



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

Notice is hereby given that a **Regular Council Meeting** will be held by the governing body of the City of Burnet on the **28th day of June 2022** 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.

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) Burnet Police Department Procedures Report: B. Lee
- 1.2) Water and Wastewater Quarterly Update Report: A. Burdell
- 1.3) May 2022 Financial Update Report: P. Langford

2. 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.)

- 2.1) Approval of the June 14, 2022, Regular City Council Meeting Minutes

3. PUBLIC HEARINGS/ACTION: None

4. ACTION ITEMS:

4.1) Discuss and consider action: Administrative Services Agreement and Self-Directed Brokerage Account Addendum, between City of Burnet, Texas and Mission Square Retirement for Deferred Compensation Plan: K. Sames

4.2) Discuss and consider action: Appointment of two Commissioners to the Housing Authority of the City of Burnet: K. Dix

4.3) Discuss and consider action: Appointment of members to the City of Burnet Planning and Zoning Commission: K. Dix

4.4) Discuss and consider action: Appointment of members to the City of Burnet Zoning Board of Adjustments: K. Dix

4.5) Discuss and consider action: Appointment of members to the Burnet Economic Development Corporation (BEDC): K. Dix

4.6) Discuss and consider action: Appointment of members to the Burnet Airport Advisory Board: K. Dix

4.7) Discuss and consider action: Appointment of members to the Burnet Historic and Preservation Board: K. Dix

4.8) Discuss and consider action: Request to purchase Oxygen Forensics software and computer to conduct forensic evaluation of cellular phones for the Burnet Police Department: B. Lee

4.9) Discuss and consider action: Purchase of two Frazer Type 1 Ambulances: M. Ingram

4.10) Discuss and consider action: Purchase of five Zoll Auto Pulse Resuscitation Systems: M. Ingram

5. 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.

6. ADJOURN:

Dated this the 23rd day of June 2022

**CITY OF BURNET
CRISTA GOBLE BROMLEY, MAYOR**

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 June 23, 2022 at or before 6 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

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).

City of Burnet
Water and Wastewater
Progress Report
June 2022



Cues Camera Truck



Budgeted - \$225,000

Expense - \$226,500

Service Truck

Not yet ordered
Budget – \$80,000

Concept picture



Emergency Preparedness Plan

Senate Bill 3 Section 13.1394.

- Inks Lake WTP-priority
 - \$600,000
- Eaglesnest Pumpstation
 - Include generator with Storage Tank/Pump Upgrade
- East Tank Pumpstation
 - Include generator with pipeline extension/pressure tank/pump upgrades



TENTATIVE PROJECT SCHEDULE
FOR
EMERGENCY PREPAREDNESS PLAN
CITY OF BURNET
BURNET COUNTY, TEXAS
February 17, 2022

| Task | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | | | | | | | |
|-------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|--|--|--|--|--|--|--|
| | 1/1 | 2/1 | 3/1 | 4/1 | 5/1 | 6/1 | 7/1 | 8/1 | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | 3/1 | 4/1 | 5/1 | 6/1 | 7/1 | 8/1 | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | 3/1 | 4/1 | 5/1 | 6/1 | 7/1 | 8/1 | 9/1 | 10/1 | 11/1 | 12/1 | | | | | | | |
| EMERGENCY PREPAREDNESS PLAN REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Submit Report to TCEQ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90 DAY EXTENTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 90 DAY EXTENTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMERGENCY PREPAREDNESS PLAN REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 In's Lake WTP Upgrade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 East Tank Pump Station Upgrade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Eagle's Nest Pump Station Upgrade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Delaware Creek Lift Station Pump Upgrade

- Designed with the wrong size pumps
- Additional capacity for growth
- Add Generator
- No funds have been spent on this project as of this time.

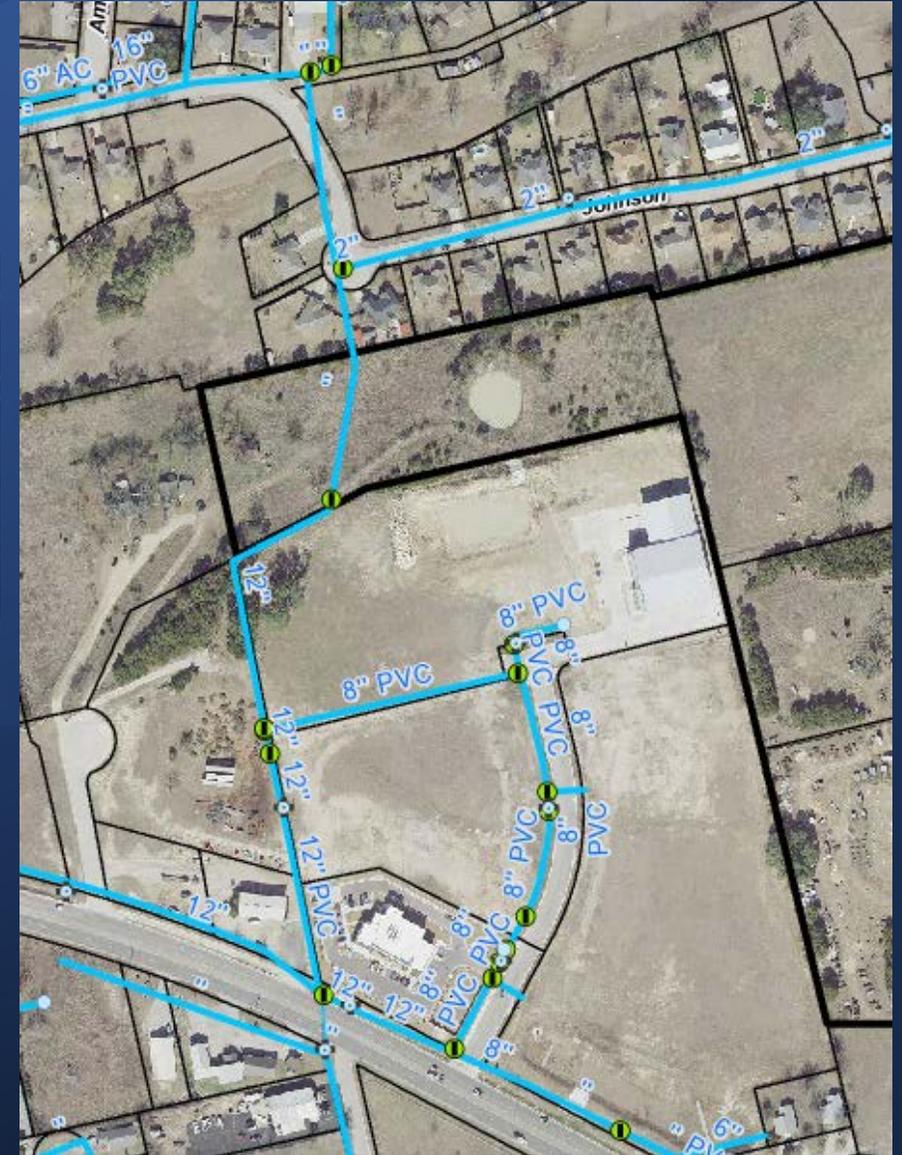


East Tank Pumpstation



Eastside Commercial Park

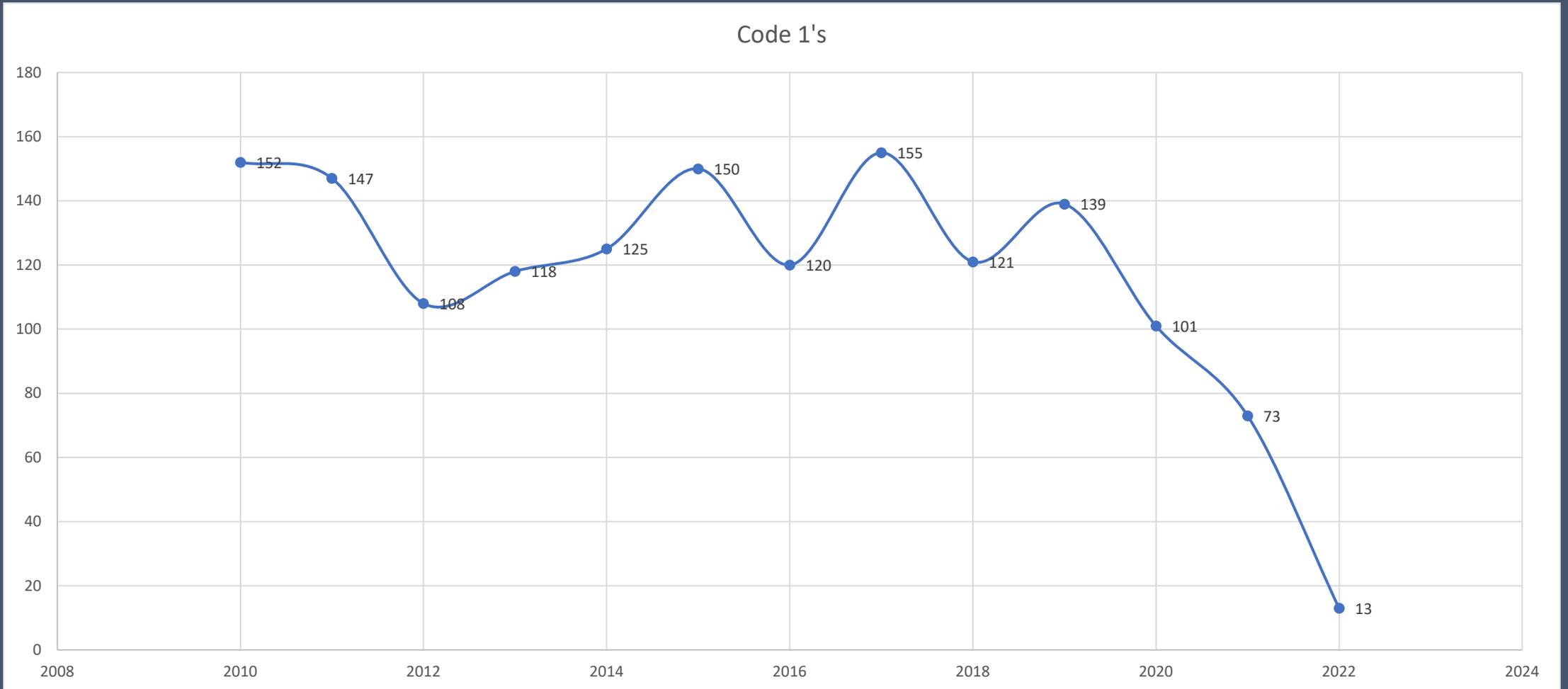
Wofford Street



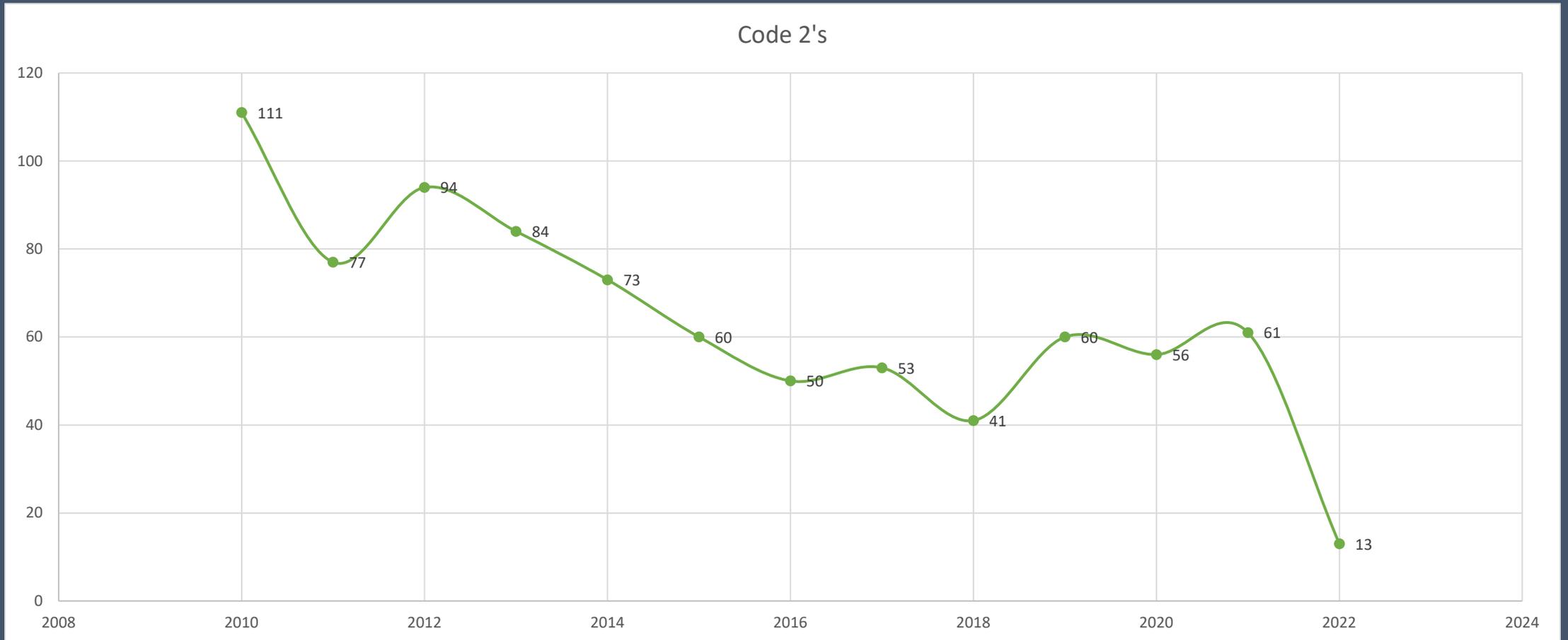
Eaglesnest Pumpstation



Code 1's 2010 - Current



Code 2's 2010 - Current



W/WW Staffing

The additional positions approved by Council have been filled as of June 6, 2022. The new employees are being trained and given classes for licensing and license upgrades as the classes become available

Questions?



CITY OF BURNET

FINANCIAL REPORT

FYTD MAY 2022

Bluebonnet Capital of Texas - Lakes, Hills, History



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GENERAL FUND

The General Fund is showing a year-to-date profit of \$1,672,074 which is better than expected for this time mainly because of strong revenue collections.

The General Fund's primary revenues include:

- **Property tax collections** – tracking ahead of our target budget for this time at 99% and have increased by over \$198,000 compared to last year.
- **Sales tax collections** - have continued to trend upward. They have increased by 17% or \$264,000 compared to last year and are tracking above our target budget by over \$157,000.
- **EMS transport collections** - have increased by over \$133,000 compared to last year and are tracking above our target budget by almost \$132,000.
- **Transfers In from other funds** - on track with our budget target for this time at 63% and have increased by over \$90,000 compared to last year.

The General Fund expenditures in total are on track for this time at 66% of budget.

GOLF COURSE

The Golf Course is showing a year-to-date profit of \$281,031 which is a \$115,000 improvement over this time last year.

Revenues are tracking higher than expected mainly because Green Fee/Cart Rental revenues have continued to increase. The number of Green Fee Rounds played is consistent with last year, but the average Green Fee "Revenue per Round" has increased from \$32.45 to \$37.41. Compared to this time last year Green Fee/Cart Rental revenues have increased by almost \$120,000.

Expenses in total are on track for this time at 68% of budget.

ELECTRIC FUND

The Electric fund is showing a year-to-date profit of \$261,455. Electric Consumption for May was much higher than anticipated and year to date consumption is now up over 5% compared to last year. The year-to-date net profit is up \$64,000 compared to this time last year.

Compared to budget, both revenues and expenses in total are on track for this time of year.



CITY OF BURNET
FYTD MAY FINANCIAL SUMMARY

FY 2022

WATER/WASTEWATER

The Water/Wastewater fund is showing a year-to-date profit of \$468,629. Water Consumption for May was much higher than anticipated and year to date consumption is now up over 6% compared to last year. The year-to-date net profit is up almost \$75,000 compared to this time last year mainly because of increasing revenues.

Compared to budget, revenues are on track for the period and expenses are tracking better than expected mainly because of savings in personnel costs.

AIRPORT

The Airport Fund is showing a year-to-date profit of \$150,219 which is better than expected for this period because of increasing fuel sales. Compared to last year, Avgas gallons sold have increased by 23% and jet gallons sold have increased by 51%.

UNRESTRICTED CASH RESERVES

Total unrestricted cash for the City as of May 31, 2022 was \$7,795,187. That is \$3,573,187 above our 90-day required reserve amount.

In addition to the unrestricted cash balance, the City has \$3,578,677 remaining in accounts that are "restricted by council". Those accounts include the self-funded equipment reserve, capital equipment reserve, LCRA credit reserve, and the \$793,921 received from the American Rescue Plan.

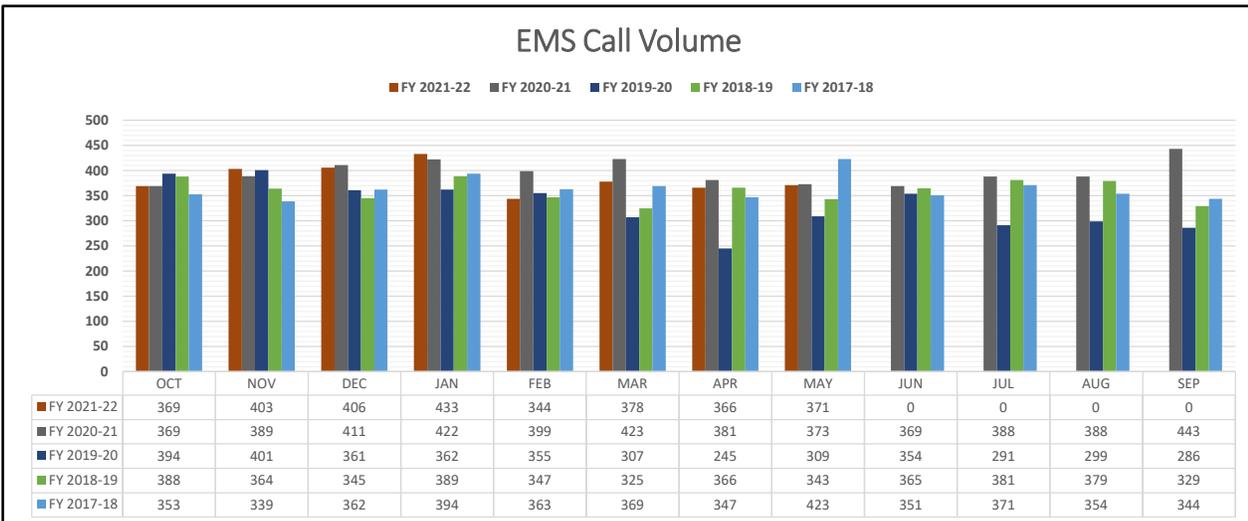
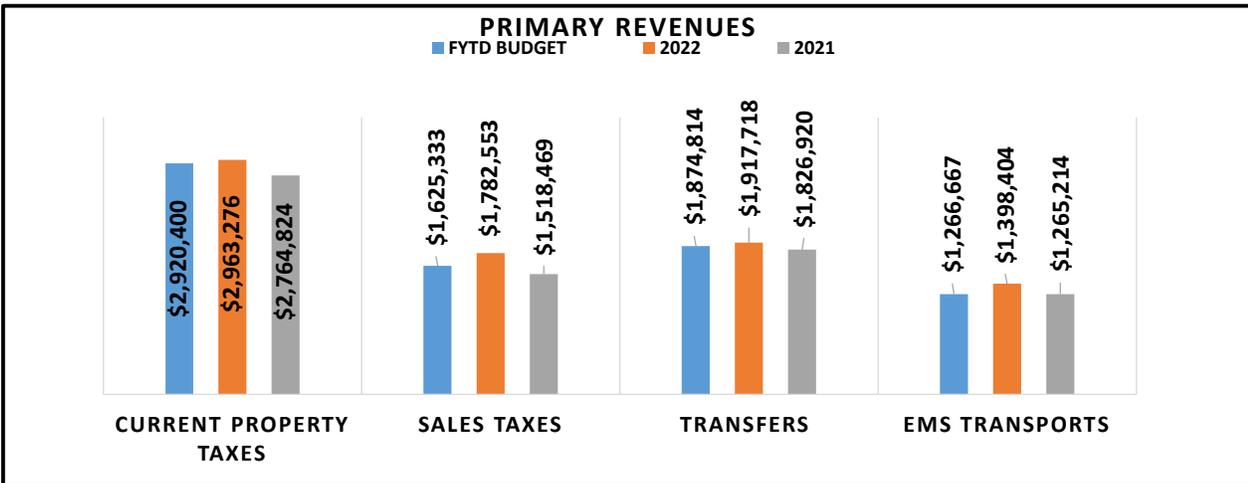
As of May 31, 2022, the City has \$3,307,245 remaining in capital projects to be funded from the unrestricted cash reserves.

GENERAL FUND DASHBOARD

FYTD MAY 2022

CURRENT RESULTS COMPARISON

| | ANNUAL | | % OF BUDGET | PY BUDGET | | % OF BUDGET |
|-----------------------------|---------------|---------------|-------------|---------------|----------------------|-------------|
| | BUDGET | FYTD MAY 2022 | | 2020 -2021 | ACTUAL FYTD MAY 2021 | |
| REV (net of cogs/tourn exp) | \$ 13,098,563 | \$ 10,075,127 | 77% | \$ 11,834,714 | \$ 9,210,752 | 78% |
| EXPENSES | 12,641,112 | 8,403,053 | 66% | 11,488,859 | 7,756,173 | 68% |
| PROFIT (LOSS) | \$ 457,451 | \$ 1,672,074 | | \$ 345,855 | \$ 1,454,579 | |



| | | |
|---------------------|------------|-------------|
| | Transports | |
| FYTD 2022 | | 3,070 |
| FYTD 2021 | | 3,167 |
| Increase (Decrease) | | <u>(97)</u> |

City of Burnet, Texas
 General Fund
 Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Unaudited)
 FYTD MAY 2022

| | 67% of year complete | | | PY BUDGET 2020 -2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|----------------------------------------------|----------------------------|-------------------------|----------------|-------------------------|----------------------------|----------------|
| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | | | |
| REVENUE | | | | | | |
| Ad valorem taxes | \$ 2,980,000 | \$ 2,963,276 | 99% | \$ 2,820,000 | \$ 2,764,824 | 98% |
| Sales taxes | 2,438,000 | 1,782,553 | 73% | 1,997,573 | 1,518,469 | 76% |
| Interfund Transfers | 3,023,893 | 1,917,718 | 63% | 2,936,301 | 1,826,920 | 62% |
| EMS Transports | 1,900,000 | 1,398,404 | 74% | 1,620,000 | 1,265,214 | 78% |
| Franchise and other taxes | 155,000 | 148,034 | 96% | 155,000 | 134,397 | 87% |
| Court Fines and Fees | 130,000 | 77,121 | 59% | 115,000 | 69,718 | 61% |
| Grants & Donations | 10,200 | 15,697 | 154% | 10,200 | 117,378 | 1151% |
| Licenses & Permits | 132,200 | 166,659 | 126% | 80,700 | 58,408 | 72% |
| Charges for Services | 2,199,595 | 1,296,292 | 59% | 1,960,640 | 1,138,357 | 58% |
| Other Revenue | 129,675 | 309,372 | 239% | 139,300 | 317,067 | 228% |
| Use of Fund Balance | 2,028,500 | 1,105,688 | 55% | 1,669,347 | 733,945 | 44% |
| Total Revenue | \$ 15,127,063 | \$ 11,180,815 | 74% | \$ 13,504,061 | \$ 9,944,698 | 74% |
| <i>Total Revenue less fund balance</i> | <i>\$ 13,098,563</i> | <i>\$ 10,075,127</i> | <i>77%</i> | <i>\$ 11,834,714</i> | <i>\$ 9,210,752</i> | <i>78%</i> |
| EXPENDITURES | | | | | | |
| Personnel Services | \$ 8,255,643 | \$ 5,304,282 | 64% | \$ 7,370,773 | \$ 5,026,703 | 68% |
| Supplies & Materials | 438,970 | 365,050 | 83% | 427,850 | 278,755 | 65% |
| Repairs & Maint | 543,700 | 392,312 | 72% | 426,420 | 322,894 | 76% |
| Contractual Services | 2,029,704 | 1,427,136 | 70% | 1,959,812 | 1,332,552 | 68% |
| Other Designated Expenses | 616,419 | 459,468 | 75% | 560,930 | 396,688 | 71% |
| Transfers to Self-funded | 486,909 | 324,605 | 67% | 441,600 | 294,400 | 67% |
| Capital Outlay | - | 11,765 | - | - | - | - |
| Transfers to Golf Admin & Subsidy | 269,767 | 118,436 | 44% | 301,474 | 104,182 | 35% |
| Sub-total | \$ 12,641,112 | \$ 8,403,053 | 66% | \$ 11,488,859 | \$ 7,756,173 | 68% |
| CAPITAL/OTHER EXP (USES OF FUND BAL) | | | | | | |
| Transfers - Capital/Other Uses of FB | 2,028,500 | 1,105,688 | 55% | \$ 1,669,347 | \$ 733,945 | 44% |
| | \$ 2,028,500 | \$ 1,105,688 | 55% | \$ 1,669,347 | \$ 733,945 | 44% |
| Total Expenditures | \$ 14,669,612 | \$ 9,508,741 | 65% | \$ 13,158,206 | \$ 8,490,119 | 65% |
| <i>Total Expenditures less Capital/Other</i> | <i>\$ 12,641,112</i> | <i>\$ 8,403,053</i> | <i>66%</i> | <i>\$ 11,488,859</i> | <i>\$ 7,756,173</i> | <i>68%</i> |
| NET CHANGE IN FUND BALANCE | \$ 457,451 | \$ 1,672,074 | | \$ 345,855 | \$ 1,454,579 | |

(0)

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Revenues

- The bulk of property taxes are collected in December and January of each year.
- Franchise revenues are typically collected quarterly however the largest franchise fee is paid by Atmos annually in February (\$59,659.75) which is why the total is tracking above average for the period.
- Grant revenues are tracking higher than expected because we received \$7,864 from FEMA related to reimbursements from the 2018 flood that the City partnered on with the County.
- Licenses & Permits are tracking higher than the average because of an increase in rezones and permits mostly associated with the new subdivisions and the new student activity center.
- Other Revenues are tracking higher than expected mainly because we received \$43,382 in delinquent field rental fees from the YMCA, increasing cemetery plot sales and almost \$46,000 in delinquent property taxes and penalties.
- Use of Fund Balance offsets Transfers to Capital/Other Exp, therefore the net impact of these adjustments is zero.

