langford

**Background:**

**Information:** This ordinance provides for fiscal year 2022-2023 budget amendments as listed on Attachment "A". The items that were previously presented to and approved by the City Council have been noted.

There have been no changes to Ordinance 2023-06 since the first reading on March 14, 2023.

**Fiscal Impact:** As noted on Attachment "A"

**Recommendation:** Approve and adopt Ordinance 2023-06 as presented

## ORDINANCE NO. 2023-06

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING ORDINANCE 2022-38; THE ORIGINAL BUDGET ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, FOR THE CITY OF BURNET, TEXAS, FUNDING ACCOUNTS IN BUDGET DUE TO UNFORESEEN SITUATIONS; CONTAINING FINDINGS; PROVIDING FOR SAVINGS AND SEVERABILITY.**

**WHEREAS**, the City of Burnet, Texas Fiscal Year 2022-2023 Budget was adopted by Ordinance 2022-38 within the time and in the manner required by State Law; and

**WHEREAS**, the City of Burnet, Texas has reviewed the Budget; and

**WHEREAS**, the City Council of the City of Burnet, Texas has considered the status of the Capital Improvement Projects for the rest of the fiscal year; and

**WHEREAS**, the City Council of the City of Burnet, Texas hereby finds and determines that it is prudent to amend the line items due to unforeseen situations that have occurred in the City; and

**WHEREAS**, the City Council of the City of Burnet, Texas further finds that these amendments will serve in the public interest; and

**WHEREAS**, the City Council of the City of Burnet, Texas finds and determines that the change in the Budget for the stated municipal purpose is warranted and necessary, and that the amendment of the Budget to fund these line items is due to unforeseen situations and a matter of public necessity warranting action at this time;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS:**

### **Section 1. Findings**

The facts and matters set out above are found to be true and correct.

### **Section 2. Purpose**

The City of Burnet, Texas, Fiscal Year 2022-2023 Budget is hereby amended to reflect the effect of unforeseen circumstances, as reflected in attachment "A",

### **Section 3. Savings/Repealing Clause**

All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal

of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

**Section 4. Severability**

It is hereby declared to be the intention of the City Council that if any of the sections, paragraphs, sentences, clauses, and phrases of the Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of unconstitutional or invalid phrases, clauses, sentences, paragraphs, or sections.

**PASSED AND APPROVED** the First Reading on this the 14<sup>th</sup> day of March, 2023.

**FINALLY PASSED AND APPROVED** on this the 28<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Crista Goble Bromley, Mayor

**ATTEST:**

\_\_\_\_\_  
Kelly Dix, City Secretary

## Attachment A

1. **\$260,530 increase in the Airport Fund expenses and a \$247,940 increase in revenues mainly due to the extension of the interim FBO contract through December 2022.** The following is a breakdown of the revenue and expense increases:
  - Revenues
    - AvGas Sales \$88,950
    - Jet Fuel Sales \$152,320
    - Property Lease \$6,670
  - Expenses
    - Contract Labor FBO \$54,000
    - AvGas Fuel Purchases \$71,575
    - Jet Fuel Purchases \$102,775
    - Fuel Truck Leases \$7,900
    - Credit Card Service Charges \$6,775
    - Property Tax \$6,670
    - Admin Allocation \$10,835

The net difference of \$12,590 will be covered by current operations. (Extension of the interim FBO contract was presented to City Council on October 25, 2022).

2. **\$73,000 increase in the Self-funded Fund expenses to purchase new police vehicles and the related increase in the transfer to Self-funded expense in the Police department budget for higher than anticipated vehicle costs and outfitting.** The cost will be covered by fund balance. Budgeted funds to purchase three 2023 Chevy Tahoes and a 2023 Chevy 1500 truck are about \$60,000 less than the total estimated expense and the budgeted funds carried over for the purchase of the three 2022 Chevy Tahoes and the 2022 ACO truck are about \$13,000 less than the actual expense. (2023 proposed purchase was presented to City Council on December 13, 2022).
3. **\$580,000 increase in General Capital Project Fund expenses to purchase a new Pumper Truck with equipment for the Fire department.** \$130,000 of the cost will be provided by Burnet County Emergency Services District No. 7 per the cost sharing agreement and the balance will be funded from the City's capital equipment reserve account as previously approved by the City Council. (Presented to City Council on January 10, 2023).
4. **\$122,500 increase in the Airport Capital Project Fund expenses for the airport paving project CSJ-2314BRNET.** The cost will be covered by airport fund reserves. (Presented to City Council on January 10, 2023).
5. **\$65,000 increase in the General Capital Project Fund expenses for the Police department's shooting range improvements to include concrete surfacing of the shooting area and a new target system.** The City anticipates receiving approximately \$30,000 in opioid settlement money which if received will be applied to offset the cost. The balance is to be funded from fund balance. (Presented to City Council on January 10, 2023).

6. **\$1,115,000 increase in the Burnet Economic Development Corporation expenses for the purchase of the Bealls property.** The cost will be covered by fund balance. (Presented to City Council on January 24, 2023).
  
7. **\$9,524 increase in Golf Course Fund expenses for the remaining benefit costs of adding an additional full-time food and beverage position.** The cost will be covered by increased revenues from snack bar sales. (Presented to City Council on February 28, 2023).

# City of Burnet Budget Amendments Fiscal Year 2022-2023

2<sup>nd</sup> reading of the Ordinance  
March 28, 2023

## Attachment A

1. \$260,530 increase in **Airport Fund** expenses and a \$247,940 increase in Airport Fund revenues due to the extension of the interim FBO contract.
2. \$73,000 increase in **Self-funded Fund** expenses to purchase new police vehicles due to higher than anticipated vehicle and outfitting costs.
3. \$580,000 increase in **General Capital Project Fund** expenses to purchase a new Pumper Truck with equipment for the Fire department.

## Attachment A (Continued)

4. \$122,500 increase in **Airport Capital Project Fund** expenses for paving project.
5. \$65,000 increase in **General Capital Project Fund** expenses for range improvements.
6. \$1,115,000 increase in **BEDC Fund** expenses to purchase the Beall's building.
7. \$9,524 increase in **Golf Fund** expenses for benefit costs of adding an additional full-time food and beverage position.



Questions?



## Fire Department

## ITEM 4.2

Mark Ingram  
Fire Chief  
512-756-2662  
mingram@cityofburnet.com

### Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS APPROVING THE PURCHASE OF A 2022 ALL WHEEL DRIVE TRANSIT VAN FROM SOUTHWEST AMBULANCE SALES FOR THE BURNET FIRE DEPARTMENT. M. Ingram

**Background:** Council was briefed on the continued decline of EMS Transfer Van, Med 7, and the need to replace the vehicle.

The purchase of an additional All Wheel Drive Transfer Van for the Fire Department was approved by Council for the 2022-2023 FY Budget as a self funded expenditure.

**Information:** Due to the length of time that it takes to process the orders for these vehicles with the manufactures, the Fire Department Staff has been monitoring the waiting list. Fortunately, a cancellation of an order by another entity has allowed the Fire Department to move forward sooner than expected on the purchase. The estimated date of delivery is to be within thirty days verses the projected original waiting period of eight to twenty-four months for the processing and deliver of the vehicle order.

**Fiscal Impact:** The total purchase price of the 2022 All Wheel Drive Transfer Van is \$120,700.99. This is a budgeted purchase for the Fire Department Self Funded account in the 2022-2023 FY budget.

