



## **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 **24<sup>th</sup> day of March, 2020 at 5:00 p.m.** in the Council Chambers, Burnet Municipal Airport, 2402 S. Water, Burnet, Tx. In order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19), a Declaration of a Public Health Emergency was executed by Mayor Bromley on March 19, 2020. The Council Chambers will be closed to public attendance. This meeting of the governing body will be streamed on the City of Burnet Facebook page allowing citizens to post questions to be presented to the City Council. A telephone conference line has been established for access via telephone by calling 512-807-0370 Pin 7788; the following subjects will be discussed, to-wit:

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

**CALL TO ORDER:**

**ROLL CALL:**

**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

**PLEDGE TO TEXAS FLAG:**

**1. REPORTS/SPECIAL PRESENTATIONS:** None.

**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 March 10, 2020 Regular City Council Meeting minutes

**3. PUBLIC HEARING:**

3.1) Public Hearing: : THE BEDC BOARD WILL HOLD A PUBLIC HEARING ON A PROJECT TO PROVIDE FINANCIAL ASSISTANCE FOR BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC; AND OTHER RELATED MATTERS: D. Vaughn

#### **4. ACTION ITEMS:**

- 4.1) Discuss and consider action: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES: D. Vaughn
- 4.2) Discuss and consider action: Authorization to proceed with possible budget amendments due to COVID-19 response: D. Vaughn
- 4.3) Discuss and consider action: Authorize assistance to the Chamber of Commerce: D. Vaughn
- 4.4) Discuss and consider action: Direction to staff pertaining to utility accounts: D. Vaughn
- 4.5) Discuss and consider action: Authorizing the City Manager to execute an agreement between the City of Burnet and the YMCA of Greater Williamson County for Emergency Childcare Services: D. Vaughn
- 4.6) Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY OF BURNET, TEXAS, AMENDING SECTION 74-38 ARTICLE III. GOLF COURSE RATES; PROVIDING FOR SEVERABILITY AND OPEN MEETINGS CLAUSES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER RELATED MATTERS: D. Fipps
- 4.7) Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING CHAPTER 82 PERSONNEL, ARTICLE I. IN GENERAL, SECTION 82.1 PERSONNEL POLICIES ADOPTED OF THE CODE OF ORDINANCES; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE, PROVIDING OPEN MEETINGS CLAUSE(S); AND PROVIDING FOR RELATED MATTERS: K. Sames
- 4.8) Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE NO. 2020-07 TO REZONE APPROXIMATELY 1.092 ACRES OUT OF ABS A0880 LEMUEL TAYLOR SURVEY, FROM ITS PRESENT DESIGNATION OF MEDIUM COMMERCIAL—DISTRICT “C-2” TO A DESIGNATION OF HEAVY COMMERCIAL-DISTRICT “C-3,” SAID TRACT BEING ADDRESSED AS 101 JOHN KELLY DRIVE, AND BEING GENERALLY LOCATED AT THE SOUTHEAST INTERSECTION OF US HWY 281 & JOHN KELLEY DRIVE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE: J. Lutz
- 4.9) Discuss and consider action: Abandonment of right-of-way along a portion of Hwy 281 South near the airport: D. Vaughn
- 4.10) Discuss and consider action: Authorization to purchase furniture for the Burnet Police Department Facility: M. Ingram

4.11) Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, ACCEPTING PUBLIC STREET, WATER, WASTEWATER, AND ELECTRICAL IMPROVEMENTS CONSTRUCTED WITHIN PHASES ONE AND TWO OF THE PEPPER MILL SUBDIVISION; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW: J. Lutz

4.12) Discuss and consider action: A RESOLUTION BY THE CITY OF BURNET ECONOMIC DEVELOPMENT CORPORATION TO AUTHORIZE EXPENDITURES FOR THE PURPOSE OF FINANCIAL ASSISTANCE FOR BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC; AND OTHER RELATED MATTERS: D. Vaughn

4.13) Discuss and consider action: Authorization for a budget amendment for the Burnet Economic Development Corporation for the purpose of a Financial Assistance Project for Businesses impacted by the COVID-19 Pandemic: D. Vaughn

## **5. REPORTS:**

5.1) Addendum to the City Council Agenda: Department and Committee Reports/Briefings: The City Council may or may not receive a briefing dependent upon activity or change in status regarding the matter. The listing is provided to give notice to the public that a briefing to the Council on any or all subjects may occur.

5.1(B.3) February 2020 Financial Report: P. Langford

## **6. REQUESTS FROM COUNCIL FOR FUTURE REPORTS:**

## **7. ADJOURN:**

Dated this 20<sup>th</sup>, day, of March, 2020

**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 March 20, 2020, at or before 12 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 Council Chamber 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).*

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

On this the 10<sup>th</sup> day of March, 2020, the City Council of the City of Burnet convened in Regular Session, at 6:00 p.m., at the regular meeting place thereof with the following members present, to-wit:

Mayor                                Crista Goble Bromley  
Council Members                Danny Lester, Mary Jane Shanes, Tres Clinton, Paul Farmer, Joyce  
    Laudenschlager, Cindia Talamantez  
City Manager                       David Vaughn  
City Secretary                    Kelly Dix

Guests: Mark Ingram, Patricia Langford, Doug Fipps, Adrienne Feild, Gene Courtney, Kelli Sames, Bettye Foulds, Alex Copeland, Allen Burdell, James B. Wilson, Jason Davis, Christine Cummings, Jeremy Stewart

CALL TO ORDER: The meeting was called to order by Mayor Bromley, at 6:00 p.m.

INVOCATION: Council Member Mary Jane Shanes

PLEDGE OF ALLEGIANCE: Doug Fipps, Director of Golf

PLEDGE TO TEXAS FLAG: Doug Fipps, Director of Golf

REPORTS/SPECIAL PRESENTATIONS: None.

CONSENT AGENDA ITEMS:

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

Approval of the February 25, 2020 Regular City Council Meeting minutes

Council Member Joyce Laudenschlager moved to approve the consent agenda as presented. Council Member Danny Lester seconded, the motion carried unanimously.

PUBLIC HEARINGS:

Public Hearing: The Planning & Zoning Commission of the City of Burnet, Texas will conduct a public hearing regarding a request to rezone property located at 101 John Kelly Dr, which is further described an approximate 1.902 acre tract out of ABS A0880 Lemuel Taylor Survey. The request is to rezone the property from its present designation of Medium Commercial—District (C-2) to a designation of Heavy Commercial—District (C-3): J. Lutz: Mayor Bromley opened the public hearing and asked if anyone was interested in speaking, if so to approach the podium. There being no one wishing to speak, Mayor Bromley closed the public hearing.

ACTION ITEMS:

Discuss and consider action: FIRST READING OF AN ORDINANCE NO. 2020-07 TO REZONE APPROXIMATELY 1.092 ACRES OUT OF ABS A0880 LEMUEL TAYLOR SURVEY, FROM ITS PRESENT DESIGNATION OF MEDIUM COMMERCIAL—DISTRICT “C-2” TO A DESIGNATION OF HEAVY COMMERCIAL—DISTRICT “C-3,” SAID TRACT BEING ADDRESSED AS 101 JOHN KELLY DRIVE, AND BEING GENERALLY LOCATED AT THE SOUTHEAST INTERSECTION OF US HWY 281 & JOHN KELLEY DRIVE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE: J. LUTZ: Council Member Paul Farmer moved to approve the first reading of Ordinance number 2020-07 as presented. Council Member Tres Clinton seconded, the motion carried unanimously.

Discuss and consider action: FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF

THE CITY OF BURNET, TEXAS, AMENDING CHAPTER 82 PERSONNEL, ARTICLE I. IN GENERAL, SECTION 82.1 PERSONNEL POLICIES ADOPTED OF THE CODE OF ORDINANCES; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE, PROVIDING OPEN MEETINGS CLAUSE(S); AND PROVIDING FOR RELATED MATTERS: K. Sames: Council Member Mary Jane Shanes moved to approve the first reading of Ordinance number 2020-05 as presented. Council Member Cindia Talamantez seconded, the motion carried unanimously.

Discuss and consider action: FIRST READING OF AN ORDINANCE OF THE CITY OF BURNET, TEXAS, AMENDING SECTION 74-38 ARTICLE III. GOLF COURSE RATES; PROVIDING FOR SEVERABILITY AND OPEN MEETINGS CLAUSES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER RELATED MATTERS: D. Fipps: Council Member Danny Lester moved to approve the first reading of Ordinance number 2020-06 as presented. Council Member Joyce Laudenschlager seconded, the motion carried unanimously.

Discuss and consider action: A contract with Austin Turf and Tractor for equipment purchases for Delaware Springs Golf Course. D. Fipps: Council Member Cindia Talamantez moved to approve the contract with Austin Turf and Tractor for Golf Course equipment purchases as presented. Council Member Joyce Laudenschlager seconded, the motion carried unanimously.

Discuss and consider action: Authorization to purchase Bullet Proof Vests: M. Ingram: Council Member Paul Farmer moved to approve and authorize the purchase of Bullet Proof Vests for the Police Department as presented. Council Member Joyce Laudenschlager seconded. Discussion continued. Council Member Paul Farmer moved to amend the motion and authorize the purchase of Bullet Proof Vests for the Police Department with seizure funds and in an amount not to exceed \$25,000.00. Council Member Joyce Laudenschlager seconded, the motion carried unanimously.

Discuss and consider action: Sale of property located near Delaware Springs: D. Vaughn: Council Member Danny Lester moved to authorize staff to proceed with negotiations pertaining to the sale of the property at Delaware Springs. Council Member Joyce Laudenschlager seconded, the motion carried unanimously.

Discuss and consider action: Appointment of a Board Member to the Burnet Economic Development Corporation: D. Vaughn: Council Member Paul Farmer made a motion to appoint Jason Lutz, Development Services Director to the vacant seat on the Burnet Economic Development Corporation Board. Council Member Joyce Laudenschlager seconded, the motion carried unanimously.

REPORTS: None.

Addendum to the City Council Agenda: Department and Committee Reports/Briefings: The City Council may or may not receive a briefing dependent upon activity or change in status regarding the matter. The listing is provided to give notice to the public that a briefing to the Council on any or all subjects may occur:

REQUESTS FROM COUNCIL FOR FUTURE REPORTS: None.

ADJOURN: There being no further business a motion to adjourn was made by Council Member Mary Jane Shanes at 6:38 p.m., seconded by Council Member Joyce Laudenschlager. The motion carried unanimously.

---

Crista Goble Bromley, Mayor

**ATTEST:**

---

Kelly Dix, City Secretary



## Administration

## ITEM 3.1

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

<b>Meeting Date:</b>	March 24, 2020
<b>Agenda Item:</b>	Public Hearing: THE BEDC BOARD WILL HOLD A PUBLIC HEARING ON A PROJECT TO PROVIDE FINANCIAL ASSISTANCE FOR BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC; AND OTHER RELATED MATTERS: D. Vaughn D. Vaughn
<b>Background:</b>	Local Government Code 505; Sub Section 159 requires a Type B corporation to hold at least one public hearing on a proposed project before spending money to undertake the project.
<b>Information:</b>	The proposed project is for the purpose of a financial assistance program for businesses impacted by the COVID-19 pandemic.
<b>Fiscal Impact:</b>	To be determined.
<b>Recommendation:</b>	To be determined by Council.



## Administration

## ITEM 4.1

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES: D. Vaughn

**Background:**

**Information:** The Mayor issued the attached declaration order on March 19, 2020. This order is only effective for up to seven (7) days unless extended by the City Council. The attached ordinance extends the declaration.

**Fiscal Impact:** The adoption of this ordinance allows us the potential to be reimbursed for expenses incurred.

**Recommendation:** Approve and adopt Ordinance No. 2020-08 as presented.



## **ORDINANCE 2020-08**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES.**

**WHEREAS**, in December 2019 a coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China. Symptoms of COVID-19 include fever, cough, and shortness of breath. Outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and

**WHEREAS**, on March 5, 2020, the World Health Organization Director General urged aggressive preparedness and activation of emergency plans to aggressively change the trajectory of this epidemic; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared that the COVID-19 outbreak should be characterized as pandemic; and

**WHEREAS**, the Center for Disease Control and Prevention is closely monitoring the growing number of COVID-19 cases that have spread into the United States; and

**WHEREAS**, over 7,038 cases of COVID-19 have been reported in the United States, including 97 deaths; and

**WHEREAS**, a large gathering of unidentifiable individuals without necessary mitigation for the spread of infection may pose a risk of the spread of infectious disease; and

**WHEREAS**, President Trump declared a national emergency on March 13, 2020; and

**WHEREAS**, Governor Greg Abbott declared a public health disaster on March 13, 2020; and

**WHEREAS**, the Center for Disease Control recommends that citizens stop handshaking, schedule regular hand washing, avoid touching faces and cover coughs and sneezes, disinfect surfaces like doorknobs, tables, desks, and handrails regularly, and increase ventilation by opening windows or adjusting air conditioning; and

**WHEREAS**, the Center for Disease Control recommends the use of videoconferencing for meetings when possible, and adjusting or postponing large meetings or gatherings; and

**WHEREAS**, the Center for Disease Control recommends citizens stay home if they are feeling sick or when they have a sick family member in their home; and

**WHEREAS**, households with vulnerable seniors and those with underlying health conditions should conduct themselves as if they were a significant risk to the person with underlying conditions; and

**WHEREAS**, the identification of “community spread” cases of COVID-19 in the United States could has signaled that transmission of the virus is no longer limited to those who traveled to China, or had contact with travelers who have visited china; and

**WHEREAS**, the COVID-19 virus spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

**WHEREAS**, the continued worldwide spread of COVID-19 presents an imminent threat of widespread illness, which requires emergency action; and

**WHEREAS**, a declaration of local disaster includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, and promote the health and safety of Burnet residents; and

**WHEREAS**, the City of Burnet will work collaboratively with Burnet County to ensure that all appropriate and necessary measures are taken to limit the development, contraction and spread of COVID-19; and

**WHEREAS**, pursuant to the Texas Disaster Act of 1975, the mayor is designated as the emergency management director of the City of Burnet, and may exercise the powers granted to the governor on an appropriate local scale; and

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources; and

**WHEREAS**, the Mayor has made a Declaration of Public Health Emergency, and further declared all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, the Mayor, under the Texas Disaster Act of 1975, has authorized the use of all available resources of state government and political subdivisions to assist in the City’s response to this situation; and

**WHEREAS**, the Mayor has determined that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

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

**SECTION 1.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the City Council.

**SECTION 2.** That the local state of disaster and public health emergency is declared by Mayor Crista Goble Bromley for the City of Burnet pursuant to §418.108(a) of the Texas Government Code is hereby renewed and extended for a period of thirty (30) days pursuant to §418.108(b) of the Government Code, including all rules and regulation attached hereto as Exhibit A.

**SECTION 3.** Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Clerk.

**SECTION 4.** Pursuant to §418.108(d) of the Government Code, this declaration of a local state of disaster and public health emergency activates the City of Burnet emergency management plan.

**SECTION 5.** Pursuant to §418.020(c) of the Government Code, this declaration authorizes the City to commandeer or use any private property, temporarily acquire, by lease or other means, sites required for temporary housing units or emergency shelters for evacuees, subject to compensation requirements.

**SECTION 6.** Pursuant to §122.006 of the Health and Safety Code, this declaration authorizes the City to take any actions necessary to promote health and suppress disease, including quarantine, examining and regulating hospitals, regulating ingress and egress from the City, and fining those who do not comply with the City's rules.

**SECTION 7.** All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein.

**SECTION 8.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 9.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Ordinance would have been enacted without such invalid provision.

**SECTION 10.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, Texas Government Code, as amended.

**SECTION 11.** This Ordinance shall be in force and effect from and after its final passage, and any publication required by law.

**PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE 24<sup>th</sup> DAY of MARCH, 2020.**

**CITY OF BURNET, TEXAS**

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

**ATTEST:**

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



## **DECLARATION OF A PUBLIC HEALTH EMERGENCY**

**WHEREAS**, in December 2019 a coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China. Symptoms of COVID-19 include fever, cough, and shortness of breath. Outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and

**WHEREAS**, on March 5, 2020, the World Health Organization Director General urged aggressive preparedness and activation of emergency plans to aggressively change the trajectory of this epidemic; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared that the COVID-19 outbreak should be characterized as pandemic; and

**WHEREAS**, the Center for Disease Control and Prevention is closely monitoring the growing number of COVID-19 cases that have spread into the United States; and

**WHEREAS**, over 7,038 cases of COVID-19 have been reported in the United States, including 97 deaths; and

**WHEREAS**, President Trump declared a national emergency on March 13, 2020; and

**WHEREAS**, Governor Greg Abbott declared a public health disaster on March 13, 2020; and

**WHEREAS**, the Center for Disease Control recommends that citizens stop handshaking, schedule regular hand washing, avoid touching faces and cover coughs and sneezes, disinfect surfaces like doorknobs, tables, desks, and handrails regularly, and increase ventilation by opening windows or adjusting air conditioning; and

**WHEREAS**, the Center for Disease Control recommends the use of videoconferencing for meetings when possible, and adjusting or postponing large meetings or gatherings; and

**WHEREAS**, the Center for Disease Control recommends citizens stay home if they are feeling sick or when they have a sick family member in their home; and



**WHEREAS**, households with vulnerable seniors and those with underlying health conditions should conduct themselves as if they were a significant risk to the person with underlying conditions; and

**WHEREAS**, the identification of “community spread” cases of COVID-19 in the United States has signaled that transmission of the virus is no longer limited to those who traveled to China, or had contact with travelers who have visited china; and

**WHEREAS**, a large gathering of unidentifiable individuals without necessary mitigation for the spread of infection may pose a risk of the spread of infectious disease; and

**WHEREAS**, pursuant to the Texas Disaster Act of 1975, the mayor is designated as the emergency management director of the City of Burnet, and may exercise the powers granted to the governor on an appropriate local scale; and

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources; and

**WHEREAS**, the COVID-19 virus spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

**WHEREAS**, the continued worldwide spread of COVID-19 presents an imminent threat of widespread illness, which requires emergency action; and

**WHEREAS**, a declaration of local disaster includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, and promote the health and safety of Burnet residents; and

**WHEREAS**, the City of Burnet will work collaboratively with Burnet County to ensure that all appropriate and necessary measures are taken to limit the development, contraction and spread of COVID-19; and

**WHEREAS**, by this Declaration of Public Health Emergency, I declare all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, pursuant to the authority granted to the Mayor under the Texas Disaster Act of 1975, I authorize the use of all available resources of state government and political subdivisions to assist in the City’s response to this situation; and

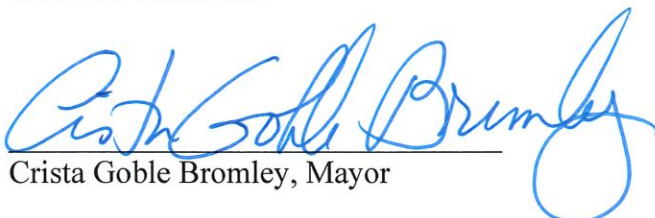
**WHEREAS**, I, Crista Goble Bromley, the Mayor of the City of Burnet have determined that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY OF BURNET:**

1. That a local state of disaster and public health emergency is hereby declared for the City of Burnet pursuant to §418.108(a) of the Texas Government Code.
2. Pursuant to §418.108(b) of the Government Code, the state of disaster and public health emergency shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the City Council.
3. Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Clerk.
4. Pursuant to §418.108(d) of the Government Code, this declaration of a local state of disaster and public health emergency activates the City of Burnet emergency management plan.
5. Pursuant to §418.020(c) of the Government Code, this declaration authorizes the City to temporarily acquire, by lease or other means, sites required for temporary housing units or emergency shelters for evacuees, subject to compensation requirements.
6. Pursuant to §122.006 of the Health and Safety Code, this declaration authorizes the City to take any actions necessary to promote health and suppress disease, including quarantine, examining and regulating hospitals, regulating ingress and egress from the City, and fining those who do not comply with the City's rules.
7. The City Secretary is directed to give prompt and general publicity of the issuance of this Declaration.
8. This proclamation shall take effect immediately from and after its issuance.
9. The City Manager and/or the Emergency Management Coordinator may update restrictions/recommendations set out in Exhibit "A" as necessary to respond to the evolving circumstances of this outbreak during the duration of this Declaration and any extension by the City Council without the issuance of a new Declaration.
10. As Mayor, I further reserve all other authority and powers conferred by state law to respond as necessary to this situation.

**ORDERED** this 19<sup>th</sup> day of March, 2020.

CITY OF BURNET

  
Crista Goble Bromley, Mayor

## EXHIBIT "A"

### COVID-19 Public Health Emergency Rule, Regulations and Recommendations

Based on current information and recommendations from the Burnet County Health Authority, as well as recommendations from the Center for Disease Control and by virtue of the Local Emergency Declaration, it is strongly recommended to adhere to the following guidelines:

1. Limit gatherings to ten (10) persons or less.
2. Avoid social settings such as indoor seating establishments.
3. Utilize drive thru pick-ups or delivery options if possible.
4. Avoid discretionary travel, shopping and social gatherings.
5. Avoid nursing homes, retirement centers and long-term care facilities unless providing critical assistance.
6. Utilize audio visual technology to virtually conduct or attend meetings.
7. Should you exhibit symptoms or believe you may have come in contact with a person having Corona Virus, contact your health care provider by phone or email (to limit physical contact) for instructions.