Expenditures

- See Expenditures by Department/Category for more detail.

City of Burnet, Texas
 General Fund
 Expenditures by Department/Category
 FYTD MAY 2022

67% of year complete

| | ANNUAL BUDGET 2021-2022 | | | ACTUAL FYTD MAY 2022 | | | % OF BUDGET | | | |
|--------------------------------------------------------|----------------------------|------------------|----|----------------------------|-------------|----|------------------|----|------------------|------------|
| | PY BUDGET 2020 -2021 | | | PY ACTUAL FYTD MAY 2021 | | | % OF BUDGET | | | |
| EXPENDITURES (Less transfers to capital/other): | | | | | | | | | | |
| City Council | | | | | | | | | | |
| Supplies & Materials | \$ | 1,000 | \$ | 1,088 | 109% | \$ | 1,200 | \$ | 534 | 45% |
| Repairs & Maint | | 1,000 | | 834 | 83% | | 1,000 | | 731 | 73% |
| Contractual Services | | 6,720 | | 4,850 | 72% | | 6,620 | | 4,421 | 67% |
| Other Designated Expenses | | 5,575 | | 8,203 | 147% | | 7,000 | | 1,639 | 23% |
| Total Expenditures | | 14,295 | | 14,974 | 105% | | 15,820 | | 7,325 | 46% |
| General Administration | | | | | | | | | | |
| Personnel Services | | 1,168,369 | | 722,088 | 62% | | 1,005,400 | | 702,997 | 70% |
| Supplies & Materials | | 27,000 | | 15,271 | 57% | | 36,000 | | 13,873 | 39% |
| Repairs & Maint | | 80,000 | | 77,597 | 97% | | 78,000 | | 70,783 | 91% |
| Contractual Services | | 236,995 | | 166,882 | 70% | | 231,341 | | 164,981 | 71% |
| Other Designated Expenses | | 398,234 | | 291,412 | 73% | | 375,730 | | 263,590 | 70% |
| Transfers to Golf Admin & Subsidy | | 269,767 | | 118,436 | 44% | | 301,474 | | 104,182 | 35% |
| Total Expenditures | | 2,180,365 | | 1,391,686 | 64% | | 2,027,945 | | 1,320,408 | 65% |
| Municipal Court | | | | | | | | | | |
| Personnel Services | | 70,974 | | 48,916 | 69% | | 34,109 | | 24,432 | 72% |
| Supplies & Materials | | 750 | | 538 | 72% | | 750 | | 197 | 26% |
| Repairs & Maint | | 8,500 | | 6,347 | 75% | | 5,500 | | 8,016 | 146% |
| Contractual Services | | 14,800 | | 10,402 | 70% | | 15,050 | | 10,940 | 73% |
| Other Designated Expenses | | 4,350 | | 3,597 | 83% | | 4,350 | | 2,083 | 48% |
| Total Expenditures | | 99,374 | | 69,799 | 70% | | 59,759 | | 45,667 | 76% |
| Police/Animal Shelter/K-9 | | | | | | | | | | |
| Personnel Services | | 2,181,749 | | 1,419,812 | 65% | | 2,003,758 | | 1,363,791 | 68% |
| Supplies & Materials | | 94,900 | | 74,211 | 78% | | 96,500 | | 64,225 | 67% |
| Repairs & Maint | | 108,300 | | 58,865 | 54% | | 80,420 | | 66,253 | 82% |
| Contractual Services | | 206,400 | | 145,422 | 70% | | 192,819 | | 136,719 | 71% |
| Other Designated Expenses | | 93,200 | | 87,764 | 94% | | 73,750 | | 52,920 | 72% |
| Transfers to Self-funded | | 196,567 | | 131,045 | 67% | | 136,806 | | 91,204 | 67% |
| Total Expenditures | | 2,881,116 | | 1,917,119 | 67% | | 2,584,053 | | 1,775,111 | 69% |
| Fire/EMS | | | | | | | | | | |
| Personnel Services | | 3,263,222 | | 2,138,363 | 66% | | 2,999,966 | | 2,117,428 | 71% |
| Supplies & Materials | | 194,500 | | 149,729 | 77% | | 175,300 | | 130,739 | 75% |
| Repairs & Maint | | 144,000 | | 129,418 | 90% | | 118,000 | | 103,574 | 88% |
| Contractual Services | | 301,650 | | 188,777 | 63% | | 269,260 | | 193,072 | 72% |
| Other Designated Expenses | | 56,500 | | 40,506 | 72% | | 45,700 | | 29,855 | 65% |
| Transfers to Self-funded | | 254,786 | | 169,857 | 67% | | 289,004 | | 192,669 | 67% |
| Total Expenditures | | 4,214,658 | | 2,816,650 | 67% | | 3,897,230 | | 2,767,337 | 71% |
| Streets | | | | | | | | | | |
| Personnel Services | | 698,233 | | 438,200 | 63% | | 571,925 | | 332,003 | 58% |
| Supplies & Materials | | 41,500 | | 58,657 | 141% | | 47,500 | | 18,242 | 38% |
| Repairs & Maint | | 77,400 | | 40,756 | 53% | | 70,000 | | 30,982 | 44% |
| Contractual Services | | 8,500 | | 3,857 | 45% | | 7,000 | | 5,894 | 84% |
| Other Designated Expenses | | 2,350 | | 3,678 | 157% | | 2,350 | | 140 | 6% |
| Transfers to Self-funded | | 9,021 | | 6,013 | 67% | | - | | - | - |
| Total Expenditures | | 837,004 | | 551,161 | 66% | | 698,775 | | 387,261 | 55% |
| City Shop | | | | | | | | | | |
| Personnel Services | | 76,326 | | 51,973 | 68% | | 73,364 | | 52,657 | 72% |
| Supplies & Materials | | 14,000 | | 8,188 | 58% | | 14,000 | | 7,973 | 57% |
| Repairs & Maint | | 13,000 | | 7,810 | 60% | | 10,500 | | 5,065 | 48% |
| Contractual Services | | 6,700 | | 4,389 | 66% | | 6,700 | | 3,755 | 56% |
| Other Designated Expenses | | 5,050 | | 2,683 | 53% | | 5,050 | | 3,936 | 78% |
| Total Expenditures | | 115,076 | | 75,044 | 65% | | 109,614 | | 73,386 | 67% |
| Sanitation | | | | | | | | | | |
| Contractual Services | | 921,194 | | 632,755 | 69% | | 881,822 | | 593,072 | 67% |
| Other Designated Expenses | | 25,000 | | 1,022 | 4% | | 20,000 | | 19,612 | 98% |
| Total Expenditures | | 946,194 | | 633,776 | 67% | | 901,822 | | 612,684 | 68% |

City of Burnet, Texas
 General Fund
 Expenditures by Department/Category
 FYTD MAY 2022

67% of year complete

| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020 -2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|--------------------------------------------------------|----------------------------|-------------------------|----------------|-------------------------|----------------------------|----------------|
| EXPENDITURES (Less transfers to capital/other): | | | | | | |
| Parks | | | | | | |
| Personnel Services | 502,366 | 307,376 | 61% | 415,027 | 285,094 | 69% |
| Supplies & Materials | 62,500 | 54,199 | 87% | 52,500 | 41,359 | 79% |
| Repairs & Maint | 102,250 | 63,120 | 62% | 52,750 | 35,290 | 67% |
| Contractual Services | 88,575 | 52,767 | 60% | 130,700 | 81,509 | 62% |
| Other Designated Expenses | 6,000 | 6,163 | 103% | 7,000 | 7,847 | 112% |
| Transfers to Self-funded | 26,535 | 17,690 | 67% | 15,790 | 10,527 | 67% |
| Total Expenditures | 788,226 | 501,315 | 64% | 673,767 | 461,626 | 69% |
| Galloway Hammond | | | | | | |
| Repairs & Maint | 5,000 | 1,885 | 38% | 5,000 | 281 | 6% |
| Contractual Services | 100,000 | 66,667 | 67% | 100,000 | 66,667 | 67% |
| Total Expenditures | 105,000 | 68,552 | 65% | 105,000 | 66,948 | 64% |
| Development Services | | | | | | |
| Personnel Services | 294,404 | 177,553 | 60% | 267,224 | 148,301 | 55% |
| Supplies & Materials | 2,820 | 3,170 | 112% | 4,100 | 1,612 | 39% |
| Repairs & Maint | 4,250 | 5,679 | 134% | 5,250 | 1,920 | 37% |
| Contractual Services | 138,170 | 150,369 | 109% | 118,500 | 71,523 | 60% |
| Other Designated Expenses | 20,160 | 14,440 | 72% | 20,000 | 15,065 | 75% |
| Capital Outlay | - | 11,765 | | - | - | #DIV/0! |
| Total Expenditures | 459,804 | 362,976 | 79% | 415,074 | 238,420 | 57% |
| TOTAL EXPENDITURES | \$ 12,641,112 | \$ 8,403,053 | 66% | \$ 11,488,859 | \$ 7,756,173 | 68% |

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Expenditures

- Council Expenses are tracking over budget mainly due to "travel and training" for TML which was held in October, and due to purchases of small capital equipment (camera equipment for council meetings).
- Admin R&M are tracking higher than average mainly because of the timing of the annual software payments. Annual maintenance for Tyler/Incode was paid in April.
- Admin Designated Expenses are tracking higher than average mainly because of the timing of the insurance and bond payments which are paid quarterly.
- Municipal Court R&M Software is tracking higher than the average because the annual software maintenance payment was made in April. Account is still on track for the year.
- Municipal Court Designated Expenses are tracking higher than expected due to the timing of Travel expenses. Both the Court Clerk and the Judge have completed the majority of their training for the year.
- Police Supplies and Materials are tracking higher than average mainly because of increasing fuel costs.
- Police Other Designated Expenses are tracking higher than the average because of the purchase of non-capital equipment and travel and training. Ballistic vests were purchased in October and additional weapons were purchased in November. Officers attended several trainings and programs including Police Week (honoring Jose Meza), Sergeant Academy, FTO training, and Detective school. In addition, Code Enforcement was moved from Development Svcs to PD and abatement expenses are tracking higher than expected because of a large clean up at a residence.
- Fire/EMS Supplies and Materials are tracking higher than average mainly because of increasing fuel costs.
- Fire/EMS Repairs and Maintenance are tracking higher than average mainly because they had to replace a Water Heater at Station 1, they paid for annual Fire reporting software maintenance in full in December, and had major repairs to Engine1, 2, and 3.
- Street Supplies and Materials are tracking higher than average because of the purchase of new Traffic control signs in October, an increase in Fuel costs mainly from hauling base to Rhomberg and Cemetery, and the purchase of salt supplies in January for icy roads.
- Street Designated Expenses are tracking higher than expected mainly due to the purchase of radios for the department. Overall, department is still on track.
- Parks Supplies and Materials are tracking higher than the average because of increasing fuel costs and the timing of the use of chemicals and fertilizers for the ball fields.
- Parks Other Designated expenses is tracking above average mainly due to the Rainbow Trout event that was held at Hamilton Creek.
- Development Services supplies are tracking higher than average mainly because of postage for a large mailout.
- Development Services R&M is tracking higher than average mainly due to the timing of the software maintenance payments.
- Development Services Contractual Services are tracking higher than expected because of increases in inspections and engineering services for development activity.
- Development Services Capital Outlay Expense is for the purchase of a new plotter needed for the department.

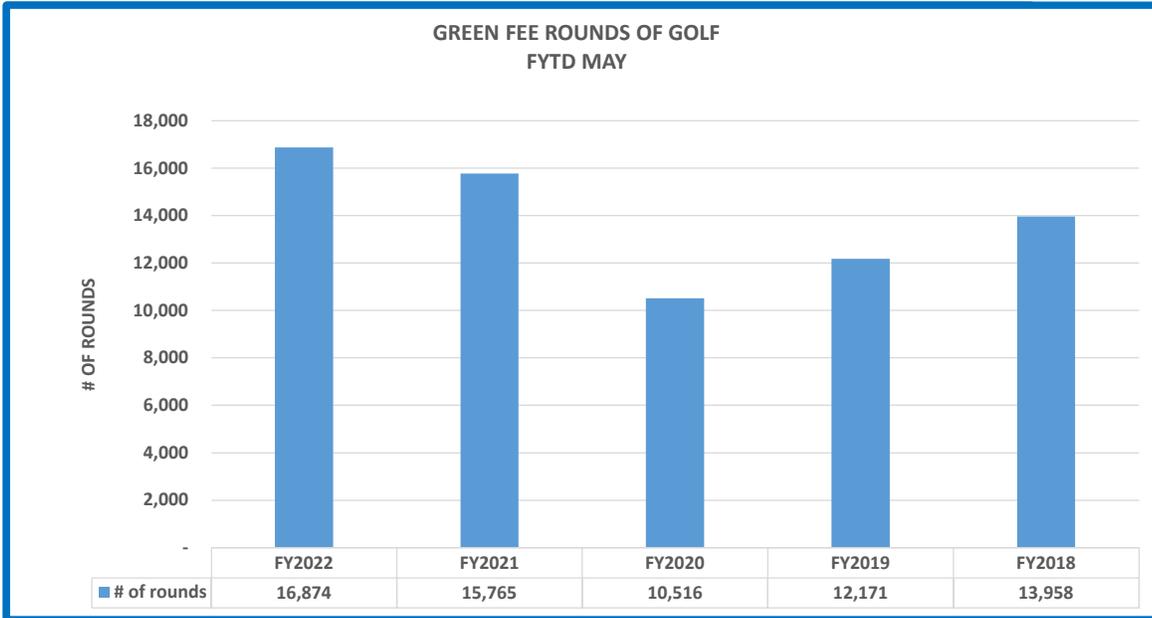
GOLF COURSE FUND DASHBOARD

FYTD MAY 2022

CURRENT RESULTS COMPARISON

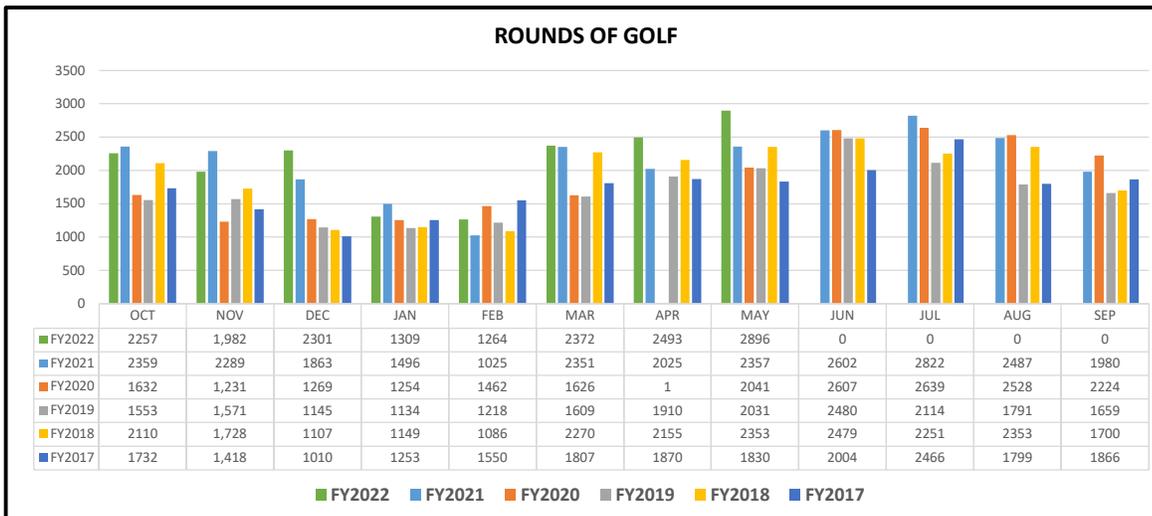
| | ANNUAL BUDGET | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020-2021 | ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-----------------------------|---------------|----------------------|-------------|---------------------|----------------------|-------------|
| REV (net of cogs/tourn exp) | \$ 1,470,651 | \$ 1,340,079 | 91% | \$ 1,325,684 | \$ 1,124,865 | 85% |
| EXPENSES | 1,562,218 | 1,059,049 | 68% | 1,460,821 | 959,008 | 66% |
| PROFIT (LOSS) | \$ (91,567) | \$ 281,031 | | \$ (135,137) | \$ 165,857 | |

TABLES/CHARTS



| | FYTD |
|-----------------|--------|
| Rounds of Golf* | |
| 2021-2022 | 16,874 |
| 2020-2021 | 15,765 |
| OVER (UNDER) | 1,109 |
| | 7.03% |

*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 MAY 2022

| | 67% of year complete | | | PY BUDGET 2020-2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-------------------------------------|----------------------------|-------------------------|----------------|------------------------|----------------------------|----------------|
| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | | | |
| Revenues | | | | | | |
| Charges for Services: | | | | | | |
| Green Fees/Cart Rentals | \$ 696,600 | \$ 631,265 | 91% | \$ 559,000 | \$ 511,635 | 92% |
| Annual Charges | 224,000 | 220,498 | 98% | 218,000 | 213,809 | 98% |
| Net Tournament Fees | 112,000 | 131,143 | 117% | 110,000 | 87,158 | 79% |
| Driving Range | 53,000 | 40,788 | 77% | 53,000 | 36,294 | 68% |
| Net Charges for Services | 1,085,600 | 1,023,694 | 94% | 940,000 | 848,896 | 90% |
| Pro Shop Merchandise Sales (Net) | 48,750 | 53,527 | 110% | 47,000 | 31,632 | 67% |
| Snack Bar Sales (Net) | 129,600 | 103,005 | 79% | 109,500 | 71,895 | 66% |
| Transfer from GF (Admin/Use of FB) | 192,701 | 130,260 | 68% | 219,684 | 157,898 | 72% |
| Other Revenue | 14,000 | 29,594 | 211% | 9,500 | 14,543 | 153% |
| Total Revenues | 1,470,651 | 1,340,079 | 91% | 1,325,684 | 1,124,865 | 85% |
| Expenses | | | | | | |
| Personnel Services | 924,829 | 639,999 | 69% | 896,092 | 598,396 | 67% |
| Supplies & Materials | 119,050 | 68,387 | 57% | 107,300 | 66,602 | 62% |
| Repairs & Maint | 82,500 | 49,641 | 60% | 67,950 | 45,210 | 67% |
| Contractual Services | 59,000 | 44,741 | 76% | 61,500 | 35,250 | 57% |
| Other Designated Expenses | 45,050 | 35,452 | 79% | 43,750 | 31,404 | 72% |
| Transfers to Self-funded | 153,588 | 102,392 | 67% | 117,892 | 78,595 | 67% |
| Admin Allocation | 178,201 | 118,436 | 66% | 166,337 | 103,551 | 62% |
| Total Expenses | 1,562,218 | 1,059,049 | 68% | 1,460,821 | 959,008 | 66% |
| Change in Net Position | (91,567) | 281,031 | | (135,137) | 165,857 | |
| Operating Subsidy from General Fund | 91,567 | - | | 135,137 | - | |
| Net Position | - | 281,031 | | - | 165,857 | |
| Green Fee Rounds | 21,500 | 16,874 | | | 15,765 | |
| Green Fee Rev Per Round | \$ 32.40 | \$ 37.41 | | | \$ 32.45 | |

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Revenues

- Green Fee and Cart Rental fees are tracking higher than expected mainly due to the increasing average revenue per round. "Avg Rev per Round" has increased by \$4.96 over last year mainly due to less discounting of rounds during prime tee times.
- The bulk of Annual Charges which include pre-paid green fees, trail fees, annual cart rental and storage are collected in October each year.
- The golf course is seeing an increase in new tournaments this year and has increased tournament charges.
- Transfer from GF is used to offset the admin allocation and includes an additional transfer from fund balance to cover the final payouts to retirees. In the current year the transfer for payouts was \$11,824; in the py the transfer was \$54,347.
- Other revenues include GHIN fees \$6,440, credit card convenience fees \$12,335, club repairs of \$7,083, pavilion rental of \$225, misc revenues of \$929, and sale of tables and chairs of \$2,581.

Expenses

- Contractual Services are tracking higher than average mainly because of increasing Dues and Subscriptions relating to the Texas Golf Association and Professional Services for Stump Grinding.
- Other Designated Expenses are tracking higher than average mainly because credit card service fees have increased with the increase in revenues for the year.

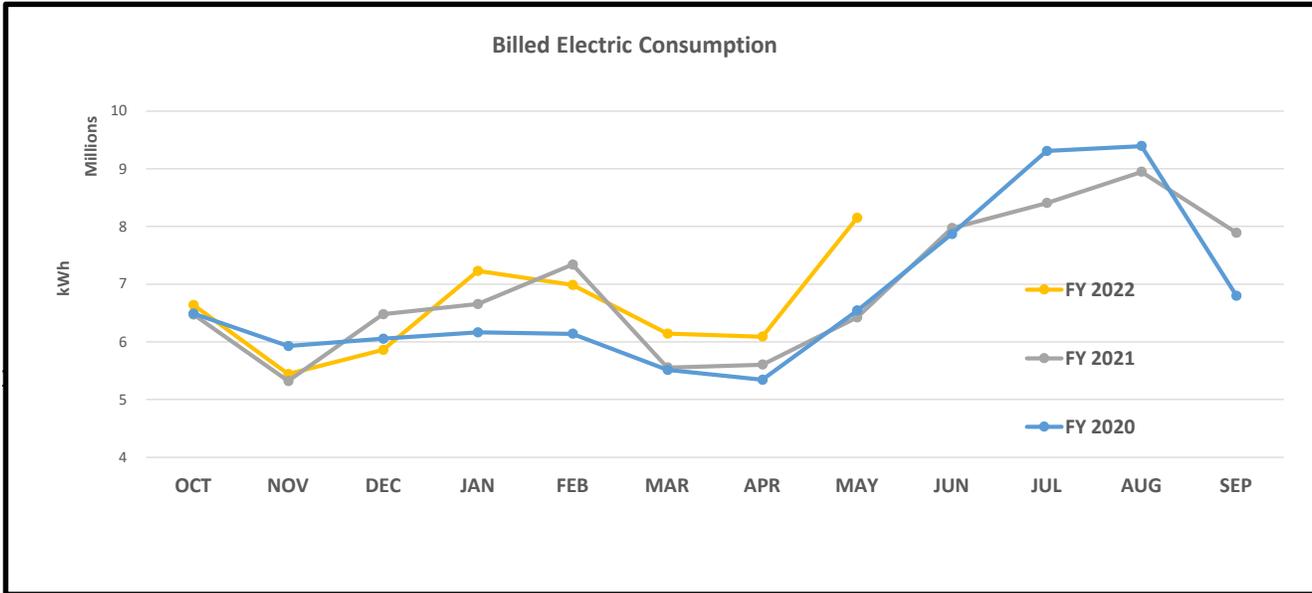
ELECTRIC FUND DASHBOARD

FYTD MAY 2022

CURRENT RESULTS COMPARISON

| | ANNUAL BUDGET | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020-2021 | ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-----------------------------|---------------|----------------------|-------------|---------------------|----------------------|-------------|
| REV (net of cogs/tourn exp) | \$ 4,034,144 | \$ 2,592,663 | 64% | \$ 4,012,175 | \$ 2,422,652 | 60% |
| EXPENSES | 3,635,322 | 2,331,208 | 64% | 3,625,824 | 2,225,363 | 61% |
| PROFIT (LOSS) | \$ 398,822 | \$ 261,455 | | \$ 386,351 | \$ 197,289 | |

TABLES/CHARTS



| | |
|--------------|-------------------|
| FYTD 2022 | 52,543,138 |
| FYTD 2021 | <u>49,853,390</u> |
| ytd variance | <u>2,689,748</u> |
| % variance | 5.40% |

City of Burnet, Texas
 Electric Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD MAY 2022

| | 67% of year complete | | | PY BUDGET 2020-2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|----------------------------------------------------------------------------|----------------------------|-------------------------|----------------|------------------------|----------------------------|----------------|
| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | | | |
| REVENUES | | | | | | |
| Electric Sales | \$ 9,000,000 | \$ 5,839,451 | | \$ 8,816,400 | \$ 5,422,968 | |
| Less Cost of Power | 5,166,000 | 3,420,315 | | 4,959,225 | 3,114,126 | |
| Net Electric Sales | 3,834,000 | 2,419,136 | 63% | 3,857,175 | 2,308,842 | 60% |
| Penalties | 85,000 | 59,673 | 70% | 85,000 | 40,295 | 47% |
| Pole Rental | 47,000 | 48,397 | 103% | 47,000 | 48,341 | 103% |
| Credit Card Convenience Fees | 45,144 | 22,776 | 50% | - | - | |
| Other Revenue | 23,000 | 42,681 | 186% | 23,000 | 25,174 | 109% |
| Use of Fund Balance | 230,000 | 57,395 | 25% | 75,000 | 40,065 | 53% |
| Total Revenue | \$ 4,264,144 | \$ 2,650,059 | 62% | \$ 4,087,175 | \$ 2,462,717 | 60% |
| <i>Total Revenue less fund balance</i> | <i>\$ 4,034,144</i> | <i>\$ 2,592,663</i> | <i>64%</i> | <i>\$ 4,012,175</i> | <i>\$ 2,422,652</i> | <i>60%</i> |
| EXPENSES | | | | | | |
| Personnel Services | 1,000,827 | 605,284 | 60% | \$ 937,909 | 662,924 | 71% |
| Supplies & Materials | 51,000 | 38,763 | 76% | 44,000 | 29,837 | 68% |
| Repairs & Maint | 180,000 | 121,230 | 67% | 208,000 | 92,510 | 44% |
| Contractual Services | 133,900 | 111,787 | 83% | 137,700 | 91,246 | 66% |
| Other Designated Expenses | 87,714 | 47,890 | 55% | 91,810 | 48,270 | 53% |
| Capital Outlay | 35,000 | 24,640 | 70% | 35,000 | 3,259 | 9% |
| Transfers to Debt Service | 49,350 | 32,900 | 67% | 51,740 | 34,493 | 67% |
| Transfers to Self-funded | 19,780 | 13,187 | 67% | 32,999 | 21,999 | 67% |
| Return on Investment | 1,639,441 | 1,051,224 | 64% | 1,665,263 | 997,192 | 60% |
| Admin Allocation | 409,541 | 265,543 | 65% | 394,000 | 257,998 | 65% |
| Shop Allocation | 28,769 | 18,761 | 65% | 27,403 | 18,346 | 67% |
| Transfer to Capital | 230,000 | 57,396 | 25% | 75,000 | 7,353 | 10% |
| Total Expenses | \$ 3,865,322 | \$ 2,388,604 | 62% | \$ 3,700,824 | \$ 2,265,428 | 61% |
| <i>Total Expenses less xfers to capital and other uses of fund balance</i> | <i>\$ 3,635,322</i> | <i>\$ 2,331,208</i> | <i>64%</i> | <i>\$ 3,625,824</i> | <i>\$ 2,225,363</i> | <i>61%</i> |
| Change in Net Position | \$ 398,822 | \$ 261,455 | | \$ 386,351 | \$ 197,289 | |

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Revenues

- Pole Rental Charges are typically invoiced in February and received in April or May.
- Credit Card Convenience fees were not implemented until January 1, 2022.
- Other Revenues are tracking higher than expected mainly because of the connect fees received from new subdivision - Peppermill Phase III.
- Use of Fund Balance offsets Transfers to Capital/Other Exp, therefore the net impact of these adjustments is zero.