**Recommendation:** Approve Resolution No. R2023-20 as presented.

**RESOLUTION NO. R2023-20**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET,  
TEXAS APPROVING THE PURCHASE OF A 2022 ALL WHEEL DRIVE  
TRANSIT VAN FROM SOUTHWEST AMBULANCE SALES FOR THE  
BURNET FIRE DEPARTMENT**

**Whereas**, the City Council of the City of Burnet (the “City Council”) adopted the Fiscal Year 2022-2023 Budget Ordinance Number 2022-38 on September 13, 2022, and

**Whereas**, as part of the approved city budget, the Fire Department was authorized in the self funded account to place an order for a 2022 All Wheel Transfer Van, to replace the current Med 7 Transfer Van; and

**Whereas**, City Council was briefed by the Fire Chief that the order had been placed for the 2022 All Wheel Drive Transfer Van with Southwest Ambulance Sales; however, due to delays in manufacturing the City was placed on a waiting list; and

**Whereas**, The expected wait time for processing and delivery of the Transfer Van was estimated to be between eight and twenty-four, unless a cancellation of an order allowed the City of Burnet to move up on the list; and

**Whereas**, The Burnet Fire Department was notified of a cancellation of an order and was offered the chance to move up on the waiting list for an expected delivery date within thirty days.

**NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT:**

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby resolved by the City Council of the City of Burnet, Texas (the “City Council”) and made a part hereof for all purposes as findings of fact.

**Section 2. Proceedings.** The City Council does hereby approve the expenditure of \$120,700.99 from the Fire Department self funded account in the 2022-2023 FY Budget for the purchase of a new 2022 All Wheel Drive Transit Van for the City of Burnet Fire Department.

**Section 3. Authorization.** The City Council does hereby authorize the City Manager and the Finance Director to take such actions reasonably necessary to facilitate the purpose of this Resolution.

**Section 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.

**PASSED AND APPROVED** this the 24<sup>th</sup> day of March, 2023.

**CITY OF BURNET, TEXAS**

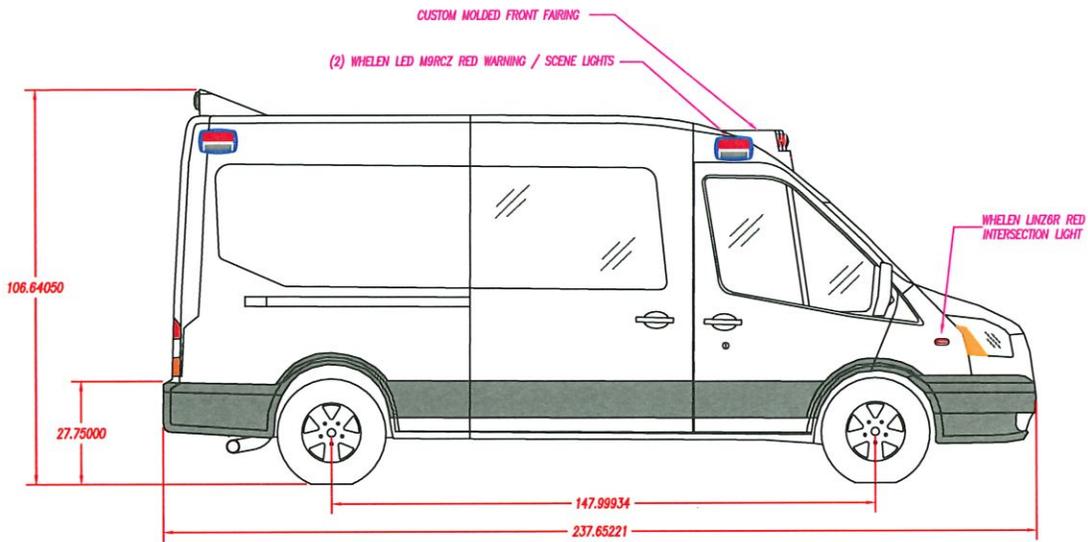
**ATTEST:**

\_\_\_\_\_  
Crista Goble Bromley, Mayor

\_\_\_\_\_  
Kelly Dix, City Secretary



<b>Dealer:</b> SWAS	<b>Approved By:</b>	<b>Date:</b>	<b>Customer:</b> DEMO	22-TWGK850-51	Sheet <b>A</b>
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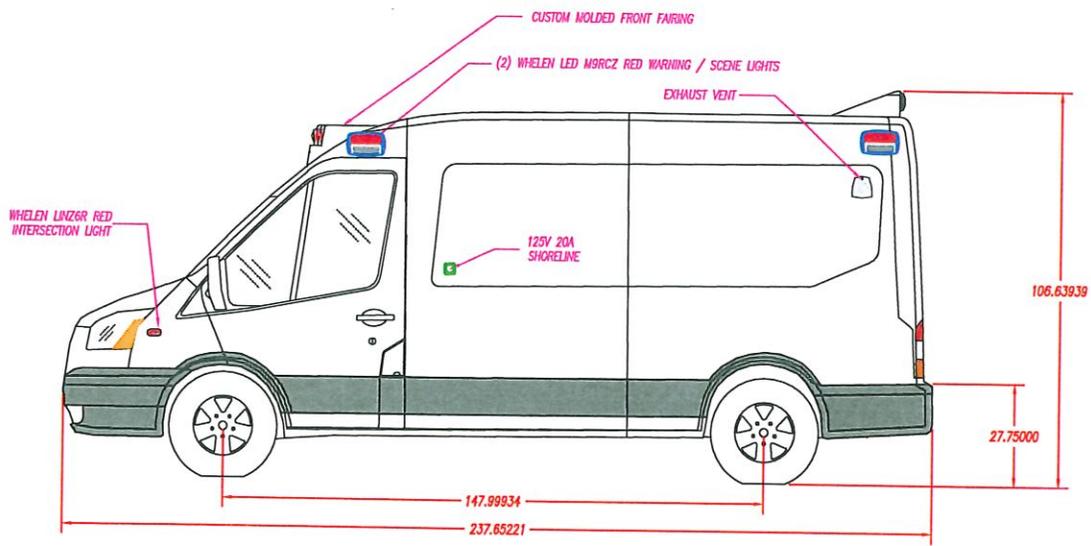


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FORD TRANSIT FORD TRANSIT TYPE II		
DESCRIPTION: CURB SIDE EXTERIOR		
DRAWN BY: I. STANSBURY	DATE CREATED: 3/1/2023	SCALE: 5/16" = 1'
REVISED BY:	DATE REVISED:	REVISION:
<small>Note: Drawings are for reference only, measurements may vary from actual product.</small>		

 <b>MEDIX</b> SPECIALTY VEHICLES, INC.	3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669
	"LET US SHOW YOU THE MEDIX DIFFERENCE" <a href="http://WWW.MEDIXAMBULANCE.COM">WWW.MEDIXAMBULANCE.COM</a>

Dealer: SWAS      Approved By:      Date:      Customer: DEMO      22-TWGK850-51      Sheet **B**