The restrictions set out in this Exhibit may be updated by amendment to this declaration, as necessary to respond to the evolving circumstances of this outbreak during the duration of the Mayor's Declaration of a Public Health Emergency and any extension by the Burnet City Council.





## Administration

## ITEM 4.2

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action Authorization to proceed with possible budget amendments due to COVID-19 response: D. Vaughn

**Background:**

**Information:**

**Fiscal Impact:**

**Recommendation:**



## **ORDINANCE 2020-08**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES.**

**WHEREAS**, in December 2019 a novel coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China. Symptoms of COVID-19 include fever, cough, and shortness of breath. Outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and

**WHEREAS**, on March 5, 2020, the World Health Organization Director General urged aggressive preparedness and activation of emergency plans to aggressively change the trajectory of this epidemic; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared that the COVID-19 outbreak should be characterized as pandemic; and

**WHEREAS**, the Center for Disease Control and Prevention is closely monitoring the growing number of COVID-19 cases that have spread into the United States; and

**WHEREAS**, over 1,629 cases of COVID-19 have been reported in the United States, including 41 deaths; and

**WHEREAS**, a large gathering of unidentifiable individuals without necessary mitigation for the spread of infection may pose a risk of the spread of infectious disease; and

**WHEREAS**, President Trump declared a national emergency on March 13, 2020; and

**WHEREAS**, Governor Greg Abbott declared a public health disaster on March 13, 2020; and

**WHEREAS**, the Center for Disease Control recommends that citizens stop handshaking, clean hands at the door, schedule regular hand washing, avoid touching faces and cover coughs and sneezes, disinfect surfaces like doorknobs, tables, desks, and handrails regularly, and increase ventilation by opening windows or adjusting air conditioning; and

**WHEREAS**, the Center for Disease Control recommends the use of videoconferencing for meetings when possible, and adjusting or postponing large meetings or gatherings; and

**WHEREAS**, the Center for Disease Control recommends citizens stay home if they are feeling sick or when they have a sick family member in their home; and

**WHEREAS**, households with vulnerable seniors and those with underlying health conditions should conduct themselves as if they were a significant risk to the person with underlying conditions; and

**WHEREAS**, the identification of “community spread” cases of COVID-19 in the United States could have signaled that transmission of the virus is no longer limited to those who traveled to China, or had contact with travelers who have visited China; and

**WHEREAS**, the COVID-19 virus spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

**WHEREAS**, the continued worldwide spread of COVID-19 presents an imminent threat of widespread illness, which requires emergency action; and

**WHEREAS**, a declaration of local disaster includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, and promote the health and safety of Burnet residents; and

**WHEREAS**, the City of Burnet will work collaboratively with Burnet County to ensure that all appropriate and necessary measures are taken to limit the development, contraction and spread of COVID-19; and

**WHEREAS**, pursuant to the Texas Disaster Act of 1975, the mayor is designated as the emergency management director of the City of Burnet, and may exercise the powers granted to the governor on an appropriate local scale; and

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources; and

**WHEREAS**, the Mayor has made a Declaration of Public Health Emergency, and further declared all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, the Mayor, under the Texas Disaster Act of 1975, has authorized the use of all available resources of state government and political subdivisions to assist in the City's response to this situation; and

**WHEREAS**, the Mayor has determined that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

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

**SECTION 1.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the City Council.

**SECTION 2.** That the local state of disaster and public health emergency is declared by Mayor Crista Goble Bromley for the City of Burnet pursuant to §418.108(a) of the Texas Government Code is hereby renewed and extended for a period of 30 days pursuant to §418.108(b) of the Government Code, including all rules and regulation attached hereto as Exhibit A.

**SECTION 3.** Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Clerk.

**SECTION 4.** Pursuant to §418.108(d) of the Government Code, this declaration of a local state of disaster and public health emergency activates the City of Burnet emergency management plan.

**SECTION 5.** Pursuant to §418.020(c) of the Government Code, this declaration authorizes the City to commandeer or use any private property, temporarily acquire, by lease or other means, sites required for temporary housing units or emergency shelters for evacuees, subject to compensation requirements.

**SECTION 6.** Pursuant to §122.006 of the Health and Safety Code, this declaration authorizes the City to take any actions necessary to promote health and suppress disease, including quarantine, examining and regulating hospitals, regulating ingress and egress from the City, and fining those who do not comply with the City's rules.

**SECTION 7.** All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein.

**SECTION 8.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 9.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Ordinance would have been enacted without such invalid provision.

**SECTION 10.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, Texas Government Code, as amended.

**SECTION 11.** This Ordinance shall be in force and effect from and after its final passage, and any publication required by law.

**PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE 24<sup>th</sup> DAY of MARCH, 2020.**

**CITY OF BURNET, TEXAS**

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

**ATTEST:**

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



## Administration

### ITEM 4.3

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: Authorize assistance to the Chamber of Commerce: D. Vaughn

**Background:**

**Information:** The cancellation of Bluebonnet Festival has led to a significant financial loss for the Chamber of Commerce. We will discuss the possibility of financial assistance at the time of the Council Meeting.

**Fiscal Impact:** To be determined.

**Recommendation:** To be determined.



## Administration

### ITEM 4.4

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: Direction to staff pertaining to utility accounts: D. Vaughn

**Background:**

**Information:** Staff is seeking guidance from Council on how to handle delinquent/late utility payments and will present more information at the time of the meeting.

**Fiscal Impact:** To be determined.

**Recommendation:** To be determined.



## Administration

### ITEM 4.5

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: Authorizing the City Manager to execute an agreement between the City of Burnet and the YMCA of Greater Williamson County for Emergency Childcare Services: D. Vaughn

**Background:**

**Information:** The YMCA has offered to provide childcare for emergency responders and essential personnel to allow them to return to work. At the time of the agenda posting, our attorney is working through some legal issues regarding the proposed agreement. A draft will be sent out as soon as it is available.

**Fiscal Impact:** To be determined.

**Recommendation:** To be determined.



## Delaware Springs Golf Course

## ITEM 4.6

Doug Fipps  
Director of Golf  
(830) 798-4177  
dsprings@cityofburnet.com

### Agenda Item Brief

<b>Meeting Date:</b>	March 24, 2020
<b>Agenda Item:</b>	Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY OF BURNET, TEXAS, AMENDING SECTION 74-38 ARTICLE III. GOLF COURSE RATES; PROVIDING FOR SEVERABILITY AND OPEN MEETINGS CLAUSES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER RELATED MATTERS: D. Fipps
<b>Background:</b>	Staff has reviewed the current Ordinance No. 2015-22 golf rates. Staff is requesting a \$2.00 increase in green fee, cart fee and range ball fees.
<b>Information:</b>	<p>Staff believes with the corrected changes of the proposed ordinance will result in an increase of revenues. Last rate change for green fees, cart fees was in 2012. Range fees have never been changed.</p> <p>The increase in the rate change will keep Delaware Springs comparable to the surrounding golf courses.</p> <p>There have been no changes to Ordinance 2020-06 since the first reading on March 10, 2020.</p>
<b>Fiscal Impact:</b>	Using numbers from the fiscal budget year 2018-2019 a proposed \$2.00 increase yields an approximate increase in green fees of \$30,000, cart fees \$21,000, range balls \$18,000, for a total estimated increase in revenue of approximately \$69,000 for the golf course.
<b>Recommendation:</b>	Staff recommends approval of the first reading of Ordinance number 2020-06 as presented.

## ORDINANCE NO. 2020-06

**AN ORDINANCE OF THE CITY OF BURNET, TEXAS, AMENDING SECTION 74-38 ARTICLE III. GOLF COURSE RATES; PROVIDING FOR SEVERABILITY AND OPEN MEETINGS CLAUSES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER RELATED MATTERS.**

**WHEREAS**, the City provides, or causes to be provided, golf services to the citizens of the City of Burnet and to the general public; and

**WHEREAS**, in order to properly manage the golf course and remain fiscally responsible to its citizens certain reasonable daily rates and dues are proper to assess; and

**WHEREAS** the City finds that the following dues and rates are reasonable and fair given the golf services provided.

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

**Section. 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section. 2. Amendment.** Section 74-38 Golf Course Rates of the City of Burnet Code of Ordinance be amended in its entirety as follows:

### DAILY RATES

	Rate
<b>18 Hole Rates</b>	
Weekday Green Fee	\$ 27
Weekend Green Fee	\$ 37
Twilight Rate Weekday	\$ 17
Twilight Rate Weekend	\$ 25

Seniors (aged 62 and over), Juniors (aged 18 and under) and Active Duty Military will receive a \$5 discount off posted daily rates.

	Rate
<b>9 Hole Rates</b>	
Weekday Green Fee	\$ 15
Weekend Green Fee	\$ 20



Seniors (aged 62 and over), Juniors (aged 18 and under) and Active Duty Military will receive a \$2 discount off posted daily rates.

<b>RANGE BALLS</b>	<b>Rate</b>
Standard Rate	\$ 5.00
Junior Rate	\$ 3.00

<b>CART/TRAIL FEES*</b>	
½ Cart 18 Holes - per person	\$ 16
½ Cart 9 Holes - per person	\$ 13
Private Cart Trail Fee - per cart 9 or 18 Holes	\$ 13

\*All players who use a private or company cart must pay either a Trail Fee or Cart Fee.

## **ANNUAL DUES AND MONTHLY RATES**

The following rates are charged to permit play in lieu of posted daily rates\*.

	<b>ANNUAL DUES</b> (12 Month Commitment)			<b>NON COMMITMENT</b>
<b>Type</b>	<b>Annual Payment</b>	<b>Semi-annual Payment</b>	<b>Monthly Payment</b>	<b>Monthly Payment**</b>
Single	\$ 1,082	\$ 568	\$ 99	\$ 124
Spouse	\$ 541	\$ 284	\$ 50	\$ 63
Junior	\$ 361	\$ 190	\$ 33	\$ 42
Trail Fee – Single Cart	\$ 578	\$ 303	\$ 53	\$ 67
Trail Fee – Second Cart	\$ 289	\$ 152	\$ 27	\$ 34
Cart Storage – Single Stall	\$ 551	\$ 289	\$ 51	\$ 64
Cart Storage – Second Stall	\$ 276	\$ 145	\$ 25	\$ 32

Cart Rental – Single Cart	\$ 1,050	\$ 551	\$ 96	\$ 120
Cart Rental – Second Cart	\$ 525	\$ 276	\$ 48	\$ 60

\* When player commits to a twelve (12) month program (October through September of the current year).

\*\*The non-commitment rate applies to players who wish to pay a monthly rate but do not want to commit to a 12-month program. The non-commitment rate is based on calendar months.

#### ANNUAL DUES AND MONTHLY RATE RESTRICTIONS:

- Spouse rate only applies to spouse of Annual Dues and Monthly Single Player
- Annual and Monthly dues are non-transferable
- Annual Dues Player must commit to twelve (12) month program (October through September) of the current fiscal year to be eligible for semi-annual or monthly payments
- Second Cart must be owned and/or operated by the Spouse or child of the Single Player
- New Annual Dues Players, who have not been an Annual Dues Player in the last twelve (12) months, shall be eligible to enroll on the semi-annual or monthly payment plan for the remainder of the current fiscal year
- Annual Dues and Monthly Players are subject to designated tee times as scheduled by the Director of Golf
- Annual Dues Players and Monthly Players who use a private cart must pay a Trail Fee
- Annual Dues Players and Monthly Players who use a company cart must pay a Cart Fee
- In the event an Annual Dues Player is unable to play for a period of thirty (30) consecutive days or more due to an illness or injury, then with medical verification of said illness or injury, the Director of Golf shall have the authority to suspend, or in the event of pre-payment refund, that portion of the fees incurred during the period of absence.

#### GENERAL RATE PROVISIONS

- The Director of Golf may establish discount promotional rates and player programs as necessary.
- Nothing in this ordinance shall be construed as creating any form of contract between the City and any individual.
- Payment of fees or dues does not guarantee a right of use and use of the Golf Course is subject to reasonable regulation by the City and the Director of Golf.
- The City Manager is authorized to develop administrative rules to facilitate the efficient implementation of this section and protect the best interest of the city.

**Section 3. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**Section 4. Effective Date.** This ordinance shall take effect immediately from and after its passage in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.

**PASSED AND APPROVED** on first reading this the 10<sup>th</sup> day of March, 2020.

**FINALLY PASSED AND APPROVED** on this the 24<sup>th</sup> day of March, 2020.

**CITY OF BURNET, TEXAS**

---

Crista Goble Bromley, Mayor

**ATTEST:**

---

Kelly Dix, City Secretary



## Human Resources Department

## ITEM 4.7

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

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING CHAPTER 82 PERSONNEL, ARTICLE I. IN GENERAL, SECTION 82.1 PERSONNEL POLICIES ADOPTED OF THE CODE OF ORDINANCES; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE, PROVIDING OPEN MEETINGS CLAUSE(S); AND PROVIDING FOR RELATED MATTERS: K. Sames

**Background:** The City of Burnet currently has in effect *Chapter 82 - Personnel, Article 1 – In General, Section 82.1 Personnel Policies* adopted of the Code of Ordinances, approved by City Council via Ordinance No. 2009-31 on December 8, 2009.

The current process used to create, modify, or delete City personnel policies, requires 2 readings of an Ordinance, action and approval from the City Council to make the change, and for our City Ordinances to be codified with the update each time changes to the personnel policies are made.

As it is staff's recommendation to continue to require City Council approval of personnel policy changes and as there is no statute that requires personnel policies be approved by ordinance, staff is requesting to change the personnel policy approval process to one reading of a resolution.

**Information:** The sections that are affected by the recommended changes are as follows:

Current Chapter 82 – Personnel Article 1 In General Sec. 82-1. - Personnel policies adopted. The following policies, approved on February 26, 1991, are hereby adopted:

- (1) Personnel policies and procedures of the city.
- (2) Classification and pay plan of the city.
- (3) City class descriptions.

(4) Affirmative action plan of the city.

Proposed Chapter 82 – Personnel Article 1 In General Sec. 82-1. - Personnel policies adopted.

Personnel policies.

(a) City Council may adopt, and from time to time amend, personnel policies by Resolution

(b) Copies of the adopted personnel policy resolutions shall be available for inspection in the Human Resources Department.

The proposed amendments have been reviewed by the City Attorney, Habib Erkan.

There have been no changes to Ordinance 2020-05 since the first reading on March 10, 2020

Fiscal Impact:

Approximate amount is not known, but cost to codify and publish ordinance notices will no longer be required.

Recommendation:

City staff recommends approval and adoption of Ordinance No. 2020-05, amending section 82.1 of the Code of Ordinances as presented.

## **ORDINANCE NO. 2020-05**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING CHAPTER 82 PERSONNEL, ARTICLE I. IN GENERAL, SECTION 82.1 PERSONNEL POLICIES ADOPTED OF THE CODE OF ORDINANCES; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE, PROVIDING OPEN MEETINGS CLAUSE(S); AND PROVIDING FOR RELATED MATTERS.**

**Whereas**, the City of Burnet has previously adopted Ordinance No. 2009-31, Personnel Policy Manual, December 8, 2009; and

**Whereas**, the City of Burnet, due to changes in policies, and state or federal law from time to time, needs to make certain amendments to said policies; and

**Whereas**, the City Attorney reviewed the original ordinance and recommends the proposed changes.

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

**Section 1. Findings of Fact.** The findings and recitations set out herein above are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Repeal of Conflicting Ordinances.** All Ordinances or parts thereof in conflict herewith are amended to the extent of such conflict only.

**Section 3. Adoption of Amended Code of Ordinances.** Chapter 82 Personnel, Article 1. In General, Section 82.1 Personnel policies adopted, of the City's Code of Ordinances is hereby amended, repealed and replaced and shall now read as follows:

Chapter 82 - Personnel 82-1. - Personnel policies adopted.  
Personnel policies.

- (a) City Council may adopt, and from time to time amend, personnel policies by Resolution.
- (b) Copies of the adopted personnel policy resolutions shall be available for inspection in the Human Resources Department.

**Section 4. Severability.** If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision

or application, and to this end the provisions of this ordinance are declared to be severable.

**Section 5. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**Section 6. Effective Date.** This ordinance shall take effect immediately upon its adoption by the City Council and publication as required by the Local Government Code.

**PASSED AND APPROVED** the first reading on this 10th day of March 2020.

**FINALLY PASSED AND APPROVED** on this 24th day of March 2020.

**CITY OF BURNET, TEXAS**

**ATTEST:**

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

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



## CITY COUNCIL

## ITEM 4.8

Jason Lutz  
Development Services  
(512) 715-3215  
jlutz@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: SECOND AND FINAL READING OF AN ORDINANCE NO. 2020-07 TO REZONE APPROXIMATELY 1.092 ACRES OUT OF ABS A0880 LEMUEL TAYLOR SURVEY, FROM ITS PRESENT DESIGNATION OF MEDIUM COMMERCIAL—DISTRICT “C-2” TO A DESIGNATION OF HEAVY COMMERCIAL—DISTRICT “C-3,” SAID TRACT BEING ADDRESSED AS 101 JOHN KELLY DRIVE, AND BEING GENERALLY LOCATED AT THE SOUTHEAST INTERSECTION OF US HWY 281 & JOHN KELLEY DRIVE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE: J. LUTZ

**Background:** The property is located at the SE intersection of John Kelly Dr. and S. Water Street. This location was previously occupied by the Highland Lakes Gymnastics and the applicant is requesting to up zone the property, from C-2 to C-3, to accommodate the proposed use of a Water Well Business Office.

**Information:** The applicant is proposing to utilize the facility as an office for a Water Well Business with the storage of vehicles and pipe on the property. Any outdoor storage will need to be screened from public rights-of-way.

The proposed use as an office is allowed under C-3. The proposed use for the storage of vehicles and material for the company is not specifically defined in the zoning code. However, the proposed use is similar to “Lumber yards and building materials storage yards”, which are permitted by right under the C-3 zoning district.

Additional land uses permitted in the C-3 district are as follows:

1. Automobile repair or retail service station and garage.
2. Automobile sales (outdoor).
3. Bar, nightclub, private club, dance hall and social club where alcoholic beverages are sold for on-premise consumption.
4. Carpentry, painting, plumbing or tinsmiths shop.
5. Frozen food lockers and cold storage plant.
6. Heavy machinery sales, storage and service.
7. Lumber yards and building materials storage yards.



8. Machine shop without outdoor storage (permitted with conditional use permit).
9. Manufactured housing and service.
10. Retail propane sales.
11. Retail facilities over 10,000 square feet.
12. Stable.
13. Taxidermy shops and seasonal meat processing (such as deer meat).
14. Horse race track and riding stable with a conditional use permit.
15. Private zoo with a conditional use permit.
16. Transportation services.
17. Trailer camp or RV park.
18. Truck stop, with no repair or wash service.
19. Wood yard.

**Staff Analysis:** Staff has reviewed the proposed zoning request and looked at several factors such as Future Land Use Plan (FLUP), adjacent zoning/land uses, and access.

**FLUP:** The City's Comprehensive Plan calls out this parcel as "Commercial". While the comp plan does not differentiate between commercial types or intensities of land uses, the requested zoning is in line with the Future Land Use Plan (see Exhibit A below).

**Adjacent Zoning/Land Uses:** The subject tract is surrounded by Industrial zoning along the southern and eastern (Stealth Products) property line. The property is bounded to the north by C-1 zoning (Burnet Church of Christ) and Industrial zoning (Stealth Products). The western property is adjacent to US Hwy 281 with C-3 zoning (Guardian RV & Boat Storage) and C-1 zoning districts. The property with the C-1 zoning appears to be utilized as a residential property. See Exhibit B below.

It should be noted that the City has several water well businesses operating within the City Limits.

1. B&B Water Well Services Inc. (403 N. Water St.)
  - Currently operating under a C-1 zoning district
  - Bounded by R-1 zoning to the east and south with C-2 zoning across Water St. to the west.
2. Texan Water (1900 W. Hwy. 29)
  - Currently operating under a C-2 zoning district.
  - Bounded by R-1 to the north, C-3 to the east and south, and C-2 to the west.
3. Western Water Wells (500 Southland Dr.)
  - Located in the ETJ with residential homes across Southland Drive.

Access: The property receives its access from John Kelly Drive and has no direct access to Hwy 281. John Kelly drive is an approximate 30' wide street that currently handles the traffic load for other industrial properties along the street and for other industrial properties located on Industrial Blvd.

There have been no changes to Ordinance 2020-07 since the first reading of the ordinance on March 10, 2020.