Expenses

- Supplies and Materials are tracking above average because of increased fuel costs and shipping costs.
- Contractual Services are tracking above the average because of the timing of payments on the interlocal agreements with local nonprofits. The majority of one-time contributions to local nonprofits were paid in October and November. Also included in this line item are expenses for staff development meetings with Cuatro Consulting which are tracking slightly higher than budget.
- Capital Outlay is tracking higher than normal due to the purchase of Christmas displays early in the year. Account is still on track with budget for the year.

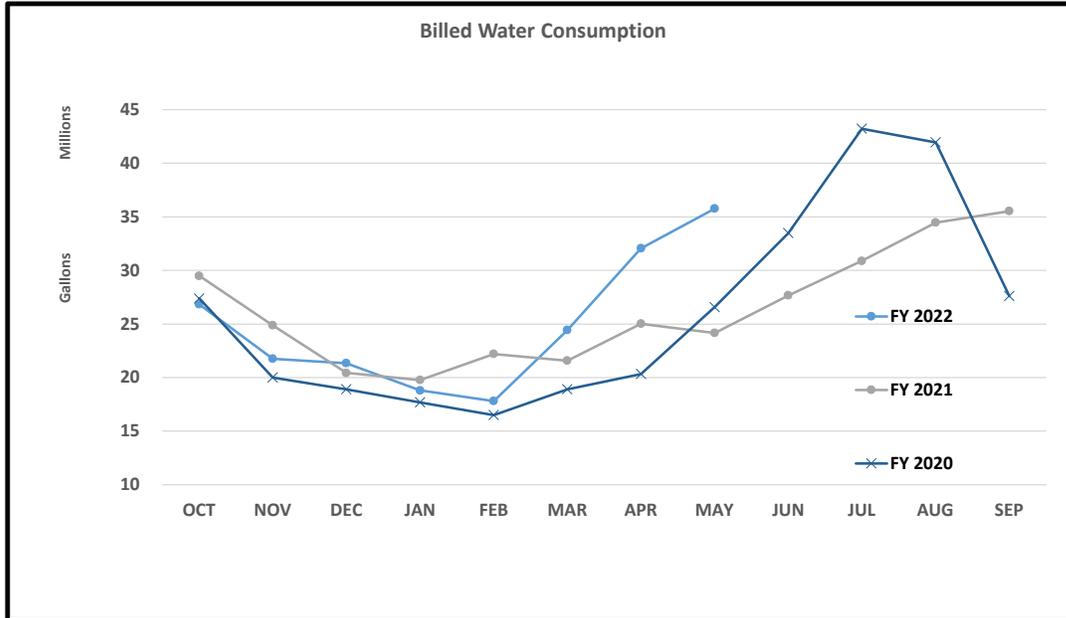
WATER/WW FUND DASHBOARD

FYTD MAY 2022

CURRENT RESULTS COMPARISON

| | ANNUAL BUDGET | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020-2021 | ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-----------------------------|---------------|----------------------|-------------|---------------------|----------------------|-------------|
| REV (net of cogs/tourn exp) | \$ 4,500,420 | \$ 2,948,579 | 66% | \$ 4,265,500 | \$ 2,825,591 | 66% |
| EXPENSES | 4,039,275 | 2,479,950 | 61% | 3,868,980 | 2,431,906 | 63% |
| PROFIT (LOSS) | \$ 461,145 | \$ 468,629 | | \$ 396,520 | \$ 393,685 | |

TABLES/CHARTS



Billed Consumption in gallons:

| | |
|------------|-------------|
| FYTD 2022 | 198,779,657 |
| FYTD 2021 | 187,513,677 |
| Variance | 11,265,980 |
| % variance | 6.01% |

City of Burnet, Texas
 Water/Wastewater Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD MAY 2022

| | 67% of year complete | | | PY BUDGET 2020-2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|--------------------------------------------------------------------------------|----------------------------|-------------------------|----------------|------------------------|----------------------------|----------------|
| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | | | |
| REVENUE | | | | | | |
| Water Sales | \$ 2,400,000 | \$ 1,582,386 | 66% | \$ 2,300,000 | \$ 1,517,161 | 66% |
| Wastewater Sales | 1,920,000 | 1,272,199 | 66% | 1,840,000 | 1,251,846 | 68% |
| Penalties | 46,000 | 29,804 | 65% | 46,000 | 23,385 | 51% |
| Water/Sewer Connects | 30,000 | 36,152 | 121% | 30,000 | 13,900 | 46% |
| Credit Card Convenience Fees | 19,920 | 11,669 | 59% | - | - | |
| Other Revenue | 9,500 | 16,368 | 172% | 9,500 | 19,299 | 203% |
| Use Impact Fees | 75,000 | - | 0% | 40,000 | - | 0% |
| Use of Fund Balance | 1,135,000 | 663,853 | 58% | 35,000 | 75,890 | 217% |
| Total Revenue | \$ 5,635,420 | \$ 3,612,432 | 64% | \$ 4,300,500 | \$ 2,901,481 | 67% |
| <i>Total Revenue less fund balance</i> | <i>\$ 4,500,420</i> | <i>\$ 2,948,579</i> | <i>66%</i> | <i>\$ 4,265,500</i> | <i>\$ 2,825,591</i> | <i>66%</i> |
| EXPENSES | | | | | | |
| Personnel Services | 1,274,566 | 736,316 | 58% | \$ 1,104,176 | 722,483 | 65% |
| Supplies & Materials | 171,750 | 121,220 | 71% | 153,750 | 98,054 | 64% |
| Repairs & Maint | 409,500 | 186,686 | 46% | 416,500 | 235,116 | 56% |
| Contractual Services | 317,500 | 216,952 | 68% | 328,500 | 193,634 | 59% |
| Cost of Water | 70,000 | 38,493 | 55% | 70,000 | 45,848 | 65% |
| Other Designated Expenses | 105,474 | 73,710 | 70% | 127,942 | 50,612 | 40% |
| Transfers to Debt Service | 944,764 | 630,276 | 67% | 976,759 | 651,172 | 67% |
| Transfers to Self-funded | 73,692 | 49,128 | 67% | 68,504 | 45,669 | 67% |
| In Lieu of Taxes | 354,034 | 235,886 | 67% | 338,040 | 226,047 | 67% |
| Admin Allocation | 289,227 | 167,107 | 58% | 257,405 | 173,459 | 67% |
| Shop Allocation | 28,768 | 18,761 | 65% | 27,404 | 18,346 | 67% |
| Capital Outlay | - | 5,414 | | - | - | 0% |
| Transfer to Capital | 1,135,000 | 663,853 | 58% | 35,000 | 33,233 | 95% |
| Leak Adjustments | | | | | 14,123 | |
| Total Expenses | \$ 5,174,275 | \$ 3,143,803 | 61% | \$ 3,903,980 | \$ 2,507,796 | 64% |
| <i>Total Expenses less Transfers to Capital and other uses of fund balance</i> | <i>\$ 4,039,275</i> | <i>\$ 2,479,950</i> | <i>61%</i> | <i>\$ 3,868,980</i> | <i>\$ 2,431,906</i> | <i>63%</i> |
| Change in Net Position | \$ 461,145 | \$ 468,629 | | \$ 396,520 | \$ 393,685 | |

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Revenues

- Water/Sewer Connects are tracking higher than expected because of the fees received from new subdivision - Peppermill Phase III.
- Credit Card Convenience fees were not implemented until January 1, 2022.
- Other Revenue consists mainly of bulk water sales to the public.
- Use of Impact fees will be transferred mid-year after the majority of Impact fees have been collected.
- Use of Fund Balance offsets Transfers to Capital/Other Exp, therefore the net impact of these adjustments is zero.

Expenses

- Personnel Services are tracking under budget because the department had several vacancies from October - February.
- Supplies and Materials are tracking above average mainly because of increasing fuel prices.
- Other Designated Expenses are tracking higher than normal due to the timing of the payment of annual inspection and lab fees and small equipment purchases.
- Capital Outlay includes the purchase and installation of new ac/heater in the amount \$5,414 for the Eagle's Nest pump station.

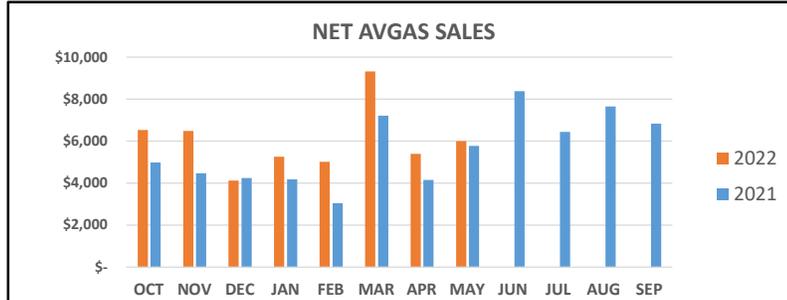
AIRPORT FUND DASHBOARD

FYTD MAY 2022

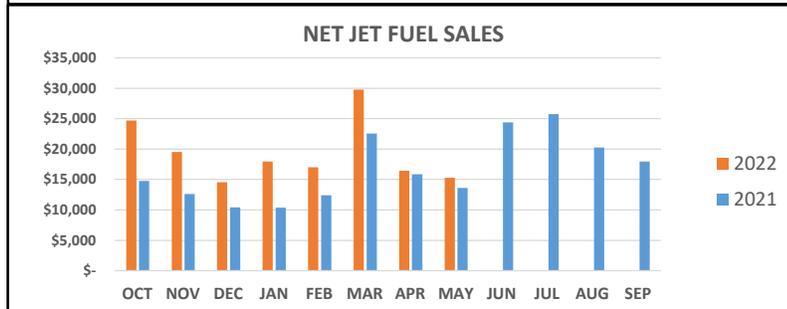
CURRENT RESULTS COMPARISON

| | ANNUAL BUDGET | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020-2021 | ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-----------------------------|---------------|----------------------|-------------|---------------------|----------------------|-------------|
| REV (net of cogs/tourn exp) | \$ 428,729 | \$ 346,033 | 81% | \$ 348,154 | \$ 287,705 | 83% |
| EXPENSES | 276,330 | 195,814 | 71% | 254,295 | 175,027 | 69% |
| PROFIT (LOSS) | \$ 152,399 | \$ 150,219 | | \$ 93,859 | \$ 112,679 | |

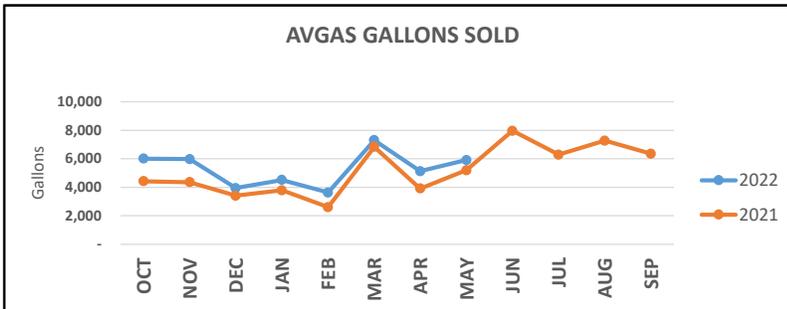
TABLES/CHARTS



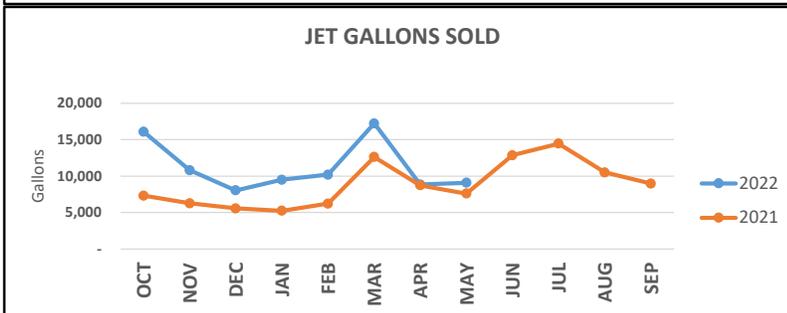
| | FYTD 2022 | FYTD 2021 |
|--------------|------------|------------|
| Av Sales | \$ 219,617 | \$ 138,712 |
| Av Purchases | 171,504 | 100,632 |
| Profit | \$ 48,113 | \$ 38,080 |
| % | 21.91% | 27.45% |



| | FYTD 2022 | FYTD 2021 |
|---------------|------------|------------|
| Jet Sales | \$ 436,749 | \$ 222,643 |
| Jet Purchases | 281,456 | 110,000 |
| Profit | \$ 155,294 | \$ 112,643 |
| % | 35.56% | 50.59% |



| Avgas Gallons Sold: | |
|---------------------|--------|
| FYTD 2022 | 42,396 |
| FYTD 2021 | 34,523 |
| Increase(decrease) | 7,873 |
| | 22.81% |



| Jet Gallons Sold: | |
|--------------------|--------|
| FYTD 2022 | 89,840 |
| FYTD 2021 | 59,578 |
| Increase(decrease) | 30,262 |
| | 50.79% |

City of Burnet, Texas
 Airport Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD MAY 2022

| | 67% of year complete | | | PY BUDGET 2020-2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|---------------------------------------------------|----------------------------|-------------------------|----------------|------------------------|----------------------------|----------------|
| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | | | |
| REVENUE | | | | | | |
| Av Gas Sales | \$ 233,000 | \$ 219,617 | | \$ 170,500 | \$ 138,712 | |
| Av Gas Purchases | 174,750 | 171,504 | | 127,875 | 100,632 | |
| Net Sales | 58,250 | 48,113 | 83% | 42,625 | 38,080 | 89% |
| Jet Gas Sales | 367,000 | 436,749 | | 210,000 | 222,643 | |
| Jet Gas Purchases | 201,850 | 281,456 | | 115,500 | 110,000 | |
| Net Sales | 165,150 | 155,294 | 94% | 94,500 | 112,643 | 119% |
| Penalties | 450 | 425 | 94% | 450 | 300 | 67% |
| All Hangar Lease | 125,000 | 87,663 | 70% | 125,000 | 86,313 | 69% |
| CAF Admissions | 5,066 | 3,546 | 70% | 5,066 | 3,377 | 67% |
| McBride Lease | 45,893 | 30,671 | 67% | 45,893 | 26,897 | 59% |
| Thru the Fence Lease | 12,020 | 8,479 | 71% | 12,020 | 8,479 | 71% |
| Airport Parking Permit | 2,000 | 120 | 6% | 2,000 | 1,750 | 88% |
| Hanger Lease - Faulkner | 14,400 | 9,600 | 67% | 14,400 | 9,600 | 67% |
| Interest Earned | 500 | 1,762 | 352% | 5,700 | 266 | 5% |
| Other | - | 360 | | 500 | | |
| Use of Fund Balance | 493,069 | 141,722 | 29% | 200,000 | 21,949 | 11% |
| Total Revenue | \$ 921,798 | \$ 487,755 | 53% | \$ 548,154 | \$ 309,654 | 56% |
| <i>Total Revenue less fund balance</i> | <i>\$ 428,729</i> | <i>\$ 346,033</i> | <i>81%</i> | <i>\$ 348,154</i> | <i>\$ 287,705</i> | <i>83%</i> |
| EXPENSES | | | | | | |
| Personnel Services | \$ 97,884 | \$ 64,981 | 66% | \$ 92,879 | \$ 66,422 | 72% |
| Supplies & Materials | 4,000 | 2,097 | 52% | 3,800 | 1,862 | 49% |
| Repairs & Maint | 3,000 | 3,945 | 132% | 3,000 | 538 | 18% |
| Contractual Services | 64,400 | 43,385 | 67% | 63,400 | 42,648 | 67% |
| Other Designated Expenses | 38,600 | 25,784 | 67% | 30,959 | 16,735 | 54% |
| Transfers to Debt Service | 58,069 | 38,713 | 67% | - | - | |
| Admin Allocation | 39,646 | 36,423 | 92% | 31,457 | 27,622 | 88% |
| Av fuel truck lease | 12,000 | 8,000 | 67% | 12,000 | 8,000 | 67% |
| Jet fuel truck lease | 16,800 | 11,200 | 67% | 16,800 | 11,200 | 67% |
| Transfers to Capital | 435,000 | 103,009 | 24% | 200,000 | 21,949 | 11% |
| Total Expenses | \$ 769,399 | \$ 337,536 | 44% | \$ 454,295 | \$ 196,975 | 43% |
| <i>Total Exp - xfers to capital and debt svc.</i> | <i>\$ 276,330</i> | <i>\$ 195,814</i> | <i>71%</i> | <i>\$ 254,295</i> | <i>\$ 175,027</i> | <i>69%</i> |
| Change in Net Position | \$ 152,399 | \$ 150,219 | | \$ 93,859 | \$ 112,679 | |

KEY VARIANCES - BUDGET vs ACTUAL (67% of Year Complete)

Revenues

- Sales revenues have increased mainly because gallons of fuel sold have increased 23% for av gas and 51% for jet fuel.
- Use of Fund Balance offsets Transfers to Capital and Debt Svc, therefore the net impact of these adjustments is zero.

Expenses

- Increase in maintenance due to new annual fuel software maintenance agreement paid in May.
- Overall expenses are tracking slightly higher than average mainly because as revenues increase so do related expenses. For example, as revenues increase, the admin allocation increases.

City of Burnet, Texas
Other Funds
Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
FYTD MAY 2022

| | ANNUAL BUDGET 2021-2022 | ACTUAL FYTD MAY 2022 | % OF BUDGET | PY BUDGET 2020-2021 | PY ACTUAL FYTD MAY 2021 | % OF BUDGET |
|-----------------------------------------|----------------------------|-------------------------|----------------|------------------------|----------------------------|----------------|
| HOTEL/MOTEL FUND | | | | | | |
| Revenues | \$ 171,281 | \$ 142,813 | 83.38% | \$ 111,000 | \$ 113,971 | 102.68% |
| Expenses | 147,465 | 50,283 | 34.10% | 107,191 | 47,040 | 43.88% |
| Net Profit (Loss) | <u>\$ 23,816</u> | <u>\$ 92,530</u> | | <u>\$ 3,809</u> | <u>\$ 66,932</u> | |
| BEDC | | | | | | |
| Revenues | \$ 4,009,417 | \$ 1,489,591 | 37.15% | \$ 3,020,858 | \$ 606,354 | 20.07% |
| Expenses | 3,795,481 | 1,252,388 | 33.00% | 2,743,111 | 214,653 | 7.83% |
| Net Profit (Loss) | <u>\$ 213,936</u> | <u>\$ 237,203</u> | | <u>\$ 277,747</u> | <u>\$ 391,701</u> | |
| SELF FUNDED EQUIPMENT FUND | | | | | | |
| Revenues | \$ 1,020,800 | \$ 509,947 | 49.96% | \$ 708,000 | \$ 441,349 | 62.34% |
| Expenses | 1,020,800 | 225,226 | 22.06% | 708,000 | 225,393 | 31.84% |
| Net Profit (Loss) | <u>\$ -</u> | <u>\$ 284,721</u> | | <u>\$ -</u> | <u>\$ 215,956</u> | |
| DEBT SERVICE FUND | | | | | | |
| Revenues | \$ 1,052,683 | \$ 702,000 | 66.69% | \$ 1,029,098 | \$ 686,058 | 66.67% |
| Expenses | 1,052,183 | 794,353 | 75.50% | 1,028,499 | 827,921 | 80.50% |
| Net Profit (Loss) | <u>\$ 500</u> | <u>\$ (92,354)</u> | | <u>\$ 599</u> | <u>\$ (141,863)</u> | |
| INTEREST & SINKING DEBT FUND | | | | | | |
| Revenues | \$ 490,178 | \$ 524,386 | 106.98% | \$ 366,049 | \$ 340,766 | 93.09% |
| Expenses | 489,978 | 97,038 | 19.80% | 366,049 | 206,346 | 56.37% |
| Net Profit (Loss) | <u>\$ 200</u> | <u>\$ 427,348</u> | | <u>\$ -</u> | <u>\$ 134,420</u> | |

City of Burnet, Texas
Cash and Investment Accounts
FYTD MAY 2022

| Acct # | Bank | Account Name | Account Type | Balance as of MAY 2022 |
|------------------------------|---------|-------------------------------------------|--------------|------------------------|
| Unrestricted Accounts | | | | |
| 984/2410 | FSB | Operating Cash | Checking | \$ 3,890,967.24 |
| | | Add or Subtract Claim on Cash for Airport | | (281,121.32) |
| 2329 | FSB | Golf Course Petty Cash | Checking | 394.34 |
| 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 | 4,184,946.56 |
| Total Unrestricted | | | | \$ 7,795,186.82 |

| | |
|----------------------------------------------|------------------------|
| 75 Day Reserve Requirement | 3,518,000.00 |
| Unrestricted Cash over 75 day reserve | \$ 4,277,186.82 |
| 90 Day Reserve Requirement | 4,222,000.00 |
| Unrestricted Cash over 90 day reserve | \$ 3,573,186.82 |

| | | | | |
|-------------------------------------------|---------|-------------------------------|------------|------------------------|
| Restricted by Council | | | | |
| 2711100004 | TexPool | Capital Reserve | Investment | \$ - |
| 2711100011 | TexPool | Capital Equipment Reserve | Investment | 958,129.02 |
| 2711100012 | TexPool | Capital - LCRA Credit | Investment | 442,539.23 |
| 2188 | FSB | Self Funded Equipment | M/M | 718,417.92 |
| 2711100014 | TexPool | Self Funded Equipment Reserve | Investment | 665,051.49 |
| 2711100016 | TexPool | CLFRF - American Rescue Plan | Investment | 794,539.67 |
| Total Restricted by Council Action | | | | \$ 3,578,677.33 |