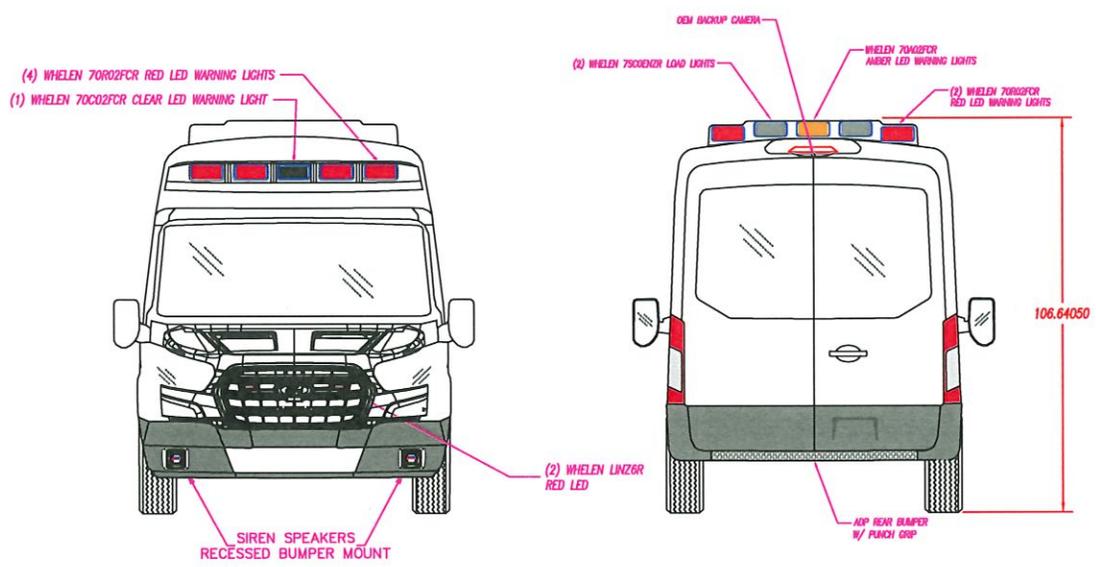


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FORD TRANSIT FORD TRANSIT TYPE II		
DESCRIPTION: STREET SIDE EXTERIOR		
DRAWN BY: I. STANSBURY	DATE CREATED: 3/1/2023	SCALE: 5/16"=1'
REVISED BY:	DATE REVISED:	REVISION:
Note: Drawings are for reference only, measurements may vary from actual product.		

**MEDIX** SPECIALTY VEHICLES, INC.  
 3008 MOBILE DRIVE  
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<b>Dealer:</b> SWAS	<b>Approved By:</b>	<b>Date:</b>	<b>Customer:</b> DEMO	22-TWGK850-51	Sheet <b>C</b>
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<b>FORD TRANSIT FORD TRANSIT TYPE II</b>		
<b>FRONT &amp; REAR EXTERIOR</b>		
<small>DRAWN BY:</small> I. STANSBURY	<small>DATE CREATED:</small> 3/1/2023	<small>SCALE:</small> 5/16"=1'
<small>REVISED BY:</small>	<small>DATE REVISED:</small>	<small>REVISION:</small>
<small>Note: Drawings are for reference only, measurements may vary from actual product.</small>		

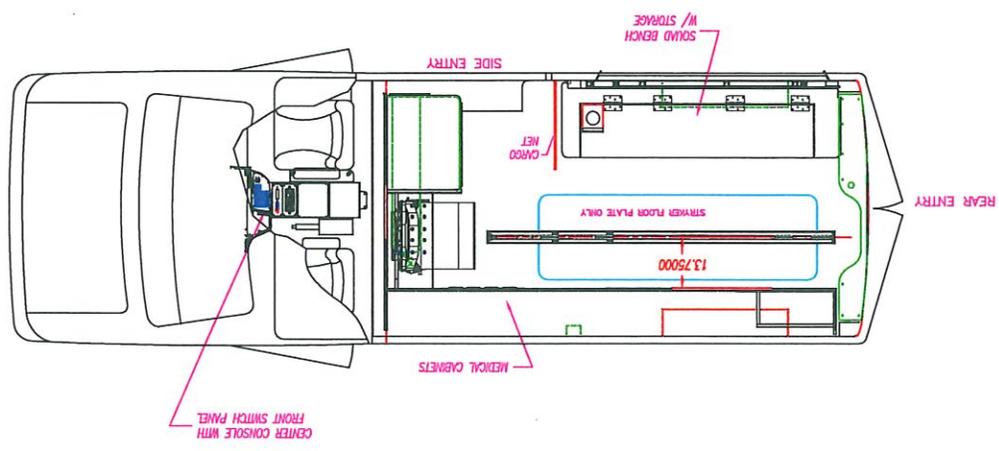
	3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669
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DESCRIPTION:	FORD TRANSIT TYPE II
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DATE REVISED:	

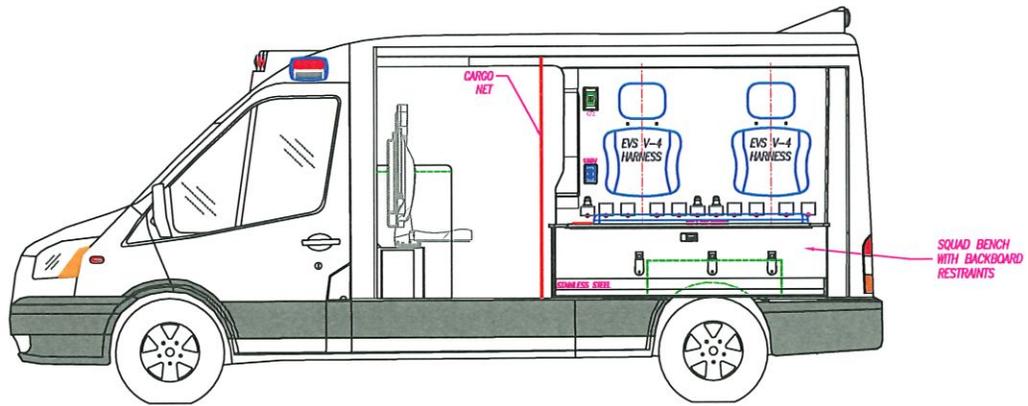
Note: Drawings are for reference only, measurements may vary from actual product.

3008 MOBILE DRIVE  
 ELKHART, IN 46514  
 PH: 574-266-0911  
 FAX: 574-266-6669  
**MEDIX**  
 SPECIALTY VEHICLES, INC.  
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Dealer: SWAS	Approved By:	Date:	Customer: DEMO	22-TWCK850-51	Sheet D
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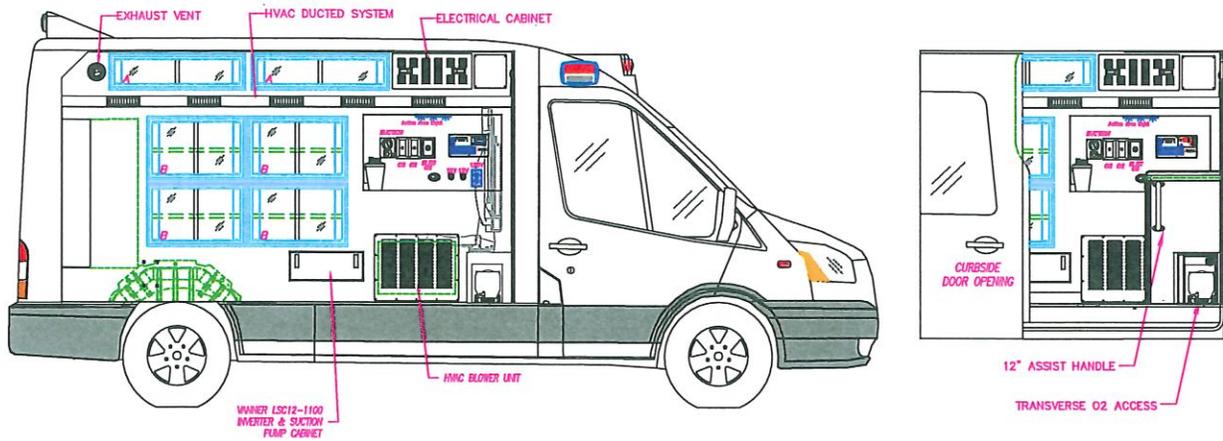
<b>Dealer:</b> SWAS	<b>Approved By:</b>	<b>Date:</b>	<b>Customer:</b> DEMO	22-TWCK850-51	Sheet <b>E</b>
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FORD TRANSIT FORD TRANSIT TYPE II		
DESCRIPTION: CURB SIDE CUT AWAY VIEW		
DRAWN BY: I. STANSBURY	DATE CREATED: 3/1/2023	SCALE: 5/16" = 1'
REVISED BY:	DATE REVISED:	REVISION:
<small>Note: Drawings are for reference only, measurements may vary from actual product.</small>		