**Recommendation:** Approve and adopt Ordinance 2020-07 as presented.

## **ORDINANCE NO. 2020-07**

**AN ORDINANCE NO. 2020-07 TO REZONE APPROXIMATELY 1.092 ACRES OUT OF ABS A0880 LEMUEL TAYLOR SURVEY, FROM ITS PRESENT DESIGNATION OF MEDIUM COMMERCIAL—DISTRICT “C-2” TO A DESIGNATION OF HEAVY COMMERCIAL—DISTRICT “C-3,” SAID TRACT BEING ADDRESSED AS 101 JOHN KELLY DRIVE, AND BEING GENERALLY LOCATED AT THE SOUTHEAST INTERSECTION OF US HWY 281 & JOHN KELLEY DRIVE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, The Planning and Zoning Commission of the City of Burnet, on March 2, 2020, did conduct a public hearing for the purpose of taking public comment regarding the proposal to assign Heavy Commercial—District “C-3” to approximately 1.902 acre tract out of ABS A0880 Lemuel Taylor Survey, said tract being known as 101 John Kelly Drive, and being generally located at the southeast intersection of US Hwy 281 & John Kelly Drive; and

**WHEREAS**, The City Council of the City of Burnet, on March 10, 2020 did conduct its own public hearing for the purpose of taking public comment the proposal to assign Heavy Commercial—District “C-3” to approximately 1.902 acre tract out of ABS A0880 Lemuel Taylor Survey, said tract being known as 101 John Kelly Drive, and being generally located at the southeast intersection of US Hwy 281 & John Kelly Drive; and

**WHEREAS**, The City Council, based on due consideration of the Planning and Zoning Commission recommendation, and its own findings, did determine that assigning Heavy Commercial—District “C-3” to approximately 1.902 acre tract out of ABS A0880 Lemuel Taylor Survey, said tract being known as 101 John Kelly Drive, as depicted in Exhibit A, and being generally located at the southeast intersection of US Hwy 281 & John Kelly Drive to be consistent with development patterns in the surrounding area and consistent with the best public interest of the City;

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

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Zoning Changed.** approximately 1.902 acre tract out of ABS A0880 Lemuel Taylor Survey, said tract being known as 101 John Kelly Drive, and being generally located at the southeast intersection of US Hwy 281 & John Kelly Drive is hereby assigned a zoning designation of Heavy Commercial—District “C-3”.

**Section 3. Repealer.** Other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

**Section 4. Severability.** Should any provisions of this ordinance be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

**Section 5. Effective Date.** This ordinance is effective upon final passage and approval.

**Section 6. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meeting Act, Chapter. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this 10<sup>th</sup> day of March, 2020.

**FINALLY PASSED AND APPROVED** on this 24<sup>th</sup> day of March, 2020.

**CITY OF BURNET, TEXAS**

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

**ATTEST:**

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







## Administration

## ITEM 4.9

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: Abandonment of right-of-way along a portion of Hwy 281 South near the airport: D. Vaughn

**Background:** In 1968, a portion of right-of-way was quit-claimed from the state to the City of Burnet.

**Information:** The property that was quit-claimed to the City technically leaves several parcels of land without highway access, which could greatly impact the value and usability of the land. The owners of the adjacent property have agreed to pay for the cost of the survey, which is necessary for the abandonment. Please see attached aerial showing the area to be abandoned.

**Recommendation:** Staff requests a motion to authorize staff to proceed with abandonment of the right-of-way.









## Police Department

## ITEM 4.10

Mark Ingram  
Fire Chief  
(512)-756-6404  
jdavis@cityofburnet.com

### Agenda Item Brief

<b>Meeting Date:</b>	March 24, 2020
<b>Agenda Item:</b>	Discuss and consider: Authorization to purchase Furniture for the Burnet Police Department Facility: M. Ingram
<b>Background:</b>	
<b>Information:</b>	The Police Department needs to purchase the furniture for the new facility that is projected to be completed by mid-June.
<b>Fiscal Impact:</b>	Approximately \$140,000. The cost is budgeted in the bond proceeds and requires Council approval due to the amount.
<b>Recommendation:</b>	Staff recommends approval to proceed with ordering the furniture modules for the new Police Facility.

## P U R C H A S E   O R D E R

City of Burnet

PURCHASE ORDER # 002694

3/19/2020

## SHIP TO:

City of Burnet - Police De  
2000 S Water  
Burnet, TX 78611

## ISSUED TO:

VEND #: 99-4858      REQ #002694  
TEXAS DEPT OF CRIMINAL JUS  
ATTN: TDCJ CASHIER  
P.O. BOX 4015  
HUNTSVILLE, TX 77342-4015

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	ROOM 1	46 -5115-8200	Police Department Facility	940.00	940.00
1.00	CHIEF ROOM 2	46 -5115-8200	Police Department Facility	2,585.00	2,585.00
1.00	CABINET CHIEF OFFICE	46 -5115-8200	Police Department Facility	1,189.60	1,189.60
1.00	ROOM 3	46 -5115-8200	Police Department Facility	4,193.00	4,193.00
1.00	ROOMS 4-10	46 -5115-8200	Police Department Facility	20,775.00	20,775.00
1.00	ROOM 11	46 -5115-8200	Police Department Facility	4,187.00	4,187.00
1.00	ROOMS 14-17	46 -5115-8200	Police Department Facility	3,992.00	3,992.00
1.00	CHAIRS	46 -5115-8200	Police Department Facility	33,560.00	33,560.00
1.00	ROOM 20	46 -5115-8200	Police Department Facility	3,255.00	3,255.00
1.00	ROOM 22	46 -5115-8200	Police Department Facility	944.33	944.33
1.00	ROOM 19	46 -5115-8200	Police Department Facility	474.00	474.00
1.00	VERTICLE FILE	46 -5115-8200	Police Department Facility	1,500.00	1,500.00
	OFFICE FURNITURE				

\*\*\* TOTAL \*\*\*

77,594.93

ORDERED BY : JASON DAVID *ds*

APPROVED BY: \_\_\_\_\_



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/4/2019

Company	City of Burnet Police Department	Quote No: 1010BPDmp2
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Rhomberg St. Burnet, Texas	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
	Room 1	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
				0.00
425-21-74245-4	SFA 120" Conference Table	1	\$790.00	790.00
	96"Wx42"Dx30"H - Walnut Stain			0.00
	High Gloss Laminate Top - Walnut	1	\$100.00	100.00
	Price per Karla Velasquez			0.00
				0.00
				0.00
				0.00
425-21-74270-0	Installation	1	\$50.00	50.00
				0.00
<b>TOTAL</b>			<b>\$940.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 3/13/2020

<b>Company</b>	City of Burnet Police Department	<b>Quote No:</b> 1004BPDmp3
<b>Contact Name</b>	Capt. Jason Davis	<b>Expires:</b> 60 Days
	105 S. Rhomberg St. Burnet, Texas	<b>Estimated Delivery ARO:</b>
<b>Email@Email</b>	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	<b>Telephone:</b> 512-756-6404
	Chief of Police Room 2	<b>Fax:</b>

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-21-65095-4	SFA Jr. Exec Desk 72x36x30 Walnut	1	\$775.00	775.00
425-21-64235-7	Keyed Alike	1	\$7.00	7.00
425-14-22150-8	SFA Exec Credenza-Walnut	1	\$596.00	596.00
425-49-26115-6	Open Shelf Hutch-2 shelf	1	\$320.00	320.00
425-14-48247-2	Keyed Alike	1	\$7.00	7.00
425-18-82122-0	SH 48" Round Conf Table-Walnut	1	\$725.00	725.00
				0.00
				0.00
				0.00
	Installation	1	\$155.00	155.00
<b>TOTAL</b>			<b>\$2,585.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 3/6/2020

Company	City of Burnet Police Department	Quote No: 36BPDmp2
Contact Name	Capt Jason Davis	Expires: 60 Days
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Estimated Delivery ARO:
	Cabinet Quote Reprint	Telephone: 512-756-6404
	<i>Chief Officer</i>	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-99-Cabinet	Cabinet, SFA Style 2 Door	1	\$1,189.60	1,189.60
QO11523AD01	Hanging rod on one side			0.00
Manufacture	Shelf on the other half			0.00
	31"W x 60"H x 24"D			0.00
				0.00
				0.00
				0.00
				0.00
	Installation at \$40. ea added to			0.00
	individual quotes			0.00
<b>TOTAL</b>			<b>\$1,189.60</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/4/2019

<b>Company</b>	City of Burnet Police Department	<b>Quote No:</b> 1004BPDmp3
<b>Contact Name</b>	Capt. Jason Davis	<b>Expires:</b> 60 Days
<b>Email@Email</b>	105 S. Rhomberg St. Burnet, Texas <a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	<b>Estimated Delivery ARO:</b>
	Capt. Jason Davis - Room 3	<b>Telephone:</b> 512-756-6404
		<b>Fax:</b>

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-21-66210-8	SFA Exec Main Desk - Left Return - Walnut	1	\$948.00	948.00
425-14-22150-8	SFA Exec Credenza - Walnut	1	\$596.00	596.00
425-41-30001-0	SFA 2 Drawer Lateral File - Walnut	1	\$380.00	380.00
425-03-37125-6	SFA File Top Bookcase - Walnut	1	\$235.00	235.00
425-99-QO11523A001	SFA Style Cabinet -Walnut	1	\$1,189.00	1,189.00
425-60-840656	24/7 Chair Heavy Duty - Black	1	\$605.00	605.00
425-60-840658	Headrest for 24/7 HD Chair Black Vinyl-Symphony Classic Black SCL-005	1	\$40.00	40.00
425-60-Custom	Upcharge for vinyl headrest	1	\$20.00	20.00
				0.00
	Installation	1	\$180.00	180.00
<b>TOTAL</b>			<b>\$4,193.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/8/2019

Company	City of Burnet Police Department	Quote No: 1008BPDmp5
Contact Name	Capt Jason Davis	Expires: 60 Days
	105 Rhomberg, Burnet, TX	Estimated Delivery ARO:
Email@Email	<i>Rooms 4-10</i>	Telephone: 512-756-6404
		Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-21-65095-4	SFA Jr. Exec. Desk - Walnut	7	\$775.00	5,425.00
425-99-QO11523A001	SFA Style Cabinet - Walnut 31" W x 60" H x 24"D-Hanging bar on R side	7	\$1,189.00	8,323.00
425-41-30002-8	SFA Lat File Credenza-Walnut	6	\$692.00	4,152.00
425-03-37125-6	SFA File Top Bookcase - Walnut	7	\$270.00	1,890.00
				0.00
				0.00
				0.00
				0.00
				0.00
	Installation	1	\$985.00	985.00
				0.00
<b>TOTAL</b>			<b>\$20,775.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/8/2019

Company	City of Burnet Police Department	Quote No: 1008BPDmp5R3
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Rhomberg St. Burnet, Texas	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
	Room 11	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-21-66210-8	SFA Exec Main Desk - Walnut <b>Right Return</b>	1	\$948.00	948.00
425-17-111400	Ergorise Climb 2 Workstation	2	\$420.00	840.00
425-41-30001-0	SFA 2 Drawer Lat File - Walnut	1	\$380.00	380.00
425-03-38100-8	SFA File Top Bookcase - Walnut	1	\$235.00	235.00
425-99-QO11523A001	SFA Style Cabinet - Walnut <b>31"W x 60"H x 24"D Hanging bar on R side</b>	1	\$1,189.00	1,189.00
425-60-33001-1-3	Breathe Task Chair	1	\$325.00	325.00
				0.00
				0.00
				0.00
	Installation	1	\$270.00	270.00
<b>TOTAL</b>			<b>\$4,187.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123





**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/10/2019

Company	Burnet Police Dept.	Quote No: 1010BPD-se
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Romberg St. Burnet, Texas	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
	Rooms #14-17 Juvenile/Interview Rooms	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
420-60-32001-9	Cheyenne Stack Chairs w/o arms	8	\$130.00	1,040.00
	Glide Set (4), Polycarbonate	8	\$4.00	32.00
	Black Sherpa Shire, Black Frame			0.00
425-60-84404-7	WXO, Midback Task Chair	8	\$365.00	2,920.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL			\$3,992.00	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Shara Elder**

Marketing Specialist  
Direct: (512)971-1506  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 3/13/2020

Company	City of Burnet Police Department	Quote No: 1213BPDmpR4
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Rhomberg St. Burnet, TX	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
		Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-60-700800	RIO Chair - Room #11	1	\$615.00	615.00
425-60-700800	RIO Chair - Room #10	1	\$615.00	615.00
425-60-700200	Storm HD Fold Away Arms <b>Charcoal Honeycomb</b> fab Rm #1	8	\$485.00	3,880.00
425-60-841001	MXO Simple Design Room #19- <b>NO ARMS</b>	64	\$295.00	18,880.00
				0.00
425-60-700200	Storm HD Fold Away Arm Rm #12 with <b>honeycomb fabric</b>	9	\$485.00	4,365.00
425-60-840656	24/7 Heavy Duty Rms 4-9	6	\$605.00	3,630.00
425-60-840658	24/7 Headrest	6	\$40.00	240.00
				0.00
				0.00
				0.00
				0.00
	Installation	1	\$1,335.00	1,335.00
<b>TOTAL</b>			<b>\$33,560.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**  
Marketing Specialist



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 3/13/2020

Company	City of Burnet Police Department	Quote No: 1213BPDmpR4
Contact Name	Capt. Jason Davis	Expires: 60 Days
Email@Email	105 S. Rhomberg St. Burnet, TX <a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Estimated Delivery ARO:
		Telephone: 512-756-6404
		Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
--------	-------------	-----	------	-------

Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/11/2019

Company	City of Burnet Police Department	Quote No: 1110BPDmp
Contact Name	Capt Jason Davis	Expires: 60 Days
	105 S. Rhomberg St, Burnet, TX	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
	Room 20 - Marci's Office	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
425-21-67175-2	SFA Secretarial U Desk Walnut	1	\$1,178.00	1,178.00
425-49-26115-6	SFA Open Shelf Hutch-Walnut	1	\$320.00	320.00
425-03-37125-6	SFA Freestanding Bookcase-Walnut	1	\$270.00	270.00
425-14-23160-6	SFA Clerical Credeza-Walnut	1	\$505.00	505.00
425-17-111400	Ergorise Climb II	1	\$420.00	420.00
425-60-33001-3	Breathe Task Chair	1	\$325.00	325.00
425-60-33003-9	Breathe Headrest	1	\$42.00	42.00
				0.00
				0.00
				0.00
				0.00
	Installation	1	\$195.00	195.00
<b>TOTAL</b>			<b>\$3,255.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 10/10/2019

Company	City of Burnet	Quote No: 1010BPD-se
Contact Name	Captain Jason Davis	Expires: 60 Days
	105 S. Rhomberg St. Burnet, Texas	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@CityofBurnet.com">jdavis@CityofBurnet.com</a>	Telephone: 512-756-6404
	Room 22-Citizen's Room	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
Custom	Game Table, Walnut Stain	1	\$408.33	408.33
	Straight Legs, 42"W x 42"L x 30"H			
	See attached quote GL10-20	4	\$130.00	520.00
420-60-32001-9	Cheyenne Chair w/o arms			
	Black Sherpa Shire, Black Frame	4	\$4.00	16.00
	Set of Glides (4), Polycabontate			
TOTAL			\$944.33	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.



**Shara Elder**

Marketing Specialist  
Direct: (512)971-1506  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
1-800-833-4302 FAX (936) 437-8610

Date: 2/10/2020

Company	City of Burnet Police Department	Quote No: 210CBPDmp
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Rhomberg St. Burnet, TX	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
	Room 19-Classroom	Fax:

Thank you for calling Texas Correctional Industries (TCI).  
Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
785-72-50100-1	Podium with Burnet PD Seal	1	\$429.00	429.00
	Walnut Stain			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	Installation	1	\$45.00	45.00
				0.00
<b>TOTAL</b>			<b>\$474.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
Direct: (512)574-2793  
Fax: (512)292-7123



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099  
 1-800-833-4302 FAX (936) 437-8610

Date: 3/13/2020

Company	City of Burnet Police Department	Quote No: 313BPDFmp
Contact Name	Capt. Jason Davis	Expires: 60 Days
	105 S. Rhomberg Street	Estimated Delivery ARO:
Email@Email	<a href="mailto:jdavis@cityofburnet.com">jdavis@cityofburnet.com</a>	Telephone: 512-756-6404
		Fax:

Thank you for calling Texas Correctional Industries (TCI).  
 Please find below your requested custom item(s) quote.

Item #	Description	Qty	Each	Total
				0.00
425-40-511021-1	2 Drawer Verticle File w/2 keys and core. 25 3/4"H x 15"W x 27 5/8"D			0.00
Quote #20-296	<b>Compressor Follower</b>	4	\$360.00	1,440.00
				0.00
	Color: <b>BLACK</b>			0.00
				0.00
				0.00
				0.00
	Installation	4	\$15.00	60.00
				0.00
<b>TOTAL</b>			<b>\$1,500.00</b>	

The above quote number should be included and referenced in any subsequent purchase order(s). Orders for custom items are considered final and cannot be returned. Should you require a proof or layout please contact [tcj@tdcj.texas.gov](mailto:tcj@tdcj.texas.gov). TCI sincerely appreciates this opportunity to quote your requested items. Should you need any additional information, please feel free to contact us at 1-800-833-4302.

**Mary Ann Plumley**

Marketing Specialist  
 Direct: (512)574-2793  
 Fax: (512)292-7123

# PURCHASE ORDER

City of Burnet

PURCHASE ORDER # 002695

3/19/2020

SHIP TO:

City of Burnet - Police De  
2000 S Water  
Burnet, TX 78611

ISSUED TO:

VEND #: 99-4858 REQ #002695  
TEXAS DEPT OF CRIMINAL JUS  
ATTN: TDCJ CASHIER  
P.O. BOX 4015  
HUNTSVILLE, TX 77342-4015

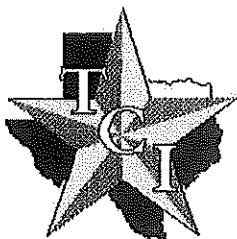
UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	MODULAR FURNITURE MODULAR FURNITURE - TRAIN ROOM/SQUAD ROOM	46 -5115-8200 Police Department Facility	58,486.00	58,486.00

\*\*\* TOTAL \*\*\* 58,486.00

ORDERED BY : JASON DAVIES

APPROVED BY: \_\_\_\_\_





Texas Department of Criminal Justice  
Manufacturing and Logistics  
Modular Department  
P.O. Box 4013 Huntsville, Texas 77342-4013

September 12, 2019

PAUL NELSON  
BURNET POLICE DEPARTMENT  
2000 S. WATER STREET  
BURNET, TEXAS

Phone: 830-798-4766  
Cell:

**REFERENCE DRAWING # 19BPD412**

Enclosed please find a Bill of Material in the amount of \$58,486.00 for the station(s) that are being proposed for you. If this proposal meets your approval, please sign the approved drawing(s) and return with your Purchase Order to:

*Texas Correctional Industries*  
*P.O. Box 4013*  
*Huntsville, Texas 77342-4013*  
*Attention: TCI Customer Service*  
*TCI@tdcj.texas.gov*  
*&*  
*Tonya.Rodger@tdcj.texas.gov*

*Phone: (800)833-4302*  
*Fax: (936) 437-8610*

*TCI Modular Department*

*Phone: (936)293-4117*  
*Fax: (936) 293-4126*

**QUOTES GOOD FOR 90 DAYS**

Texas Correctional Industries will not begin production without approval signature on drawings. Please provide delivery address, colors, give a reference drawing number and the name and phone number of the on-site contact person on the Purchase Order. Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by TCI.

The standard manufacturing time line is 90 - 120 days from receipt of completed PO.

All jobs purchased through Texas Correctional Industries requiring installation will be done by state approved offenders under the supervision of a Texas Correctional Industries Installation Crew Supervisor.

Confirm this is still good for all  
 Modules Form

www.tci.tdcj.state.tx.us

# Sales Quote Summary

TCI - Texas Correctional Industries

Project 19BPD412  
 Description 1 BURNET POLICE DEPT.  
 Description 2 2000 S. WATER ST. BURNET  
 Status REVISION 2  
 Designer  
 CAD

Order Number

Workstations 20

Project Date 5/28/2019

Revised 9/12/2019 10:56:48 AM

Training Room /  
 Squad Room

PRODUCT GROUP	QUANTITY	EXTENDED
PANELS AND ACOUSTICAL TILES	23	\$5,455.00
RACEWAY COMMUNICATION AND DATA	15	\$105.00
PANEL TRIM AND INTERSECTION CONDITIONS	25	\$1,553.00
ELECTRICAL	140	\$8,134.00
WORKSURFACES	48	\$3,384.00
ACCESSORIES	16	\$0.00
OVERHEAD STORAGE COMPONENTS	8	\$80.00
FILING & STORAGE	74	\$19,654.00
TABLES	89	\$13,508.00
OVERHEADS/STORAGE	4	\$2,256.00

## TOTALS

PRODUCT SUBTOTAL	54,129.00
3% INSTALLATION	1,624.00
10610 lb. @ \$0.25 / lb. FREIGHT	2,653.00
16 key cores @ \$5.00/each KEYALIKE	80.00
GRAND TOTAL	58,486.00

Fab #1 GS406 SILVER NEUTRAL Color #1 BL BLACK  
 Lam #1 4860K-07 SILVER ALCHEMY

### Revisions

6/27/2019 CHANGED TOP FEEDS TO BASE FEEDS.  
 9/12/2019 ADDED TABLES AND FILES

### Comments:

STANDARD FABRIC.