City of Burnet, Texas
Cash and Investment Accounts
FYTD MAY 2022

Restricted by Purpose or Law

| Acct # | Bank | Account Name | Account Type | Balance as of MAY 2022 |
|------------------------------|---------|---------------------------------------------------------------------------------------------------|--------------|-------------------------|
| 1453 | FSB | Bond Reserve | M/M | \$ 335,291.21 |
| 2402 | FSB | Hotel Motel | M/M | 196,974.19 |
| 2711100005 | TexPool | Hotel Motel | Investment | 60,339.98 |
| 2451 | FSB | Construction Account | Checking | |
| 2485 | FSB | PD Seizure | M/M | 119.87 |
| 2493 | FSB | Municipal Court Special Revenue | M/M | 70,801.54 |
| 2519 | FSB | Impact Fees - Water | M/M | 411,698.21 |
| 2543 | FSB | Airport Reserve | M/M | - |
| | | Add or Subtract Airport Claim on Cash | | 281,121.32 |
| 2711100009 | TexPool | Airport Reserve | Investment | 1,627,796.53 |
| 2568 | FSB | Benevolent Fund | Checking | - |
| 2576 | FSB | Interest & Sinking Acct | M/M | 500,335.85 |
| 2584 | FSB | Impact Fees - Wastewater | M/M | 126,982.78 |
| 2592 | FSB | BEDC | Super NOW | 957,875.89 |
| 2711100008 | TexPool | BEDC Project Fund | Investment | - |
| 2711100010 | TexPool | BEDC | Investment | 630,311.95 |
| 70516 | FSB | BEDC Commercial Park Project | M/M | 191,170.87 |
| 2634 | FSB | Benefit Trust Account | M/M | - |
| 2675 | FSB | Police Department Explorer Program | M/M | 6,069.05 |
| 2691 | FSB | Fire Department Explorer Program | M/M | 3,528.53 |
| 3012 | FSB | Franchise Fee Account | Super NOW | 123,571.74 |
| 3053 | FSB | Parks Fund | M/M | 18,286.24 |
| 58776 | FSB | Fire Dept. Community Acct | M/M | 12,015.39 |
| 2711100007 | TexPool | TWDB | Investment | 1,192.77 |
| 2711100006 | TexPool | TWDB | Investment | 1,047.43 |
| | | City of Burnet, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2010 | | |
| 143033000 | US Bank | Escrow Account | Investment | 3,200.21 |
| 82-020-01-0 | Bank of | City of Burnet 2012 TWDB Escrow | Investment | 20,199.95 |
| 2711100013 | TexPool | PD Bonds | Investment | - |
| 2711100017 | TexPool | 2021 CO - City Hall | Investment | 4,010,257.76 |
| 62026 | FSB | Escrow Honey Rock Phase #2 | M/M | 16,210.94 |
| 62315 | FSB | BEDC Bond Fund (Badger Bldg DS) | Checking | 117,952.83 |
| 62364 | FSB | BEDC Project Fund | Checking | - |
| Total Restricted Cash | | | | \$ 9,724,353.03 |
| Total All Cash | | | | \$ 21,098,217.18 |

City of Burnet, Texas
 Capital Projects
 FYTD MAY 2022

| GENERAL CAPITAL PROJECT FUND | | | | | | |
|-------------------------------------------|---------|---------------|--------------------------|--------------------------|------------|---------------------------------|
| DESCRIPTION | | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| <u>CAPITAL PROJECTS:</u> | | | | | | |
| INCODE 10 UPGRADE | ADMIN | 46-1111-58397 | \$ 38,000 | \$ 21,160 | 56% | \$ 16,840 |
| CITY COMP PLAN/UTILITY MAPS | ADMIN | 46-1111-58550 | 300,000 | 22,857 | 8% | 277,143 |
| SERVERS AND COMPUTERS | ADMIN | 46-1111-58000 | 75,000 | 62,941 | 84% | 12,059 |
| NEW CITY HALL | ADMIN | 46-1111-58810 | 5,000,000 | 75,601 | 2% | 4,924,399 |
| PD Tasers | POLICE | 46-1600-58000 | 60,000 | 57,304 | 96% | 2,696 |
| PD Ticket Writers | POLICE | 46-1600-58399 | 26,000 | 23,042 | 89% | 2,958 |
| REMODEL FD SUBSTATION | FIRE | 46-1640-58489 | 100,000 | 46,730 | 47% | 53,270 |
| COVID EXPENSES ¹ | FIRE | 46-1640-57030 | 146,000 | 97,963 | 67% | 48,037 |
| FIRE TRUCK ¹ | FIRE | 46-1640-58000 | 850,000 | 858,289 | 101% | - |
| DONATED FUNDS PD ¹ | POLICE | | 50,000 | - | 0% | 50,000 |
| DONATED FUNDS FD ¹ | FIRE | | 50,000 | - | 0% | 50,000 |
| TASSPP ANNUAL FEE | FIRE | 46-1640-54500 | 47,250 | 37,322 | 79% | - |
| STREETS | STREETS | 46-1700-58700 | 400,000 | 466,506 | 117% | - |
| TRACKED SKID STEER - STREETS ¹ | STREETS | 46-1700-58000 | 155,250 | - | 0% | 155,250 |
| LOADER - STREETS | STREETS | 46-1700-58000 | 175,000 | 175,133 | 100% | - |
| DE-ICING EQUIP STREETS | STREETS | 46-1700-58000 | 30,000 | 20,921 | 70% | 9,079 |
| PARK IMPROVEMENTS | PARKS | 46-1800-58800 | 100,000 | 5,056 | 5% | 94,944 |
| COMMUNITY CENTER IMPROVEMENTS | PARKS | 46-1800-58800 | 100,000 | - | 0% | 100,000 |
| DOWNTOWN RESTROOMS | PARKS | 46-1800-58400 | 100,000 | - | 0% | 100,000 |
| ENGINEERING SOFTWARE ¹ | ENG | | 65,000 | - | 0% | 65,000 |
| GHRC IMPROVEMENTS | GHRC | 46-1813-58478 | 50,000 | - | 0% | 50,000 |
| GHRC TEEN CENTER | GHRC | 46-1813-58461 | 20,000 | 20,000 | 100% | - |
| TOTAL | | | \$ 7,937,500 | \$ 1,990,824 | 25% | \$ 6,011,675 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------|--------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ 16,840 | \$ - | \$ 16,840 |
| 277,143 | | 277,143 |
| 12,059 | | 12,059 |
| 924,399 | 4,000,000 | 4,924,399 |
| 2,696 | | 2,696 |
| 2,958 | | 2,958 |
| 53,270 | | 53,270 |
| 48,037 | | 48,037 |
| - | - | - |
| 50,000 | | 50,000 |
| 50,000 | | 50,000 |
| - | - | - |
| - | - | - |
| 155,250 | | 155,250 |
| - | - | - |
| 9,079 | | 9,079 |
| 94,944 | | 94,944 |
| 100,000 | | 100,000 |
| 100,000 | | 100,000 |
| 100,000 | | 100,000 |
| 65,000 | | 65,000 |
| 50,000 | | 50,000 |
| - | - | - |
| \$ 2,011,675 | \$ 4,000,000 | \$ 6,011,675 |

| GOLF COURSE CAPITAL PROJECT FUND | | | | | | |
|----------------------------------|--|--|--------------------------|--------------------------|------------|---------------------------------|
| DESCRIPTION | | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| <u>CAPITAL PROJECTS:</u> | | | | | | |
| CLUB HOUSE IMPROVEMENTS | | | \$ 250,000 | \$ 74,250 | 30% | \$ 175,750 |
| OTHER IMPROVEMENTS | | | 370,000 | - | 0% | 370,000 |
| | | | \$ 620,000 | \$ 74,250 | \$ 0 | \$ 545,750 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------|------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ 175,750 | \$ - | \$ 175,750 |
| 370,000 | - | 370,000 |
| \$ 545,750 | \$ - | \$ 545,750 |

| ELECTRIC CAPITAL PROJECT FUND | | | | | | |
|-------------------------------|--|--|--------------------------|--------------------------|------------|---------------------------------|
| DESCRIPTION | | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| <u>CAPITAL PROJECTS:</u> | | | | | | |
| SOFTWARE - ELSTER UPGRADES | | | \$ 55,000 | \$ 8,648 | 16% | \$ 46,352 |
| SCADA/RE closERS | | | 100,000 | 27,025 | 27% | 72,975 |
| DEVELOPMENT PROJECTS | | | 150,000 | 21,723 | 14% | 128,277 |
| | | | \$ 305,000 | \$ 57,396 | \$ 1 | \$ 247,604 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------|------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ 46,352 | \$ - | \$ 46,352 |
| 72,975 | - | 72,975 |
| 53,277 | 75,000 | 128,277 |
| \$ 172,604 | \$ 75,000 | \$ 247,604 |

| W/WW CAPITAL PROJECT FUND | | | | | | |
|-----------------------------------------------|--|---------------|--------------------------|--------------------------|------------|---------------------------------|
| DESCRIPTION | | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| <u>CAPITAL PROJECTS:</u> | | | | | | |
| CAMERA TRUCK | | 45-4210-58000 | \$ 225,000 | 226,500 | 101% | \$ - |
| VAC TRUCK | | 45-4210-58000 | 450,000 | 420,004 | 93% | 29,996 |
| GENERATORS - WATER FUND BAL | | 45-4210-58000 | 200,000 | 7,317 | 4% | 192,683 |
| GENERATORS - WATER IMPACT FEES | | 45-4210-58000 | 300,000 | - | 0% | 300,000 |
| FACILITY UPGRADES FOR ZEBRA MUSSELS | | 45-4200-58400 | 50,000 | - | 0% | 50,000 |
| HWY 29 WATER LINE EXT | | 45-4210-58600 | 100,000 | 2,747 | 3% | 97,253 |
| VFW SEWER UPGRADE | | 45-4210-58800 | 30,000 | - | 0% | 30,000 |
| RANCH LIFT STATION UPGRADE | | 45-4210-58800 | 100,000 | - | 0% | 100,000 |
| RISK AND RESILIENCE STUDY | | 45-4200-58551 | 30,000 | 5,018 | 17% | 24,983 |
| OVERSIZE WATER MAIN TO CREEKFALL ¹ | | 45-4210-58600 | 102,301 | - | 0% | 102,301 |
| WATER SYSTEM IMPROVEMENTS | | 45-4200-58880 | 10,000 | - | 0% | 10,000 |
| TRANSFER OUT WW IMPACT FEES | | 45-4210-59042 | 75,000 | - | 0% | 75,000 |
| | | | \$ 1,672,301 | \$ 661,585 | 40% | \$ 1,012,216 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------|--------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ - | \$ - | \$ - |
| 29,996 | - | 29,996 |
| 192,683 | - | 192,683 |
| - | 300,000 | 300,000 |
| - | 50,000 | 50,000 |
| 97,253 | - | 97,253 |
| 30,000 | - | 30,000 |
| 100,000 | - | 100,000 |
| 24,983 | - | 24,983 |
| 102,301 | - | 102,301 |
| - | 10,000 | 10,000 |
| - | 75,000 | 75,000 |
| \$ 577,216 | \$ 435,000 | \$ 1,012,216 |

City of Burnet, Texas
 Capital Projects
 FYTD MAY 2022

| AIRPORT CAPITAL PROJECT FUND | | | | | |
|----------------------------------|---------------|--------------------------|--------------------------|------------|---------------------------------|
| DESCRIPTION | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| CAPITAL PROJECTS: | | | | | |
| RAMP GRANT | 47-2310-53300 | \$ 100,000 | \$ 97,221.60 | 97% | \$ 2,778 |
| C/O EQUIPMENT - JET TUG AND GPU | 47-2300-58000 | 75,000 | - | 0% | 75,000 |
| CAPITAL OUTLAY | 47-2300-58174 | 200,000 | 697 | 0% | 199,303 |
| C/O BLDG & FACILITY - JET HANGAR | 47-2300-58400 | 1,000,000 | 2,196 | 0% | 997,804 |
| C/O LAND - DECEL LANE | 47-2300-58500 | 90,000 | - | 0% | 90,000 |
| GUIDING DOCUMENTS | 47-2300-58550 | 22,000 | - | 0% | 22,000 |
| FUTURE PLAN | 47-2300-58550 | 20,000 | - | 0% | 20,000 |
| | | 1,507,000 | 100,115 | 7% | \$ 1,406,885 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------------|---------------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ - | \$ 2,778 | \$ 2,778 |
| - | 75,000 | 75,000 |
| - | 199,303 | 199,303 |
| - | 997,804 | 997,804 |
| - | 90,000 | 90,000 |
| - | 22,000 | 22,000 |
| - | 20,000 | 20,000 |
| \$ - | \$ 1,406,885 | \$ 1,406,885 |

| TOTAL CAPITAL/OTHER PROJECTS | | | | | |
|--------------------------------|--|--------------------------|--------------------------|------------|---------------------------------|
| | | CURRENT BUDGET 2021-2022 | FYTD MAY ACTUAL EXPENSES | % complete | REMAINING BALANCE FOR 2021-2022 |
| TOTAL CAPITAL/OTHER PROJECTS | | \$ 12,041,801 | \$ 2,884,170 | 24% | \$ 9,224,130 |
| TRANSFER TO CAP EQUIP RESERVES | | - | - | 0% | - |
| TOTAL CAPITAL/OTHER | | \$ 12,041,801 | \$ 2,884,170 | 24% | \$ 9,224,130 |

| BALANCE TO BE FUNDED FROM: | | |
|----------------------------|---------------------|---------------------|
| OPERATING RESERVES | OTHER SOURCES | TOTAL |
| \$ 3,307,245 | \$ 5,916,885 | \$ 9,224,130 |
| - | - | - |
| \$ 3,307,245 | \$ 5,916,885 | \$ 9,224,130 |

¹ Updated per Budget Amendments.

City of Burnet

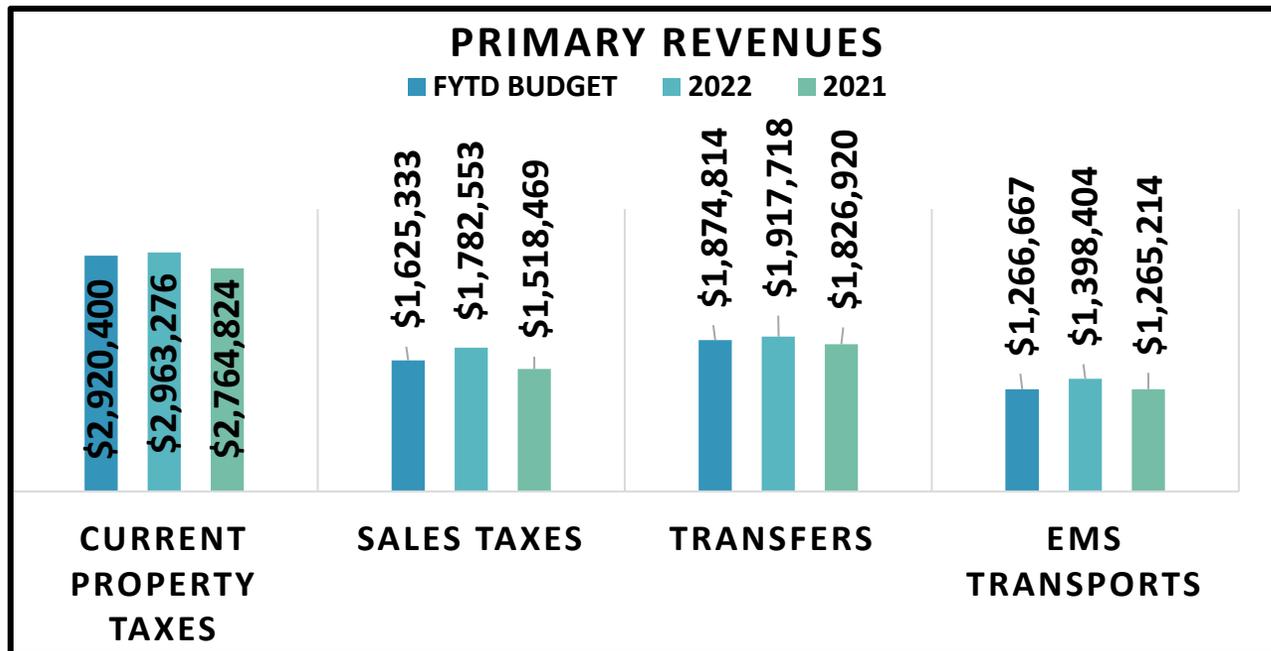
Financial Report

YTD May 31, 2022

FY 2022

General Fund

| | Annual Budget | Actual FYTD May 2022 | % of Budget |
|--------------|---------------|----------------------|-------------|
| Revenues | \$13,098,563 | \$10,075,127 | 77% |
| Expenses | 12,641,112 | 8,403,053 | 66% |
| Profit(Loss) | \$457,451 | \$1,672,074 | |



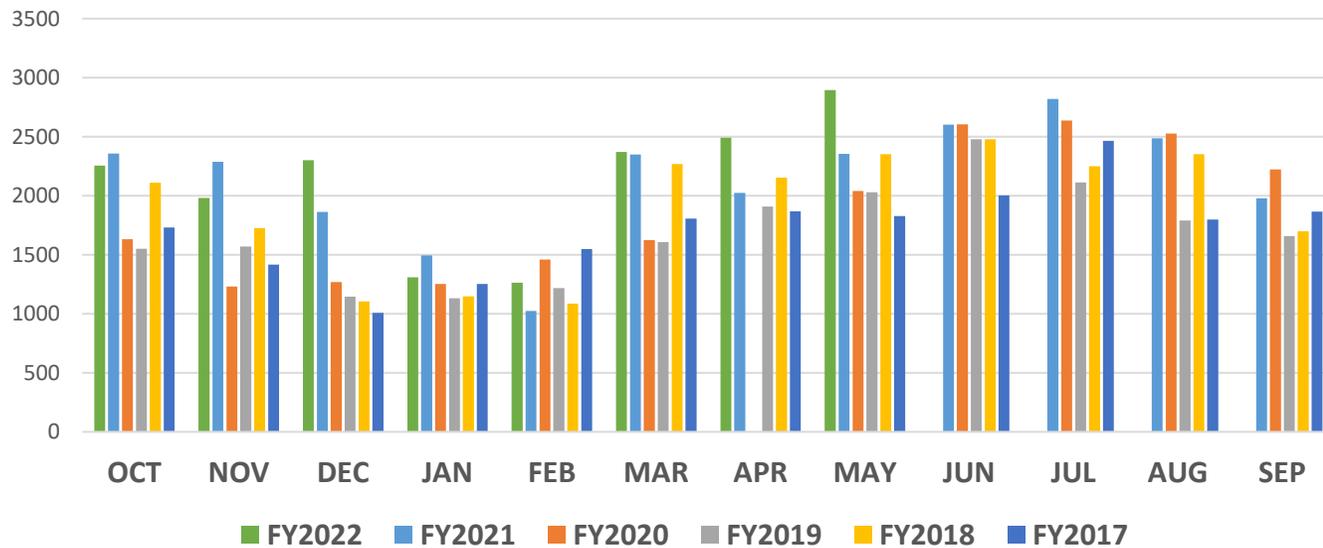
- Revenues – tracking above budget at 77%
 - **Property Tax Collections**
Equal to 99% of budget: Increased \$198,000 over prior year
 - **Sales Tax Collections**
Increased \$264,000 over prior year, above budget by \$157,000
 - **Transfers In**
Increased \$90,000 over prior year, on track with budget
 - **EMS Transport Revenues**
Increased \$133,000 over prior year, above budget by \$132,000

- Expenses – on track for the period at 66%

Golf Fund

| | Annual Budget | Actual FYTD May 2022 | % of Budget |
|--------------|---------------|-------------------------|-------------|
| Revenues | \$1,470,651 | \$1,340,079 | 91% |
| Expenses | 1,562,218 | 1,059,049 | 68% |
| Profit(Loss) | \$(91,567) | \$281,031 | |

ROUNDS OF GOLF



YTD Average Revenue Per Round*

Current \$37.41

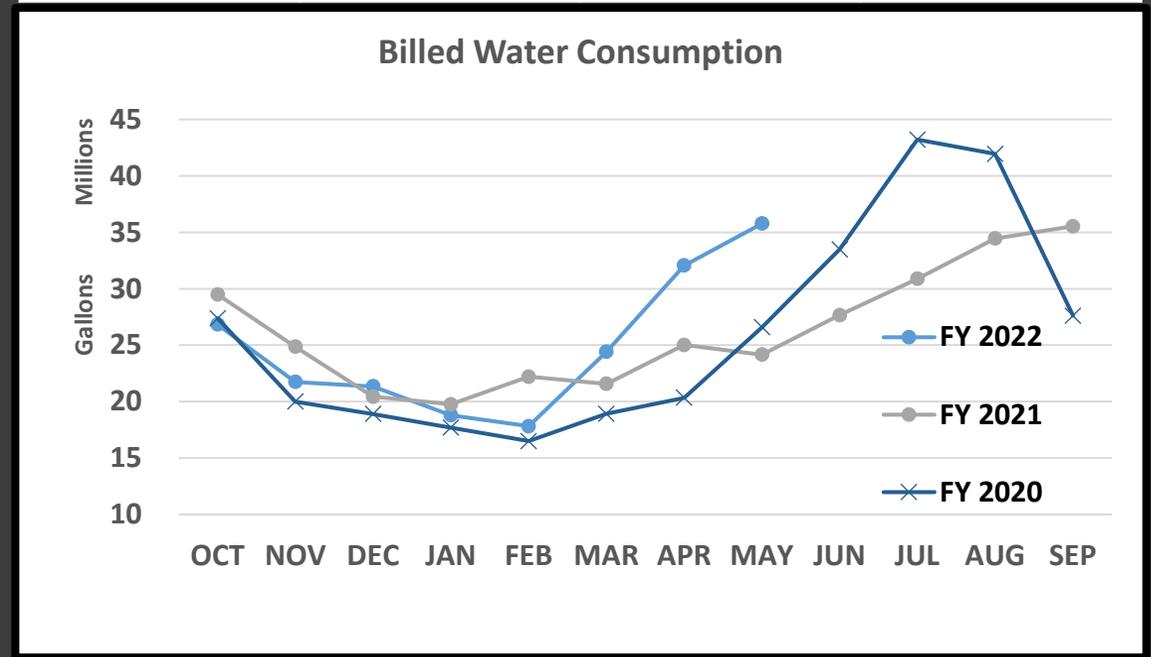
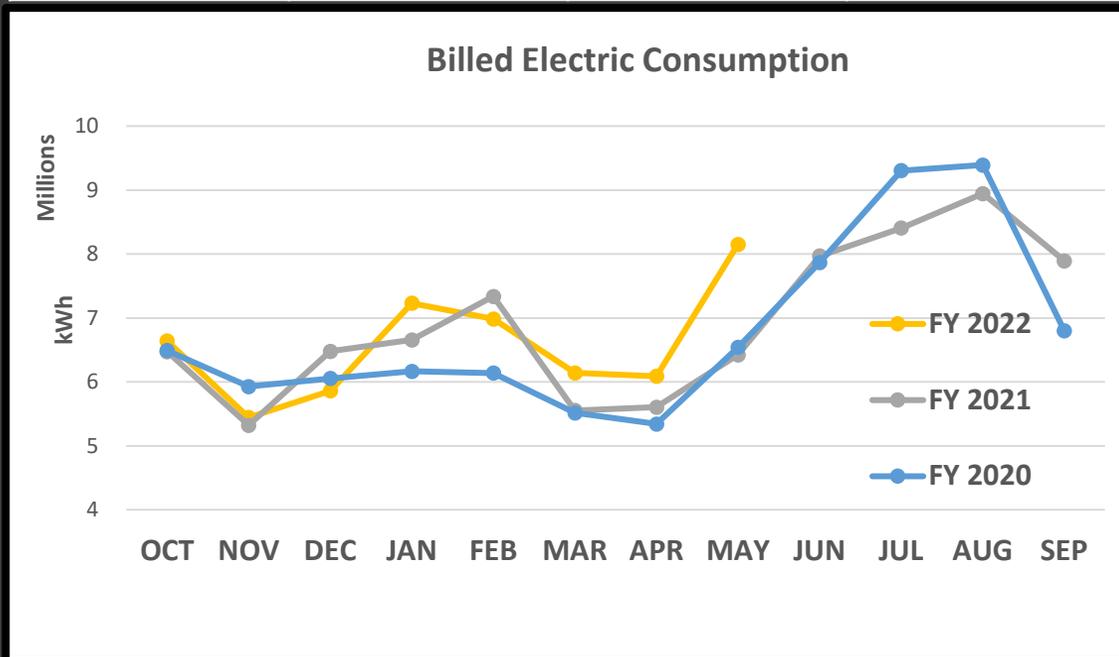
Prior Yr \$32.45

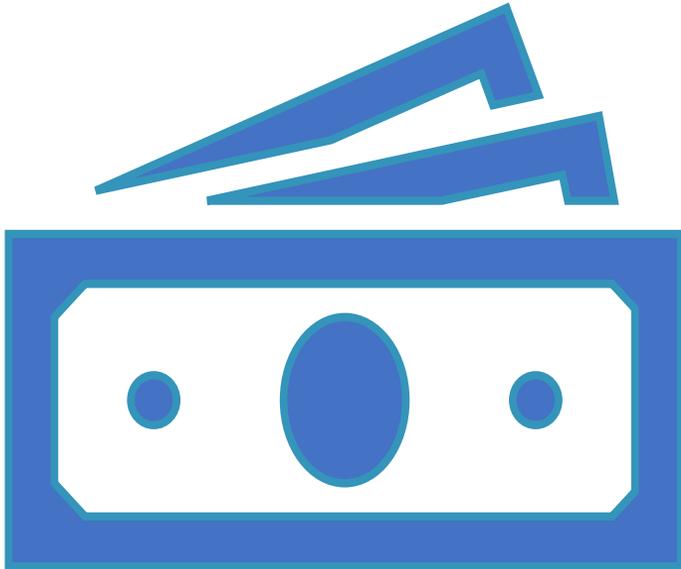
**Increase due to fewer rounds being traded with Golf Now; and a decrease in the number of "prime time" green fee rounds being discounted.*

Utility Funds

| ELECTRIC FUND | Annual Budget | Actual FYTD May 2022 | % of Budget |
|---------------|---------------|----------------------|-------------|
| Revenues | \$4,034,144 | \$2,592,663 | 64% |
| Expenses | 3,635,322 | 2,331,208 | 64% |
| Profit(Loss) | \$398,822 | \$261,455 | |

| WATER FUND | Annual Budget | Actual FYTD May 2022 | % of Budget |
|--------------|---------------|----------------------|-------------|
| Revenues | \$4,500,420 | \$2,948,579 | 66% |
| Expenses | 4,039,275 | 2,479,950 | 61% |
| Profit(Loss) | \$461,145 | \$468,629 | |





As of May 31, 2022

Unrestricted Cash Balance

| | |
|--------------------------------|----------------------------|
| Unrestricted Cash | \$ 7,795,186 |
| Less 90-day Reserve | <u>4,222,000</u> |
| Unrestricted Cash Over Reserve | <u>\$ 3,573,186</u> |

Note: There is \$3.3M remaining in budgeted capital projects for this fiscal year.