 <b>MEDIX</b> SPECIALTY VEHICLES, INC.	3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669
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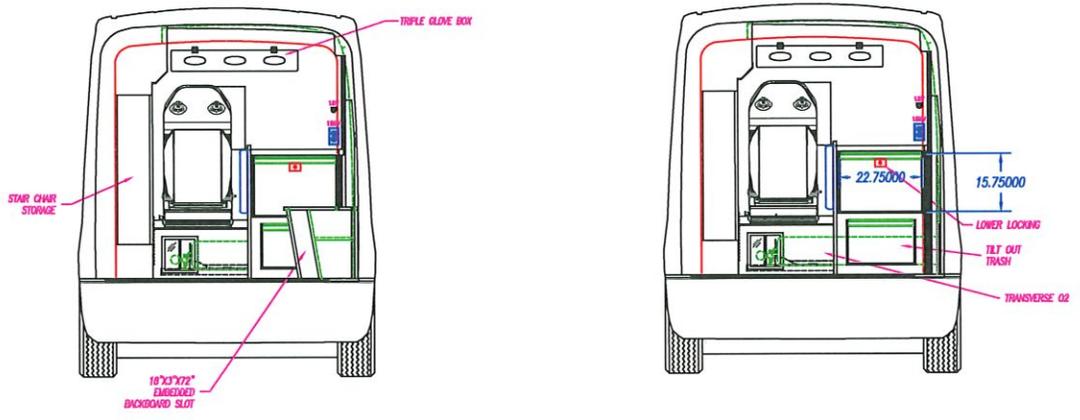
INTERIOR CABINET STORAGE				
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE
A	7 3/4"	35 3/4"	8 3/8"	46-104573
B	15"	24 3/4"	10 1/8"	46-104572

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FORD TRANSIT FORD TRANSIT TYPE II		
DESCRIPTION: STREET SIDE CUT AWAY VIEW		
DRAWN BY: I. STANSBURY	DATE CREATED: 3/1/2023	SCALE: 5/16"=1'
REVISED BY:	DATE REVISED:	REVISION:
<small>Note: Drawings are for reference only, measurements may vary from actual product.</small>		

 <b>MEDIX</b> SPECIALTY VEHICLES, INC.	3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669
	<p><i>"LET US SHOW YOU THE MEDIX DIFFERENCE"</i></p> <p>WWW.MEDIXAMBULANCE.COM</p>

<b>Dealer:</b> SWAS	<b>Approved By:</b>	<b>Date:</b>	<b>Customer:</b> DEMO	22-TWGK850-51	Sheet <b>G</b>
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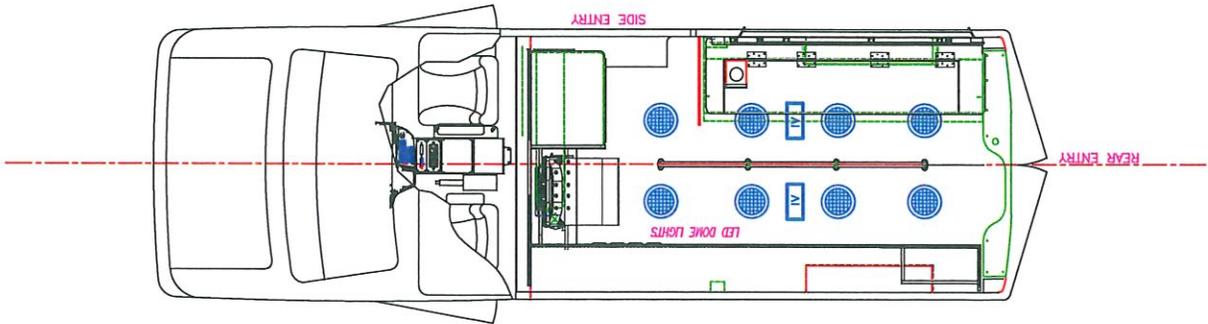
FORD TRANSIT FORD TRANSIT TYPE II		
FRONT ELEVATION		
DESCRIPTION:		
DRAWN BY: I. STANSBURY	DATE CREATED: 3/1/2023	SCALE: 5/16"=1'
REVISED BY:	DATE REVISED:	REVISION:
Note: Drawings are for reference only, measurements may vary from actual product.		

 <b>MEDIX</b> SPECIALTY VEHICLES, INC.	3008 MOBILE DRIVE ELKHART, IN 46514 PH: 574-266-0911 FAX: 574-266-6669
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DESCRIPTION: FORD TRANSIT FORD TRANSIT TYPE II	
DRAWN BY: L STANSBURY	DATE CREATED: 3/1/2023
REVISION:	SCALE: 5/16"=1'
Note: Drawings are for reference only, measurements may vary from actual product.	

3008 MOBILE DRIVE  
ELKHART, IN 46514  
PH: 574-266-0911  
FAX: 574-266-6669  
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Dealer: SWAS	Approved By:	Date:	Customer:	DEMO	22-TWGR850-51	Sheet H
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QUESTIONS?



## Administration

## ITEM 4.3

Eric Belaj  
City Engineer  
512.715.3217  
ebelaj@cityofburnet.com

## Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING THE SUBMISSION OF A 2023/2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND: E. Belaj

**Background:** The City of Burnet desires to receive a 2023-2024 Texas Community Development Block Grant Program award (hereinafter as the "Program") from the Texas Department of Agriculture.

**Information:** This resolution authorizes the submission of an application for the Community Development Fund be filed on behalf of the City of Burnet with the Texas Department of Agriculture.

**Fiscal Impact:** Upon passage of this resolution; Council is authorizing an impact of up to \$255,976.00 on the Water/Wastewater Fund.

**Recommendation:** Approve and adopt Resolution R2023-21 as presented.

## RESOLUTION NO. R2023-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING THE SUBMISSION OF A 2023/2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND; AND AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS**, the City Council of the City of Burnet (City) desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and,

**WHEREAS**, it is necessary and in the best interests of the City to apply for the Texas Community Development Block Grant Program; and,

**WHEREAS**, the City Council of Burnet is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BURNET, TEXAS, AS FOLLOWS:**

**Section one. Approval.** The following is hereby approved:

- (a) that a Texas Community Development Block Grant Program application for the Community Development Fund be filed on behalf of the City of Burnet with the Texas Department of Agriculture; and
- (b) that the City's application be placed in competition for funding under the Community Development Fund; and
- (c) that the application be for up to \$500,000.00 of grant funds to provide water improvements; and
- (d) that all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
- (e) that it further be stated that the City of Burnet is committing up to \$255,976.00 from its Water/Wastewater Fund as a cash contribution toward the administration, engineering, and/or construction activities of this water improvement project.

**Section two. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act,

**Section three. Effective Date.** That this resolution shall take effect immediately upon its passage, and approval as prescribed by law.

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March 2023.