Project 19BPD412  
 Description BURNET POLICE DEPT.  
 Status REVISION 2  
 Designer  
 CAD

Order Number

Workstations 20  
 Project Date 5/28/2019  
 Revised 9/12/2019 10:56:48 AM

Model Number	Fabric	Trim	Laminate	Quantity	Price	Extended
<b>PANELS AND ACOUSTICAL TILES</b>						
LMFR2440/F/DP MONO /W POWERED BASE <M0>	GS406	BL		10	\$185.00	\$1,850.00
LMFR2464/F/DP MONO /W POWERED BASE <M0>	GS406	BL		5	\$221.00	\$1,105.00
LMFRBW5440/F/DP MONO /W WS HT PWR P BASE <M3>	GS406	BL		3	\$283.00	\$849.00
LMFRBW5440/N/DP MONO /W WS HT PWR P BASE <M3>	GS406	BL		1	\$250.00	\$250.00
LMFRBW5464/F/DP MONO /W WS HT PWR P BASE <M3>	GS406	BL		3	\$358.00	\$1,074.00
LMFRBW5464/N/DP MONO /W WS HT PWR P BASE <M3>	GS406	BL		1	\$327.00	\$327.00
				23		\$5,465.00

**RACEWAY COMMUNICATION AND DATA**

UETR2.24 RACEWAY CABLE TROUGH				15	\$7.00	\$105.00
				15		\$105.00

**PANEL TRIM AND INTERSECTION CONDITIONS**

U2W9064 CORNER ASSEMBLY - 64"	BL			2	\$111.00	\$222.00
U3W9040 3-WAY ASSEMBLY - 40"	BL			2	\$91.00	\$182.00
U3W9064 3-WAY ASSEMBLY - 64"	BL			3	\$114.00	\$342.00
U4W9040 4 WAY ASSEMBLY 40	BL			3	\$94.00	\$282.00
UEOR40 END OF RUN ASSEMBLY - 40"	BL			10	\$35.00	\$350.00
UEOR64 END OF RUN ASSEMBLY - 64"	BL			5	\$35.00	\$175.00
				25		\$1,553.00

**ELECTRICAL**

AC8IF.108 ACTIV8,INFEED,108" CORD				8	\$140.00	\$1,120.00
AC8JP.77 ACTIV8,JUMPER,77"				20	\$57.00	\$1,140.00
AC8PUM ACTIV8,POWER-UP MODULE	BL			28	\$93.00	\$2,604.00
TLT5.48 T5 TASK LIGHT				4	\$60.00	\$240.00
UET6BRC.4I 15 AMP 622 #4 RECEPTACLE NO BE	BL			12	\$19.00	\$228.00
UET6PJINT HORIZONTAL JUMPER 15.5" 622				12	\$37.00	\$444.00
UET6RRC.2 15 AMP 622 #2 RECEPTACLE /W BE	BL			12	\$22.00	\$264.00

Thursday, September 12, 2019

19BPD412

Page 2 of 4

PCC V6.4 04/01/2015 MRP V1.2 09/04/2019 PRJ V6.1 04/01/2012

## Sales Quote

TCI - Texas Correctional Industries

**Project** 19BPD412  
**Description** BURNET POLICE DEPT.  
**Status** REVISION 2  
**Designer**  
**CAD**

Order Number

**Workstations** 20  
**Project Date** 5/28/2019  
**Revised** 9/12/2019 10:56:48 AM

Model Number	Fabric	Trim	Laminate	Quantity	Price	Extended
<b>ELECTRICAL</b>						
UET6VJ				2	\$72.00	\$144.00
VERTICAL JUMPER 622 39"						
UET6WW.54				16	\$72.00	\$1,152.00
RIGID WIREWAY KIT - 10 WIRE						
UETBT.54				8	\$11.00	\$88.00
BELTWAY CABLE TROUGH						
UETBWM				8	\$20.00	\$160.00
BELTWAY-HEIGHT HARNESS MOUNTIN						
UETF0754.6		BL		2	\$231.00	\$462.00
TOP FEED						
UETR.54				8	\$11.00	\$88.00
RACEWAY CABLE TROUGH						
				140		\$8,134.00
<b>WORKSURFACES</b>						
48.0399.NLG		BL		12	\$5.00	\$60.00
GROMMET NOLOGO						
LGWR2454/74P/C		BL	4860K-07	12	\$251.00	\$3,012.00
RECTANGUALR WORKSURFACE						
UCANTST.L		BL		12	\$13.00	\$156.00
REGULAR CANTILEVER LH - 24D						
UCANTST.R		BL		12	\$13.00	\$156.00
REGULAR CANTILEVER RH - 24D						
				48		\$3,384.00
<b>ACCESSORIES</b>						
31-13-0443-136				2	\$0.00	\$0.00
CORE & KEYS LOCK 136						
31-13-0443-137				2	\$0.00	\$0.00
CORE & KEYS LOCK 137						
31-13-0443-138				2	\$0.00	\$0.00
CORE & KEYS LOCK 138						
31-13-0443-139				1	\$0.00	\$0.00
CORE & KEYS LOCK 139						
31-13-0443-140				1	\$0.00	\$0.00
CORE & KEYS LOCK 140						
31-13-0443-141				1	\$0.00	\$0.00
CORE & KEYS LOCK 141						
31-13-0443-142				1	\$0.00	\$0.00
CORE & KEYS LOCK 142						
31-13-0443-143				1	\$0.00	\$0.00
CORE & KEYS LOCK 143						
31-13-0443-144				1	\$0.00	\$0.00
CORE & KEYS LOCK 144						
31-13-0443-145				1	\$0.00	\$0.00
CORE & KEYS LOCK 145						
31-13-0443-146				1	\$0.00	\$0.00
CORE & KEYS LOCK 146						

Thursday, September 12, 2019

19BPD412

Page 3 of 4

PCC V6.4 04/01/2015 MRP V1.2 09/04/2019 PRJ V6.1 04/01/2012

## Sales Quote

TCI - Texas Correctional Industries

Project 19BPD412

Order Number

Description BURNET POLICE DEPT.

Status REVISION 2

Workstations 20

Designer

Project Date 5/28/2019

CAD

Revised 9/12/2019 10:56:48 AM

Model Number	Fabric	Trim	Laminate	Quantity	Price	Extended
--------------	--------	------	----------	----------	-------	----------

**ACCESSORIES**

31-13-0443-147				2	\$0.00	\$0.00
----------------	--	--	--	---	--------	--------

CORE &amp; KEYS LOCK 147

				16		\$0.00
--	--	--	--	----	--	--------

**OVERHEAD STORAGE COMPONENTS**

NSD		BL		8	\$10.00	\$80.00
-----	--	----	--	---	---------	---------

SHELF DIVIDER

				8		\$80.00
--	--	--	--	---	--	---------

**FILING & STORAGE**

36615243D300C12FLL		BL		10	\$1,265.00	\$12,650.00
--------------------	--	----	--	----	------------	-------------

KIOSK CUPBOARD 36Wx24Dx65Hx3DR

CI-DD-12				12	\$9.00	\$108.00
----------	--	--	--	----	--------	----------

DRAWER DIVDR FILE DRWR

CI-DD-6				24	\$7.00	\$168.00
---------	--	--	--	----	--------	----------

DRAWER DIVDR FILE DRWR

CIP-1524M-BBF		BL		12	\$308.00	\$3,696.00
---------------	--	----	--	----	----------	------------

24" MOBILE PED BOX/BOX/FILE

CI-PT				12	\$7.00	\$84.00
-------	--	--	--	----	--------	---------

PENCIL TRAY-(BLACK)

CIV-1530-5DCF		BL		4	\$737.00	\$2,948.00
---------------	--	----	--	---	----------	------------

5-DRWR VERT FILE W/COMP FLLWR

				74		\$19,654.00
--	--	--	--	----	--	-------------

**TABLES**

87.9322				56	\$12.00	\$672.00
---------	--	--	--	----	---------	----------

UNDER TABLE WIRE MANAGEMENT

HUN2060-54B/NMP/NG	BL	4860K-07		28	\$397.00	\$11,116.00
--------------------	----	----------	--	----	----------	-------------

HRRYUPTBL,FLP-TP-NST,20X60",RE

P25F-54B	BL	4860K-07		4	\$355.00	\$1,420.00
----------	----	----------	--	---	----------	------------

PORTICO,24X60",FXD LEG,RECT,T

P34F-54B	BL	4860K-07		1	\$300.00	\$300.00
----------	----	----------	--	---	----------	----------

PORTICO,36X48",FXD LEG,RECT,T

				89		\$13,508.00
--	--	--	--	----	--	-------------

**OVERHEADS/STORAGE**

PRDL54/UN/PM	BL	4860K-07		4	\$564.00	\$2,256.00
--------------	----	----------	--	---	----------	------------

UNIVERSAL OVERHEAD - LAMINATE

				4		\$2,256.00
--	--	--	--	---	--	------------

\$54,129.00



## Development Services

### ITEM 4.11

Jason Lutz  
Development Services Director  
(512)-715-3215  
jlutz@cityofburnet.com

## Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, ACCEPTING PUBLIC STREET, WATER, WASTEWATER, AND ELECTRICAL IMPROVEMENTS CONSTRUCTED WITHIN PHASES ONE AND TWO OF THE PEPPER MILL SUBDIVISION; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW: J. Lutz

**Background:** The attached resolution accepts the developer installed public improvements constructed in support of Phases One and Two of the Pepper Mill Subdivision.

**Information:** Dillard Development & Consulting, LLC has completed construction of subdivision improvements located in Phases One and Two of the Pepper Mill Subdivision. These improvements have been inspected by City Staff and have been found to be in compliance with approved subdivision plans and the applicable terms of City of Burnet development regulations. William H Engineering, the project engineer has provided a concurrence letter

**Fiscal Impact:** N/A

**Recommendation:** Adopt the Pepper Mill Phase One and Phase Two acceptance Resolution R2020-01 as presented.

**RESOLUTION NO. R2020-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, ACCEPTING PUBLIC STREET, WATER, WASTEWATER, AND ELECTRICAL IMPROVEMENTS CONSTRUCTED WITHIN PHASES ONE AND TWO OF THE PEPPER MILL SUBDIVISION; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**WHEREAS**, the City Council of the City of Burnet (Council), Texas, has determined that public street, water, wastewater, and electrical distribution improvements (Improvements) constructed within the Pepper Mill Subdivision Phase One and Phase Two have been constructed in accordance with the construction plans approved for construction of said subdivision;

**WHEREAS**, Council has further determined that as constructed, said plans have been found to be in compliance with applicable City design specifications; and

**WHEREAS**, Dillard Development & Consulting, LLC, the developer of the referenced improvements, has satisfied all applicable provisions of the City of Burnet, Code of Ordinances, Chapter 98 – Subdivisions;

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

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

**Section 2. Acceptance of Improvements.** The City Council hereby accepts for public use and ownership, the street improvements, public water system, public wastewater system, and public infrastructure constructed within and in support of the Pepper Mill Subdivision, Phase One, and Pepper Mill Subdivision, Phase Two.

**Section 3. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't Code*.

**PASSED, ADOPTED AND APPROVED by the City Council of the City of Burnet this the 24<sup>th</sup> day of March, 2020.**

**CITY OF BURNET**

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

**ATTEST:**

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



## Administration

## ITEM 4.12

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: A RESOLUTION BY THE CITY OF BURNET ECONOMIC DEVELOPMENT CORPORATION TO AUTHORIZE EXPENDITURES FOR THE PURPOSE OF FINANCIAL ASSISTANCE FOR BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC; AND OTHER RELATED MATTERS: D. Vaughn

**Background:** To be provided at the City Council Meeting.

**Information:**

**Fiscal Impact:** To be determined

**Recommendation:**





## Administration

## ITEM 4.13

David Vaughn  
City Manager  
(512)-715-3208  
dvaughn@cityofburnet.com

### Agenda Item Brief

**Meeting Date:** March 24, 2020

**Agenda Item:** Discuss and consider action: Authorization for a budget amendment for the Burnet Economic Development Corporation for the purpose of a Financial Assistance Project for Businesses impacted by the COVID-19 Pandemic: D. Vaughn

**Background:**

**Information:**

**Fiscal Impact:** To be determined.

**Recommendation:** To be determined.



# CITY OF BURNET

---

## FINANCIAL REPORT

FYTD February 29, 2020

---

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



## *Table of Contents*

***Summary.....1-2***

***Financial Reports***

*General Fund.....3-8*

*Golf Course Fund.....9-11*

*Electric Fund.....12-14*

*Water and Wastewater Fund.....15-17*

*Airport Fund.....18-20*

*Other Funds .....21*

***Cash – Unrestricted and Restricted Balances Report.....22***

***Capital Project Funding Report.....23***

	<p><b>CITY OF BURNET</b>  <b>FYTD FEBRUARY 2020 FINANCIAL SUMMARY</b></p>	<p><b>FY 2020</b></p>
---	---	-----------------------

## GENERAL FUND

The General Fund ended February 2020 with a profit of \$1,473,959 which is tracking well with our budget.

Revenues (excluding the Use of Fund Balance) came in strong at 54% of budget and increased 6% or \$338,516 over last year. Current Property Tax Collections increased \$187,270 or 8% and Sales Taxes have increased \$88,793 or 12%. One of the main reasons for the increase in sales tax revenue is the new compliance laws for online sales from remote sellers and marketplace facilitators. EMS transport fee collections and Transfers in from other funds are running consistent with last year and with budget.

Expenses (excluding capital and other transfers) came in at 42% of budget and increased \$437,482 or 10% over last year. The most significant increases were in personnel costs, but they are within budget. In addition, Repairs and Maintenance costs for the Street department came in higher than expected because of transmission repairs on the Maintainer.

Overall compared to budget, the general fund is tracking well for this time of year.

## GOLF COURSE

The Golf Course Fund ended February with a loss of \$(48,212) which is tracking well with our budget and is a \$49,656 improvement over this time last year.

Total revenues (less cogs) came in at 39% of budget. They are up \$22,352 compared to last year mainly because of an increase in Green Fee/Cart Rentals and in Net Tournament Revenues.

Total expenses (net of cogs) came in at 38% of budget. They are down compared to last year mainly because Transfers to Self-Funded for new equipment decreased \$(18,515) because of the early payoff of equipment debt at the end of last year.

Overall, the Golf Course is in good shape for this time of year.

## ELECTRIC FUND

The Electric Fund ended February with a profit of \$501,338 which is outperforming the budget and last year because of Other Revenue collections.

Total Revenues (less use of fund balance) came in at 46% of the budget and increased \$298,687 over last year because of the Over/Under FPRCRF credit received from LCRA in the amount of \$316,276.

Net Electric Sales came in at 38% of budget which is what we expect for this time of year. Both Net Electric Sales and consumption are tracking consistently with last year.

	<p>CITY OF BURNET FYTD FEBRUARY 2020 FINANCIAL SUMMARY</p>	<p>FY 2020</p>
---	--	----------------

Expenses (less cost of power and transfers to capital projects) came in at 38% of the budget and were up \$24,697 or about 2% over last year mainly because of increases in budgeted personnel costs.

Overall, the Electric Fund is in great shape.

### WATER/WASTEWATER

The Water and Wastewater Fund ended February with a profit of \$218,296 which is on track with budget and up \$123,157 over last year.

Revenues (less the use of fund balance) came in at 40% of budget. Compared to last year, revenues were up \$59,465 mainly because water consumption has increased by 11%. Last year, consumption was lower than expected because of increased rain.

Expenses (less transfers to capital projects) came in at 38% of budget and were down \$(63,692) from last year mostly because during the prior year the water and sewer plant incurred costly pump repairs.

Overall, Water/Wastewater is in great shape for this time of year.

### AIRPORT

The Airport Fund ended February with a profit of \$44,636. That is still on track with budget but is down \$(29,675) from last year.

Total Revenues (less cogs and the use of fund balance) came in at 35% of budget and were down \$(41,014) from last year due to a decrease in net fuel sales.

Net Avgas sales came in at 28% of budget and were down \$(10,912) compared to last year. Net Jet sales came in at 31% of budget and were down \$(30,366) from last year.

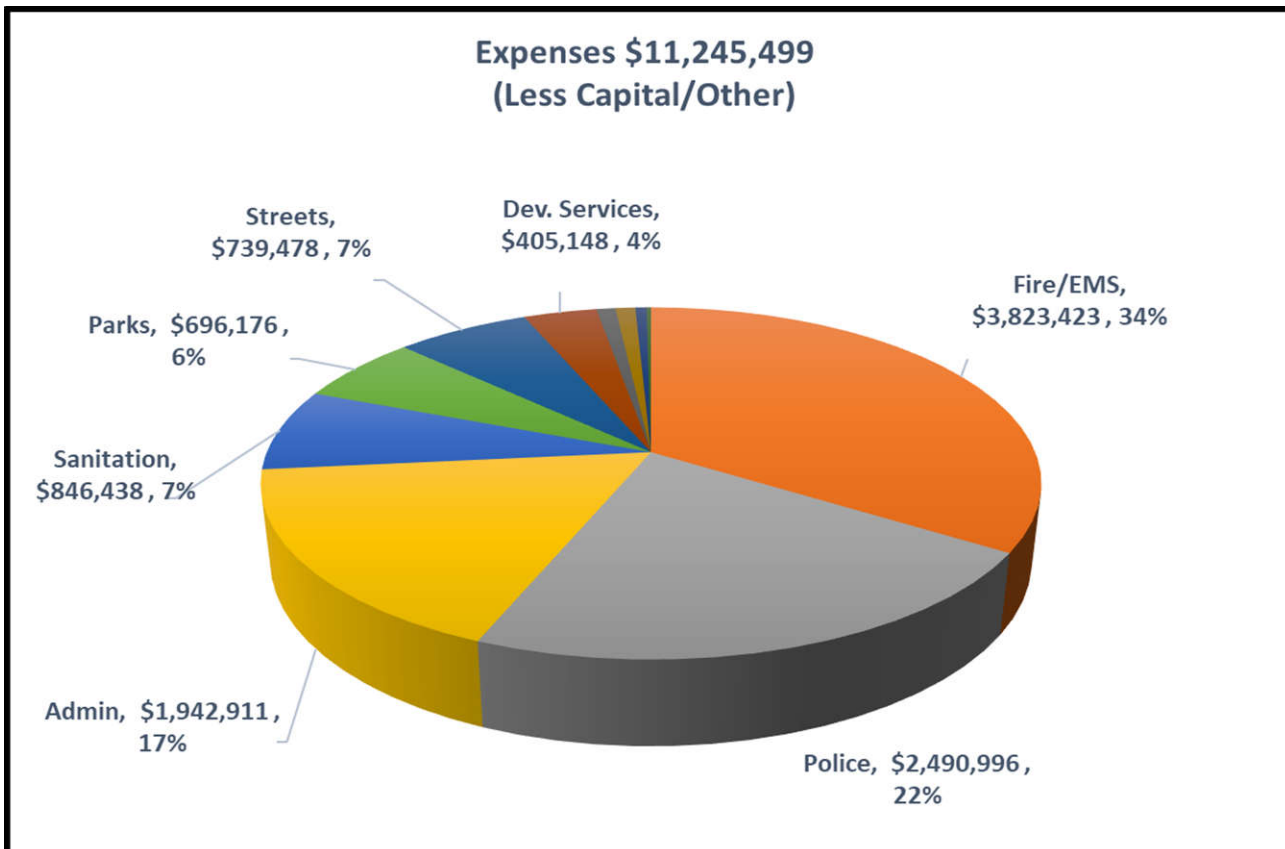
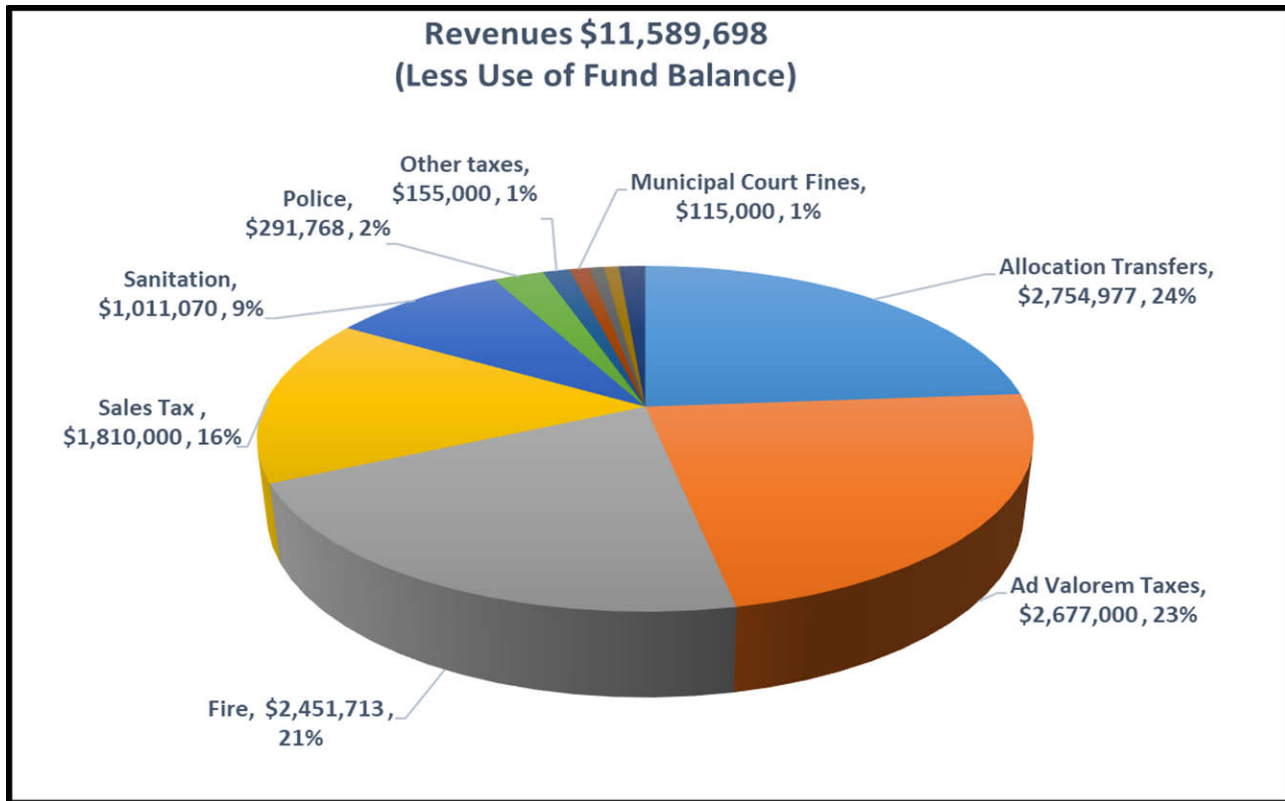
Expenses (less cogs and transfers to capital projects) ended the quarter at 32% of budget and were down \$(11,339) from last year mainly due to savings in insurance expenses.

