



Chad Mees, Mayor
 Phillip Weaver, Mayor Pro-Tempore
 Gayle Jones, Council Member
 Vickie Cooper, Council Member
 Jesse Luna, Council Member
 Shelton Gilmore, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

7:00 PM
 Monday, January 8, 2024
 Bartlett City Hall
 140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Clerk at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATIONS

1. Cemetery Committee Monthly Update
2. Teinert Memorial Library Board Monthly Update
3. Municipal Development District (MDD) Monthly Update
4. Parks & Facilities Committee Monthly Update
5. James M. Grant Citizen of the Year Awards

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

6. Receive monthly department reports:
 - a. City Administrator
 - b. City Secretary
 - c. Municipal Court
 - d. Development Services
 - e. Utility Billing
 - f. Public Works
 - g. Police
7. Approve minutes from the following meeting:
 - a. 12.11.2023 – Regular



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

WORKSHOP AGENDA: REVIEW/DISCUSS AND PROVIDE DIRECTION

8. Presentation and discussion on Personnel Policy and possible updates.
9. Presentation and discussion on Utility Rate Study.
10. Presentation and discussion on the submissions for General Engineering Services rotation list.

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

PUBLIC HEARINGS

11. Hold public hearing to consider an amendment to Ordinance 2023-0626-01 the Planned Development District zoning.

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

12. Consideration and possible action to approve an amendment to Ordinance 2023-0626-01 the Planned Development District zoning.
13. Consideration and possible action to approve a variance request at approximately 311 NW Front St, Bartlett, TX in R-2 Duplex and Apartments to allow for a conditional use to place a Manufactured Home.
14. Consideration and possible action to approve an engagement agreement with the Law Offices of Patricia Erlinger Carls to serve as the City's development attorney.
15. Consideration and possible action to award the utilities rate study.

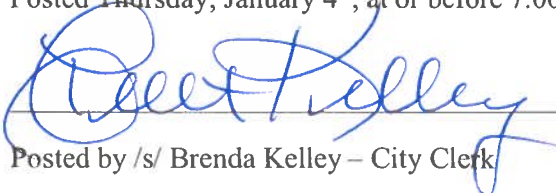
FUTURE AGENDA ITEMS

ADJOURN

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 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 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Thursday, January 4th, at or before 7:00 P.M.


Posted by /s/ Brenda Kelley – City Clerk



DEPARTMENT REPORTS – CITY ADMINISTRATOR

Project Updates

- Safe Routes to School – Sidewalk Project at 90% design
- Water tower upgrades – bid early 2024
- FY2023 Audit process has begun
- Tree trimming completed on 12/29/23
- Texas Water Development Board scheduled to vote on issuing debt for the City's project to design a wastewater treatment plant and wastewater improvements on January 18, 2024

Organizational Updates

- 2 Electric Lineman positions remain vacant
 - o One applicant withdrew from consideration
- City Administrator appointed to the Killeen-Temple Metropolitan Planning Organization Technical Advisory Committee

Finance Report

- Account Payable Report attached
- Fund Balance Summary attached

City of Bartlett
Council Report
Check Date: 12/1/2023 to 12/31/2023

| Department | Check Date | Vendor Name | GL Account | Account Description | Description | Amount |
|------------|------------|-------------|------------|---------------------|-------------|--------|
|------------|------------|-------------|------------|---------------------|-------------|--------|

**Accounts Payable
Council Report
December 2023**

02 - Utilities Account

Non-Departmental

| | | | | | |
|------------|--|---------|--------------------------|---|------------|
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employer 12/1/2023 | \$1.57 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employee 12/1/2023 | \$6.70 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employee 12/1/2023 | \$1.57 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employer 12/1/2023 | \$6.70 |
| 12/7/2023 | TML Health Benefits Pool | 02-2140 | Health Insurance Payable | Health-Employer 12/5/2023 | \$419.24 |
| 12/6/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employer 12/5/2023 | \$167.95 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employer 12/5/2023 | \$135.41 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employer 12/5/2023 | \$31.67 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Federal Tax 12/5/2023 | \$221.94 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employee 12/5/2023 | \$135.41 |
| 12/6/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employee 12/5/2023 | \$152.88 |
| 12/6/2023 | Texas Child Support SDU | 02-2125 | Child Support Payable | Child Support-TX 12/5/2023 | \$230.77 |
| 12/6/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employee 12/5/2023 | \$31.67 |
| 12/14/2023 | TML Health Benefits Pool | 02-2140 | Health Insurance Payable | DECEMBER 2023 FINAL INVOICE - PBARTLE12312 | \$1,157.79 |
| 12/29/2023 | ROSA RODRIGUEZ | 02-2006 | Refunds Payable | Refund | \$90.32 |
| 12/29/2023 | Texas Child Support SDU | 02-2125 | Child Support Payable | Child Support-TX 12/19/2023 | \$230.77 |
| 12/29/2023 | TML Health Benefits Pool | 02-2140 | Health Insurance Payable | Health-Employer 12/19/2023 | \$419.24 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employer 12/19/2023 | \$167.95 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employer 12/19/2023 | \$135.41 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employer 12/19/2023 | \$31.67 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Federal Tax 12/19/2023 | \$221.94 |