Restricted by Council Cash Balance

| | |
|------------------------------------|---------------------------|
| Capital Equipment Reserve * | \$ 958,129 |
| LCRA Capital Reserve | 442,539 |
| Self Funded Equip. Reserve | 1,383,469 |
| SLFRF – American Rescue Plan Funds | <u>794,540</u> |
| | <u>\$3,578,677</u> |

**\$850,000 designated for new fire truck transferred to unrestricted cash in June.*

Questions?



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

On this the 14th day of June, 2022, 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, Philip Thurman, Mary Jane Shanes, Cindia Talamantez, Ricky Langley, Joyce Laudenschlager
City Manager David Vaughn
City Secretary Kelly Dix

Guests: Adrienne Feild, Habib Erkan, Mark Miller, Mark Ingram, Tony Nash, Patricia Langford, Andrew Scott, Leslie Kimbler, Kelli Sames, Brian Lee, Alan Burdell, Wade Langley, Jacob Thomas, Eric Belaj, Dylan Haltom, Lauren Haltom

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

INVOCATION: Led by Council Member Mayor Crista Goble Bromley

PLEDGES (US & TEXAS): Led by Council Member Ricky Langley

SPECIAL REPORTS/RECOGNITION:

Delaware Springs Quarterly Report: T. Nash: Golf Course Superintendent/ General Manager Tony Nash updated all present on the current renovations at the Golf Course Club House to include, the stonework, the new windows and doors, the roofing and trim work. Currently staff is waiting on the floors to be installed in order to put in the new Pro Shop counters and granite. Mr. Nash provided information on the Jr. Golf Camp that started this week and the estimated date of arrival on the equipment Council approved for purchase, is mid October 2022.

Development Services and Engineering Department Report: E. Belaj and L. Kimbler: Leslie Kimbler, Planner, informed all present that for the month of May there were nineteen permits issued and one was for residential construction. Eric Belaj, City Engineer, updated all on the completion of the Woodlands street project, and the status of the engineering phase for the Jackson Street Bathroom project and the Houston Clinton Drive street project. Mr. Belaj also reviewed the current status of the ongoing residential construction projects in the City.

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 May 24, 2022, Regular City Council Meeting Minutes:

Approval of the May 26, 2022 City Council Budget Workshop Meeting minutes.

A RESOLUTION OF THE CITY COUNCIL OF BURNET, TEXAS, AUTHORIZING THE RELEASE AND TERMINATION OF EASEMENTS LOCATED ON THE BURNET ECONOMIC DEVELOPMENT CORPORATION'S 281 SOUTH COMMERCE TRACT KNOWN AS THE CROSSING AT 281 H. Erkan:

Council Member Joyce Laudenschlager made a motion to approve the consent agenda as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

PUBLIC HEARINGS/ACTION: None

ACTION ITEMS:

Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF BURNET, TEXAS, AMENDING CITY OF BURNET CODE OF ORDINANCES, CHAPTER 74 (ENTITLED "PARKS AND RECREATION") BY ESTABLISHING A NEW SECTION 74.11 (ENTITLED "ANIMALS IN CITY PARKS"); PROVIDING CUMULATIVE, REPEALER AND SEVERABILITY CLAUSES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE: H. Erkan:

Council Member Mary Jane Shanes moved to approve and adopt Ordinance 2022-31 as presented. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AMENDING THE CODE OF ORDINANCES CHAPTER 106 (ENTITLED TRAFFIC AND VEHICLES”) BY AMENDING AND RETITLING ARTICLE V AS “ABANDONED, JUNKED, AND THE TOWING AND IMPOUNDMENT OF, VEHICLES”; PROVIDING FOR PENALTY; PROVIDING CUMULATIVE, CORRELATIVE, REPEALER AND SEVERABILITY CLAUSES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE: H. Erkan: Council Member Ricky Langley moved to approve and adopt Ordinance 2022-31 as presented. Council Member Mary Jane Shanes seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AUTHORIZING PROCEEDING WITH THE ISSUANCE OF CITY OF BURNET, TEXAS CERTIFICATES OF OBLIGATION; DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION; AND OTHER REALTED MATTERS: D. Vaughn: Council Member Philip Thurman moved to approve Resolution R2022-48 as presented. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: Addition of one School Resource Officer to serve in the Burnet Consolidated Independent School District: B. Lee: Council Member Philip Thurman made a motion to authorize Police Chief Brian Lee to move forward with negotiations with Burnet Consolidated Independent School District on adding an additional School Resource Officer. Council Member Cindia Talamantez seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, PRELIMINARILY ACCEPTING PUBLIC STREET, WATER, AND WASTEWATER IMPROVEMENTS CONSTRUCTED WITHIN THE CROSSINGS AT 281 SUBDIVISION; AND APPROVING FISCAL SURETY FOR INFRASTRUCTURE IMPROVEMENTS: L. Kimbler: Council Member Cindia Talamantez moved to approve Resolution R2022-49 as presented. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A NEW FEE SCHEDULE ASSOCIATED WITH THE CONTRACT WITH ATS ENGINEERS, INSPECTORS AND SURVEYORS FOR PLAN REVIEW AND BUILDING INSPECTION SERVICES: L. Kimbler: Council Member Mary Jane Shanes moved to approve Resolution R2022-50 as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, APPROVING THE “FINAL PLAT” OF DELAWARE SPRINGS SUBDIVISION, SECTION 19, PHASE 3, A PROPOSED 15-LOT RESIDENTIAL SUBDIVISION CONSISTING OF APPROXIMATELY 5.45 ACRES: L. Kimbler: Council Member Philip Thurman moved to approve Resolution R2022-51 as presented. Council Member Mary Jane Shanes seconded. Council Member Ricky Langley filed an Affidavit of Conflict of Interest and abstained from this item. The motion carried with six in favor and one abstention.

Discuss and consider action: A RESOLUTION BY THE CITY OF BURNET, TEXAS AUTHORIZING THE USE OF RESTRICTED CAPITAL EQUIPMENT RESERVE FUNDS TO REIMBURSE THE CITY’S OPERATING FUNDS FOR THE PURCHASE OF A NEW FIRE ENGINE: P. Langford: Council Member Philip Thurman moved to approve Resolution R2022-52 as presented. Council Member Mary Jane Shanes seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION BY THE CITY OF BURNET, TEXAS TO TRANSFER THE BALANCE OF THE LCRA CREDIT CAPITAL RESERVE ACCOUNT TO THE CAPITAL EQUIPMENT RESERVE ACCOUNT: P. Langford: Council Member Joyce Laudenschlager moved to approve Resolution R2022-53 as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

Discuss and consider action: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, APPROVING TWO LETTERS OF INTENT TO GROUND LEASE PROPERTY AT THE BURNET MUNICIPAL AIRPORT: A. Feild: Council Member Mary Jane Shanes moved to approve Resolution R2022-54 as presented. Council Member Cindia Talamantez seconded. The motion carried unanimously.

Discuss and consider action A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS APPROVING AN INTERIM CONTRACT FOR FIXED BASE OPERATION SERVICES FOR THE BURNET MUNICIPAL AIRPORT: A.Feild: Council Member Philip Thurman moved to approve Resolution R2022-55 as presented. Council Member Ricky Langley seconded. The motion carried unanimously.

Discuss and consider action A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT BETWEEN THE CITY OF BURNET AND CAREFLITE FOR HANGAR B-9: A.Feild: Council Member Mary Jane Shanes moved to approve Resolution R2022-57 as presented. Council Member Joyce Laudenschlager seconded. The motion carried unanimously.

Discuss and consider action: on A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS APPROVING A UTILITY OVERSIZING AGREEMENT FOR CREEKFALL SUBDIVISION PHASES ONE AND TWO AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY. H Erkan: Council Member Joyce Laudenschlager moved to approve Resolution R2022-56 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: Council Member Philip Thurman requested an oral report on the City's Police Department readiness pertaining to active shooter situations to include staffing, equipment, training, collaboration with the school district and other components of readiness needed to address such a situation.

ADJOURN: There being no further business a motion to adjourn was made by Council Member Mary Jane Shanes at 6:43 p.m. seconded by Council Member Joyce Laudenschlager. The motion carried unanimously.

Crista Goble Bromley, Mayor

ATTEST:

Kelly Dix, City Secretary



Human Resources Department

ITEM 4.1

Kelli Sames
 Director of Human Resources
 (512)-715-3213
 ksames@cityofburnet.com

Action

Meeting Date: June 28, 2022

Agenda Item: Discuss and consider action: Administrative Services Agreement and Self-Directed Brokerage Account Addendum, between City of Burnet, Texas and Mission Square Retirement for Deferred Compensation Plan: K. Sames

Background: Mission Square (formally ICMA-RC) has served as the City of Burnet's deferred compensation record keeper since March 8, 1976.

On March 22, 2022, City Council awarded bid for RFP 2021-06 to HYAS Group, LLC. for deferred compensation plan consulting services.

HYAS Group has completed an evaluation of the City of Burnet's deferred compensation plan. Highlights of the review is below –

| Old Plan |
|-----------------------------------------------------------------------------|
| Serviced out of Washington, DC |
| "Standard" MissionSquare investment lineup – no flexibility to change funds |
| 0.50% average investment cost – 0.50% equates to \$50 per \$10,000 balance |
| 0.80% administrative fee – MissionSquare fee |
| 1.30% total costs (including investment cost) - \$130 per \$10,000 |

| New Plan |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Serviced locally in Burnet – Sallie Harborth locally licensed MissionSquare representative |
| Custom Burnet lineup - low cost, top tier investment options (Fidelity, Vanguard, MFS) – open architecture meaning flexibility to change funds if necessary. Plus Fund (stable value) is only required fund. |
| 0.11% average investment cost - \$11 per \$10,000 |
| 1.00% administrative fee – MissionSquare fee |
| 1.11% total costs (including investment cost) – \$111 per \$10,000. For the Plan the savings equates to \$1,810 savings per year. This does not include performance or compounding which will likely make the savings much more dramatic. |

In addition, the investment cost of 0.11% is one of the lowest percentages currently offered. For comparison, City of Austin's investment cost is 0.18%

(a \$700M+ Plan). With regard to the fund mapping, participants will be properly notified by Mission Square about the changes. All investment options will transfer to like funds which will neutralize any market volatility. Participants will be fully invested the entire time as well.

Per the Agreement, Mission Square Retirement will reduce participant fees of 1% as the plan balance grows. ***\$2M is assets and average participant balance of \$40k (.85%). \$4M is assets and average participant balance of \$50k (.65%).***

The Self-Directed Brokerage Account Addendum outlines minimum transfer requirements and fees for employees that desire to manage funds independently. Self-Directed brokerage accounts are managed through TD Ameritrade.

Once the administrative services agreement is approved, the City Manager may establish an internal investment committee that will be assisted by the HYAS Group. This committee will establish compliance criteria and checklists to monitor the progress of the 457 plan that will assist the City meeting fiduciary responsibility requirements.

Fiscal Impact:

The financial impact (plan fees) to plan participants is outlined in the agreement. The agreement shall begin July 1, 2022. The term of this Agreement shall be 5 years and will be automatically renewed for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of the Agreement year. (as provided for in Section 11 of the Agreement).

Recommendation:

Approve Administrative Services Agreement and Self-Directed Brokerage Account Addendum between City of Burnet, Texas and Mission Square Retirement for Deferred Compensation Plan record keeping services and authorize the City Manager to establish a staff investment committee.

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Burnet

Type: 457

Account #: 300458



DRAFT DO NOT

MissionSquare
RETIREMENT



ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (“Agreement”), made as of this day, (please enter date) _____, (herein referred to as the "Inception Date"), between the International City Management Association Retirement Corporation doing business as MissionSquare Retirement (“MissionSquare”), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **City of Burnet** (“Employer”), a **Entity** organized and existing under the laws of the State of **Texas** with an address at **P.O. Box 1369, Burnet, Texas 78611**.

RECITALS

Employer acts as public plan sponsor of a retirement plan (“Plan”), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

MissionSquare has designed, and VantageTrust Company offers, a series of separate funds (the “Funds”) for the investment of plan assets as referenced in the Funds’ principal disclosure documents, the Disclosure Memorandum and the Fact Sheets (together, “MSQ Disclosures”); and

MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of MissionSquare

Employer hereby appoints MissionSquare as administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by MissionSquare shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the MSQ Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Exclusivity Agreement

Employer agrees that for the initial or succeeding term of this Agreement specified in Section 11, so long as MissionSquare continues to perform in all material respects the services to be performed by it under this Agreement, Employer shall not obtain plan administration from anyone other than MissionSquare. Employer acknowledges that MissionSquare has agreed to the compensation to be paid to MissionSquare under this Agreement in the expectation that MissionSquare will be able to offset costs allocable to performing this Agreement with revenues arising from Employer's exclusive use of MissionSquare at the rates provided herein throughout the initial or succeeding term.

4. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the plan sponsor website. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is

furnished by such participant or beneficiary, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports, statements and account information to the Employer through the plan sponsor website.

Employer is required to send in contributions through the plan sponsor web site. Alternative electronic methods may be allowed but must be approved by MissionSquare for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to MissionSquare through electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to MissionSquare timely fund investment updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

5. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of MissionSquare, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for MissionSquare, or its wholly owned subsidiary, to serve in that capacity.
- (b) MissionSquare is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) MissionSquare shall maintain and administer the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that MissionSquare shall not be responsible for the eligible status of the Plan in the event that the Employer directs MissionSquare to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, MissionSquare shall not be responsible for the eligible status of the

Plan to the extent affected by terms in the Employer's plan document that differ from those in MissionSquare's model plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

6. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that MissionSquare's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, MissionSquare does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. MissionSquare does not perform any service under this Agreement that might cause MissionSquare to be treated as a "fiduciary" of the Plan under applicable law, except, and only, to the extent that MissionSquare provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.
- (c) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the MissionSquare Retirement Income Advantage Fund is an investment option for the

Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the MSQ Disclosures and that it has read the information therein concerning the MissionSquare Retirement Income Advantage Fund.

- (d) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer approves the use of its Plan in MissionSquare external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

7. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies MissionSquare otherwise, Employer consents to the disbursement by MissionSquare of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

8. Compensation and Payment

- (a) **Participant Fees.** Plan participant accounts shall be assessed an asset-based fee to cover the costs of record-keeping and other services provided by MissionSquare, and other costs associated with the Plans as directed by the Employer. The Employer shall work with MissionSquare to determine the appropriate amount of the gross asset-based fee to be charged to participant accounts, which may be increased or decreased from time to time at the direction of the Employer. At the inception of this Agreement the participant fee shall be **1.00%**.

- (b) **Revenue Requirement.** At the onset of this agreement MissionSquare shall receive total annual aggregate revenue of **1.00%** of Plan assets under MissionSquare's administration for providing recordkeeping and other services to the Plans. Such revenue shall be deducted by MissionSquare from amounts collected through the application of the asset-based fee described in section 8(a) prior to allocation of any participant level asset-based fees to the Administrative Allowance Account described in section 8(c) below.

MissionSquare will reduce pricing once the following metrics are achieved:

| Metric | Revenue Requirement |
|---------------------------------------------------------|----------------------------|
| \$2M in assets and average participant balance of \$40k | 0.85% |
| \$4M in assets and average participant balance of \$50k | 0.65% |

Pricing reduction would occur the quarter following attainment of the threshold and remain in effect. All other pricing requirements (Plus Fund, Managed Accounts) would continue to apply.

- (c) **Administrative Allowance Account.** Amounts collected through the application of the asset-based fee described in section 8(a) above in excess of the Revenue Requirement specified in subsection 8(b) above, if any, shall be held in an Administrative Allowance Account (that is maintained as a Plan asset by MissionSquare). Employer understands that the Plan administrative allowance is to be used only to pay for reasonable plan administrative expenses of the Plan or allocated to Plan participants at the instruction of the Employer. Employer may determine that funds from the Administrative Allowance Account should directly pay the invoices of consultants to the Plan. If Employer makes such a determination, Employer will direct MissionSquare in a separate letter to send Administrative Allowance monies to such consultants.

The payment will be made only from the above-referenced Plan's Administrative Allowance Account. Should the amount in the Plan's Administrative Allowance Account be insufficient to cover the fee due, MissionSquare will seek written instruction from the Plan or Plan Sponsor as to the amount to pay the consultant. For processing purposes, the consultant may submit an invoice to MissionSquare for payment of the fee; provided, however, that

MissionSquare will pay the consultant only as set forth above. The consultant shall have no authority to calculate the fee amount, change the frequency of the payment, or change the payee.

Employer acknowledges and agrees that, for the purposes of these payments, MissionSquare is acting as the agent of the Plan. Employer also acknowledges that in following its direction MissionSquare is not exercising any discretion regarding whether the above fee payment is an appropriate or reasonable use of Plan funds. Accordingly, Employer agrees to hold MissionSquare harmless from adverse consequences that may result from making such payments.

- (d) **Revenue Received from Investment Options.** Neither MissionSquare nor the Employer shall retain recordkeeping revenue received directly from investment options made available under the Plan. MissionSquare shall be compensated from fees collected from participant accounts through the application of the asset-based fee described in section 8(a) above. In the event that any Plan investment options do generate revenue from plan investments, MissionSquare shall, as directed by the Employer, credit any and all revenue back to those participant accounts invested in the option in question.
- (e) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, MissionSquare receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with MissionSquare, MissionSquare or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the VT Disclosures and MissionSquare's fee disclosure statement. In addition, to the extent that third party

mutual funds are included in the investment line-up for the Plan, MissionSquare receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.

- (f) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by MissionSquare. MissionSquare remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the VT Disclosures.
- (g) **Payment Procedures.** All payments to MissionSquare pursuant to this Section 8 shall be made from Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan assets invested in such third-party mutual funds, to the extent not paid by the Employer. The amount of Plan assets administered by MissionSquare shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 8 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 8 are contingent upon the Employer's use of MissionSquare's the plan sponsor website for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement and the use of the MissionSquare PLUS Fund as the sole stable value fund.

The compensation and payment in this Section 8 will take effect in the calendar quarter following receipt at a Delivery Address (defined below the signature line) of one fully executed copy of this Administrative Services Agreement based upon the following schedule:

- Agreement received by April 20 – Effective June
- Agreement received by June 20 – Effective August
- Agreement received by August 20 – Effective October
- Agreement received by November 20 – Effective January

Employer further acknowledges and agrees that compensation and payment under this Agreement shall be subject to re-negotiation in the event that the Employer (a) chooses to implement additional mutual funds that neither (i) trade via NSCC nor (ii) meet MissionSquare's daily trading operational guidelines or (b) chooses to implement investment options that are not mutual funds.

9. Contribution Remittance

Employer understands that amounts invested in the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer by MissionSquare and are not to be remitted to MissionSquare. In the event that any check or wire transfer is incorrectly labeled or transferred to MissionSquare, MissionSquare may return it to Employer with proper instructions.

10. Indemnification

MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than MissionSquare in connection with the administration or operation of the Plan. To the extent authorized by Texas Law and with the understanding that Employer is a Texas municipal corporation that is subject to state constitution's prohibition against the creation of an unfunded debt, and with the further understanding that Employer has not created a sinking fund to pay such protentional liability, Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct.

11. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend **five (5) years** from that date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the MissionSquare PLUS Fund of VantageTrust as an investment option in its investment line-up), MissionSquare

retains full discretion to release Plan assets invested in the MissionSquare PLUS Fund in an orderly manner over a period of up to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the MissionSquare PLUS Fund).

12. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) MissionSquare may modify this Agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies MissionSquare in writing that it objects to such modification. The foregoing permission to modify shall not apply to material terms of the Agreement specific to Employer, such as Payment and Compensation, Term, Indemnification, and the general scope of services.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages or special mailing.

13. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

MissionSquare: Legal Department, MissionSquare, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

14. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

15. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

16. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF BURNET

By _____
Signature/Date

By _____
Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE
RETIREMENT**

By _____
Erica McFarquhar
Authorized Representative

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via **DocuSign**
- (b) Electronically to ClientContracts_ICMA-RC@icmarc.org

Exhibit A

Administrative Services

The administrative services to be performed by MissionSquare under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through the plan sponsor website.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom MissionSquare receives appropriate enrollment instructions. MissionSquare is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to MissionSquare through the participant website or the plan sponsor website), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through the plan sponsor website. Participants will have access to account information through Participant Services, Voice Response System, the participant website, and text access, and through quarterly statements that can be delivered electronically through the participant website or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or MissionSquare are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to MissionSquare's website, to allow participants to access certain account information and initiate certain plan transactions at any time. The participant website is normally available 24 hours a day, seven days a week except during scheduled

- maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://accountaccess.icmarc.org>.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.
 - (k) Making available access to MissionSquare's plan sponsor web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. The plan sponsor web site is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window currently is outlined at <https://ezlink.icmarc.org>.
 - (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through the participant website or via form.
 - (m) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, MissionSquare will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
 - (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through the participant website.
 - (o) Guided Pathways Advisory Services – MissionSquare's participant advice service, "Fund Advice" may be made available through a third-party vendor on the terms specified on MissionSquare's website.
 - (p) MissionSquare will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).

ADDENDUM

SELF DIRECTED BROKERAGE ACCOUNT

This Addendum to the Administrative Services Agreement ("Agreement") between Plan **300458, City of Burnet** ("Employer") and the International City Management Association Retirement Corporation doing business as MissionSquare Retirement ("MissionSquare") is entered as of this ____ day of _____, 20____. The parties to the Agreement hereby agree as follows:

1. General. MissionSquare will make available to participants in Employer's Plan the MissionSquare Broker self-directed brokerage account option through MissionSquare's relationship with TD AMERITRADE ("TDA"), a broker-dealer registered with the Securities and Exchange Commission ("SEC"). TDA will hold in each self-directed brokerage account all securities, cash and other property transferred to the account on behalf of a participant and will disburse the same in accordance with directions of each participant electing the self-directed brokerage account option. All securities are offered by TD Ameritrade.
2. Investment Options. Investments under the MissionSquare Broker account option may be made in shares of available registered mutual funds as well as exchange traded funds (ETFs), individual stocks, and fixed income securities.
3. Account and Transfer Minimums. The MissionSquare Broker option will be made available to participants with an initial core account balance of at least \$35,000. The first transfer from the core account balance to MissionSquare Broker must be at least \$5,000, and the minimum amount for subsequent transfers is \$1,000. Upon any transfer of funds to the MissionSquare Broker account, the core account balance following the transfer must be at least \$30,000. A "core account balance" shall be a participant's total account balance, aggregated across all accounts held at MissionSquare, excluding assets invested in MissionSquare Broker.
4. Account Information and Transactions. Access to MissionSquare Broker information and transactions can be made through MissionSquare's website, by calling MissionSquare, or by contacting TD Ameritrade directly.
5. Fees. For services provided in connection with the MissionSquare Broker option, MissionSquare will charge each participant who opens a MissionSquare Broker account a \$50 annual fee, which shall be assessed on a quarterly basis after the first year. The Fees charged by TDA are set forth in TDA's account documents.

6. Additional Compensation. TDA may from time to time, and from monies independent of Plan assets, compensate MissionSquare for the administrative services provided for MissionSquare Broker accounts. Such compensation, if any, shall be fully disclosed to Employer annually.
7. Liability for Participant Directions. Notwithstanding any other provision in the Agreement or this Addendum, MissionSquare shall not be liable in connection with any claim, loss, damages, or injury resulting from any participant MissionSquare Broker account investment direction, unless MissionSquare, its officers, agents or employees have acted negligently in executing or failing to execute such direction.
8. Limitation of Liability. Employer has elected under this Addendum to make available to participants the option of using their MissionSquare Broker accounts to buy, sell or hold shares of mutual funds and individual securities selected by Plan participants ("MissionSquare Broker Investments."). All MissionSquare Broker Investments made by participants through their MissionSquare Broker accounts will be selected by the participants in their sole discretion and bought or sold on an unsolicited basis. It is understood and acknowledged that MissionSquare, MissionSquare Investment Services, MissionSquare Investments, VantageTrust Company, LLC, Vantagepoint Transfer Agents, LLC or any of their respective officers, directors, employees or affiliates ("MSQ Group") will not make recommendations or give advice of any kind to Employer or participants with respect to such MissionSquare Broker Investments or act in a fiduciary capacity for Employer, participants or the issuers of such MissionSquare Broker Investments. Although the MSQ Group may consult with Employers regarding fiduciary and other issues related to offering the MissionSquare Broker program, the MSQ Group also will not make recommendations or give advice to Employer with respect to the advisability of allowing participants to use their MissionSquare Broker accounts to buy, sell or hold "MissionSquare Broker Investments" or as to what, if any, specific MissionSquare Broker Investments or categories of MissionSquare Broker Investments participants should be permitted to invest in through their MissionSquare Broker accounts. All investment decisions with respect to MissionSquare Broker Investments will be the sole responsibility of each participant and his or her own financial or other advisors, and the MSQ Group is not in a position, nor does it undertake any responsibility, to give advice to a participant, make suitability determinations with respect to a participant's investment in MissionSquare Broker Investments, or oversee the handling of TDA's responsibility in this regard. Employer acknowledges and agrees that no persons in the MSQ Group will have any responsibility or liability whatsoever for any loss or damage that Employer or any participant may incur with respect to such MissionSquare Broker Investments, and Employer agrees to indemnify and hold harmless each person in the MSQ Group from all losses, damages or claims, including reasonable legal fees and expenses, that may arise in connection with any MissionSquare

Broker Investments bought, sold or held through MissionSquare Broker accounts by participants in Employer's Plan.