**CITY OF BURNET, TEXAS**

**ATTEST:**

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Crista Goble Bromley, Mayor

---

Kelly Dix, City Secretary

# CDBG GRANT RESOLUTION



# CDBG GRANT RESOLUTION

*BACKGROUND*

## GRANT OPPORTUNITY

- City is a good candidate for \$500K CDBG Grant.
- Project to benefit the entire city (not a neighborhood).
- Candidate Project is a Water Transmission Line.
- Awards will be made known in +/- 6 months.
- This one of the four needed resolutions. Others are:
  - One other needed for Fair Housing Analysis
  - Designating Signatories
  - Adopting Civil Right Policies

# CDBG GRANT RESOLUTION

*BACKGROUND*

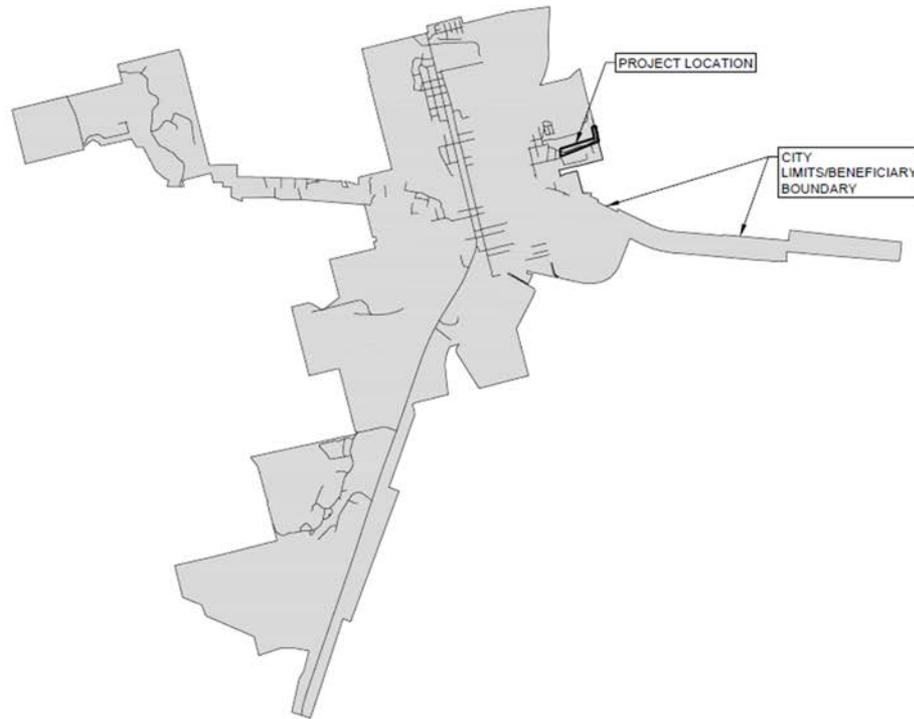
## **Project Info**

- Install 2,400' of Water Transmission pipe.
- Connects East tank to the main Transmission pipe from Post Mountain Tank.
- Provides for Future Growth east of the City.
- New pavement on Wofford Drive.

# CDBG GRANT RESOLUTION

*BACKGROUND*

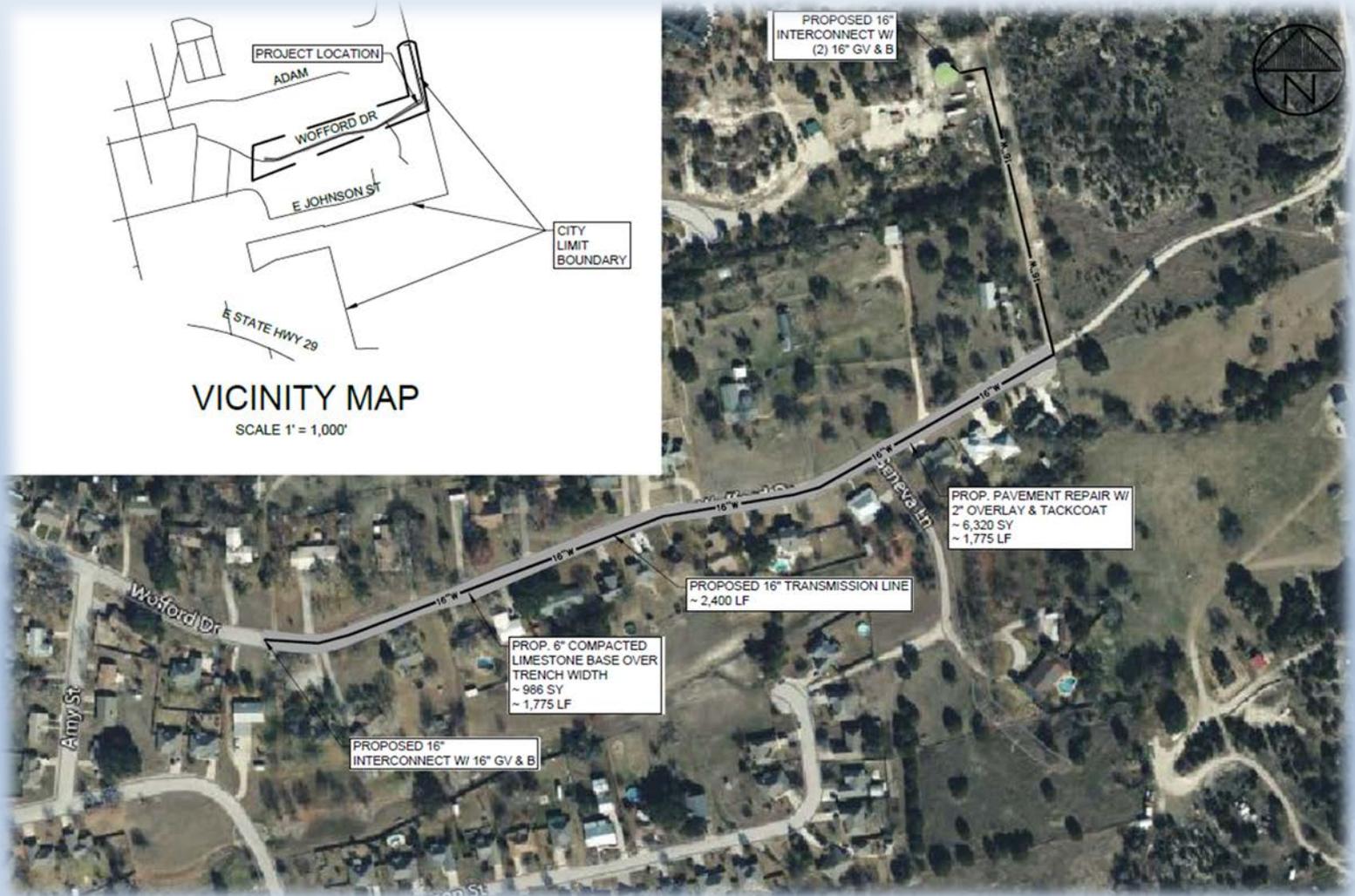
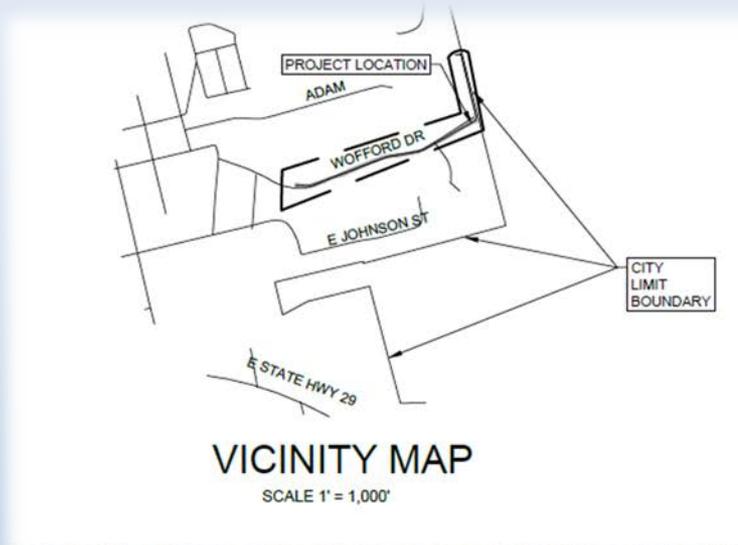
## Project Location



# CDBG GRANT RESOLUTION

## BACKGROUND

### Project Location



# CDBG GRANT RESOLUTION

FUNDING

## Project Costs

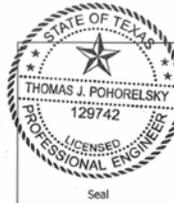
ITEM	COST
Construction	\$646K
Engineering & Surveying	\$65K
Grant Admin	\$55K

Explain how the project activities will address issues/deficiencies/conditions currently impacting households in the benefit area.  
 The water plants are currently connected with an 8" distribution line. This line is undersized as a transmission line and is not able to sufficiently supply the City if one of the water plants are out of service.