Overall, the Airport is still tracking within budget.

### UNRESTRICTED CASH RESERVES

Total unrestricted cash for the City as of February 29th, was \$6,917,541. That is \$3,609,541 above our 75day required reserve amount and \$2,947,541 above our 90day required reserve amount. It's important to note that there is \$2,620,678 remaining in capital projects to be funded from our unrestricted reserves this year.

## GENERAL FUND BUDGET 2019-2020

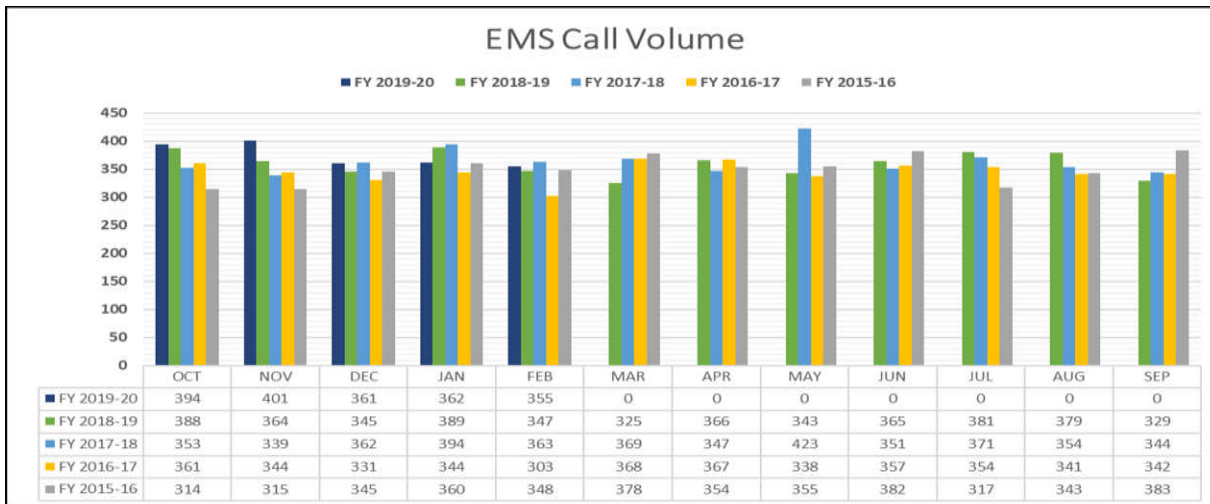
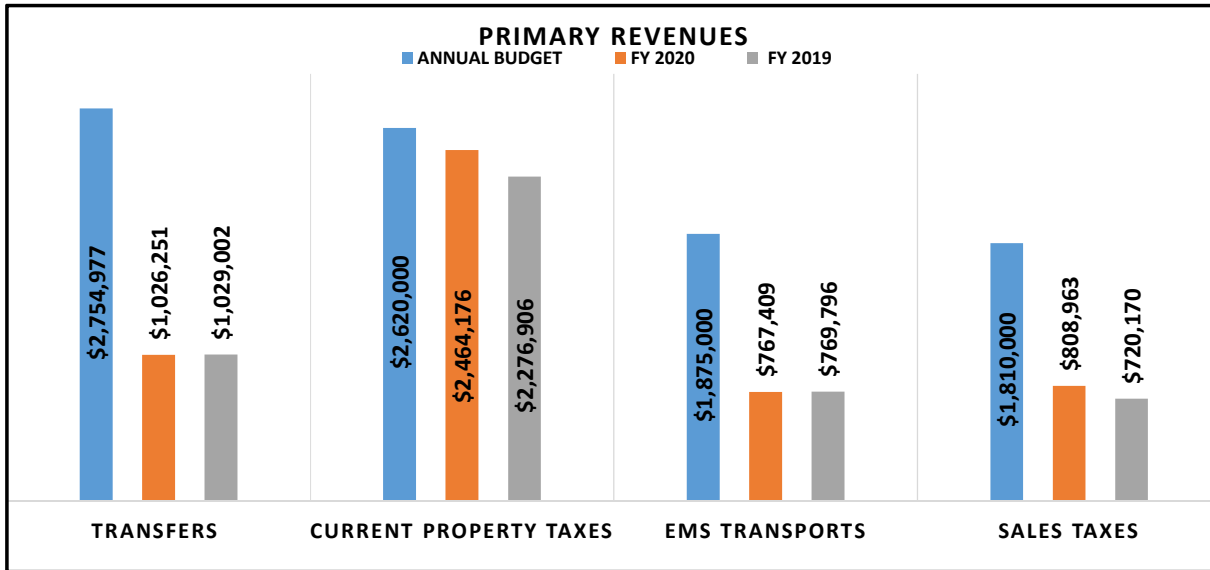


## GENERAL FUND DASHBOARD

### SUMMARY COMPARISON:

	ANNUAL BUDGET	ACTUAL FYTD FEB 2020	% OF BUDGET	PY ACTUAL FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
REV (less fund balance)	\$ 11,589,698	\$ 6,219,184	53.66%	\$ 5,880,668	\$ 338,516	5.76%
EXP (less capital/other)	11,245,499	4,745,225	42.20%	4,307,743	437,482	10.16%
NET PROFIT (LOSS)	\$ 344,199	\$ 1,473,959	428.23%	\$ 1,572,925	\$ (98,966)	-6.29%

### CHARTS/TABLES:



CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**GENERAL FUND**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
<b>REVENUE</b>						
Ad Valorem Taxes	\$ 2,677,000	\$ 2,484,546	92.81%	\$ 2,303,120	\$ 181,426	7.88%
Sales Tax	1,810,000	808,963	44.69%	720,170	88,793	12.33%
Fire Department Revenue	2,451,713	992,619	40.49%	989,085	3,534	0.36%
Planning and Zoning fees	86,070	53,695	62.39%	32,503	21,192	65.20%
Allocation Transfers	2,754,977	1,026,251	37.25%	1,029,002	(2,750)	-0.27%
Trash Collections	1,011,070	431,124	42.64%	405,926	25,198	6.21%
Police Department Revenue	291,768	191,778	65.73%	161,722	30,056	18.58%
Municipal Court Fines	115,000	43,629	37.94%	51,461	(7,832)	-15.22%
Other taxes and franchise fees	155,000	98,280	63.41%	98,899	(619)	-0.63%
BEDC payments for service	85,000	35,417	41.67%	35,417	-	0.00%
Rental Fees	32,600	25,467	78.12%	16,629	8,838	53.15%
Interest Income	67,000	19,666	29.35%	9,589	10,077	105.09%
Misc Revenue	2,500	7,748	309.93%	27,145	(19,397)	-71.46%
Transfer from Hotel Motel fund	50,000	-	0.00%	-	-	-
Use of Fund Balance	2,332,000	376,465	16.14%	332,908	43,557	13.08%
<b>Total Revenue</b>	<b>\$ 13,921,698</b>	<b>\$ 6,595,648</b>	<b>47.38%</b>	<b>\$ 6,213,576</b>	<b>\$ 382,072</b>	<b>6.15%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 11,589,698</i>	<i>\$ 6,219,184</i>	<i>53.66%</i>	<i>\$ 5,880,668</i>	<i>\$ 338,516</i>	<i>5.76%</i>

**OPERATING EXPENSES**

Mayor & Council	\$ 24,450	\$ 7,215	29.51%	\$ 4,838	\$ 2,377	49.14%
Admin (including op subsidy to golf )	1,942,911	721,547	37.14%	790,280	(68,733)	-8.70%
Police	2,490,996	1,091,964	43.84%	960,880	131,083	13.64%
Municipal Court	61,841	32,958	53.29%	28,337	4,621	16.31%
Fire/EMS	3,823,423	1,659,982	43.42%	1,471,405	188,577	12.82%
Sanitation	846,438	360,456	42.58%	348,497	11,959	3.43%
Streets	739,478	361,480	48.88%	233,108	128,373	55.07%
Parks	696,176	277,016	39.79%	221,329	55,687	25.16%
Development Services	405,148	147,174	36.33%	164,514	(17,340)	-10.54%
City Shop	109,638	43,766	39.92%	39,684	4,082	10.29%
Community Development	-	-	-	-	-	-
Galloway Hammond	105,000	41,667	39.68%	44,871	(3,204)	-7.14%
Sub-total	<u>\$ 11,245,499</u>	<u>\$ 4,745,225</u>	<u>42.20%</u>	<u>\$ 4,307,743</u>	<u>\$ 437,482</u>	<u>10.16%</u>

**CAPITAL/OTHER EXP (USES OF FUND BAL)**

Transfers to Capital Funds/Self Fund	\$ 2,332,000	\$ 376,465	16.14%	\$ 288,908	\$ 87,557	30.31%
Loan Defeasance	-	-	#DIV/0!	-	-	-
Other expenses	-	-	#DIV/0!	44,000	(44,000)	-
	<u>\$ 2,332,000</u>	<u>\$ 376,465</u>	<u>16.14%</u>	<u>\$ 332,908</u>	<u>\$ 43,557</u>	<u>13.08%</u>

**Total Expenses**

<i>Total Expenses less capital/other</i>	<i>\$ 11,245,499</i>	<i>\$ 4,745,225</i>	<i>42.20%</i>	<i>\$ 4,307,743</i>	<i>\$ 437,482</i>	<i>10.16%</i>
--	----------------------	---------------------	---------------	---------------------	-------------------	---------------

**Net Profit (Loss)**

	<b>\$ 344,199</b>	<b>\$ 1,473,959</b>	<b>428.23%</b>	<b>\$ 1,572,925</b>	<b>\$ (98,966)</b>	<b>-6.29%</b>
--	-------------------	---------------------	----------------	---------------------	--------------------	---------------



CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**GENERAL FUND**

**REVENUE**

Ad Valorem Taxes:

Current Taxes Real Property	\$ 2,620,000	\$ 2,464,176	94.05%	\$ 2,276,906	\$ 187,270	8.22% A
Delinquent Taxes Real Property	35,000	14,099	40.28%	19,617	(5,518)	-28.13%
Penalty & Interest	22,000	6,272	28.51%	6,597	(325)	-4.93%
Sub-total	2,677,000	2,484,546	92.81%	2,303,120	181,426	7.88%

Sales Tax	1,810,000	808,963	44.69%	720,170	88,793	12.33% B
-----------	-----------	---------	--------	---------	--------	----------

Fire Department Revenue:

EMS fees	1,875,000	767,409	40.93%	769,796	(2,387)	-0.31%
Fire/EMS interdepartmental fees	556,513	215,715	38.76%	213,256	2,459	1.15%
Misc Fire Revenue	20,200	9,496	47.01%	6,034	3,462	57.38%
Sub-total Fire Revenue	2,451,713	992,619	40.49%	989,085	3,534	0.36%

Planning and Zoning fees	86,070	53,695	62.39%	32,503	21,192	65.20%
--------------------------	--------	--------	--------	--------	--------	--------

Allocation Transfers In:

Return on Investment	1,550,000	584,990	37.74%	583,876	1,114	0.19%
In-Lieu of Property Tax	124,905	50,409	40.36%	48,625	1,784	3.67%
In-Lieu of franchise	208,175	84,016	40.36%	81,042	2,973	3.67%
Admin Allocations	817,078	284,953	34.87%	295,616	(10,662)	-3.61%
Shop Allocations	54,819	21,883	39.92%	19,842	2,041	10.29%
Sub-total Allocation Transfers	2,754,977	1,026,251	37.25%	1,029,002	(2,750)	-0.27%

Trash Collections	1,011,070	431,124	42.64%	405,926	25,198	6.21%
-------------------	-----------	---------	--------	---------	--------	-------

Police Department Revenue:

Interlocal School Resource Officers	281,068	187,379	66.67%	153,996	33,383	21.68% C
Misc PD Revenue	10,700	4,399	41.11%	7,726	(3,327)	-43.07%
Sub-total Police Department Rev	291,768	191,778	65.73%	161,722	30,056	18.58%

Municipal Court Fines	115,000	43,629	37.94%	51,461	(7,832)	-15.22%
Other taxes and franchise fees	155,000	98,280	63.41%	98,899	(619)	-0.63%
BEDC payments for service	85,000	35,417	41.67%	35,417	-	0.00%
Rental Fees	32,600	25,467	78.12%	16,629	8,838	53.15%
Interest Income	67,000	19,666	29.35%	9,589	10,077	105.09%
Misc Revenue	2,500	7,748	309.93%	27,145	(19,397)	-71.46% D
Transfer from Hotel Motel fund	50,000	-	0.00%	-	-	
Use of Fund Balance	2,332,000	376,465	16.14%	332,908	43,557	13.08% E

<b>Total Revenue</b>	<b>\$ 13,921,698</b>	<b>\$ 6,595,648</b>	<b>47.38%</b>	<b>\$ 6,213,576</b>	<b>\$ 382,072</b>	<b>6.15%</b>
----------------------	----------------------	---------------------	---------------	---------------------	-------------------	--------------

<i>Total Revenue less fund balance</i>	<i>\$ 11,589,698</i>	<i>\$ 6,219,184</i>	<i>53.66%</i>	<i>\$ 5,880,668</i>	<i>\$ 338,516</i>	<i>5.76%</i>
--	----------------------	---------------------	---------------	---------------------	-------------------	--------------

**OPERATING EXPENSES**

Personnel Costs

Mayor & Council	\$ -	\$ -		\$ -	\$ -	#DIV/0!
Admin	918,839	316,834	34.48%	319,791	(2,957)	-0.92%
Police	1,944,683	844,565	43.43%	752,288	92,277	12.27% F
Municipal Court	33,191	14,992	45.17%	14,378	614	4.27%
Fire/EMS	2,874,391	1,269,767	44.18%	1,127,352	142,416	12.63% G
Streets	560,478	248,626	44.36%	167,477	81,150	48.45% H
Parks	409,577	167,134	40.81%	119,604	47,531	39.74% I
Development Services	334,298	121,435	36.33%	126,514	(5,078)	-4.01%
City Shop	73,388	31,750	43.26%	31,284	466	1.49%
Community Development	-	-		-	-	#DIV/0!
Sub-total	7,148,845	3,015,104	42.18%	2,658,686	356,417	13.41%

CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**GENERAL FUND**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PY ACTUAL FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
Supplies						
Mayor & Council	1,200	608	50.68%	149	459	306.99%
Admin	80,450	39,087	48.58%	35,359	3,728	10.54%
Police	168,750	70,404	41.72%	73,434	(3,030)	-4.13%
Municipal Court	3,850	1,436	37.30%	1,247	189	15.15%
Fire/EMS	221,900	90,681	40.87%	78,104	12,577	16.10%
Sanitation	1,000	1,278	127.82%	8,420	(7,142)	-84.82%
Streets	48,900	35,884	73.38%	20,598	15,285	74.21%
Parks	64,200	23,673	36.87%	21,154	2,518	11.90%
Development Services	8,100	3,674	45.35%	8,444	(4,770)	-56.49%
City Shop	20,200	8,120	40.20%	5,757	2,363	41.05%
Community Development	-	-		-	-	#DIV/0!
Sub-total	618,550	274,843	44.43%	252,666	22,177	8.78%
Repairs & Maintenance						
Mayor & Council	4,000	1,470	36.75%	1,313	157	11.96%
Admin	93,000	26,055	28.02%	30,110	(4,055)	-13.47%
Police	63,500	42,777	67.36%	17,747	25,030	141.04% J
Municipal Court	5,500	5,223	94.96%	4,902	320	6.53%
Fire/EMS	122,500	45,332	37.01%	44,096	1,237	2.80%
Sanitation	-	-		-	-	
Streets	70,000	51,808	74.01%	12,193	39,615	324.91% K
Parks	53,750	26,403	49.12%	14,776	11,627	78.69%
Development Services	5,250	690	13.15%	1,606	(916)	-57.03%
City Shop	10,500	1,875	17.86%	585	1,291	220.78%
Community Development	-	-		-	-	
Galloway Hammond	5,000	-	0.00%	3,204	(3,204)	-100.00%
Sub-total	433,000	201,633	46.57%	130,531	71,102	54.47%
Services/Other						
Mayor & Council	19,250	5,137	26.68%	3,375	1,762	52.19%
Admin	550,095	241,737	43.94%	256,150	(14,413)	-5.63%
Police	138,413	63,531	45.90%	54,527	9,004	16.51%
Municipal Court	19,300	11,308	58.59%	7,810	3,498	44.79%
Fire/EMS	294,221	124,863	42.44%	115,676	9,188	7.94%
Sanitation	845,438	359,177	42.48%	340,077	19,101	5.62%
Streets	2,000	954	47.71%	982	(28)	-2.82%
Parks	126,200	42,119	33.37%	46,988	(4,869)	-10.36%
Development Services	57,500	21,375	37.17%	27,951	(6,576)	-23.53%
City Shop	5,550	2,021	36.42%	2,059	(38)	-1.83%
Community Development	-	-		-	-	#DIV/0!
Sub-total	2,057,967	872,224	42.38%	855,594	16,629	1.94%
Transfers to Self-funded						
Mayor & Council	-	-		-	-	
Admin	-	-		-	-	
Police	169,650	70,688	41.67%	62,885	7,803	12.41%
Municipal Court	-	-		-	-	
Fire/EMS	310,411	129,338	41.67%	106,179	23,159	21.81% L
Sanitation	-	-		-	-	
Streets	58,100	24,208	41.67%	31,858	(7,650)	-24.01%
Parks	42,449	17,687	41.67%	18,807	(1,120)	-5.96%
Development Services	-	-		-	-	
City Shop	-	-		-	-	
Community Development	-	-		-	-	
Sub-total	580,610	241,921	41.67%	219,729	22,192	10.10%
Capital Outlay						
Admin	-	-		-	-	#DIV/0!
Police	6,000	-	0.00%	-	-	#DIV/0!
Parks	-	-		-	-	#DIV/0!

CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

GENERAL FUND	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PY ACTUAL FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
Sub-total	6,000	-	0.00%	-	-	#DIV/0!
Transfer to Golf - Admin & Op Subsidy	300,527	97,834	32.55%	148,870	(51,036)	-34.28% M
YMCA Operating Subsidy	100,000	41,667		41,667	-	0.00%
<b>CAPITAL/OTHER EXP (USES OF FUND BAL)</b>						
Transfer to Gen Cap Project Fund	2,232,000	295,647	13.25%	227,085	68,562	30.19%
Transfer to Golf Cap Project Fund	100,000	80,817	80.82%	61,823	18,995	30.72%
Transfer to Self Funded	-	-		-	-	#DIV/0!
Transfer to Debt Service	-	-	#DIV/0!	-	-	
Development Services Staffing	-	-		44,000	(44,000)	
Sub-total	2,332,000	376,465	16.14%	332,908	43,557	13.08% E
<b>Total Expenses</b>	<b>\$ 13,577,499</b>	<b>\$ 5,121,689</b>	<b>37.72%</b>	<b>\$ 4,640,651</b>	<b>\$ 481,038</b>	<b>10.37%</b>
<i>Total Expenses less capital/other</i>	<i>\$ 11,245,499</i>	<i>\$ 4,745,225</i>	<i>42.20%</i>	<i>\$ 4,307,743</i>	<i>\$ 437,482</i>	<i>10.16%</i>
<b>Net Profit (Loss)</b>	<b>\$ 344,199</b>	<b>\$ 1,473,959</b>	<b>428.23%</b>	<b>\$ 1,572,925</b>	<b>\$ (98,966)</b>	<b>-6.29%</b>

A Increase over last year expected due to increased appraisal values and new additions.