9. Arbitration. The parties hereto agree to settle by arbitration any controversy between or among MissionSquare, its affiliates, officers, directors or employees, the Employer, the Plan or a Plan participant, which controversy relates to the MissionSquare Broker option or participant directed transactions thereunder, a participant's payment of fees, or MissionSquare's actions or omissions in connection with a MissionSquare Broker account. Such arbitration will be conducted in accordance with the securities arbitration rules then in effect of the American Arbitration Association, the Financial Industry Regulatory Authority ("FINRA"), or any registered national securities exchange. Any award made by an arbitrator shall be final, and judgment on it may be entered by any court having jurisdiction.
10. Delivery of Documents. To the extent required by law, TDA shall forward to participants documents received by TDA relating to voting rights or other rights accruing from investments purchased through a participant's MissionSquare Broker account, including, but not limited to, proxies, options, warrants, tenders, reports, and offering circulars. MissionSquare will not receive such documents and therefore cannot be responsible for their delivery to participants.
11. Complaint, Correspondence, Participant Inquiries. MissionSquare agrees to forward immediately to the Employer any complaint from a participant concerning MissionSquare Broker, or any document, correspondence, complaint, or inquiry from any regulatory authority, including, but not limited to, the SEC, FINRA, state securities departments, state insurance departments, or state banking departments concerning MissionSquare Broker that names or refers directly or indirectly to the Employer or its employees.
12. Confidential Information. All information provided to MissionSquare by the Employer or Plan participants in connection with a MissionSquare Broker account shall be regarded by MissionSquare as confidential and shall not be used by MissionSquare in connection with any matter other than Plan or MissionSquare Broker account administration without prior written consent of the Employer, or participant, as appropriate.

In Witness Whereof, the parties hereto have executed this Addendum as of the date first shown above.

CITY OF BURNET

By _____ Date _____
Signature

Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION doing
business as MISSIONSQUARE RETIREMENT**

By  _____
Erica McFarquhar
Authorized Representative



CITY OF BURNET
457 Deferred Compensation Plan
Investment Mapping – May 2022

CITY OF BURNET Proposed Investment Menu

| Asset Class | Fund Name | Ticker | Assets | Exp. | Investment Notes | |
|---------------|--------------------|---------------------------------------|------------------|---------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fixed Income | Cap. Pres. | MissionSquare PLUS Fund R10 | - | \$12,813 | 0.300% | Competitive Capital Preservation option. |
| | Int.-Term (active) | Sterling Capital Total Return Bond R6 | strdx | \$23,754 | 0.350% | Low-cost. Ability to add value via credit selection and diversification. Good analytical depth and retention. |
| | Int.-Term (index) | Fidelity US Bond Index | fxnax | \$17,075 | 0.025% | Low cost, low tracking error exposure to asset class. |
| Large Cap | Large (active) | Hartford Core Equity R6 | haitx | \$57,523 | 0.360% | Low cost. Deep analytical bench. Good risk-adjusted returns due to buy-and-hold approach emphasizing quality companies trading at attractive valuations. |
| | Large (index) | Fidelity 500 Index | fxaix | \$62,250 | 0.015% | Low cost, low tracking error exposure to asset class. |
| Mid | Mid Blend | Fidelity Mid Cap Index | fsmdx | \$131,284 | 0.025% | Low cost, low tracking error exposure to asset class. |
| Small | Small Blend | Fidelity Small Cap Index | fssnx | \$5,122 | 0.025% | Low cost, low tracking error exposure to asset class |
| Int'l | Int'l (active) | MFS International Diversification R6 | mdizx | \$26,306 | 0.730% | Multi manager approach with combined portfolios gives diversified exposure to asset class. Multi-level risk-based management for style consistency. |
| | Int'l (index) | Fidelity Total International Index | ftihx | \$49,876 | 0.060% | Low cost, diversified multi-manager approach. |
| Target Date | Income | Vanguard Target Retirement Income | vtinx | \$230,853 | 0.080% | Low-cost and impressive track record within the target date space. |
| | 2020 | Vanguard Target Retirement 2020 | vtwnx | \$192,334 | 0.080% | |
| | 2025 | Vanguard Target Retirement 2025 | vttvx | \$1,276 | 0.080% | |
| | 2030 | Vanguard Target Retirement 2030 | vthrx | \$70,728 | 0.080% | |
| | 2035 | Vanguard Target Retirement 2035 | vtthx | \$16,109 | 0.080% | |
| | 2040 | Vanguard Target Retirement 2040 | vforx | \$33,091 | 0.080% | |
| | 2045 | Vanguard Target Retirement 2045 | vtivx | \$101 | 0.080% | |
| | 2050 | Vanguard Target Retirement 2050 | vfifx | \$25,958 | 0.080% | |
| | 2055 | Vanguard Target Retirement 2055 | vffvx | \$5,185 | 0.080% | |
| | 2060 | Vanguard Target Retirement 2060 | vttsx | \$921 | 0.080% | |
| | 2065 | Vanguard Target Retirement 2065 | vlvxx | \$0 | 0.080% | |
| TOTALS | | | \$962,559 | 0.110% | | |

457 Plan

| | |
|-----------------------------------------------|---------|
| Current Costs | 1.30% |
| Revised Inv. Cost + Assumed 1.00% Admin Cost* | 1.110% |
| Est. Annual Savings (%) | 0.188% |
| Est. Annual Savings (\$) | \$1,810 |

*At \$2M in assets and \$40k average balance, revenue requirement falls to 0.85%;
at \$4M in assets and \$50k average balance, revenue requirement falls to 0.65%.

457 Plan Proposed Mapping

| Current Option | | | | Map To | | | |
|---------------------------------|---------------|--------------|------------------|---------------------|---------------------------------------|--------|--------------|
| Name | Expense Ratio | Rev Share | Value | Asset Class | Fund | Ticker | Expense |
| MissionSquare PLUS Fund R1 | 1.33% | 0.80% | \$12,813 | Cap. Pres. | MissionSquare PLUS Fund R10 | - | 0.300% |
| MissionSquare Core Bond Idx R1 | 0.94% | 0.80% | \$17,075 | Int. -Term (index) | Fidelity US Bond Index | fxnax | 0.025% |
| MSQ Western Asst Core Plus Bnd | 1.00% | 0.90% | \$9,845 | Int. -Term (active) | Sterling Capital Total Return Bond R6 | strdx | 0.350% |
| MissionSquare Inflation Foe R1 | 1.15% | 0.80% | \$10,838 | Int. -Term (active) | Sterling Capital Total Return Bond R6 | strdx | 0.350% |
| MSQ PIMCO High Yield | 1.36% | 0.80% | \$3,071 | Int. -Term (active) | Sterling Capital Total Return Bond R6 | strdx | 0.350% |
| MissionSquare Equity Income R1 | 1.29% | 0.80% | \$8,531 | Large (active) | Hartford Core Equity R6 | haitx | 0.360% |
| MSQ MFS Value | 1.13% | 0.80% | \$16,590 | Large (active) | Hartford Core Equity R6 | haitx | 0.360% |
| MissionSquare 500 Stock Idx R1 | 0.94% | 0.80% | \$57,330 | Large (index) | Fidelity 500 Index | fxaix | 0.015% |
| MissionSquare Broad Mkt Idx R1 | 0.95% | 0.80% | \$4,921 | Large (index) | Fidelity 500 Index | fxaix | 0.015% |
| MSQ Parnassus Core Equity | 1.39% | 0.80% | \$4,383 | Large (active) | Hartford Core Equity R6 | haitx | 0.360% |
| MSQ Contrafund | 1.41% | 0.80% | \$21,782 | Large (active) | Hartford Core Equity R6 | haitx | 0.360% |
| MSQ T Rowe Price Growth Stk | 1.47% | 0.95% | \$6,237 | Large (active) | Hartford Core Equity R6 | haitx | 0.360% |
| MissionSquare Select Value R1 | 1.36% | 0.80% | \$2,161 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MSQ Victory Sycamore Est Value | 1.18% | 0.80% | \$13,737 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MissionSquare Mid/Sm Co Idx R1 | 0.95% | 0.80% | \$6,985 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MissionSquare Aggrsve Opps R1 | 1.39% | 0.80% | \$2,328 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MSQ AMG TimesSquare Mid Cap Gr | 1.73% | 0.80% | \$102,686 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MissionSquare Sm Cap Disc R1 | 1.35% | 0.80% | \$3,079 | Small Blend | Fidelity Small Cap Index | fssnx | 0.025% |
| MSQ Invesco Discovery | 1.38% | 0.80% | \$2,044 | Small Blend | Fidelity Small Cap Index | fssnx | 0.025% |
| MissionSquare International R1 | 1.50% | 0.80% | \$12,761 | Int'l (active) | MFS International Diversification R6 | mdizx | 0.730% |
| MissionSquare Ovrs Eq Index R1 | 1.01% | 0.80% | \$12,478 | Int'l (index) | Fidelity Total International Index | ftihx | 0.060% |
| MSQ Diversified International | 1.60% | 0.80% | \$3,626 | Int'l (active) | MFS International Diversification R6 | mdizx | 0.730% |
| MissionSquare Emerging Mkts R1 | 1.58% | 0.80% | \$9,919 | Int'l (active) | MFS International Diversification R6 | mdizx | 0.730% |
| MissionSquare Ret IncomeAdv | 2.22% | 1.00% | \$1,276 | 2025 | Vanguard Target Retirement 2025 | vtvx | 0.080% |
| MissionSquare Ret Tgt 2015 RI | 1.25% | 0.80% | \$230,853 | Income | Vanguard Target Retirement Income | vtinx | 0.080% |
| MissionSquare Ret Tgt 2020 R1 | 1.27% | 0.80% | \$192,334 | 2020 | Vanguard Target Retirement 2020 | vtwnx | 0.080% |
| MissionSquare Ret Tgt 2030 R1 | 1.31% | 0.80% | \$58,744 | 2030 | Vanguard Target Retirement 2030 | vthrx | 0.080% |
| MissionSquare Ret Tgt 2035 R1 | 1.32% | 0.80% | \$16,109 | 2035 | Vanguard Target Retirement 2035 | vtthx | 0.080% |
| MissionSquare Ret Tgt 2040 R1 | 1.34% | 0.80% | \$26,808 | 2040 | Vanguard Target Retirement 2040 | vforx | 0.080% |
| MissionSquare Ret Tgt 2045 R1 | 1.34% | 0.80% | \$101 | 2045 | Vanguard Target Retirement 2045 | vtivx | 0.080% |
| MissionSquare Ret Tgt 2050 R1 | 1.34% | 0.80% | \$25,958 | 2050 | Vanguard Target Retirement 2050 | vfifx | 0.080% |
| MissionSquare Ret Tgt 2055 R1 | 1.34% | 0.80% | \$5,185 | 2055 | Vanguard Target Retirement 2055 | vffvx | 0.080% |
| MissionSquare Ret Tgt 2060 R1 | 1.34% | 0.80% | \$921 | 2060 | Vanguard Target Retirement 2060 | vttsx | 0.080% |
| MissionSquare MP Lng- Trm Gr RI | 1.31% | 0.80% | \$6,283 | 2040 | Vanguard Target Retirement 2040 | vforx | 0.080% |
| MissionSquare MP Gbl Eq Gr R1 | 1.34% | 0.80% | \$37,398 | Int'l (index) | Fidelity Total International Index | ftihx | 0.060% |
| MSQ Puritan | 1.06% | 0.80% | \$11,984 | 2030 | Vanguard Target Retirement 2030 | vthrx | 0.080% |
| MSQ Nuveen Real Estate Secs | 1.52% | 0.80% | \$0 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| MSQ Cohen & Steers Realty R1 | 1.43% | 0.80% | \$3,387 | Mid Blend | Fidelity Mid Cap Index | fsmdx | 0.025% |
| TOTAL | 1.30% | 0.80% | \$962,559 | | | | 0.11% |



City Secretary

ITEM 4.2

Kelly Dix
City Secretary
(512)-756-6093 ext. 3209
kdix@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Appointment of two Commissioners to the Housing Authority of the City of Burnet: K. Dix
- Background:** Paula Bundrant and Fran Taylor currently serve as Commissioners on the Housing Authority of the City of Burnet and both are seeking re-appointment. Their two-year terms expire the end of June 2022.
- Information:** Billie Shelburn, Executive Director of the Burnet Housing Authority of the City of Burnet submitted a request to re-appoint Paula Bundrant and Fran Taylor as Commissioners on the Housing Authority Board of the City of Burnet for a term of two years, expiring in June of 2024.
- Fiscal Impact:** None.
- Recommendation:** Re-appoint Paula Bundrant and Fran Taylor to the Housing Authority Board of Commissioners of the City of Burnet to serve a two-year term, expiring in June 2024.

**Certificate of Appointment of
Commissioners of the Housing Authority
Of the City of Burnet, Texas**

Pursuant to the provisions of section 5 of the "Housing Authorities Law" of the State of Texas and by virtue of my office as Mayor:

I hereby appoint, the following named person to serve as Commissioner of the Housing Authority of the City of Burnet, Texas and to serve for the following two-year term:

**Paula Bundrant
2022-2024**

I hereby certify that the above designated Commissioner is not an Officer or Employee of the City of Burnet, Texas, but said Commissioner is a resident thereof.

In witness whereof, I have hereunto signed my name as Mayor of the City of Burnet, Texas, and caused the official Corporate Seal of the City of Burnet, Texas to be attached hereto this 28th day of June, 2022.

Crista Goble Bromley, Mayor
City of Burnet, Texas

ATTEST:

Kelly Dix, City Secretary
City of Burnet, Texas

CERTIFIED DOCUMENT

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

I hereby certify that on the 28th day of June 2022 a certificate of appointment of Commissioner **Paula Bundrant** of the Housing Authority of the City of Burnet, Texas, was duly filed with the City Secretary of the City of Burnet, Texas, and the certificate being dated the 28th day of June 2022, and signed by the Mayor of the said City, and attached hereto is a true, correct and compared copy of the original certificate of appointment and designation which is now on file in the office of the City Secretary of the City of Burnet Texas.

In witness hereof, I have hereunto set my hand and the seal of the City of Burnet, Texas this 28th, day of June, 2022.

Kelly Dix, City Secretary

**Certificate of Appointment of
Commissioners of the Housing Authority
Of the City of Burnet, Texas**

Pursuant to the provisions of section 5 of the "Housing Authorities Law" of the State of Texas and by virtue of my office as Mayor:

I hereby appoint, the following named person to serve as Commissioner of the Housing Authority of the City of Burnet, Texas and to serve for the following two-year term:

**Fran Taylor
2022-2024**

I hereby certify that the above designated Commissioner is not an Officer or Employee of the City of Burnet, Texas, but said Commissioner is a resident thereof.

In witness whereof, I have hereunto signed my name as Mayor of the City of Burnet, Texas, and caused the official Corporate Seal of the City of Burnet, Texas to be attached hereto this 28th day of June, 2022.

Crista Goble Bromley, Mayor
City of Burnet, Texas

ATTEST:

Kelly Dix, City Secretary
City of Burnet, Texas

CERTIFIED DOCUMENT

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

I hereby certify that on the 28th day of June 2022 a certificate of appointment of Commissioner **Fran Taylor** of the Housing Authority of the city of Burnet, Texas, was duly filed with the City Secretary of the City of Burnet, Texas, and the certificate being dated the 28th day of June 2022, and signed by the Mayor of the said City , and attached hereto is a true, correct and compared copy of the original certificate of appointment and designation which is now on file in the office of the City Secretary of the City of Burnet Texas.

In witness hereof, I have hereunto set my hand and the seal of the City of Burnet, Texas this 28th day of June, 2022.

Kelly Dix, City Secretary



Housing Authority of The City of Burnet

805 SOUTH WATER
P. O. BOX 56
BURNET, TEXAS 78611
PHONE 512 756-4745

June 2, 2022

Mayor Crista Bromley
City of Burnet
P.O. Box 1369
Burnet, Texas 78611

Dear Mayor Bromley:

It is time again to appoint two of my five Commissioners for the Burnet Housing Authority. This year the two will be Paula Bundrant and Fran Taylor. I have spoken to both, and they are willing to continue to serve. I would love to see them both be reappointed; they both have served several years now and understand how it all works.

We would like to thank the City of Burnet for all the support we always receive throughout the year. It is a privilege to work with each, and every one of you.

We have had a very busy year; with 425 tenants you are always busy. We still trying to keep everyone safe from the virus, so we contact tenants pick up papers and do inspections. All this cuts down on traffic in the office. We now serve the whole Burnet County area, with some vouchers going to Kingsland, and the Llano area.

The Burnet Housing Authority helps 425 families pay rents in the County. These families are made up of elderly, disable, veterans and families with children. The housing we provide is safe, sanitary, and decent. In these times we have so many in need of help with rents. We still have our waiting list open, it runs about 2 years before they reach the top of the list. This is so sad, to have to tell these people that are in need, they will have to wait this long.

We are still in the process of getting the closing done on our loan for the rehab at the League Street Manor Apartments. We have our fingers crossed that it will happen very soon. We have been working and waiting on this for a very long time.

We still maintain our high performer status with the Department of Housing and Urban Development. We are so proud of. We are so lucky to have the San Antonio office to work with.

The Burnet Housing Authority Budget puts a lot of funds back in our community. We are so proud that we can contribute to the community in this way. We now maintain an office in Burnet and at the CRC Building in Marble Falls.

The Burnet Housing Authority staff and Commissioners, as always, are so proud to be a part of this great Community.

I have also included a copy of our last Audit. This Audit is for the year ending December 31, 2020.

Again, thank you so much for your time and concern.

Yours truly,

A handwritten signature in cursive script that reads "Billie Shelburn".

Billie Shelburn
Executive Director



Administration

ITEM 4.3

Kelly Dix
City Secretary
512.715.3209
kdix@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Appointment of members to the City of Burnet Planning and Zoning Commission: K. Dix
- Background:** Current City of Burnet Planning and Zoning Commission Members Glen Gates (position 2) and Calib Williams (Position 4) and have completed their current term on the Commission.
- Information:** Glen Gates and Calib William have both expressed their desire to continue to serve on the Burnet Planning and Zoning Commission.
- Fiscal Impact:** No fiscal impact
- Recommendation:** Staff recommends re-appointment of Glen Gates to position 2 and Calib Williams to position 4 of the City of Burnet Planning and Zoning Commission as presented.



PLANNING AND ZONING COMMISSION

(As of: May 2022)

| <u>NAME</u> | <u>ADDRESS</u> | <u>EMAIL</u> | <u>PHONE</u> | <u>APPOINTED</u> | <u>EXPIRES</u> |
|---------------------------------------------|--------------------------------|------------------------------------------------------------------------------|------------------------------------------|-------------------------|-----------------------|
| 1. Tommy J. Gaut (Chair) | 113 Canyon View | tjgaut@swbell.net | (713)-542-6087 | January 2021 | June 2023 |
| 2. Glen Gates (Vice Chair) | 228 Sunday Drive | gagates1952@gmail.com | (512)-234-8396 (H) (377)-540-0047 (C) | May 2021 | June 2022 |
| 3. Herve Derek Fortin (Secretary) | 115 Fox Circle P.O. Box 885 | hderek.Fortin@gmail.com | (512)-588-9180 (H) | January 2021 | June 2023 |
| 4. Calib Williams (Member) | 245 Sunday Drive | calib@traxion82.com | (432)-296-2204 (H) (432)-687-9165 | February 2020 | June 2022 |
| 5. Glen Teauge (Member) | 100 Big Sky | glen@teauguecustomhomes.com | (512)-540-2222 | May 2021 | June 2023 |



Administration

ITEM 4.4

Kelly Dix
City Secretary
512.715.3209
kdix@cityofburnet.com

Agenda Item Brief

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Appointment of members to the City of Burnet Zoning Board of Adjustments: K. Dix
- Background:** Current City of Burnet Zoning Board of Adjustment (ZBOA) Members, Tommy J. Gaut (position 4) and Herve Derek Fortin (position 3) will reach the end of their term on June 30, 2022.
- Information:** Joy Taylor (Position 1) submitted her resignation from the Board in May of 2022 creating a vacancy. Linda Freitag has submitted an application to serve on the ZBOA with a term that will expire June 30, 2024.
- Herve Derek Fortin (position 3) was appointed to the Burnet Zoning Board of Adjustments in May 2022 to fill the un-expired term of former Board Member Paul Shell that has a term end date of June 30, 2022. Mr. Fortin has expressed his desire to remain on the board.
- Mr. Gaut (position 4) has been serving on the Zoning Board of Adjustments in an “alternate capacity and has expressed his desire to remain on the City of Burnet Zoning Board of Adjustments in a permanent capacity for another term that would expire on June 30, 2024 as well.
- Fiscal Impact:** No fiscal impact
- Recommendation:** Staff recommends Appointment of Linda Freitag (Position 1), re-appointment of Herve Derek Fortin (Position 3) and Tommy J. Gaut (Position 4) to the City of Burnet Zoning Board of Adjustments for a two year term that will expire on June 30, 2024.



CITY OF BURNET

P. O. Box 1369
1001 Buchanan Drive
Burnet, Texas 78611
Phone: 512-756-6093 Fax: 512-756-8560

COMMUNITY SERVICE APPLICATION

I am interested in serving on the following City of Burnet Board or Commission:

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Economic Development Corporation Board | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> City of Burnet Historical Board | <input type="checkbox"/> Planning & Zoning Commission |
| <input checked="" type="checkbox"/> Board of Adjustments | <input type="checkbox"/> Airport Advisory Board |
| <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Ethics Board |
| | <input type="checkbox"/> Other _____ |

Name: LINDA FREITAG Email: linda.freitag@verizon.net
 Home & Mailing Address: 101 CORDER LN, BURNET, TX DOB: 10/08/1948
 Home Phone: 512-755-0583 Business Phone: N/A

(For Planning and Zoning or Board of Adjustment applicants only): Resident of Burnet for 22 years. Registered Voter of the City of Burnet? Yes No

Occupation: RETIRED - IBM

Education (Optional): _____

Special knowledge or experience applicable to City board or commission function:

- | | |
|--------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Banking/Finance | <input type="checkbox"/> Business Development |
| <input type="checkbox"/> Building/Construction | <input type="checkbox"/> Promotion/Marketing |
| <input type="checkbox"/> Real Estate/Development | <input type="checkbox"/> Manufacturing/Industrial Operations |
| <input type="checkbox"/> Industrial Training | <input type="checkbox"/> Law/Contract Administration |
| | <input checked="" type="checkbox"/> Other - <u>PREVIOUSLY A MEMBER OF THIS BOARD</u> |

Do you serve on any other board/commission at this time: If so, please list:
NP

Other information (professional and/or community activities):

I have attended one or more meetings of the board or commission for which I have applied. Yes No PREVIOUSLY TO 2019
How many times _____ in the past _____ months.

**This application is the only information considered for appointments by the City Council.
PLEASE, RETURN THIS COMPLETED FORM TO THE CITY SECRETARY'S OFFICE**

Linda Freitag
Signature

06/14/2022
Date



ZONING BOARD OF ADJUSTMENTS
(As of: May 2022)

| <u>NAME</u> | <u>ADDRESS</u> | <u>EMAIL</u> | <u>PHONE</u> | <u>APPOINTED</u> | <u>EXPIRES</u> |
|----------------------------------------------------|-----------------------|----------------------------------------------------------------------|----------------------------------|-------------------------|-----------------------|
| 1. Vacant (Chair-vacated by Joy Taylort) | | | | | Jun 2022 |
| 2. Kim Winkler (Secretary) | 208 Corder Ln. | kim@burnetchamber.org | 512-525-1008 (H) | Dec 2021 | Jun 2023 |
| 3. Herve Derek Fortin | 115 Fox Circle | hderek.fortin@gmail.com | 512-588-9180 (H) | May 2022 | Jun 2022 |
| 4. Tommy J. Gaut | 113 Canyon View | tjgaut@swbell.net | 713-542-6087 | Dec 2021 | Jun 2022 |
| 5. Calib Williams | 245 Sunday Drive | calib@traxion82.com | 432-296-2204 (H) 432-687-9165 | Dec 2021 | Jun 2023 |
| 6. Cesar E. Arreaza | 116 Big Sky | carreaza56@gmail.com | 713-826-9065 | Dec 2021 | Jun 2023 |



Administration

ITEM 4.5

Kelly Dix
City Secretary
512-715-3209
kdix@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Burnet Economic Development Corporation (BEDC) board appointments: K. Dix
- Background:** The following Burnet Economic Development Corporation (BEDC) Board Members terms expire on June 30, 2022 for the following:
- Brad Zehner (position 5)
 - Danny Lester (position 6)
 - Habib Erkan (position 7)

Mr., Zehner has stated his desire to be re-appointed to the board for a term that will expire in June 2024.