**Budget:**

Please complete the the budget justification table below:

BUDGET JUSTIFICATION OF RETAIL COSTS								
Activity Description	HUD Act #	Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total
Water Improvements	033	16" PVC Transmission Line	\$200.00	LF	2,400	\$480,000	\$0	\$480,000
Water Improvements	033	16" Gate Valve & Box	\$7,000.00	EA	3	\$21,000	\$0	\$21,000
Water Improvements	033	HMAC Pvmnt Repair with 2" Overlay & Tack Coat	\$20.00	SY	6,320	\$126,400	\$0	\$126,400
Water Improvements	033	Transmission Line Interconnects	\$1,500.00	EA	2	\$3,000	\$0	\$3,000
Water Improvements	033	6" Compacted Limestone Base	\$16.00	SY	986	\$15,776	\$0	\$15,776
						<b>\$646,176</b>	<b>\$0</b>	<b>\$646,176</b>



*[Handwritten Signature]*

17 Feb. 2023

Signature of Registered Engineer/Architect and Date

Goodwin, Laster, & Strong

(979) 776-9700

tpohorelsky@gltexas.com

Firm Name

Phone Number

Email

# CDBG GRANT RESOLUTION

*RESOLUTION*

## **What does this Resolution Do:**

- Authorizes the City to Submit for this grant
- Selects the Project.
- Makes it known that the City can cover up to \$255,976.00 in matching funds. If it comes down to it, this will be a separate agenda item in the future.
- Funding can come from the water/ww fund and possibly partially water impact fees.



## Administration

## ITEM 4.4

Adrienne Feild  
Admin Services/Airport Manager  
512.715.3214  
afeild@cityofburnet.com

## Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: A. Feild

**Background:** The City of Burnet desires to receive a 2023-2024 Texas Community Development Block Grant Program award (hereinafter as the "Program") from the Texas Department of Agriculture to provide improvements to the water infrastructure.

**Information:** This resolution authorizes the city manager and finance director to execute documents on behalf of the City related to the implementation of the Program

**Fiscal Impact:** Passage of this resolution will have no financial impact.

**Recommendation:** Approve and adopt Resolution R2023-22 as presented.

## RESOLUTION NO. R2023-22

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

**WHEREAS**, the City Council of Burnet desires to receive a 2023-2024 Texas Community Development Block Grant Program award (hereinafter as the "Program") from the Texas Department of Agriculture to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

**WHEREAS**, the purpose of this resolution is to appoint persons to execute, on behalf of the City, contractual documents and documents requesting funds from the Texas Department of Agriculture under the Program; and

**WHEREAS**, in the event that a signatory authorized by this resolution is unable to serve City Council shall provide to TDA the following:

- A resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and

**WHEREAS**, the City Council of Burnet is committed to compliance with federal, state, and program rules, including the current TxCDBG-TDA Project Implementation Manual

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BURNET, TEXAS, AS FOLLOWS:**

**Section one. Findings.** The recitals set out above are hereby approved and incorporated herein for all purposes.

**Section two. Authorization.** Elected and appointed officials are authorized to represent the City's interest under the Program as follows:

- The City Manager shall serve as the City's Chief Executive Officer and Authorized Representative to execute a grant application and contractual documents between the Texas Department of Agriculture;
- The City Manager and Mayor are authorized to execute environmental review documents between the Texas Department of Agriculture and the City; and
- The City Manager be assigned the role of Authorized Official in the TDA-GO grant management system;
- The City Manager and Finance Director are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs; prepare and submit other financial documentation; and be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

In pursuit of their duties under this authorization the aforementioned elected and appointed officials may execute such ancillary documents and take such actions as may reasonably be necessary to facilitate the purpose of this resolution.

**Section three. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act,

**Section five. Effective Date.** That this resolution shall take effect immediately upon its passage, and approval as prescribed by law.

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March 2023.

**CITY OF BURNET, TEXAS**

---

Crista Goble Bromley, Mayor

**ATTEST:**

---

Kelly Dix, City Secretary

---

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

ADRIENNE FEILD, ADMINISTRATIVE SERVICES/AIRPORT MANAGER

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# 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (WATER INFRASTRUCTURE CAPACITY PROJECT)

- Appoint persons to execute contractual documents on behalf of the City.
  - Chief Executive Officer and Authorized Representative to execute a grant application and contractual documents
    - David Vaughn, City Manager
  - Environmental Review Documents
    - David Vaughn, City Manager
    - Crista Goble Bromley, Mayor
  - Authorized Official in the TDA-GO grant management system
    - David Vaughn, City Manager
  - Financial Documents / Project Director or Payment Processor in the TDA-GO grant management system
    - David Vaughn, City Manager
    - Patricia Langford, Finance Director

Note: In the event that a signatory authorized by this resolution is unable to serve City Council shall provide to the TDA a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory).





# COMMUNITY DEVELOPMENT FUND GRANT

## TIMELINE



SEPTEMBER 2022

Council approved Resolution R2022-72 expressing the desire to participate in the Grant Program. Additionally, this Resolution authorized the issuance of RFP for grant administration.

JANUARY 2023

RFQ2022-001/RFP2022-007 bids presented to Council for approval.

MARCH 13, 2023

Application must be started by Grant Administrator.

MAY 3, 2023

~~APRIL 3, 2023~~  
Grant application deadline.

QUESTIONS/COMMENTS





## Administration

## ITEM 4.5

Adrienne Feild  
Admin Services/Airport Manager  
512.715.3214  
afeild@cityofburnet.com

## Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET ADOPTING/REAFFIRMING REQUIRED COMMUNITY DEVELOPMENT BLOCK GRANT CIVIL RIGHTS POLICIES: A. Field

**Background:** The City of Burnet desires to receive the 2023-2024 Texas Community Development Block Grant Program from the Texas Department of Agriculture award to provide to provide improvements to the water infrastructure.

**Information:** It is necessary to execute policy documents from the Texas Department of Agriculture.

**Fiscal Impact:** N/A

**Recommendation:** Approve and adopt Resolution R2023-23 as presented.

## RESOLUTION NO. R2023-23

### A RESOLUTION BY THE CITY COUNCIL OF CITY OF BURNET ADOPTING/REAFFIRMING REQUIRED COMMUNITY DEVELOPMENT BLOCK GRANT CIVIL RIGHTS POLICIES

**WHEREAS**, the City of Burnet, Texas, (hereinafter referred to as “City of Burnet”) in consideration for the receipt and acceptance of federal funding if awarded through the 2023-2024 Texas Community Development Block Grant Program from the Texas Department of Agriculture (hereinafter referred to as “TDA”)

**WHEREAS**, the City of Burnet, in accordance with Section 109 of the Title I of the Housing and Community Development Act (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, to take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

**WHEREAS**, the City of Burnet, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

**WHEREAS**, the City of Burnet, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the Section 3 Service Area;

**WHEREAS**, the City of Burnet, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), to adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

**WHEREAS**, the City of Burnet, in accordance with Executive Order 13166, to take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

**WHEREAS**, the City of Burnet, in accordance with Section 504 of the Rehabilitation Act of 1973, to not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds;

**WHEREAS**, the City of Burnet, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing; and

**WHEREAS**, the City of Burnet, the City of Burnet, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

**NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT**

**Section one.** City Council adopts policies, or re-affirms similar policies already in place, to meet federal requirements expressed in the recitals, as follows:

- a. Citizen Participation Plan and Grievance Procedures (Form A1013);
- b. Excessive Force Policy (Form A1003);
- c. Fair Housing Policy (Form A1015);
- d. Section 504 Policy and Grievance Procedures (Form A1004); and
- e. Code of Conduct Policy (Form A1002).