B Increase in Sales Tax collections are due to the following: 1)The changes in sales tax compliance laws for remote sellers and marketplace facilitators went into effect on October 1, 2019; 2) Collections from one of our largest customers has increased \$31,787; and 3) new businesses.

C Payment timing difference from last year.

D Last year's balance included several insurance claim payments mainly due to fleet accidents at the Police Department.

E Fund Balance is used to offset transfers to the Capital Project Fund or other projects approved by council; net effect to operations is \$0.

F Personnel costs for Police are up because 1. Salaries are up \$61K due to increases and because the PD had two vacancies during the prior year period; 2. Worker's comp increased \$10K because of a timing difference - switched from paying monthly to one annual payment. 3. Health Insurance increased \$19K mainly due to upfront funding of H.S.A. accounts and 4. Retirement has increased \$8K.

G Personnel costs for Fire are up because 1. Salaries are up \$88K due to increases and added staff;

2. Worker's comp increased \$18K because of a timing difference - switched from paying monthly to one annual payment. 3. Health Insurance increased \$22K mainly due to upfront funding of H.S.A. accounts, and 4. Retirement is up \$10K.

H Personnel costs for Streets are up because 1. Salaries are up \$51K due to increases and the addition of 2 positions;

2. Worker's comp increased \$9K because of a timing difference - switched from paying monthly to one annual payment. 3. Health Insurance increased \$9K mainly due to upfront funding of H.S.A. accounts, and 4. Retirement is up \$7K.

I Personnel costs for Parks are up because 1. Salaries are up \$30K due to increases and the department had two vacancies during the py;

2. Worker's comp increased \$2.2K because of a timing difference - switched from paying monthly to one annual payment. 3. Health Insurance increased \$7K mainly due to upfront funding of H.S.A. accounts, and 4. Retirement is up \$4K.

J Payment timing difference for software maintenance.

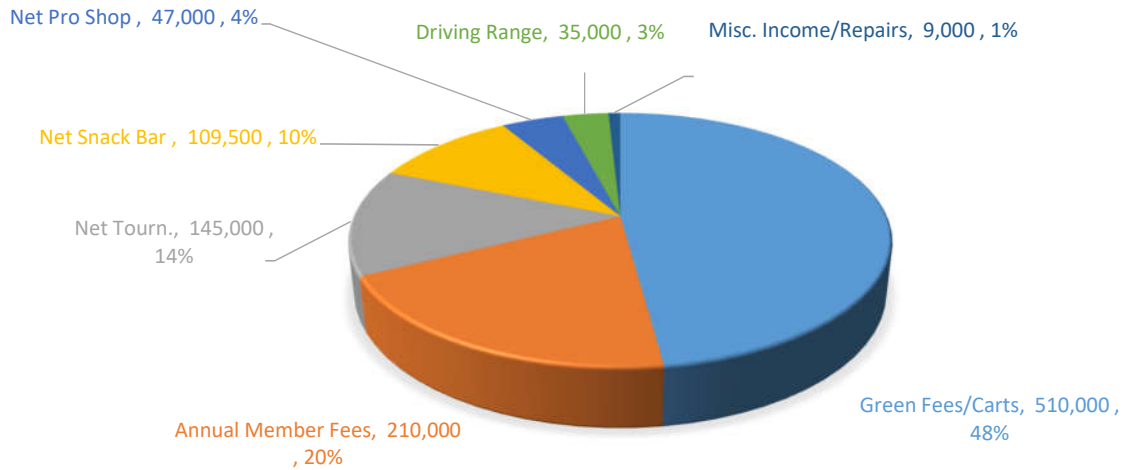
K Includes transmission repair costs for Street Department Maintainer in the amount of \$26K and clutch repairs to tractor for \$5K.

L Transfers for new equipment and vehicles have increased from last year but are on track with budget.

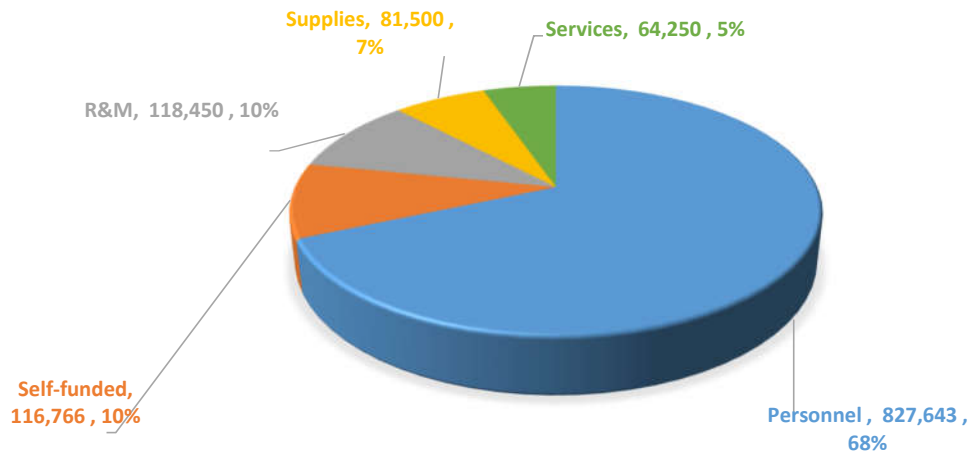
M The golf course operating loss is down by \$50K compared to the prior year and transfer for Admin Allocation is down \$1K.

## ***GOLF COURSE BUDGET 2019-20***

**NET REVENUES \$1,065,500**  
**(EXCLUDES TRANSFERS FROM GENERAL FUND )**



**NET EXPENSES \$1,208,609**  
**(EXCLUDES ADMIN ALLOCATION)**

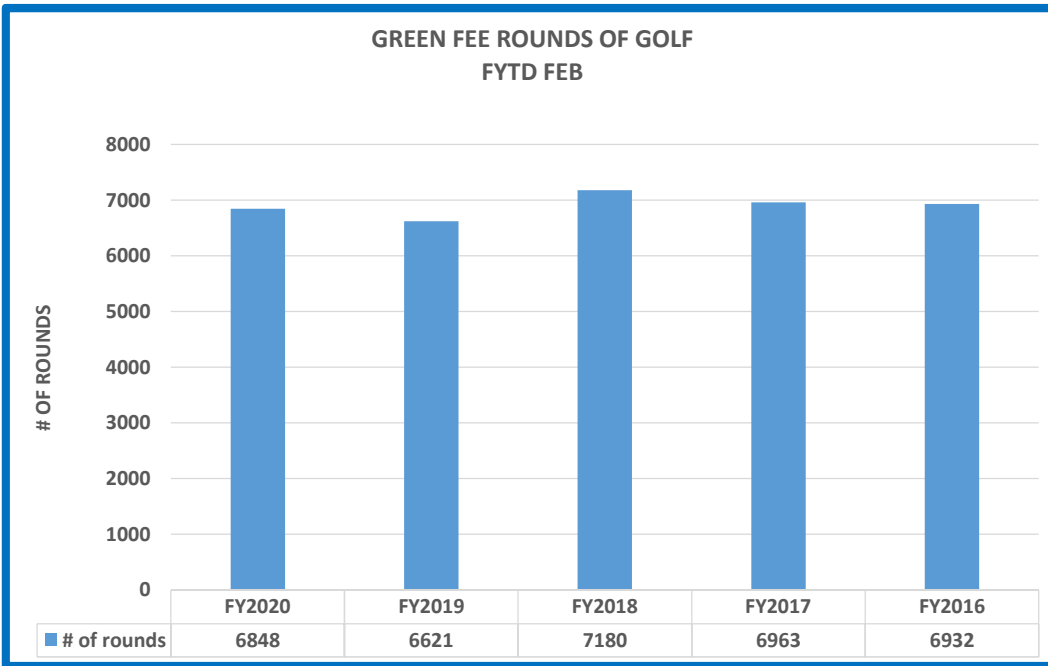


## GOLF COURSE FUND DASHBOARD

### CURRENT RESULTS COMPARISON

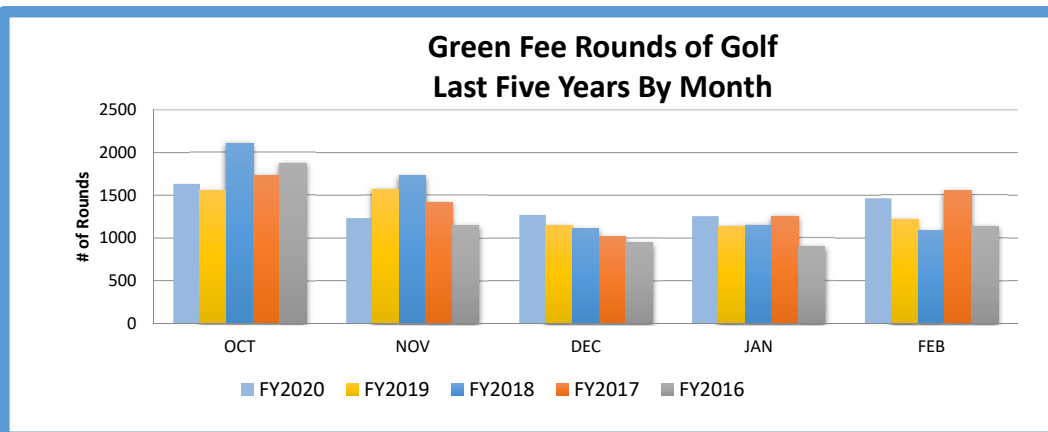
	ANNUAL BUDGET	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
REV (net of cogs/tourn exp)	\$ 1,222,918	\$ 472,606	38.65%	\$ 450,254	\$ 22,352	4.96%
EXPENSES	1,366,027	520,818	38.13%	548,122	(27,304)	-4.98%
PROFIT (LOSS)	\$ (143,109)	\$ (48,212)	33.69%	\$ (97,868)	\$ 49,656	-50.74%

### TABLES/CHARTS



Rounds of Golf*	<b>OCT - FEB</b>
2019-2020	6,848
2018-2019	6,621
OVER (UNDER)	227
	3.43%

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



CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**GOLF COURSE**

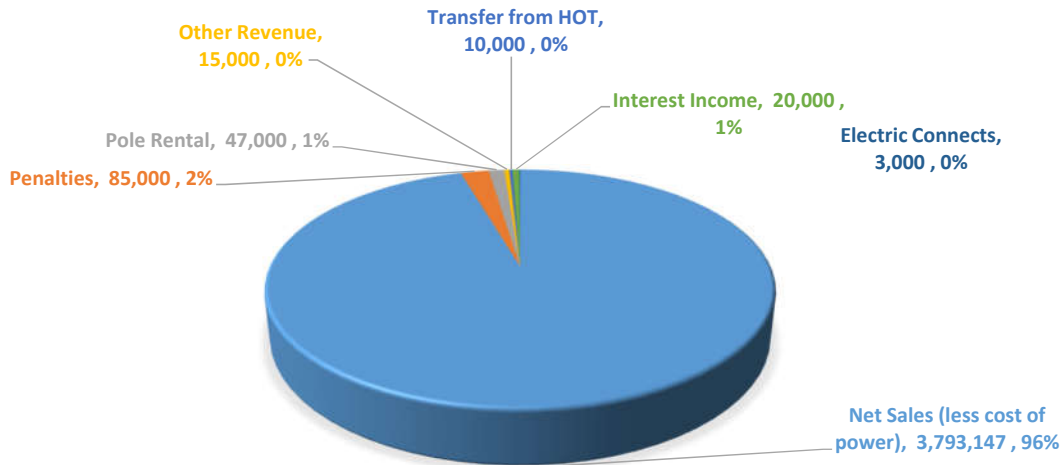
	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
<b>REVENUE</b>						
<b><u>Charges for Services</u></b>						
Green Fees/Cart Rentals	\$ 510,000	\$ 164,926	32.34%	\$ 152,789	\$ 12,137	7.94%
Prepaid Green Fees/ Annual Cart Rentals/ Trail fees and Cart Storage	210,000	159,105	75.76%	161,093	(1,988)	-1.23%
Net Tournament	145,000	36,339	25.06%	28,290	8,049	28.45%
Pavilion Revenue	500	600	-	600	-	0.00%
Driving Range	35,000	12,382	35.38%	11,790	591	5.01%
Net Charges for Services	900,500	373,351	41.46%	354,563	18,788	5.30% A
<b><u>Sales less Cost of Goods Sold</u></b>						
Pro Shop Sales	184,000	57,889		50,994	6,894	
Cost of Merchandise	137,000	43,808		37,276	6,532	
Net Pro Shop Sales	47,000	14,081	29.96%	13,718	363	2.64%
	-	-		-		
Snack Bar/Beer Cart Sales	242,000	75,828		71,302	4,526	
Cost of Merchandise	132,500	45,277		43,491	1,786	
Net Snack Bar/Beer Cart Sales	109,500	30,551	27.90%	27,811	2,740	9.85%
<b>Transfer - Overhead</b>	157,418	49,622	31.52%	51,002	(1,379)	-2.70%
<b>Misc. Income/Repairs</b>	8,500	5,001	58.84%	3,160	1,841	58.24%
<b>Total Revenue</b>	<b>\$ 1,222,918</b>	<b>\$ 472,606</b>	<b>38.65%</b>	<b>\$ 450,254</b>	<b>\$ 22,352</b>	<b>4.96%</b>
<b>EXPENSES</b>						
Personnel Costs	\$ 827,643	\$ 330,533	39.94%	\$ 333,674	\$ (3,140)	-0.94%
Supplies	81,500	28,638	35.14%	28,688	(50)	-0.17%
Repairs & Maintenance	118,450	42,153	35.59%	40,324	1,828	4.53%
Services	64,250	21,219	33.03%	27,267	(6,048)	-22.18%
Transfer to Self funded equipment	116,766	48,653	41.67%	67,168	(18,515)	-27.57% B
Admin Allocation	157,418	49,622	31.52%	51,002	(1,379)	-2.70%
<b>Total Expenses</b>	<b>\$ 1,366,027</b>	<b>\$ 520,818</b>	<b>38.13%</b>	<b>\$ 548,122</b>	<b>\$ (27,304)</b>	<b>-4.98%</b>
<b>Net Profit (Loss)</b>	<b>\$ (143,109)</b>	<b>\$ (48,212)</b>	<b>33.69%</b>	<b>\$ (97,868)</b>	<b>\$ 49,656</b>	<b>-50.74%</b>
Operating Subsidy from General Fund	\$ 143,109	\$ 48,212	33.69%	\$ 97,868		
Net Profit (Loss)	\$ -	\$ (0)		\$ -		

A Charges for services are up due an increase in green fee rounds and tournaments over last year.

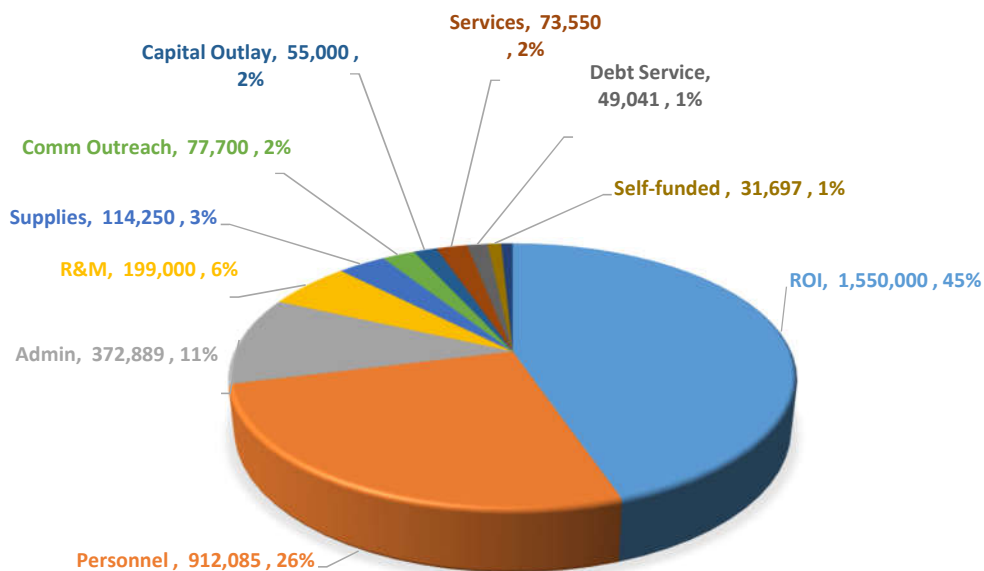
B Decrease in equipment purchases due to the early pay off of debt at the end of last year; on track with budget.

## ***ELECTRIC FUND ORIGINAL BUDGET 2019-20***

**NET REVENUES \$3,973,147**  
**(EXCLUDES USE OF FUND BALANCE)**



**NET EXPENSES \$3,462,621**  
**(EXCLUDES XFER TO CAPITAL FUND)**

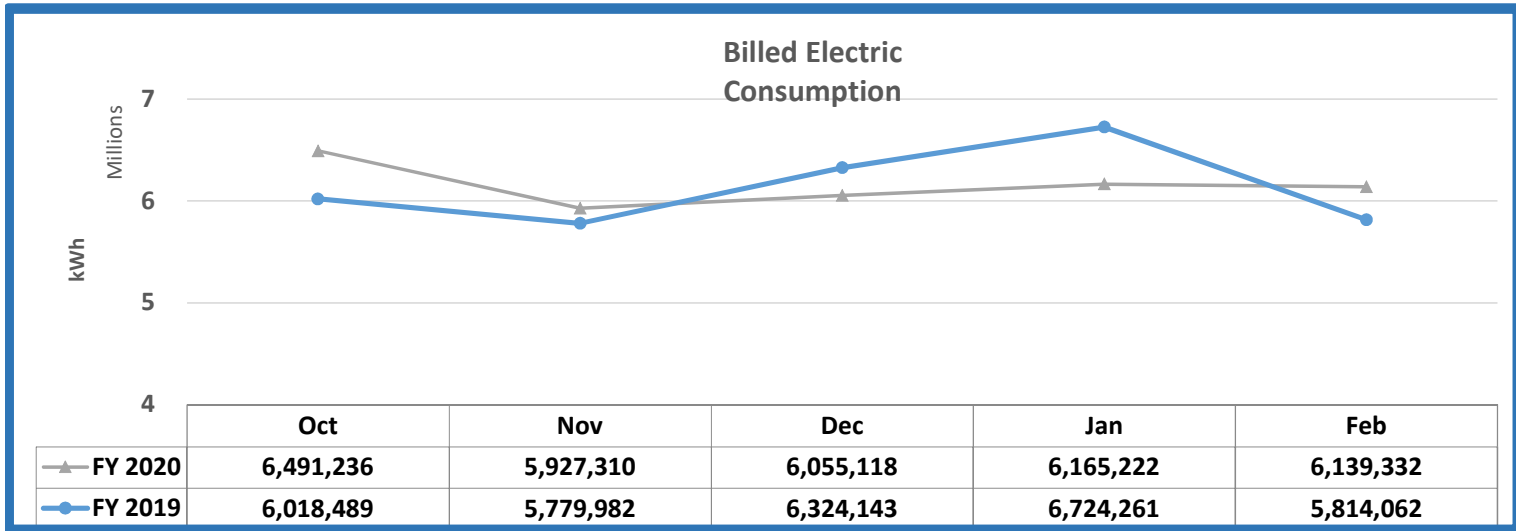


# ELECTRIC FUND DASHBOARD

## CURRENT RESULTS COMPARISON

	ANNUAL BUDGET	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
REV (less cogs and fund bal)	\$ 3,973,147	\$ 1,815,697	45.70%	\$ 1,517,010	\$ 298,687	19.69%
EXP (less cogs and cap xfers)	3,462,621	1,314,360	37.96%	1,289,663	24,697	1.91%
PROFIT (LOSS)	<u>\$ 510,526</u>	<u>\$ 501,338</u>	98.20%	<u>\$ 227,347</u>	<u>\$ 273,991</u>	120.52%

## TABLES/CHARTS



FYTD 2020	30,778,218
FYTD 2019	30,660,937
ytd variance	<u>117,281</u>
% variance	<u>0.38%</u>



CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

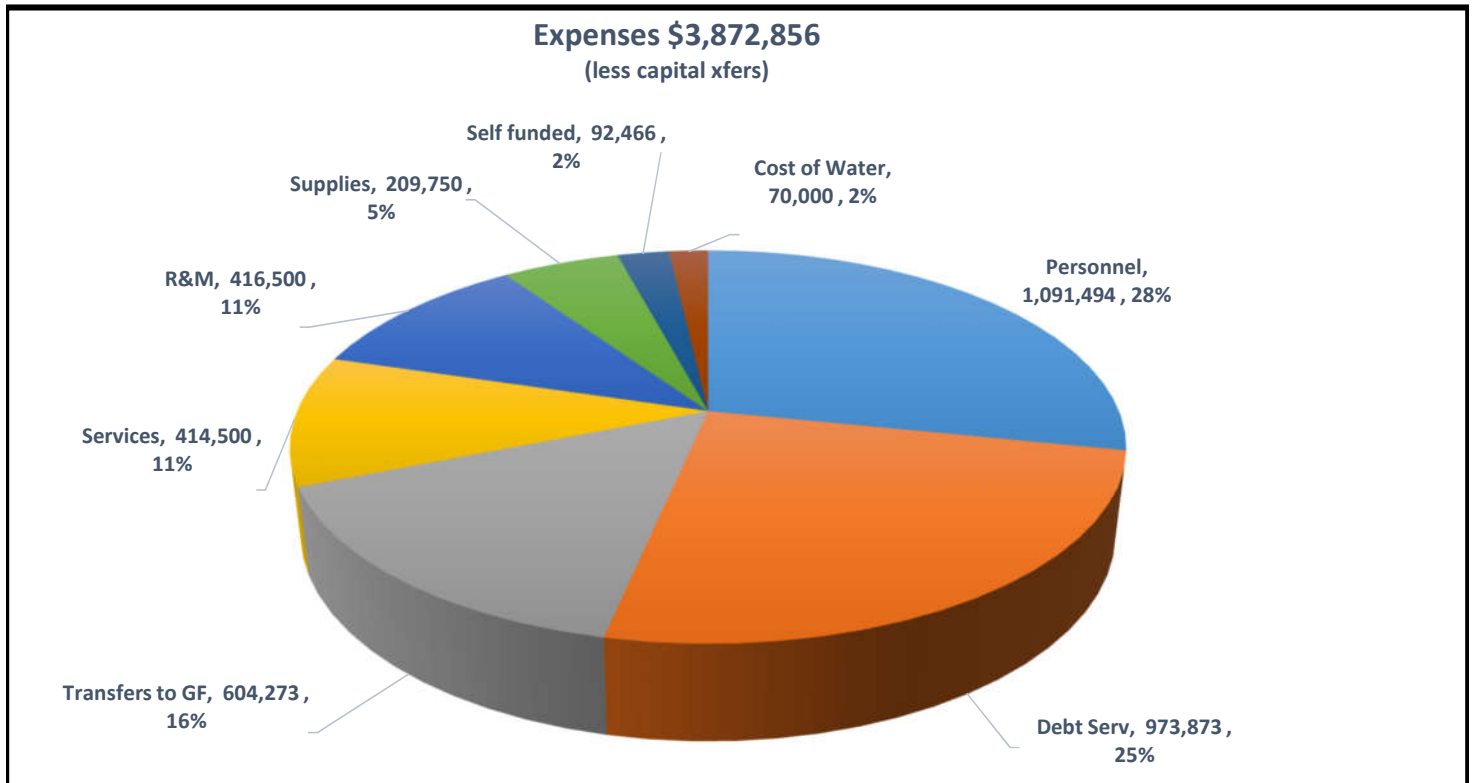
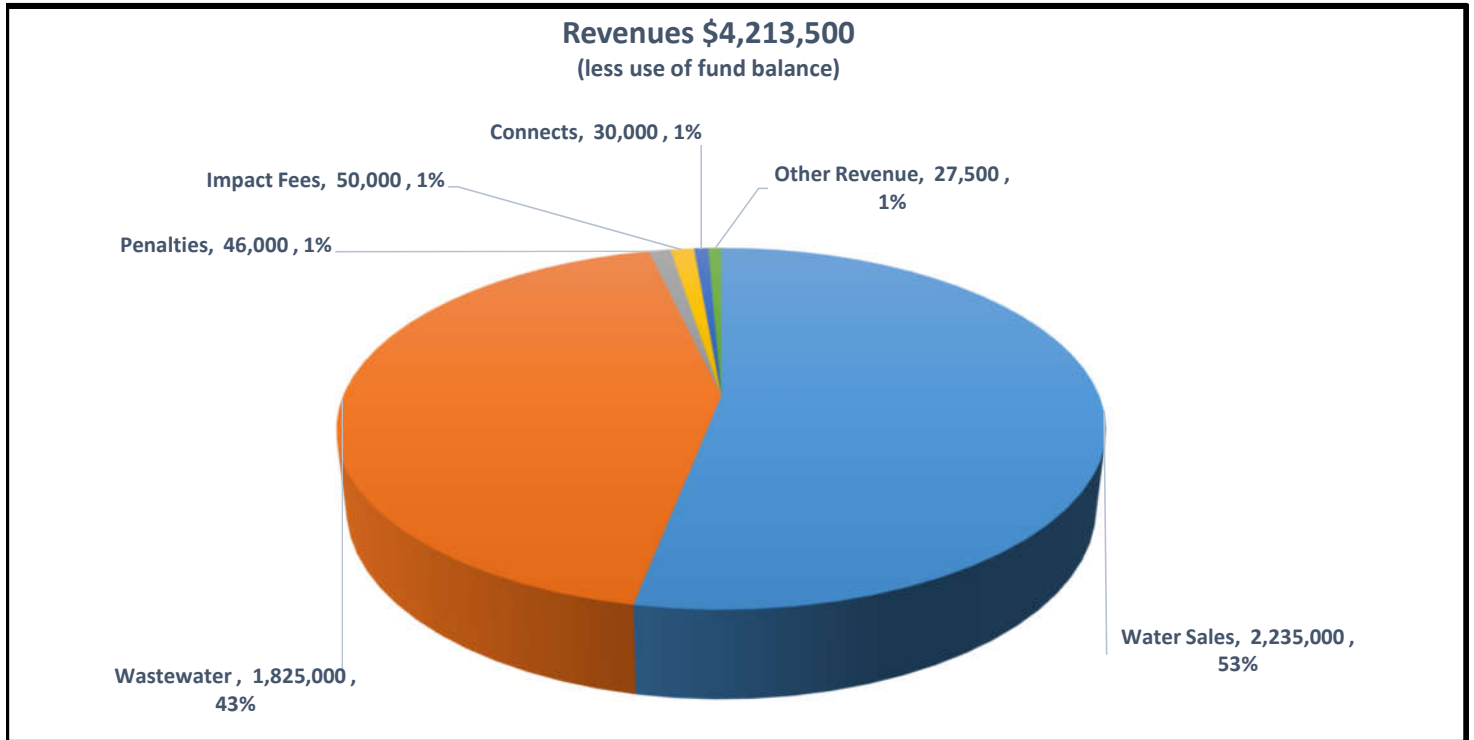
**ELECTRIC FUND**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
<b>REVENUE</b>						
Electric Sales	\$ 8,670,051	\$ 3,369,422		\$ 3,373,240	\$ (3,818)	
Cost of Power	4,876,904	1,929,594		1,931,344	(1,750)	
Net Sales	3,793,147	1,439,828	37.96%	1,441,896	(2,068)	-0.14%
Penalties	85,000	31,789	37.40%	39,302	(7,513)	-19.12%
Electric Connects	3,000	4,316	143.88%	21,705	(17,388)	-80.11%
Pole Rental	47,000	-	0.00%	-	-	
Other Revenue	15,000	327,346	2182.31%	5,555	321,791	5792.82% A
Interest Income	20,000	12,417	62.09%	8,552	3,866	45.21%
Transfer from HOT	10,000	-	0.00%	-	-	
Use of Fund Balance	75,000	23,933	31.91%	15,857	8,075	50.92% B
<b>Total Revenue</b>	<b>\$ 4,048,147</b>	<b>\$ 1,839,630</b>	<b>45.44%</b>	<b>\$ 1,532,867</b>	<b>\$ 306,763</b>	<b>20.01%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 3,973,147</i>	<i>\$ 1,815,697</i>	<i>45.70%</i>	<i>\$ 1,517,010</i>	<i>\$ 298,687</i>	<i>19.69%</i>
<b>EXPENSES</b>						
Personnel Costs	\$ 912,085	\$ 375,588	41.18%	\$ 356,394	\$ 19,194	5.39%
Supplies	114,250	43,811	38.35%	31,899	11,912	37.34%
Repairs & Maintenance	199,000	36,757	18.47%	51,018	(14,261)	-27.95%
Services	73,550	26,273	35.72%	29,618	(3,345)	-11.29%
Transfer to Self-funded equipment	31,697	13,207	41.67%	18,715	(5,508)	-29.43%
Community Outreach	77,700	49,537	63.75%	44,404	5,133	11.56%
Capital Outlay	55,000	19,292	35.08%	10,036	9,257	92.24%
Transfer to Capital Project Fund	75,000	23,933	31.91%	15,857	8,075	50.92% B
Transfers to Debt Service	49,041	20,434	41.67%	19,679	755	3.84%
Transfer to GF - ROI	1,550,000	584,990	37.74%	583,876	1,114	0.19%
Transfer to GF- Admin Allocation	372,889	133,528	35.81%	134,103	(575)	-0.43%
Transfer to GF- Shop Allocation	27,409	10,942	39.92%	9,921	1,021	10.29%
<b>Total Expenses</b>	<b>\$ 3,537,621</b>	<b>\$ 1,338,292</b>	<b>37.83%</b>	<b>\$ 1,305,520</b>	<b>\$ 32,772</b>	<b>2.51%</b>
<i>Total Expenses less xfers to capital project</i>	<i>\$ 3,462,621</i>	<i>\$ 1,314,360</i>	<i>37.96%</i>	<i>\$ 1,289,663</i>	<i>\$ 24,697</i>	<i>1.91%</i>
<b>Net Profit (Loss)</b>	<b>\$ 510,526</b>	<b>\$ 501,338</b>	<b>98.20%</b>	<b>\$ 227,347</b>	<b>\$ 273,991</b>	<b>120.52%</b>

A Includes \$316,276.48 of over under FPCRF credit received from LCRA in October and November.

B Fund Balance is used to offset transfers to the Capital Project Fund; net effect to operations is \$0.

## ***WATER/WW FUND ORIGINAL BUDGET 2019-20***

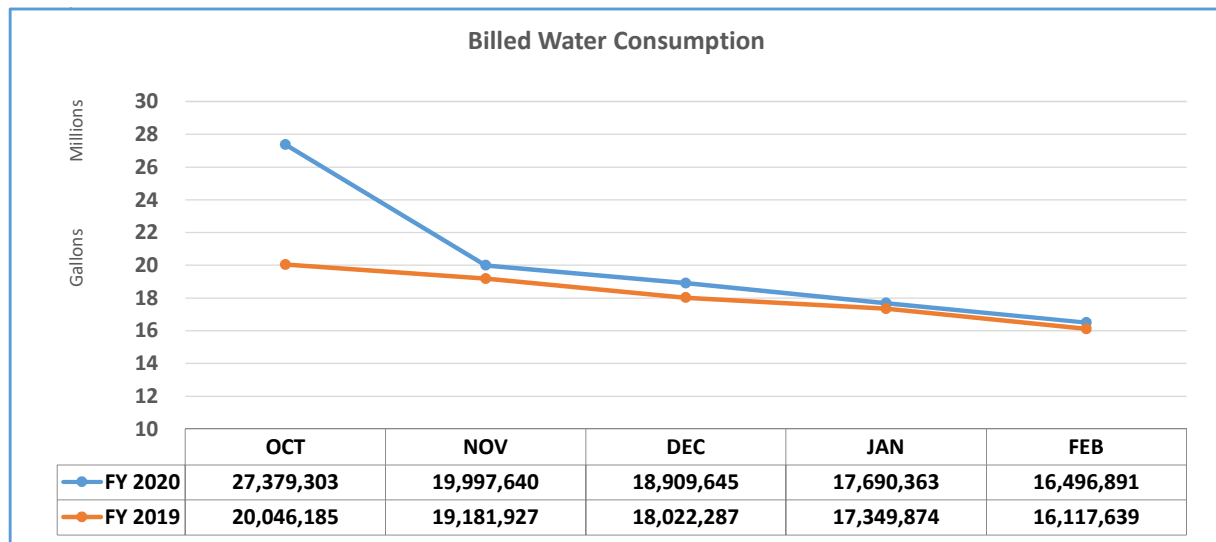


## WATER/WW FUND DASHBOARD

### CURRENT RESULTS COMPARISON

	ANNUAL	ACTUAL	% OF	PRIOR YR	VARIANCE	%
	BUDGET	FYTD FEB 2020	BUDGET	FYTD FEB 2019	OVER PY	OVER PY
REV (less use of fund bal)	\$ 4,213,500	\$ 1,680,314	39.88%	\$ 1,620,848	\$ 59,465	3.67%
EXP (less capital xfers)	3,872,856	1,462,018	37.75%	1,525,709	(63,692)	-4.17%
PROFIT (LOSS)	\$ 340,644	\$ 218,296	64.08%	\$ 95,139	\$ 123,157	129.45%

### TABLES/CHARTS



#### Billed Consumption in gallons:

FYTD 2020	100,473,842
FYTD 2019	90,717,912
Variance	9,755,930
% variance	10.75%

CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**WATER/WASTEWATER**

**REVENUE**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
Water Sales	\$ 2,235,000	\$ 882,652	39.49%	\$ 811,468	\$ 71,184	8.77% <b>A</b>
Wastewater Sales	1,825,000	748,212	41.00%	762,433	(14,221)	-1.87%
Penalties	46,000	18,696	40.64%	19,232	(536)	-2.79%
Water/Sewer Connects	30,000	12,023	40.08%	13,025	(1,002)	-7.69%
Irrigation Revenue	2,500	-	0.00%	2,250	(2,250)	-100.00%
Other Revenue	4,000	7,597	189.91%	2,073	5,524	266.49%
Interest Income	21,000	11,134	53.02%	10,368	766	7.39%
Use Impact Fees	50,000	-	0.00%	-	-	
Use of Fund Balance	185,000	18,124	9.80%	-	18,124	

<b>Total Revenue</b>	<b>\$ 4,398,500</b>	<b>\$ 1,698,437</b>	<b>38.61%</b>	<b>\$ 1,620,848</b>	<b>\$ 77,589</b>	<b>4.79%</b>
----------------------	---------------------	---------------------	---------------	---------------------	------------------	--------------

<i>Total Revenue less fund balance</i>	<i>\$ 4,213,500</i>	<i>\$ 1,680,314</i>	<i>39.88%</i>	<i>\$ 1,620,848</i>	<i>\$ 59,465</i>	<i>3.67%</i>
--	---------------------	---------------------	---------------	---------------------	------------------	--------------

**EXPENSES**

Personnel Costs	\$ 1,091,494	\$ 451,157	41.33%	\$ 441,056	\$ 10,100	2.29%
Supplies	209,750	82,002	39.10%	76,773	5,229	6.81%
Repairs & Maintenance	416,500	102,446	24.60%	179,818	(77,372)	-43.03% <b>B</b>
Services	414,500	136,545	32.94%	161,830	(25,285)	-15.62%
Transfer to Self-funded equipment	92,466	19,264	20.83%	30,363	(11,099)	-36.55%
Cost of Water	70,000	28,864	41.23%	26,142	2,722	10.41%
Transfers to Capital Fund	185,000	18,124	9.80%	-	18,124	
Capital Outlay	-	2,101		-	2,101	#DIV/0!
Transfers to Debt Service	973,873	405,880	41.68%	377,803	28,078	7.43% <b>C</b>
Transfer to GF - In Lieu of Property Tax	124,905	50,409	40.36%	48,625	1,784	3.67%
Transfer to GF - In Lieu of Franchise	208,175	84,016	40.36%	81,042	2,973	
Transfer to GF- Admin Allocation	243,783	88,393	36.26%	92,335	(3,943)	-4.27%
Transfer to GF- Shop Allocation	27,410	10,942	39.92%	9,921	1,021	10.29%

<b>Total Expenses</b>	<b>\$ 4,057,856</b>	<b>\$ 1,480,141</b>	<b>36.48%</b>	<b>\$ 1,525,709</b>	<b>\$ (45,568)</b>	<b>-2.99%</b>
-----------------------	---------------------	---------------------	---------------	---------------------	--------------------	---------------

<i>Total Expenses less xfers to capital project</i>	<i>\$ 3,872,856</i>	<i>\$ 1,462,018</i>	<i>37.75%</i>	<i>\$ 1,525,709</i>	<i>\$ (63,692)</i>	<i>-4.17%</i>
---	---------------------	---------------------	---------------	---------------------	--------------------	---------------

<b>Net Profit (Loss)</b>	<b>\$ 340,644</b>	<b>\$ 218,296</b>	<b>64.08%</b>	<b>\$ 95,139</b>	<b>\$ 123,157</b>	<b>129.45%</b>
--------------------------	-------------------	-------------------	---------------	------------------	-------------------	----------------

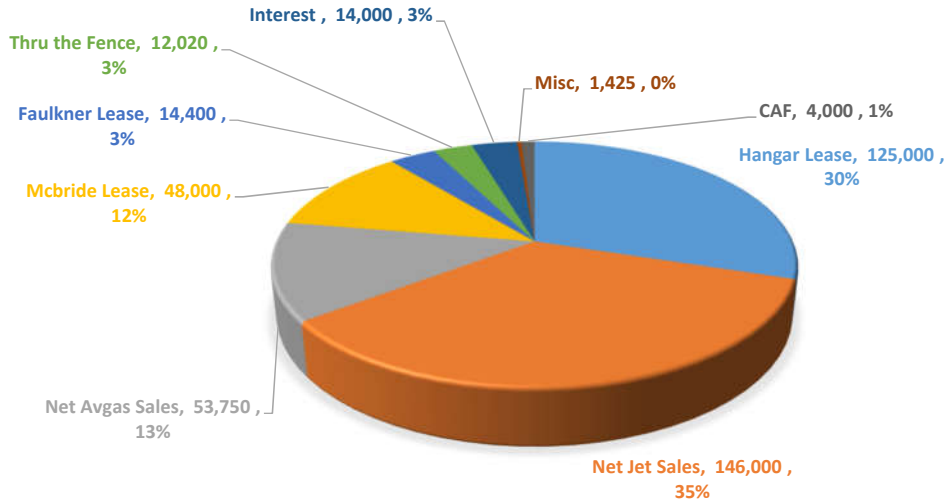
*A Water sales are up over prior year due to increased water consumption; during the py consumption was down due to increased rainfall.*

*B R&M are down because during the py several pump repairs were needed at both the water plant and sewer plant.*

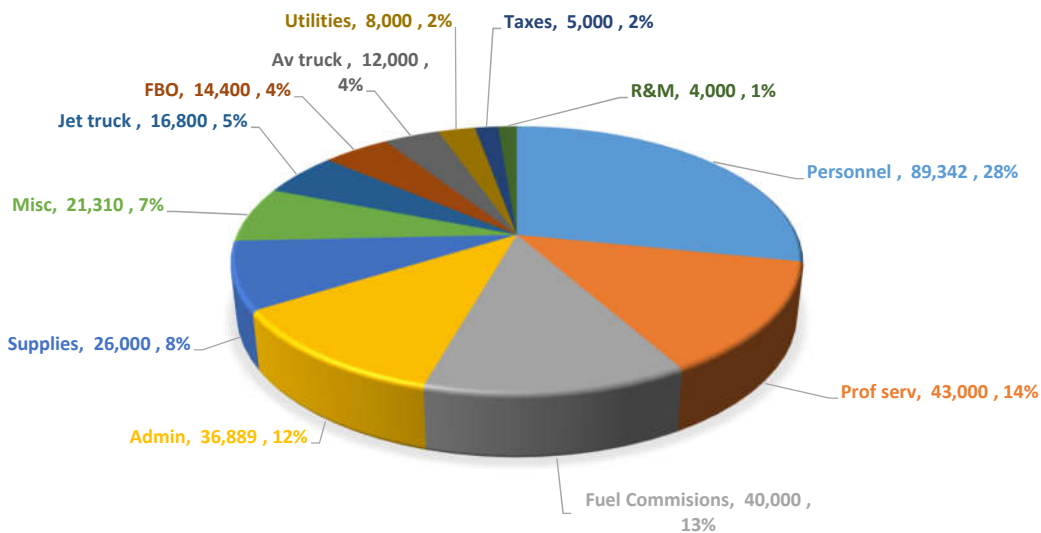
*C Up over last year because additional debt was incurred for the Sewer Projects but expense is on track with budget.*

## AIRPORT FUND ORIGINAL BUDGET 2019-20

NET REVENUES \$418,595  
(EXCLUDES USE OF FUND BALANCE)



NET EXPENSES \$316,741  
(EXCLUDES XFER TO CAPITAL FUND)