Board Member Danny Lester filled a Council appointed position on the BEDC Board has completed his term as Council Member therefore ending his term on the Burnet Economic Development Corporation Board as well.

The Bylaws of the Burnet Economic Development Corporation states **the Board of Directors will consist of not more than four (4) of such Directors shall be an employee, officer, or member of the governing body of the City of Burnet.** All Directors shall be designated as Director 1 through 7. The terms of Directors 1, 2, 3, and 4 shall expire on June 30th of odd numbered years. The terms of Directors 5, 6 and 7 shall expire on June 30th of even numbered years.

Local Government Code § 505.052 Sec. C states: Three directors of a Type B Corporation must be persons who are not employees, officers, or members of the governing body of the authorizing municipality.

Information:

Current BEDC Board Openings are one At-Large position (currently held by Brad Zehner who is eligible for re-appointment), and two city related appointed positions (vacated seat of former Council Member Lester and current held seat of Assistant City Manager Habib Erkan, Jr.).

The Board opening was advertised in the Burnet Bulletin on June 15th and 22nd, 2022, and on the City of Burnet Social Media sites. The following applications/notifications were received by the June 23rd deadline.

Council Members Philip Thurman and Mary Jane Shanes have both expressed a desire to serve on the BEDC Board. Brad Zehner has expressed his desire for re-appointment to Position 5. ACM Erkan has indicated he is willing to continue to serve if requested to do so by Council, but irrespectively will be involved in the ongoing operations of the EDC.

Staff is seeking direction on appointments/re-appointments for the Burnet Economic Development Corporation Board of Directors.

Fiscal Impact:

None

Recommendation:

To be determined by Council



City of BURNET TEXAS

Please return completed application to:
City Secretary's Office
1001 Buchanan Drive, Suite 4
P.O. Box 1369
Burnet, TX 78611
By fax 512-756-8560
By email to kdix@cityofburnet.com

BOARDS AND COMMISSIONS APPLICATION

I am interested in serving on the following City of Burnet Board or Commission:

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Economic Development Corporation Board | <input type="checkbox"/> Airport Advisory Board |
| <input type="checkbox"/> Historic Preservation Board | <input type="checkbox"/> Charter Review Committee |
| <input type="checkbox"/> Board of Adjustments and Appeals | <input type="checkbox"/> Police Department Citizen Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | |

Name: Mary Jane Shanes Telephone: 806-292-6912

Residential Address: 1011 N Main St, Burnet Tx 78611

E-mail Address: m_shanes@yahoo.com DOB: 12/05/51

Resident of the City of Burnet for 14 years.

Are you a registered voter of the City of Burnet? Yes No Voter Registration No. _____

Occupation: Retired

I have attended one or more meetings of the board or commission for which I have applied. Yes No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of the Board or Commission for which you have applied? Yes No (If Yes, please explain.)

Do you serve on any other board/commission at this time: If so, please list:

Currently on City Council of Burnet

Special knowledge or experience applicable to City board or commission function: (please explain.)

Serving on City Council of Burnet

Please provide any additional information you feel would be useful to the City Council in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

Applicant Signature: *Mary Jane Shanes*

Date: *6/15/2022*



City of BURNET TEXAS

Please return completed application to:
City Secretary's Office
1001 Buchanan Drive, Suite 4
P.O. Box 1369
Burnet, TX 78611
By fax 512-756-8560
By email to kdix@cityofburnet.com

BOARDS AND COMMISSIONS APPLICATION

I am interested in serving on the following City of Burnet Board or Commission:

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Economic Development Corporation Board | <input type="checkbox"/> Airport Advisory Board |
| <input type="checkbox"/> Historic Preservation Board | <input checked="" type="checkbox"/> Charter Review Committee |
| <input type="checkbox"/> Board of Adjustments and Appeals | <input type="checkbox"/> Police Department Citizen Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | |

Name: Philip Thurman Telephone: 512 656 9957

Residential Address: 104 Wallace Riddell Dr.

E-mail Address: pthurman@officeplm.com DOB: 12/02/61

Resident of the City of Burnet for 16 years.

Are you a registered voter of the City of Burnet? Yes No Voter Registration No. _____

Occupation: President Process PassPort Inc.

I have attended one or more meetings of the board or commission for which I have applied. Yes No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of the Board or Commission for which you have applied? Yes No (If Yes, please explain.)

No

Do you serve on any other board/commission at this time: If so, please list:

City Council, Rotary, Hill Country Community Foundation, Burnet Central Appraisal District

Special knowledge or experience applicable to City board or commission function: (please explain.)

Past President of EDC, jumpstarting these projects, Winery, BSW Clinic, My Town Housing

Please provide any additional information you feel would be useful to the City Council in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

Applicant Signature:  Date: 6/14/2022



Administration

ITEM 4.6

Kelly Dix
City Secretary
512.715.3209
kdix@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Appointment of members to the Burnet Airport Advisory Board: K. Dix
- Background:** Currently the following members of the Burnet Municipal Airport Advisory Board JoDean Perry (position 1) and Charles F. Deitrich (position 2) and Robert Vossman (position 3) have completed their term on the board and are eligible for re-appointment. All three members have expressed their desire to serve another term and have requested re-appointment.
- Information:** Staff is requesting re-appointment of the current Airport Advisory members JoDean Perry (position 1) and Charles F. Deitrich (position 2) and Robert Vossman (position 3) for a two year term that will end June 30, 2024.
- Fiscal Impact:** No fiscal impact
- Recommendation:** Staff recommends re-appointment of JoDean Perry and Charles Deitrich and Robert Vossman to the Burnet Municipal Airport Advisory Board as presented.



BURNET MUNICIPAL AIRPORT ADVISORY BOARD

(As of: May 2022)

| <u>NAME</u> | <u>ADDRESS</u> | <u>EMAIL</u> | <u>PHONE</u> | <u>APPOINTED</u> | <u>EXPIRES</u> |
|-----------------------------------------------|-------------------------------------------|--------------------------------------------------------------------|---------------------|-------------------------|-----------------------|
| 1. JoDean Perry (Chair) | 301 E. Marble St. Burnet, TX 78611 | cubbie@kbnq.net | (512) 507-4252 | December 2020 | June 2022 |
| 2. Charles F. Deitrich (Vice Chair) | 1601 Wofford Drive Burnet, Texas 78611 | cffd66@yahoo.com | (512) 756-6999 | December 2020 | June 2022 |
| 3. Robert Vossman | 409 Fox Crossing Burnet, TX 78611 | bvossman@austin.rr.com | (512) 366-2578 | December 2020 | June 2022 |
| 4. Dave Hargett | 118 Big Sky Burnet, TX 78611 | dave@dhargett.com | (713) 690-2620 | July 2021 | June 2023 |
| 5. James Wreyford | 50 Oxbow Trail Marble Falls, TX | jim.wreyford@gmail.com | (512) 756-3250 | July 2021 | June 2023 |

EX-OFFICIO MEMBERS

Adrienne Feild – Airport Manager
P.O. Box 1369, Burnet, TX 78611
afeild@cityofburnet.com 512-715-3217

Dale Faulkner – Fixed Base Operator
P.O. Box 1147, Burnet, TX 78611
dale@faulknersairshop.com 512-756-6655



Administration

ITEM 4.7

Kelly Dix
City Secretary
kdix@cityofburnet.com
(512)-715-3209

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Appointment of members to the Burnet Historic and Preservation Board: K. Dix
- Background:** The City of Burnet Historic Board and Preservation Board currently has one seat up for re-appointment and one seat vacant.
- Information:** Renee Riddell currently serves on the City of Burnet Historic and Preservation Board and has expressed her desire for re-appointment for a term of two years that will expire on June 30, 2024.
- Staff has not received any additional applications to fill the seat previously held by JoAnn Myers.
- Fiscal Impact:** None.
- Recommendation:** Staff recommends re-appointment of Renee Riddell to the Burnet Historic and Preservation Board as presented.



BURNET HISTORIC BOARD

(As of: May 10, 2022)

President: Renee Riddell

Vice President: To be appointed

Term Expiration

Jennifer Cowfer

ladyp8riot@yahoo.com

609 S. Main Street
Burnet, TX 78611

Hm. 254-319-0453
Wk. 254-616-3326

June 2023

Renee Riddell

mrenee825@gmail.com

208 N. Shepperd
Burnet, TX 78611

Hm. 512-755-0881
Wk. 890-693-5161

June 2022

Cheryl Howell

Czh51@gmail.com

502 N. Wood
Burnet, TX 78611

hm. 512-755-4893

June 2023

Vacant

(J. Meyers)

June 2022

Staff Position:

Carly Kehoe Pearson

ckehoe@cityofburnet.com

DL: 512-715-3515
Cell: 866-924-1448

Council Position:

Kelly Dix, City Secretary

kdix@cityofburnet.com

DL: 512-715-3209
Cell: 830-798-3972



Police Department

ITEM 4.8

Brian Lee
Police Chief
(512) 756-6404
Blee@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Request to purchase Oxygen Forensics software and computer to conduct forensic evaluation of cellular phones for the Burnet Police Department
B. Lee
- Background:** Forensic evaluation of cellular phones requires specific software and hardware. Cellular phones contain extensive data that can be used in criminal investigations and prosecution.
- Information:** The police department is requesting approval for the expenditure of funds from cash fund balance to purchase equipment enabling forensic evaluation of cellular phones, tablets, and drones.
- Technology continues to evolve rapidly and consistently we have seen the use of cellular phones in criminal activity. The ability to seize and search phones during investigations allows us to have a significant increase in prosecutable cases. It also enables us to rapidly process the phones in comparison to our current situation. DPS and larger agencies have the technology to do the forensic evaluations, however the backlog is significant and in recent cases we have sent out multiple phones for evaluation. Currently our only option is to wait several months or have other agencies process the phones.
- The volume of cellular phones involved in crimes will only increase exponentially over time and necessitate the ability to do forensics locally. This will be a position that will be staffed by a current officer and there may be a second position trained so we have multiple officers who can do the forensics. Licensing is required for the computer program.

Fiscal Impact:

The cost of the software and training for the first year is \$11,122.25. The price includes the software, 6 days of training and a one-year license and updates. The computer will cost approximately \$4,500 including external storage. An ongoing licensing fee for the software is \$2,900 annually.

Recommendation:

Staff recommends authorizing the Police Department to purchase Oxygen Forensics software, training, and computer.



Quote 94358-1

*****NOTE PAYMENT TERMS & TERMS AND CONDITIONS*****

Bill To

Burnet PD TX
2000 S. Water
Burnet, TX
78611
United States

Ship To

2000 S. Water
Burnet, TX,
78611
United States

Quote Date Jun 17, 2022 11:40 AM
Valid Until Jul 15, 2022
Amount \$ 11,122.25
Terms Paid In Advance ARO

| Item | Name & Description | List Price | Qty | Discount | Amount |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----|-------------|-------------|
| OFDD | Oxygen Forensic® Detective (Includes 12 months of updates) SaleID: | \$ 7,495.00 | 1 | \$ 1,124.25 | \$ 6,370.75 |
| DNG-LIC | Included Codemeter License Container Dongle Container License for Oxygen Forensic@s products | \$ 0.00 | 1 | \$ 0.00 | \$ 0.00 |
| DNG-INCL | Included Codemeter USB Dongle Dongle for Oxygen Forensic@s products | \$ 0.00 | 1 | \$ 0.00 | \$ 0.00 |
| OFDCBL | Oxygen Forensic Detective Tri-Cable | \$ 0.00 | 1 | \$ 0.00 | \$ 0.00 |
| TRN-OFBC | Oxygen Forensics® BootCamp 3 Day Bootcamp (Remote or In-person). static eManual, live instructor, sit for online cert eManual annual sub avail | \$ 2,395.00 | 1 | \$ 359.25 | \$ 2,035.75 |

| Item | Name & Description | List Price | Qty | Discount | Amount |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----|-----------|---------------------|
| TRN-XIB | Oxygen Forensics® Extraction In A Box Instructor LED 3 day Extraction In a Box course (Remote) Targeted Hands On Extraction Training from your Home Location Includes: phones, cables, manual, live instructor All materials, cables, and devices to facilitate remote instruction of Oxygen Forensics Extractor XIB must be postmarked for return within 5 business days of class or customer will be invoiced \$700. Return Label to be provided eManual annual subscription with live updates available. | \$ 3,195.00 | 1 | \$ 479.25 | \$ 2,715.75 |
| Sub Total | | | | | \$ 11,122.25 |
| Grand Total | | | | | \$ 11,122.25 |

Terms & Conditions

Unless otherwise stated all pricing in USD.

Provide or Update as Needed. Order can not be processed without

Accounts Payable POC:
 AP Email Address to Send Invoice:

Quoted Prices and Conditions valid for 30 days only.

Exchange rates fluctuate constantly and thereby give rise to risk and uncertainty. If the currency exchange rate at time of quote changes by more than +/- 3% at the time of invoice, Oxygen Forensics Inc reserves the right, without obligation, to Invoice at the new exchange rate.

All Invoices are Payable per the Terms stated unless otherwise Indicated in Advance and in Writing at the Sole Discretion of Oxygen Forensics Inc. All unpaid amounts exceeding these terms will incur an immediate 5% additional charge.

Your acceptance of this quote / invoice indicates you have read, understand, and accept the terms as outlined, herein, at oxygenforensic.com and the EULA. These terms supersede any other terms and conditions previously offered by buyer or seller.

If your quote involves on demand or instructor led training the Training Terms and Conditions are located in the URL below.
<https://www.oxygen-forensic.com/uploads/page/OxygenTrainingTerms.pdf>

Your Oxygen Contact: Shane Gerlaugh
 +1 877 969-9436 or sales@oxygen-forensic.com

=====

BANKING INFORMATION

Oxygen Forensics Inc.
 909 N. Washington St, Suite 300
 Alexandria VA 22314
 United States

Tax ID - 46 2223421

Bank Name: J P Morgan Chase Bank
 106 N Washington St, Alexandria, VA 22314

-

Oxygen Forensics Inc.

Tax ID 462223421

DUNS 078884550

CAGE 741G3

Domestic Wires

Account number: 761075792

Routing number: 021000021

International Wires

Account number: 761075792

BANK Swift: CHASUS33

(CHASUS33XXX)

Oxygen Forensics Inc.

Tax ID 462223421

DUNS 078884550

CAGE 741G3

N9 Ventures Inc.
PO Box 340399
Austin, TX 78734 US
+1 5123771298
AP@neptune9.com



ADDRESS

Ms. Sandra Graves
City of Burnet
1001 Buchanan Drive Ste 4
Burnet, TX 78611

SHIP TO

Ms. Sandra Graves
City of Burnet
1001 Buchanan Drive Ste 4
Burnet, TX 78611

Quote 2469

DATE 05/24/2022

| DESCRIPTION | QTY | RATE | AMOUNT |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|----------|
| Dell Precision 5820 Tower Intel® Xeon® W-2223 (8.25 MB cache, 4 cores, 8 threads, 3.60 GHz to 3.90 GHz Turbo, 120 W) 32 GB, 2 x 16 GB, DDR4 Primary Drive - M.2 1TB PCIe NVMe 2nd&3rd Drive - 2TB 7200RPM, 3.5-inch,SATA HDD Total of 5TB storage Dell Pro Wireless Keyboard and Mouse | 1 | 3,548.33 | 3,548.33 |
| Dell 24-inch Monitor - P2422H | 2 | 289.07 | 578.14 |
| Shipping | 1 | 75.00 | 75.00 |

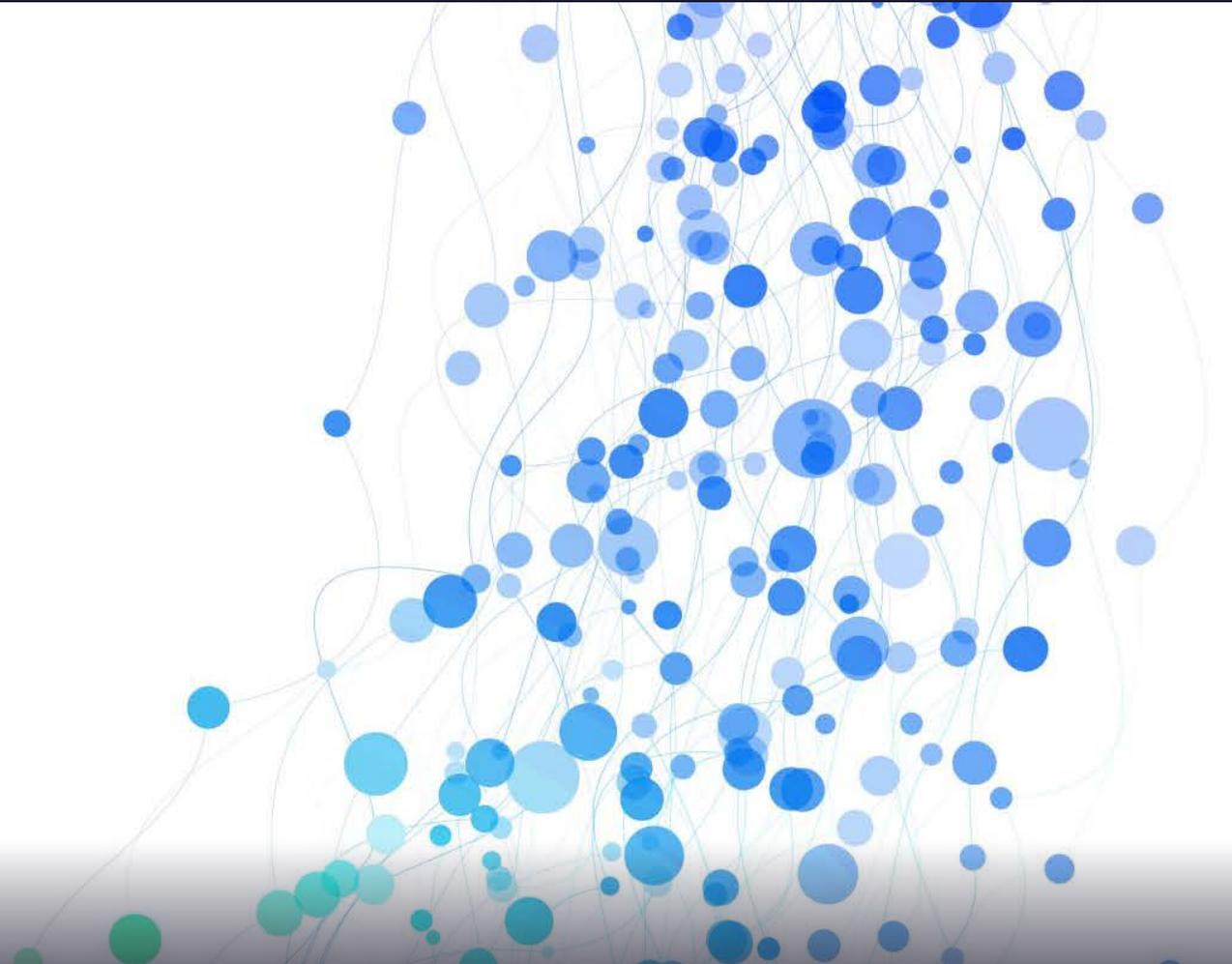
TOTAL \$4,201.47

Accepted By

Accepted Date

Cell Phone forensics

June 28, 2022





OXYGEN FORENSICS

Cell phone forensics

- Critical need
- Limited access
- Larger agencies
- No priority
 - Current cases
 - Death investigation
 - Shooting
 - Stabbing

Comparison

Two competitors

CELLEBRITE

Now owned by Lexipol

- Large company
- Limited response
- Expensive
- Single download capability
- Issues “cracking” some phone models
- No cloud capability

OXYGEN FORENSICS

- Established company
- Very responsive
 - Provided demo for 30 minutes online
- Affordable
- Cloud extraction
- iPhone import from Gray key
- Mapping
- Intuitive interface
- Multiple simultaneous downloads





Oxygen Forensic® Cloud Extractor



| | | | | | | |
|---------------------|-----------------|---------------------------|-----------------------|-------------------------|-------------------------|--------------------|
| NEW JioCloud | NEW LinkedIn | NEW Viber Cloud | UPD Samsung Health | Amazon Alexa | Amazon Shopping | Apple Health |
| Apple Maps | BlaBlaCar | Booking.com | Box | DJI Cloud | Dropbox | Endomondo |
| Facebook | Fitbit | Google Android Cloud Data | Google Bookmarks | Google Calendars | Google Chrome | Google Contacts |
| Google Drive | Google Fit | Google Home | Google Keep | Google Location History | Google Mail | Google My Activity |
| Google Photos | Google Tasks | Huawei Cloud Data | iCloud Applications | iCloud Backup | iCloud Backup iOS 11.2+ | iCloud Calendars |
| iCloud Call History | iCloud Contacts | iCloud Drive | iCloud iTunes | iCloud Keychain | iCloud Notes | iCloud Photo |

Select all
Add credentials

OXY

- Persistence
- Allow
- Cross c
- Ext
- Facial c
- Drone f
- Over 10
- Continu

Conclusion

Questions?



**OXYGEN
FORENSICS**





Fire Department

ITEM 4.9

Mark Ingram
Fire Chief
830-798-4764
mingram@cityofburnet.com

Action

Meeting Date: June 28, 2022

Agenda Item: Discuss and consider action: Purchase of two Frazer Type 1 Ambulances: M. Ingram

Background: One ambulance purchase is for the replacement of the Med 1 ambulance that is currently in service with high mileage and is aged out and is budgeted for FY 2021/2022.

The second ambulance requested will be to replace whichever ambulance is next in replacement. This purchase will be funded for FY 2022/2023. The main reason for requesting purchase now is the delay in delivery is running at approximately six months out.

Information: The main difference with these ambulances is that the chassis are an international chassis which at this time is easier to acquire with less wait time for delivery.

Fiscal Impact: Estimated cost of the ambulance to replace Med 1 is \$207,118.00 total which includes all graphics, equipment connections and set up. This is a budgeted expense for FY 2021-2022.

The estimated cost of the second ambulance is projected to be approximately \$250,000.00. Which will be a budgeted expense for FY 2022-2023

Recommendation: Staff recommends approval of the purchase of two 2023 Frazier Type 1 Ambulances as presented.

Customer Quote



6/6/2022 12:27:19 PM

Estimate No: Q2284-0002
 Quote Date: 6/6/2022
 Expiration Date: 7/21/2022
 Salesperson: KS

Invoice To: 10131
 City of Burnet Fire Department
 P. O. Box 1369
 Burnet TX 78611
 US

Deliver To:
 City of Burnet Fire Department
 P. O. Box 1369
 Burnet TX 78611
 US

| No. | Item | Description | Quantity | U/M | Unit Price | Net Amount | |
|-----|-----------|------------------------------------|-------------|-----|---------------|------------|-----|
| 1 | MODULE | Type I 12' Module | 1.00000000 | EA | 133,795.00000 | 133,795.00 | USD |
| 2 | CHASSIS | 2023 International CV 515 | 1.00000000 | EA | 90,000.00000 | 90,000.00 | USD |
| 3 | DELIVERY | Customer Pick Up - FOB Frazer | 1.00000000 | M | 0.00000 | 0.00 | USD |
| 4 | HGAC-NEW | HGAC Fee for a New Unit | 1.00000000 | EA | 1,000.00000 | 1,000.00 | USD |
| 5 | 14389-BLU | Bin-Hang/Stack, Large, Blue | 18.00000000 | EA | 14.00000 | 252.00 | USD |
| 6 | 14390-BLU | Bin-Hang/Stack, Small, Blue | 36.00000000 | EA | 7.00000 | 252.00 | USD |
| 7 | 14109 | Regulator-Oxygen, Preset 50 PSI | 1.00000000 | EA | 183.00000 | 183.00 | USD |
| 8 | 9398 | Bracket-SCBA, Walkaway, High Cycle | 2.00000000 | EA | 113.00000 | 226.00 | USD |
| 9 | TRADE-IN | | 1.00000000 | EA | -9,000.00000 | -9,000.00 | USD |

Frazer will accept returns up to 180 days after shipment. No restocking fee will be charged if the item is returned within 90 days of the original invoice date. All returns should be shipped back freight prepaid and require prior approval with a "Returns Material Authorization" (RMA) clearly displayed on the exterior of the shipping package. A credit will be issued towards the customer's account within approximately 7 business days of receipt of the item. If returned after 90 days of the original invoice date a 15% restocking fee will be applied. Frazer Ltd reserves the right to accept returned items at its sole discretion based upon the condition of the item to be placed back into stock.