**Section two.** The City of Burnet affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

- a. Section 3 economic opportunity;
- b. Limited English Proficiency; and
- c. Activity to affirmatively Further Fair Housing choice.

**Section three.** The above stated recitals are hereby found to be the true and correct findings of Council and are incorporated herein for all purposes.

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March 2023.

**CITY OF BURNET, TEXAS**

\_\_\_\_\_  
Crista Goble Bromley, Mayor

**ATTEST:**

\_\_\_\_\_  
Kelly Dix, City Secretary

**A1013**

**CITY OF BURNET  
CITIZEN PARTICIPATION PLAN  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:*

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have “meaningful access” to all aspects of the TxCDBG project. To provide ‘meaningful access’, Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see [LEP.gov](http://LEP.gov).

#### COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture’s Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at The City of Burnet offices, 1001 Buchanan Drive, Burnet, TX 78611, 512-756-6093 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Burnet at 1001 Buchanan Drive, Burnet, TX 78611, or may call 512-756-6093.
2. A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to The City of Burnet Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

#### TECHNICAL ASSISTANCE

When requested, the City of Burnet shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City of Burnet, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

#### PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City of Burnet, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City of Burnet must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Burnet shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City of Burnet shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City of Burnet shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Burnet must comply with the following citizen participation requirements in the event that the City of Burnet receives funds from the TxCDBG program:

1. The City of Burnet shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City of Burnet shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City of Burnet shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

---

David Vaughn, City Manager

---

Date

*Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del inglés:*

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en inglés.

Para obtener más información, consulte LEP.gov.

## PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en La Ciudad de dirección postal, 1001 Buchanan Drive, Burnet, TX 78611, (512) 756-6093, en horario de oficina.

A continuación, se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a La Alcaldesa de la Ciudad en 1001 Buchanan Drive, Burnet, TX 78611, (512) 756-6093.
2. Una copia de la queja o reclamación se transmitirá por la alcaldesa a la entidad que es encargada de la queja o reclamación y al Abogado de La Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. La alcaldesa deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

## ASISTENCIA TÉCNICA

Cuando lo solicite, La Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

## DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por La Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y La Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, La Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de

bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.

4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que La Ciudad recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, La Ciudad celebrará una audiencia pública y revisará el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en inglés y español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

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David Vaughn, City Manager

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Date

**A1003**

### **Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), the City of Burnet hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Burnet to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Burnet to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
3. The City of Burnet will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Burnet, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
David Vaughn, City Manager

\_\_\_\_\_  
Date

**A1004**

### **Section 504 Policy Against Discrimination Based on Handicap and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development

Act of 1974, as amended (42 U.S.C. 5309), City of Burnet hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Burnet does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Burnet recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Burnet shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, City of Burnet shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
  - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Burnet to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
  - b. Complaints should be addressed to the Mayor, 1001 Buchanan Drive, Burnet, TX 78611 or call (512) 756-6093, who has been designated to coordinate Section 504 compliance efforts.
  - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
  - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
  - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
  - f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
  - g. The Section 504 coordinator shall maintain the files and records of the City of Burnet relating to the complaint files.

- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Burnet within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Burnet complies with Section 504 and HUD regulations.

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David Vaughn, City Manager

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Date

**A1002**

**Code of Conduct Policy of The City of Burnet**

As a Grant Recipient of a TxCDBG contract, City of Burnet shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Burnet shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the

parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Burnet shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict-of-interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Burnet Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

*These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318*

**A1015**

### **Fair Housing Policy**

In accordance with Fair Housing Act, the City of Burnet hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Burnet agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Burnet agrees to plan at least one activity during the contract term to affirmatively further fair housing.

3. City of Burnet will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Burnet, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

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David Vaughn, City Manager

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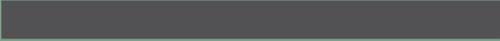
Date

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A RESOLUTION BY THE CITY COUNCIL  
OF THE CITY OF BURNET TEXAS  
ADOPTING/REAFFIRMING REQUIRED  
COMMUNITY DEVELOPMENT BLOCK  
GRANT CIVIL RIGHTS POLICIES

ADRIENNE FEILD, ADMINISTRATIVE SERVICES/AIRPORT MANAGER

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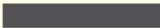


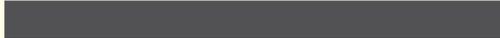
**2023-2024  
TEXAS  
COMMUNITY  
DEVELOPMENT  
BLOCK GRANT  
PROGRAM  
(WATER INFRASTRUCTURE  
CAPACITY PROJECT)**

Adopts policies, or re-affirms similar policies already in place, to meet federal requirements expressed in the recitals, as follows:

- a. Citizen Participation Plan and Grievance Procedures (Form A1013);
- b. Excessive Force Policy (Form A1003);
- c. Fair Housing Policy (Form A1015);
- d. Section 504 Policy and Grievance Procedures (Form A1004); and
- e. Code of Conduct Policy (Form A1002).

The City of Burnet affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

- a. Section 3 economic opportunity;
  - b. Limited English Proficiency; and
  - c. Activity to affirmatively Further Fair Housing choice.
- 



# COMMUNITY DEVELOPMENT FUND GRANT

## TIMELINE



SEPTEMBER 2022

Council approved Resolution R2022-72 expressing the desire to participate in the Grant Program. Additionally this Resolution authorized the issuance of RFP for grant administration.

JANUARY 2023

RFQ2022-001/RFP2022-007 bids presented to Council for approval.

MARCH 13, 2023

Application must be started by Grant Administrator.

MAY 3, 2023  
~~APRIL 3, 2023~~

Grant application deadline.

# QUESTIONS/COMMENTS

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## Administration

## ITEM 4.6

Adrienne Feild  
Admin Services/Airport Manager  
512.715.3214  
afeild@cityofburnet.com

## Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET ACCEPTING THE COMMUNITY-WIDE FAIR HOUSING ANALYSIS FOR THE CITY OF BURNET TEXAS AS A COMPONENT OF THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: A. Feild

**Background:** The City of Burnet desires to receive a 2023-2024 Texas Community Development Block Grant Program award (hereinafter as the "Program") from the Texas Department of Agriculture to provide improvements to the water infrastructure capacity.

**Information:** It is necessary to accept the community-wide fair housing analysis for the City of Burnet Texas as a component of the city's participation in the community development block grant program.

**Fiscal Impact:** Passage of this resolution will have no financial impact.

**Recommendation:** Accept Resolution R2023-24 as presented.

**RESOLUTION NO. R2023-24**

**A RESOLUTION ACCEPTING THE COMMUNITY-WIDE FAIR HOUSING ANALYSIS FOR THE CITY OF BURNET TEXAS AS A COMPONENT OF THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS**, the City Council of the City of Burnet desires a community that provides good housing options, an excellent living environment, and economic opportunities, particularly for persons of low-to-moderate income; and

**WHEREAS**, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

**WHEREAS**, it is necessary and in the best interests of the City to participate in the Texas Community Development Block Grant Program;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BURNET, TEXAS, AS FOLLOWS:**

**Section one. Findings.** The recitals set out above are hereby approved and incorporated herein for all purposes, and that the City Council acknowledges receipt of and accepts the community-wide Fair Housing analysis conducted for the City of Burnet that is incorporated by reference in this Resolution.