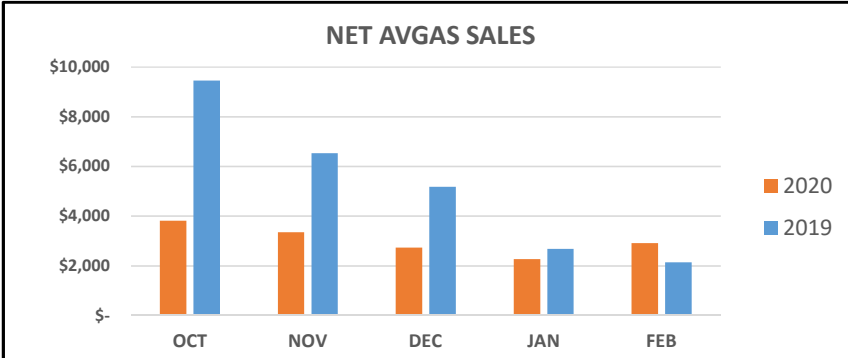


# AIRPORT FUND DASHBOARD

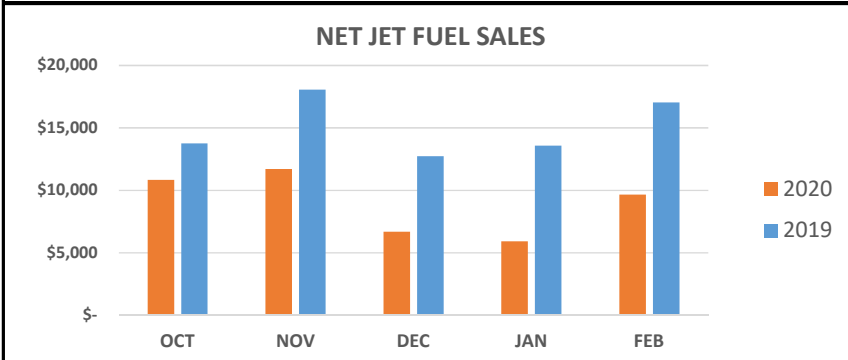
## CURRENT RESULTS COMPARISON

	ANNUAL BUDGET	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
REV (less fuel purchases and fund bal)	\$ 418,595	\$ 146,094	34.90%	\$ 187,109	\$ (41,014)	-21.92%
EXP (less fuel purchases and fund bal)	316,741	101,458	32.03%	112,798	(11,339)	-10.05%
PROFIT (LOSS)	\$ 101,854	\$ 44,636	43.82%	\$ 74,311	\$ (29,675)	-39.93%

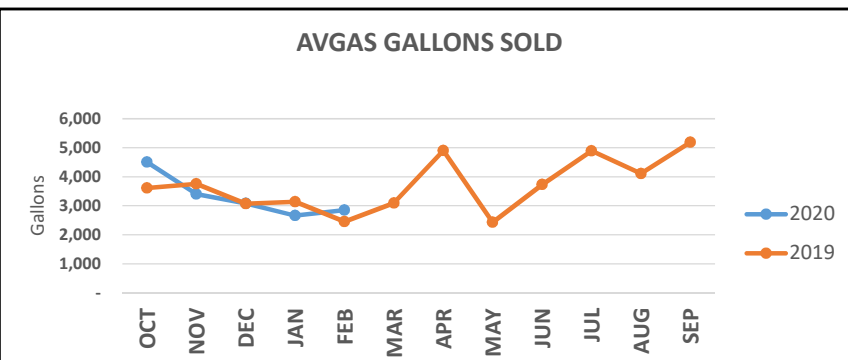
## TABLES/CHARTS



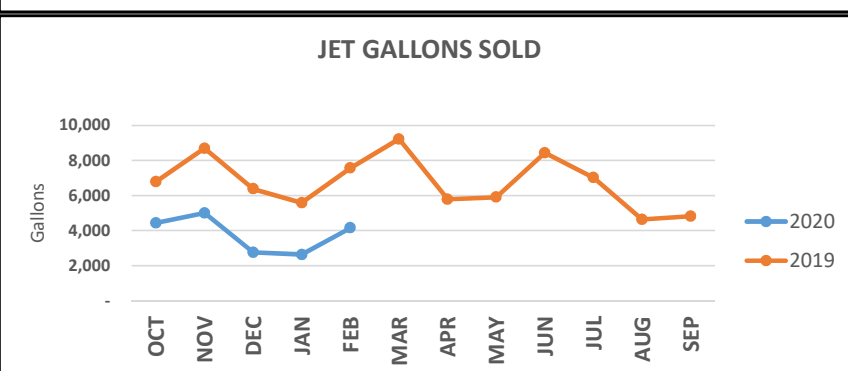
	2020	2019
AvSales	\$ 67,070.95	\$ 75,677.77
Av Purchases	52,014.44	49,708.98
Profit	\$ 15,056.51	\$ 25,968.79
%	22.45%	34.31%



	2020	2019
Jet Sales	\$ 88,990.64	\$ 162,139.62
Jet Purchases	44,218.70	87,001.32
Profit	\$ 44,771.94	\$ 75,138.30
%	50.31%	46.34%



Avgas Gallons Sold:	
FYTD 2020	16,500
FYTD 2019	16,020
Increase(decrease)	480
	3.00%



Jet Gallons Sold:	
FYTD 2020	18,995
FYTD 2019	35,033
Increase(decrease)	(16,037)
	-45.78%

CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

% of year completed: 41.67

**AIRPORT FUND**

**REVENUE**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
Av Gas Sales	\$ 215,000	\$ 67,071		\$ 75,678	\$ (8,607)	
Av Gas Purchases	161,250	52,014		49,709	2,305	
Net Sales	53,750	15,057	28.01%	25,969	(10,912)	-42.02%
Jet Gas Sales	355,000	88,991		162,140	(73,149)	
Jet Gas Purchases	209,000	44,219		87,001	(42,783)	
Net Sales	146,000	44,772	30.67%	75,138	(30,366)	-40.41% A

Contributions/Misc Rev	-	375		275	100	36.36%
Sign Rental Revenue	500	-	0.00%	-	-	
Penalties	775	475	61.29%	400	75	18.75%
All Hangar Lease	125,000	51,204	40.96%	52,767	(1,563)	-2.96%
CAF Admissions	4,000	1,823	45.58%	1,823	-	0.00%
Rental of Council Chambers	-	70	#DIV/0!	-	70	#DIV/0!
McBride Lease	48,000	19,291	40.19%	19,291	0	0.00%
Thru the Fence Lease	12,020	2,592	21.56%	-	2,592	
Airport Parking Permit	150	120	80.00%	120	-	0.00%
Hanger Lease - Faulkner	14,400	6,000	41.67%	6,000	-	0.00%
Insurance Reimbursement	-	-	#DIV/0!	-	-	#DIV/0!
Interest Earned	14,000	4,316	30.83%	5,325	(1,009)	-18.96%
Use of Fund Balance	250,000	133,798	53.52%	47,053	86,745	B

<b>Total Revenue</b>	<b>\$ 668,595</b>	<b>\$ 279,892</b>	<b>41.86%</b>	<b>\$ 234,161</b>	<b>\$ 45,731</b>	<b>19.53%</b>
<i>Total Revenue less fund balance</i>	<i>\$ 418,595</i>	<i>\$ 146,094</i>	<i>34.90%</i>	<i>\$ 187,109</i>	<i>\$ (41,014)</i>	<i>-21.92%</i>

**EXPENSES**

Personnel Costs	\$ 89,342	\$ 39,710	44.45%	\$ 40,016	\$ (305)	-0.76%
Supplies	26,000	5,409	20.80%	7,703	(2,294)	-29.79%
Repairs & Maintenance	4,000	-	0.00%	135	(135)	-100.00%
Contract Labor - FBO	14,400	6,000	41.67%	6,000	-	0.00%
Commission on Fuel Sal	40,000	14,325	35.81%	12,763	1,562	12.24%
Schools/Seminars	4,000	-	0.00%	-	-	
Insurance & Bonds	17,310	407	2.35%	13,717	(13,310)	-97.04% C
Professional Services	43,000	-	0.00%	42	(42)	
Property Taxes	5,000	6,632	132.64%	4,461	2,171	48.68%
Utilities	8,000	3,117	38.96%	3,220	(103)	-3.19%
Av fuel truck lease	12,000	6,000	50.00%	4,000	2,000	50.00%
Jet fuel truck lease	16,800	8,400	50.00%	5,600	2,800	50.00%
Transfers to Debt Service	-	-		-	-	
Transfers to Capital/Uses of Fund Bal	250,000	133,798	53.52%	47,053	86,745	B
Admin Allocation	36,889	11,458	31.06%	15,142	(3,684)	-24.33%

<b>Total Expenses</b>	<b>\$ 566,741</b>	<b>\$ 235,256</b>	<b>41.51%</b>	<b>\$ 159,850</b>	<b>\$ 75,406</b>	<b>47.17%</b>
<i>Total Expense less xfers to capital project</i>	<i>\$ 316,741</i>	<i>\$ 101,458</i>	<i>32.03%</i>	<i>\$ 112,798</i>	<i>\$ (11,339)</i>	<i>-10.05%</i>

<b>Net Profit (Loss)</b>	<b>\$ 101,854</b>	<b>\$ 44,636</b>	<b>43.82%</b>	<b>\$ 74,311</b>	<b>\$ (29,675)</b>	<b>-39.93%</b>
--------------------------	-------------------	------------------	---------------	------------------	--------------------	----------------

A Jet gallons sold were down mainly because one of our largest customer's jets were grounded for maintenance during the period October - December.

In January, one of his jets began flying into the airport again but jet sales continue to be down from the prior year.

B Fund Balance is used to offset transfers to the Capital Project Fund; net effect to operations is \$0.

C Decrease due to timing difference in the insurance payment. In addition, prior year insurance payment included an extra payment of \$6,635 for runway coverage that was added.

CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

**OTHER FUNDS**

	ANNUAL BUDGET 2019-2020	ACTUAL FYTD FEB 2020	% OF BUDGET	PRIOR YEAR FYTD FEB 2019	VARIANCE OVER PY	% OVER PY
<b>HOTEL/MOTEL FUND</b>						
Revenues	\$ 187,000	\$ 67,771	36.24%	\$ 94,042	\$ (26,271)	-27.94%
Expenses	178,098	34,089	19.14%	32,610	1,479	4.54%
Net Profit (Loss)	<u>\$ 8,902</u>	<u>\$ 33,682</u>		<u>\$ 61,433</u>	<u>\$ (27,750)</u>	
<b>BEDC</b>						
Revenues	\$ 1,600,000	\$ 785,694	49.11%	\$ 1,587,138	\$ (801,444)	-50.50%
Expenses	1,319,150	599,482	45.44%	1,164,766	(565,284)	-48.53%
Net Profit (Loss)	<u>\$ 280,850</u>	<u>\$ 186,212</u>		<u>\$ 422,373</u>	<u>\$ (236,160)</u>	
<b>SELF FUNDED EQUIPMENT FUND</b>						
Revenues	\$ 822,741	\$ 343,238	41.72%	\$ 385,649	\$ (42,411)	-11.00%
Expenses	646,591	40,226	6.22%	89,819	(49,593)	-55.21%
Net Profit (Loss)	<u>\$ 176,150</u>	<u>\$ 303,011</u>		<u>\$ 295,830</u>	<u>\$ 7,182</u>	
<b>DEBT SERVICE FUND</b>						
Revenues	\$ 1,023,513	\$ 426,733	41.69%	\$ 397,827	\$ 28,906	7.27%
Expenses	1,022,914	755,312	73.84%	746,306	9,006	1.21%
Net Profit (Loss)	<u>\$ 599</u>	<u>\$ (328,579)</u>		<u>\$ (348,479)</u>	<u>\$ 19,899</u>	
<b>INTEREST &amp; SINKING DEBT FUND</b>						
Revenues	\$ 376,661	\$ 368,316	97.78%	\$ 305,761	\$ 62,555	20.46%
Expenses	376,512	190,478	50.59%	175,972	14,506	8.24%
Net Profit (Loss)	<u>\$ 149</u>	<u>\$ 177,838</u>		<u>\$ 129,789</u>	<u>\$ 48,049</u>	



CITY OF BURNET  
FINANCIAL REPORT  
FYTD FEBRUARY 2020

Acct #	Bank	Account Name	Account Type	Balance Feb 2020
--------	------	--------------	--------------	------------------

**Unrestricted Accounts**

984/2410	FSB	Operating Cash	Checking	\$ 2,063,794.83
		Less Claim on Cash for Airport		(66,248.18)
2329	FSB	Golf Course Petty Cash	Checking	1,706.55
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	4,918,287.78
Total Unrestricted				<u>\$ 6,917,540.98</u>

75 Day Reserve Requirement	<b>3,308,000.00</b>
Unrestricted Cash over 75 day reserve	<u>\$ 3,609,540.98</u>
90 Day Reserve Requirement	<b>3,970,000.00</b>
Unrestricted Cash over 90 day reserve	<u>\$ 2,947,540.98</u>

**Restricted by Council**

2711100004	TexPool	Capital Reserve	Investment	\$ 1,015,517.46
2711100011	TexPool	Capital Equipment Reserve	Investment	503,480.21
2711100012	TexPool	Capital - LCRA Credit	Investment	476,732.25
2188	FSB	Self Funded Equipment	M/M	519,508.66
2711100014	TexPool	Self Funded Equipment Reserve	Investment	500,239.62
Total Restricted by Council				<u>\$ 3,015,478.20</u>

**Restricted by Purpose or Law**

Acct #	Bank	Account Name	Account Type	Balance Feb 2020
1453	FSB	Bond Reserve	M/M	\$ 99,180.84
2402	FSB	Hotel Motel	M/M	85,569.58
2711100005	TexPool	Hotel Motel	Investment	60,119.53
2451	FSB	Construction Account	Checking	-
2485	FSB	PD Seizure	M/M	3,116.39
2493	FSB	Municipal Court Special Revenue	M/M	39,570.56
2519	FSB	Impact Fees - Water	M/M	119,396.06
2543	FSB	Airport Reserve	M/M	-
		Plus Airport Claim on Cash		66,248.18
2711100009	TexPool	Airport Reserve	Investment	619,410.03
2568	FSB	Benevolent Fund	Checking	-
2576	FSB	Interest & Sinking Acct	M/M	237,192.10
2584	FSB	Impact Fees - Wastewater	M/M	12,047.65
2592	FSB	BEDC	Super NOW	91,331.13
2711100008	TexPool	BEDC Project Fund	Investment	-
2711100010	TexPool	BEDC	Investment	827,839.68
2634	FSB	Benefit Trust Account	M/M	-
2675	FSB	Police Department Explorer Program	M/M	6,414.49
2691	FSB	Fire Department Explorer Program	M/M	4,591.04
3012	FSB	Franchise Fee Account	Super NOW	90,082.32
58776	FSB	Fire Dept. Community Acct	M/M	11,914.89
2711100007	TexPool	TWDB	Investment	1,189.00
2711100006	TexPool	TWDB	Investment	1,043.96
143033000	US Bank	City of Burnet, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2010 Escrow Account	Investment	3,191.98
82-020-01-0	Bank of	City of Burnet Ctr 2012 TWDB Escrow	Investment	20,149.21
2711100013	TexPool	PD Bonds	Investment	1,876,029.15
62315	FSB	BEDC Bond Fund	Checking	68,650.98
62364	FSB	BEDC Project Fund	Checking	-
Total Restricted Cash				<u>\$ 4,344,278.75</u>

Total All Cash \$ 14,277,297.93

GENERAL CAPITAL PROJECT FUND					
DESCRIPTION	ORIGINAL BUDGET 2019-2020	AMENDED BUDGET 2019-2020	FYTD FEB ACTUAL	% complete	BALANCE FOR 2019-2020
<b>CAPITAL PROJECTS:</b>					
Server Upgrade	\$ 75,000	\$ 75,000	\$ 7,953	11%	\$ 67,047
Computers/New Furniture	15,000	15,000	8,678	58%	6,322
Incode 10 Upgrade	30,000	30,000	-	0%	30,000
Comprehensive Plan	50,000	50,000	-	0%	50,000
AC Unit Replacements	115,000	115,000	8,108	7%	106,892
Property Acquisitions	-	169,568	169,568	100%	-
Police Department Facility	5,000,000	4,750,000	1,150,561	24%	3,599,439
PD Tasers	12,000	12,000	9,468	79%	2,532
HCHS Animal Shelter	10,000	10,000	3,946	39%	6,054
PD K-9	20,000	20,000	1,800	9%	18,200
PD Radios	10,000	10,000	-	0%	10,000
Microchipping Program	10,000	10,000	3,525	35%	6,475
PD Vests	-	25,000	-	0%	25,000
Public Safety Mobile CAD	10,000	10,000	-	0%	10,000
FD Radios/Computers	20,000	20,000	-	0%	20,000
Burn Building / Training	300,000	300,000	34,412	11%	265,588
FD Bunker Gear	-	50,000	-	0%	50,000
Street Dept Back Ho	125,000	125,000	-	0%	125,000
Street Overlay	400,000	400,000	33,819	8%	366,181
Park Improvements	100,000	100,000	14,370	14%	85,630
GHRC Capital Maintenance	50,000	50,000	-	0%	50,000
GHRC Teen Center	20,000	20,000	-	0%	20,000
	<u>\$ 6,372,000</u>	<u>\$ 6,366,568</u>	<u>\$ 1,446,208</u>	<u>23%</u>	<u>\$ 4,920,360</u>

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 67,047	\$ -	\$ 67,047
6,322	-	6,322
30,000	-	30,000
50,000	-	50,000
106,892	-	106,892
-	-	-
750,000	2,849,439	3,599,439
2,532	-	2,532
6,054	-	6,054
18,200	-	18,200
10,000	-	10,000
6,475	-	6,475
22,000	3,000	25,000
10,000	-	10,000
20,000	-	20,000
215,588	50,000	265,588
50,000	-	50,000
125,000	-	125,000
366,181	-	366,181
85,630	-	85,630
50,000	-	50,000
20,000	-	20,000
<u>\$ 2,017,921</u>	<u>\$ 2,902,439</u>	<u>\$ 4,920,360</u>

GOLF COURSE CAPITAL PROJECT FUND					
DESCRIPTION	TOTAL COST	2019-2020 BUDGET	FYTD FEB ACTUAL	%	BALANCE FOR 2019-2020
<b>CAPITAL PROJECTS:</b>					
C/O - Course Improvement - Includes new pump station - \$76,683 and replacement of irrigation heads and valves with new sodding around irrigation heads.	\$ 100,000	\$ 100,000	\$ 80,817	81%	\$ 19,183

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 19,183	\$ -	\$ 19,183

ELECTRIC CAPITAL PROJECT FUND					
DESCRIPTION	TOTAL COST	2019-2020 BUDGET	FYTD FEB ACTUAL	%	BALANCE FOR 2019-2020
<b>CAPITAL PROJECTS:</b>					
Subdivision Electrical Costs	\$ 150,000	\$ 150,000	\$ 40,091	27%	\$ 109,909

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 109,909	\$ -	\$ 109,909

W/WW CAPITAL PROJECT FUND					
DESCRIPTION	TOTAL COST	2019-2020 BUDGET	FYTD FEB ACTUAL	%	BALANCE FOR 2019-2020
<b>CAPITAL PROJECTS:</b>					
Water System Improvements	\$ 175,000	\$ 175,000	\$ 26,583	0%	\$ 148,417
Professional Services	10,000	10,000	1,656	17%	8,344
SSES Line Improvements - Proj E	125,000	125,000	96,145	0%	28,855
SSES Line Improvements	150,000	150,000	4,948	3%	145,052
Oak Vista/CR 100 water line expansion	10,000	330,000	4,752	0%	325,248
Transfer Impact Fees	50,000	50,000	-	0%	50,000
	<u>\$ 520,000</u>	<u>\$ 840,000</u>	<u>\$ 134,085</u>	<u>16%</u>	<u>\$ 705,915</u>

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 148,417	\$ -	\$ 148,417
-	8,344	8,344
-	28,855	28,855
-	145,052	145,052
325,248	-	325,248
-	50,000	50,000
<u>\$ 473,665</u>	<u>\$ 232,251</u>	<u>\$ 705,915</u>

TOTAL CAPITAL/OTHER PROJECTS					BALANCE FOR 2019-2020
DESCRIPTION	2019-2020 BUDGET	FYTD FEB ACTUAL	%		
TOTAL CAPITAL/OTHER PROJECTS	\$ 7,456,568	\$ 1,701,201	23%		\$ 5,755,367
TRANSFER TO CAPITAL EQUIPMENT RESERVES	-	-	#DIV/0!		-
TOTAL CAPITAL/OTHER	<u>\$ 7,456,568</u>	<u>\$ 1,701,201</u>	<u>23%</u>		<u>\$ 5,755,367</u>

BALANCE TO BE FUNDED FROM:		
OPERATING RESERVES	OTHER SOURCES	TOTAL
\$ 2,620,678	\$ 3,134,690	\$ 5,755,367
-	-	-
<u>\$ 2,620,678</u>	<u>\$ 3,134,690</u>	<u>\$ 5,755,367</u>