Customer Quote



6/6/2022 12:27:19 PM

Estimate No: Q2284-0002
 Quote Date: 6/6/2022
 Expiration Date: 7/21/2022

| No. | Item | Description | Quantity | U/M | Unit Price | Net Amount |
|-----|---------|-----------------------------------------------------------------------|------------|-----|------------|------------|
| | | AMBULANCE | | | | |
| 10 | | RR, UV-UNIT, VIN:3C7WRSBL7GG203950,Ram 35x 2016, Miles:116000, Type I | 1.00000000 | EA | 0.00000 | 0.00 |
| | SpecDoc | | | | | USD |
| | | Configurable item to create the SpecDoc | | | | |

Sale Amount: 216,708.00
 Order Disc(4.4253%): -9,590.00
 Surcharge: N/A
 Sales Tax: 0.00
 Misc Charges: 0.00
 Total Amount: 207,118.00

Due on Delivery

Frazer will accept returns up to 180 days after shipment. No restocking fee will be charged if the item is returned within 90 days of the original invoice date. All returns should be shipped back freight prepaid and require prior approval with a "Returns Material Authorization" (RMA) clearly displayed on the exterior of the shipping package. A credit will be issued towards the customer's account within approximately 7 business days of receipt of the item. If returned after 90 days of the original invoice date a 15% restocking fee will be applied. Frazer Ltd reserves the right to accept returned items at its sole discretion based upon the condition of the item to be placed back into stock.:



Defining the future of Mobile Healthcare.™

For your convenience, all pricing has been itemized below per quote Q2284-0002 for City of Burnet Fire Department

| | |
|------------------|-------------------|
| Base Module | \$ 98,845.00 |
| Chassis Exterior | \$ 5,350.00 |
| Module Exterior | \$ 16,125.00 |
| Chassis Interior | \$ 2,700.00 |
| Module Interior | \$ 10,775.00 |
| Total \$ | 133,795.00 |

Items included in above totals:

- 1. Type I 12' Module \$ incl
- 2. This is a CAAS Unit \$ incl

Chassis Exterior:

- 3. Heat Shielding for Diesel Chassis \$ 1,575.00
 - 4. Chassis : 2023 International CV 515 (Class 4), Diesel, 4x2, Regular Cab, 84" Cab to Axle, International White (NAV 9036) \$ incl
 - 5. Suspension: Factory Liquid Spring \$ incl
 - 6. Wheel type: Factory Aluminum \$ incl
 - 7. Road Force Elite tire and wheel balancing \$ incl
 - 8. Grille Guard: Grille Guard with Wraparounds \$ 900.00
 - 9. 10" and 12" Air Horns \$ 1,125.00
 - 10. Compressor Type: Standard \$ 650.00
 - 11. Switching Options: Momentary \$ 75.00
 - 12. Window Tint (35% VLT) on Chassis Doors \$ 275.00
 - 13. Passenger's side Grille Light: Whelen M6 Red/Clear Light \$ 100.00
 - 14. Driver's side Grille Light: Whelen M6 Clear/Red Light \$ 100.00
 - 15. Passenger's side Intersect Light: Whelen M4 Red Light \$ incl
 - 16. Driver's side Intersect Light: Whelen M4 Clear Light \$ incl
 - 17. Driver Fender Light: Whelen M4 Red Light \$ 275.00
 - 18. Passenger Fender Light: Whelen M4 Clear Light \$ 275.00
- Chassis Exterior Subtotal \$ 5,350.00**

Module Exterior:

- 19. Power Source: Onan 5.5kW Generator \$ 10,000.00
- 20. Locking Gas Cap \$ incl
- 21. Module Paint Layout: White - International White (NAV 9036) \$ incl



Defining the future of Mobile Healthcare.™

| | | |
|------------------------------------------------------------------------------------------------|----|----------|
| 22. Rear Wall 3M Conspicuity Layout - Chevron : White Base Color and Red - Translucent Overlay | \$ | 1,575.00 |
| 23. Entry Door Conspicuity Layout - Strips : White Base Color | \$ | 175.00 |
| 24. Compartment Conspicuity Layout - Strips : White Base Color | \$ | 175.00 |
| 25. Frazer Provided Graphics | \$ | 2,600.00 |
| 26. Body Drop on the Passenger's Side Forward of Rear Wheels | \$ | incl |
| 27. Compartment Keys: J210 in the Electrical Compartment and Above Wheel Well | \$ | incl |
| 28. Shore Power: Single 30 Amp on Front Wall | \$ | incl |
| 29. Pigtail/Plug Option: Pigtail | \$ | incl |
| 30. Install Ignition Kill Switch | \$ | 275.00 |
| 31. Coax 1: Run coax from location 1 to Chassis | \$ | incl |
| 32. Coax 2: Run coax from location 2 to Chassis | \$ | incl |
| 33. Coax 3: Run coax from location 3 to Electrical Compartment | \$ | incl |
| 34. Coax 4: Run coax from location 4 to Electrical Compartment | \$ | incl |
| 35. Front Wall Light Layout: Middle 5 Lights | \$ | incl |
| 36. Front Wall Light #1: Whelen M6 Red Light | \$ | incl |
| 37. Front Wall Light #2: Whelen M6 Red Light | \$ | incl |
| 38. Front Wall Light #3: Whelen M6 Clear Light | \$ | incl |
| 39. Front Wall Light #4: Whelen M6 Red Light | \$ | incl |
| 40. Front Wall Light #5: Whelen M6 Red Light | \$ | incl |
| 41. Front Wall Driver Side Box Light: Whelen M6 Red Light | \$ | incl |
| 42. Front Wall Passenger Box Light: Whelen M6 Red Light | \$ | incl |
| 43. Driver Wall Front Box Light: Whelen M6 Red Light | \$ | incl |
| 44. Driver Wall Rear Box Light: Whelen M6 Red Light | \$ | incl |
| 45. Driver Wheel Well Light: Whelen M6 Red Light | \$ | incl |
| 46. Scene Light Option: Spectra SPA900 | \$ | incl |
| 47. O2 Compartment Style: Laydown O2 with Adjustable Shelf | \$ | incl |
| 48. O2 Rollers for an H Cylinder | \$ | incl |
| 49. O2 Cylinder Changing Wrench | \$ | 75.00 |
| 50. Electrical Compartment Style: Standard Electrical Compartment | \$ | incl |
| 51. Lower Storage Style: Standard Lower Storage | \$ | incl |
| 52. Compartment Above Wheel Well Style: Standard Compartment Above Wheel Well | \$ | incl |
| 53. Dometic Self-Contained A/C with Exhaust Fan | \$ | incl |



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| 54. Rear Storage Compartment Style: Rear Storage with Flatbars for SCBA Brackets | \$ | 225.00 |
| 55. Coat Hooks: Four Hooks - 1 on Front Wall, 1 on Rear Wall, and 2 on an angle on the Ceiling | \$ | 225.00 |
| 56. Module Window Option: Sliding Window | \$ | incl |
| 57. Window Tint (5% VLT) on Rear and Side Entry Doors | \$ | 275.00 |
| 58. Upper Rear Wall Light Layout: 3 Across | \$ | incl |
| 59. Upper Light #1: Whelen M6 Load Light | \$ | incl |
| 60. Upper Light #2: Whelen M6 Amber Light | \$ | incl |
| 61. Upper Light #3: Whelen M6 Load Light | \$ | incl |
| 62. Lower Light #1: Whelen M6 Brake/Tail/Turn Red Light | \$ | incl |
| 63. Lower Light #2: Whelen M6 Brake/Tail/Turn Red Light | \$ | incl |
| 64. Lower Light #3: Whelen M6 Red Light | \$ | incl |
| 65. Lower Light #4: Whelen M6 Red Light | \$ | incl |
| 66. Rear Wall Driver Box Light: Whelen M6 Red Light | \$ | incl |
| 67. Rear Wall Passenger Box Light: Whelen M6 Red Light | \$ | incl |
| 68. Rear Backboard: 5" Compartment Shelf | \$ | 225.00 |
| 69. Lower BTTs: 2 Grote Lights on each side | \$ | incl |
| 70. Rear Bumper | \$ | incl |
| 71. Door Grabbers | \$ | incl |
| 72. License Plate Light | \$ | incl |
| 73. Passenger Wall Front Box Light: Whelen M6 Red Light | \$ | incl |
| 74. Passenger Wall Rear Box Light: Whelen M6 Red Light | \$ | incl |
| 75. Passenger Wheel Well Light: Whelen M6 Red Light | \$ | incl |
| 76. Passenger Scene Light Activated with Side Entry Door | \$ | 300.00 |
| 77. Interior Step Option: Double Step Well | \$ | incl |
| 78. Passenger Rear Compartment Style: Onan Genset Compartment | \$ | incl |
| Module Exterior Subtotal | \$ | 16,125.00 |

Chassis Interior:

| | | |
|---------------------------------------------------------------------|----|------|
| 79. Siren Speakers: Whelen SA 315 Speakers | \$ | incl |
| 80. Tap-2 on Primary Siren | \$ | incl |
| 81. Siren Option: Whelen C9 Siren in Console | \$ | incl |
| 82. Mic 1 on passenger's side slot 1 | \$ | incl |
| 83. HAAS Alert System: HAAS Alert Responder to Vehicle - 3 Year Sub | \$ | incl |



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| 84. Slot 1: Single Slot Switch Panel | \$ | incl |
| 85. Slot 2: Radio Plate: 7.06 L X 2 W opening dims | \$ | incl |
| 86. Slot 3: Siren 1 | \$ | incl |
| 87. Slot 4: Triple Blank Insert | \$ | 225.00 |
| 88. Slot 5: Joined with 4 | \$ | incl |
| 89. Slot 6: Joined with 4 | \$ | incl |
| 90. Console Switch Layout : Primary - Secondary - Air Horn - Blank - Side Scene (Driver's Side) - Side Scene (Passenger's Side) - Rear Load - Interior Lights - Start/Stop Genset - | \$ | incl |
| 91. New Armrest | \$ | 225.00 |
| 92. Console Layout: 6-Slot Console | \$ | incl |
| 93. Rear of Console: Double Mapholder | \$ | 375.00 |
| 94. Camera System: Chevrolet OEM Back-up Camera System | \$ | 525.00 |
| 95. Tremco Anti-Theft System | \$ | 500.00 |
| 96. Aftermarket Vinyl Seats | \$ | 850.00 |

Chassis Interior Subtotal \$ 2,700.00

Module Interior:

| | | |
|-----------------------------------------------------------------------|----|--------|
| 97. Protek Cushions | \$ | incl |
| 98. Cobalt Blue Interior | \$ | incl |
| 99. Stainless Steel Countertops | \$ | incl |
| 100. Stainless Steel Grab Rails | \$ | incl |
| 101. Front I/O with Lexan Doors | \$ | incl |
| 102. 2 High "D" Cylinder Holder in the Front I/O Facing the Rear Wall | \$ | 175.00 |
| 103. Duplex Outlet in the Front I/O | \$ | incl |
| 104. Module Heater : New | \$ | 900.00 |
| 105. Duplex Outlet on the Front Wall | \$ | incl |
| 106. Netting at the Front Corner Area | \$ | incl |
| 107. Double Locking Aluminum Drug Box | \$ | 325.00 |
| 108. Location 1: 4 Switch w/Thermostat | \$ | incl |
| 109. Location 2: Double O2 Outlet | \$ | incl |
| 110. Location 3: Dual USB receptacles | \$ | 225.00 |
| 111. Location 4: Blank | \$ | incl |
| 112. Location 6: Suction | \$ | incl |
| 113. Location 7: Quad 120 VAC | \$ | incl |



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| 114. Location 8: None | \$ | incl |
| 115. Location 9: Blank | \$ | incl |
| 116. Action Wall Switch Layout : Interior Lights; Dimmer; Ventilation Fan; Module Heater - Hi/Off/Low; | \$ | incl |
| 117. Technimount ZOLL X Monitor Mount (Heavy Duty) on the Action Wall Countertop | \$ | 1,525.00 |
| 118. Sharps Container at Action Wall | \$ | incl |
| 119. Acrylic Holder at the Action Wall Cabinet | \$ | incl |
| 120. New 6pt Harness at the CPR Seat | \$ | 525.00 |
| 121. Cabinet Aft CPR Seat | \$ | 950.00 |
| 122. Rear Door Switch Layout : Acknowledge; Blank; Dump/Bypass (Suspension); Rear Load; | \$ | incl |
| 123. 3 High Glove Box Centered on Rear Wall | \$ | 225.00 |
| 124. Two Seating Positions at the Squad Bench - 1 and 2 | \$ | incl |
| 125. Harness Type for Seat Position 1: New 6pt Harness | \$ | 525.00 |
| 126. Harness Type for Seat Position 2: New 6pt Harness | \$ | 525.00 |
| 127. 22 Pocket Acrylic Holder | \$ | 650.00 |
| 128. Double Squad Bench Cabinet | \$ | 650.00 |
| 129. Bolster Cabinet with Sharps Container Towards Aisle Side at the Head of the Squad Bench | \$ | 375.00 |
| 130. Glovebox Holder forward of Bolster Cabinet | \$ | 275.00 |
| 131. O2 Outlet at the Squad Bench Wall | \$ | incl |
| 132. Large Black Trashcan at the Side Entry Door | \$ | 175.00 |
| 133. IV Hanger on Ceiling Raceway | \$ | incl |
| 134. Overhead Grabrails on Driver Side Only | \$ | incl |
| 135. IV Hanger on Squad Bench Ceiling | \$ | incl |
| 136. Floor Options: Customer Provided Ferno PRO F1 Universal Fastener with Integrated Charging System | \$ | 1,750.00 |
| 137. Loncoin II Onyx Floor | \$ | incl |
| 138. Captain's Chair Type: Captain's Chair with Child Safety Seat and 4pt. Harness | \$ | 750.00 |
| 139. Customer Provided Items Processing Fee | \$ | 250.00 |
| | Module Interior Subtotal | \$ 10,775.00 |
| 140. Temporary Supply Chain Surcharge | \$ | 2,945.00 |



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Email this quote along with your PO
to Kalyn Salsman at ksalsman@frazerbilt.com

Remit To:

Standard Terms and Conditions

INVOICING AND PAYMENT TERMS: Vendor shall submit one (1) original invoice per payment due. The invoice(s) shall include the items listed in accordance with the quote mentioned in the Sale Agreement with reference to the Customer's Purchase Order Number.

If the Sale Agreement provides for any progress (or advance) payments based on specific milestones or activities, Vendor's invoice shall certify to the accomplishment or performance by Vendor of said milestone or activity, and that Customer has obtained a security interest in such Products to the extent of such payment.

Payment shall be due upon receipt of the invoice and delivery of the unit to the Customer unless previously negotiated.

CANCELLATION POLICY: Cancellation of orders must be received 120 days prior to the agreed upon delivery date. If the order is cancelled within the 120 day window, a fee of 25% of the total purchase order price will apply.

DELIVERY TERMS: The products listed in the estimate are to be delivered Free On Board (FOB) Destination to Houston, TX. Customer representative(s) will pick up the unit at upfitter location, 7219 Rampart St., Houston, TX 77081 and transport it to their final destination at customer expense unless otherwise specified in the Vendor quote.

TERMINATION FOR CAUSE: Customer may terminate this Sale Agreement and any corresponding Purchase Order, or any part thereof, for cause including, but not limited to the following Vendor actions: (1) any default or breach of any of the terms and conditions of the Sale Agreement, (2) failure to provide Customer, upon request, a reasonable assurance of future performance, or (3) bankruptcy, dissolution, or suspension of payments by judicial decree. If Vendor does not cure such failure within a period of five (5) days or such a



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longer period as Customer may authorize in writing after the date such notice is sent to Vendor, then termination may proceed.

Vendor may also terminate this Sale Agreement and any corresponding Purchase Order for cause, and Vendor will not be in breach of same, in the event any supplier to Vendor fails to deliver Products and/or component parts in a timely fashion and Vendor cannot make alternate accommodations in order to comply with the Parties' agreed upon completion and delivery dates.

CHANGE ORDERS: Vendor has the right to modify the Purchase Order requirements and conditions as needed and will advise Customer in writing of such requested changes. Vendor shall not proceed with any changes without Customer's written authorization. Any request by Customer to change the terms or conditions of the Purchase Order, including product specifications, options, and price, must be made in advance of the production job order release. Any changes made after the release of the production job order will incur a \$350 fee per change order made in a 24 hour period and will be included on a secondary invoice. Vendor reserves the right to refuse changes requested by the Customer.

PROPRIETARY INFORMATION, CONFIDENTIALITY AND ADVERTISING: All commercial, financial or technical information in any form that Vendor provides to Customer shall be deemed proprietary and confidential and Customer shall not disclose such information to third parties without Vendor's written consent. Termination of the Sale Agreement shall not relieve Customer of this confidentiality obligation. Upon Vendor's request, Customer shall return all confidential information to Vendor along with any reproductions, in whole or in part. The confidentiality obligation does not apply to information that is in the public domain through no fault of Customer or to information lawfully within Customer's possession prior to the date of the Purchase Order, as evidenced by Customer's written records.

INDEMNIFICATION: Customer shall fully release, indemnify, defend and hold harmless Vendor, its co-venturers, its contractors, and their respective affiliates, and Vendor's and their respective directors, officers and employees (including agency personnel) ("Vendor Group") from and against any and all claims arising out of the Customer's purchase, use, sale or incorporation of any Products purchased from Vendor into Customer's products or equipment wherein it is claimed or alleged that Vendor's Products are defective or violate any warranty, standard of care, industry standard or governmental regulation or term or condition of any Purchase Order without regard to any allegation of negligence on the part of the Vendor Group as it pertains to Vendor's Products.

Vendor shall fully release, indemnify, defend and hold harmless Customer, its co-venturers, its contractors, and their respective affiliates, and the Customer's and their respective directors, officers and employees (including



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agency personnel) (“Customer Group”) from and against any and all claims arising out of the Customer’s purchase, use, sale or incorporation of any Products purchased from Vendor into Customer’s products or equipment wherein it is claimed or alleged that Vendor’s Products are defective or violate any warranty, standard of care, industry standard or governmental regulation or term or condition of any Purchase Order without regard to any allegation of negligence on the part of the Customer Group as it pertains to Vendor’s Products.

Customer Initials: _____

LIMITATIONS ON DAMAGES: In the event of any dispute, disagreement or breach alleged by Customer on the part of Vendor, Customer’s exclusive and sole remedy shall be repair or replacement, if practical, of the module, or component part, by Vendor. If Vendor is not able to effectuate a repair, replacement, or cure that brings the module, or component part, into compliance with the Parties’ agreement, then Vendor shall refund the sale price to Customer. In no event shall Vendor be liable to Customer, or to any third-party acting through Customer, for any additional, consequential or punitive damages, or damages for lost sales, revenue or profits claimed by Customer or any third-party acting through Customer.

FORCE MAJEURE: A force majeure delay shall mean any delay or other unforeseeable causes beyond the reasonable control of the party affected, provided that any such delay is not caused, in whole or in part, by the acts or omissions of the party so delayed and further provided that such party is unable to make up for such delay with reasonable diligence and speed. If any such cause delays Vendor’s performance, the delivery date or time for completion may be extended by a period of time reasonably necessary to overcome the effect of such delay; however, Vendor shall take all reasonable measures to mitigate the effects of the force majeure event and to minimize such delay. A party affected by a force majeure event shall notify the other party of such force majeure event within forty-eight (48) hours of its knowledge of such event for the event to be considered a bona fide force majeure event.

TITLE AND RISK OF LOSS: Title to the Products shall transfer to Customer upon receipt of Products by Customer or its agent unless otherwise stated in the Sale Agreement. Notwithstanding the above, risk of loss of the Products shall remain with Vendor until delivered to Customer.

WAIVER: Vendor’s failure to exercise or enforce any right in the Purchase Order, or any other right or privilege under law, or Vendor’s waiver of any breach by Customer shall not constitute a waiver or modification of any terms, conditions, privileges or rights whether of the same or similar type, unless Vendor gives such waiver in writing.



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LIENS: Vendor waives and relinquishes all existing and future liens and claims (statutory or otherwise) for the Products specified in the Purchase Order, and warrants that the Products will be free and clear of all liens, claims or encumbrances of any kind.

INSPECTION, REVIEW AND WITNESSING: Customer and/or the ultimate owner of the Products have the right to inspect and attend testing of the Products at Vendor's premises (or its supplier's or subcontractor's premises) with reasonable advance notice. If any inspection is made on the premises of Vendor or its supplier, Vendor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties.

APPLICABLE LAW AND VENUE: The Sale Agreement shall be governed and interpreted in accordance with the laws of the State of Texas, without reference to any principle of conflict of laws. Customer and Vendor expressly exclude the application of the Convention on International Sale of Goods to the Sale Agreement. Venue for all judicial, administrative, or regulatory proceedings shall be Houston, Harris County, Texas.

OWNERSHIP OF DOCUMENTS: Title to all drawings, specifications, calculations, technical data and other documents that Customer submits in accordance with the Purchase Order shall vest with Vendor. Vendor shall have the right to use such documents for any purpose pertaining to the manufacture, assembly, and delivery of the Products.

Title to all drawings, specifications, calculations, technical data, and other documents that Vendor submits to the Customer shall vest with the Customer. Customer shall have the right to use such documents for any purpose pertaining to the installation, operation, and maintenance of the Products.

INSURANCE: Vendor shall comply with the project insurance requirements for which the Products are being provided. Customer shall provide specific reasonable levels required as soon as such levels are available, which shall not exceed \$1,000,000 for any non-statutory category other than excess liability umbrella, which shall not exceed \$4,000,000. When requested by Customer, Vendor shall provide certificates of insurance as proof of same.

SURVIVAL: The provisions of the following Paragraphs of these Terms and Conditions shall survive any cancellation or termination of the Purchase Order: (Proprietary Information, Confidentiality and Advertising), (Indemnification), (Liens), and (Applicable Law and Venue).



Fire Department

ITEM 4.10

Mark Ingram
Fire Chief
830-798-4764
jerskine@cityofburnet.com

Action

- Meeting Date:** June 28, 2022
- Agenda Item:** Discuss and consider action: Purchase of five Zoll Auto Pulse Resuscitation Systems: M. Ingram
- Background:** As previously discussed with City Council, staff has received a quote on the purchase of five Zoll AutoPulse Resuscitation Systems with Pass Thru that provide automated chest compressions to victims of cardiac arrest. The Zoll AutoPulse Resuscitation System is a battery operated system with LifeBands that the attending paramedic can put around the patient's chest and the band will do the Cardiopulmonary Resuscitation by squeezing the patient's entire chest to improve blood flow to the heart and brain. The device automatically sizes to the patient. Use of this system for staff will allow the attending paramedic precious time to address the additional patient care needed in an emergency setting and increasing the likelihood of resuscitation and saving lives.
- Information:** The purchase of the five units will put a system in each of the four 911 ambulances and one on the fire engine. The quote includes chargers, batteries, and cases and back up LifeBands (the band that is used on the patient)
- Fiscal Impact:** estimated cost is 74,999.98. this is not a budgeted item and will require a budget amendment.
- Recommendation:** Approve the purchase of the five Zoll AutoPulse Resuscitation Systems with Pass Thru as presented.



ZOLL Medical Corporation

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Quote No: Q-31307 Version: 3

Burnet Fire Department, City of
2002 South Water Street
Burnet, TX 78611

Quote No: Q-31307
Version: 3

ZOLL Customer No: 122504

Issued Date: June 8, 2022
Expiration Date: June 30, 2022

Curtis Murphy
(512) 756-2662
cmurphy@cityofburnet.com

Terms: NET 30 DAYS

FOB: Shipping Point
Freight: Prepay & Add

Prepared by: Conner Curran
EMS CPR Territory Manager
ccurran@zoll.com
+1 8178052486

| Item | Contract Reference | Part Number | Description | Qty | List Price | Adj. Price | Total Price |
|------|--------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|-------------|-------------|
| 1 | | 8700-0730-01 | AutoPulse® System with Pass Thru Includes: Backboard, User Guide, Quick Reference Guide, Shoulder Restraints, Backboard Cable Ties, Head Immobilizer, Grip Strips, In-service Training DVD, and one year warranty. | 5 | \$12,457.00 | \$10,644.51 | \$53,222.55 |
| 2 | | 8700-0706-01 | LifeBand 3 pack Single-use chest compression band (3 per package) | 2 | \$425.00 | \$363.63 | \$727.26 |
| 3 | | 8700-0753-01 | AutoPulse SurePower Charger Includes User Guide and U.S Power Cord. Standard one (1) year warranty. U.S. Tests, Charges and automatically verifies battery charge level | 3 | \$2,600.00 | \$2,220.14 | \$6,660.42 |
| 4 | | 8700-0752-01 | AutoPulse Li-Ion Battery | 15 | \$935.00 | \$799.43 | \$11,991.45 |
| 5 | | 8700-000850-40 | AutoPulse Quick Case - Blue All-in-one carrying case and patient moving sheet for the Autopulse Resuscitation System. | 5 | \$561.00 | \$479.66 | \$2,398.30 |

Subtotal: \$74,999.98

Total: \$74,999.98



ZOLL Medical Corporation

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Burnet Fire Department, City of
Quote No: Q-31307 Version: 3

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/about-zoll/invoice-terms-and-conditions> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. This Quote expires on June 30, 2022. Pricing is subject to change after this date.
2. Applicable tax, shipping & handling will be added at the time of invoicing.
3. All purchase orders are subject to credit approval before being accepted by ZOLL.
4. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
5. All discounts from list price are contingent upon payment within the agreed upon terms.
6. Place your future accessory orders online by visiting www.zollwebstore.com.

Order Information (to be completed by the customer)

Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

Taxable Entity (Applicable tax will be applied at time of invoice)

| BILL TO ADDRESS | SHIP TO ADDRESS |
|--------------------------|--------------------------|
| Name/Department: | Name/Department: |
| Address: | Address: |
| | |
| City / State / Zip Code: | City / State / Zip Code: |

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

Yes PO Number: _____ PO Amount: _____
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

Burnet Fire Department, City of

Authorized Signature:

 Name: _____
 Title: _____
 Date: _____