**Section two. Acceptance.** The community-wide fair housing analysis for the City of Burnet Texas is hereby accepted as a component of the city's participation in the community development block grant program.

**Section three. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act,

**Section four. Effective Date.** That this resolution shall take effect immediately upon its passage, and approval as prescribed by law.

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March 2023.

**CITY OF BURNET, TEXAS**

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Crista Goble Bromley, Mayor

**ATTEST:**

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Kelly Dix, City Secretary

## **Fair Housing Analysis discussion for the City of Burnet Council Meeting**

In the backup attached, you will see an analysis of the community's fair housing and data on factors that impact fair housing in a community, such as disability, race, and ethnicity. This analysis is done in support of the upcoming 2023/2024 Community Development grant with the Texas Department of Agriculture (TDA). TDA supports Affirmatively Furthering Fair Housing (AFFH) and has opted to have a scoring element that requires conducting an activity in support of AFFH.

TDA's CDBG Community Development grant is a HUD based grant source, which encourages developing fair housing to communities. TDA requires applicants to support affirmatively further fair housing and uphold the 1968 Fair Housing Act. The Fair Housing Act prohibits discrimination based on disability, familial status, race, color, religion, sex, or national origin.

Housing, race, ethnicity, and disability data comes from the US Census 2017-2021 American Community Survey data.

The low-income housing analysis comes from the public housing authority.

The last section briefly discusses possible impediments to fair housing in your community.

With this, the analysis is complete and should satisfy TDA requirements. Please accept this analysis in support of the upcoming TDA grant.

## Fair Housing

In conjunction with the acceptance of grant funds from the Texas Community Development Block Grant Program (TxCDBG) program of the U.S. Department of Housing and Urban Development (HUD), the City of Burnet must affirmatively further fair housing (AFFH) and uphold the 1968 Fair Housing Act. The Fair Housing Act prohibits discrimination based on disability, familial status, race, color, religion, sex, or national origin. The *Fair Housing Data* table provides basic data on the availability of housing types to those protected classes. The following paragraphs discuss each protected group.

- **Disability:** According to the 2017-2021 American Community Survey (ACS), approximately 23.1% of residents in Burnet (estimated 1,342 residents) have a disability;<sup>1</sup> this figure is higher than the state-wide average – 11.4% of all Texans. An estimated 37.3% of Burnet residents with a disability are over 74 years old. It is not known how many single-family homes in Burnet fully meet ADA accessibility standards.
- **Familial Status:** As measured by the number of bedrooms available, a variety of rental properties and homes for ownership are available to accommodate families, as well as single occupants.
- **Race & Ethnicity:** The minority population in the project Target Area is not 65% or higher, which is the threshold<sup>2</sup> used by the State of Texas for defining an area of “minority concentration.”

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<sup>1</sup> In the 2017-2021 American Community Survey, individuals were classified as having a disability if they had hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and/or independent living difficulty.

<sup>2</sup> The “65% threshold” is based on the definition of “an area of minority concentration” used by the Texas General Land Office in its 10/1/2012 publication, “Homeowner Opportunity Program Guidelines - CDBG Disaster Recovery Program - Hurricanes Ike & Dolly, Round 2.”

Fair Housing Data

	Units	% of all Units in City [1]
<b>Affordable and Subsidized Housing Units (Occupied and Vacant)</b>		
Garden Gate	30	12%
North Gate	40	16%
Rhomberg Apartments	56	22%
Creekside Townhomes	53	21%
League Street Manor	36	14%
Hamilton Creek Manor	40	16%
<b>Total MF Units</b>	<b>255</b>	
<b>Other Housing Units (Occupied and Vacant)</b>		
Single-family Rentals	812	36%
Single-family Owned	1,229	54%
Single-family Vacant	236	10%
<b>Total Units</b>	<b>2,277</b>	

*Housing by Race/Ethnicity (Census 2010) [3]*

Characteristic	Owned		Rented	
	#	%	#	%
<b>Race</b>				
White	1,045	85%	647	80%
Black	28	2%	18	2%
American Indian or Alaska Native	4	0.3%	3	0.4%
Asian	7	0.6%	7	0.9%
Other	-	0.00%	-	0.00%
Two or More Races	11	0.9%	9	1.1%
Native Hawaiian & Other Pacific Islander	-	0.00%	-	0.00%
<b>Ethnicity</b>				
Hispanic or Latino	134	11%	128	16%

Sources: Census 2010,

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A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF BURNET, ACCEPTING THE  
COMMUNITY-WIDE FAIR HOUSING  
ANALYSIS FOR THE CITY OF BURNET  
TEXAS AS A COMPONENT OF THE CITY'S  
PARTICIPATION IN THE COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM.

ADRIENNE FEILD, ADMINISTRATIVE SERVICES/AIRPORT MANAGER

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# 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (WATER INFRASTRUCTURE CAPACITY PROJECT)

## Fair Housing

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# 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (WATER INFRASTRUCTURE CAPACITY PROJECT)

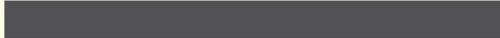
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Sources: Census 2010,



# COMMUNITY DEVELOPMENT FUND GRANT

(WATER INFRASTRUCTURE CAPACITY PROJECT)

## TIMELINE



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MAY 3, 2023

~~APRIL 3, 2023~~

Grant application deadline.

# QUESTIONS/COMMENTS

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## Development Services

## ITEM 4.7

Eric Belaj  
City Engineer  
(512)-756-2402  
ebelaj@cityofburnet.com

### Action

**Meeting Date:** March 28, 2023

**Agenda Item:** Discuss and consider action: Award Request for Proposal (RFP) 2023-001 Street Fog Seal Maintenance Project bid and authorize the City Manager to execute the contract: E. Belaj

**Background:** The City council in December 2022 meeting approved a street maintenance list for crack seal and fog seal. In addition, through a resolution in February 2023 city council authorized staff to work on street maintenance list; one which includes crack sealing and fog seals as preventative maintenance. City staff researched the best materials to use for such maintenance. One of the reference items used was a 2016 test study by the City of Greeley Colorado. The study involved over a dozen preventative maintenance types and materials applied to neighborhood streets. Several years later, the products were evaluated based on their aesthetic and performance.

**Information:** The City recently had bid opening for this Project. The bid opening was on March 9, 2023, at 11 A.M. where 1 bid was received. The proposed improvements up for bid consist of applying High Density Mineral Bond to the surface of the pavement at minimum two coats thick. The preventative maintenance includes over 45K Square Yards of existing pavement, which includes streets such as Pecan St. and Coke St. A detailed list of streets is shown below in attached bid tab. The bid specified High density Polymer as it was the top performing material in the aforementioned study; however the bidders were offered the opportunity to provide an equal or better material for pre-approval in the bid.

**Bids:** **Holbrook Asphalt Co** was the sole bidder offered the best value to the City at **\$252,823.46**. The bid includes an added alternate for Lamar Street. Staff was considering applying a different material to this section of Lamar Street, one which is much less expensive, and see its performance adjacent to the one specified in the bid. The project was estimated to cost under \$250K. This contractor has until

approximately mid-summer to complete the work. See attached tabulated bids.

Qualification: City staff determined that this construction company has constructed many similar projects around the Central Texas area. Council may elect to take staff's recommendation below, reject all bids, or proceed with further evaluation.

**Fiscal Impact:** City has the budgeted funds from the bond proceeds for this project including.

**Recommendation:** Staff Recommendation will be presented at the council meeting.