| | | | | | |
|------------|--|---------|----------------------------------|--|----------|
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employee 12/19/2023 | \$135.41 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employee 12/19/2023 | \$31.67 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employee 12/19/2023 | \$152.88 |
| 12/29/2023 | DAISEY GARCIA | 02-2006 | Refunds Payable | Refund | \$200.00 |
| 12/29/2023 | Texas Child Support SDU | 02-2125 | Child Support Payable | Child Support-TX 1/2/2024 | \$230.77 |
| 12/29/2023 | TML Health Benefits Pool | 02-2140 | Health Insurance Payable | Health-Employer 1/2/2024 | \$419.24 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employer 1/2/2024 | \$268.85 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employer 1/2/2024 | \$135.41 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employer 1/2/2024 | \$31.67 |
| 12/29/2023 | Texas Workforce Commission Unemployment Tax | 02-2110 | State Unemployment Taxes Payable | TWC 1/2/2024 | \$5.46 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Federal Tax 1/2/2024 | \$221.94 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Social Security-Employee 1/2/2024 | \$135.41 |
| 12/29/2023 | Internal Revenue Service | 02-2100 | Federal Taxes Payable | Medicare-Employee 1/2/2024 | \$31.67 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 02-2120 | Retirement Plan Payable | TMRS-Employee 1/2/2024 | \$152.88 |

Total \$6,151.83

Water

| | | | | | |
|-----------|---|------------|-------------------------------|---|-------------|
| 12/7/2023 | Mid-American Research Chemical | 02-80-7501 | Chemicals | 0805802 CHEMICALS | \$977.05 |
| 12/7/2023 | AT&T | 02-80-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$120.59 |
| 12/7/2023 | Texas Commission On Environmental Quality | 02-80-9471 | Water System Fees | 92460006 / 2460006 fy24 WATER SYSTEM FEE | \$1,617.13 |
| 12/7/2023 | MRB GROUP | 02-80-7654 | Engineering Services | 52969 PROJECT 0213-23002-000 | \$4,588.00 |
| 12/7/2023 | MRB GROUP | 02-80-7654 | Engineering Services | 53024 PROJECT 0213-23002-000 | \$9,762.50 |
| 12/7/2023 | MRB GROUP | 02-80-7654 | Engineering Services | 52942/ PROJECT 0213-23002-000 | \$10,140.00 |

| | | | | | |
|--------------|---|------------|-----------------------------------|---|--------------------|
| 12/7/2023 | Unifirst Corporation | 02-80-9301 | Uniform Expense | 1637617 - NOVEMBER 2023 UNIFORMS | \$100.50 |
| 12/7/2023 | Unifirst Corporation | 02-80-9301 | Uniform Expense | 2940051298 | \$75.99 |
| 12/7/2023 | Unifirst Corporation | 02-80-9301 | Uniform Expense | 2940050426 | \$77.79 |
| 12/7/2023 | Unifirst Corporation | 02-80-9301 | Uniform Expense | 2940049488 | \$75.99 |
| 12/7/2023 | Caterpillar Financial Services | 02-80-7401 | Capital Expenditures | 2172458 / 34646966 CATERPILLAR | \$1,116.02 |
| 12/14/2023 | Ready Refresh | 02-80-9101 | Operating Supplies - Not Office | 0125962993 WWTP RENTAL WATER DISPENSER | \$8.39 |
| 12/14/2023 | Bartlett Red & White | 02-80-9101 | Operating Supplies - Not Office | TURKEY MEAL AND WATER | \$287.25 |
| 12/14/2023 | Texas Commission On Environmental Quality | 02-80-9471 | Water System Fees | 92460006 / WATER SYSTEM FEE - December 2023 | -\$1,617.13 |
| 12/14/2023 | Texas Commission On Environmental Quality | 02-80-9471 | Water System Fees | 92460006 / WATER SYSTEM FEE- November 2023 | -\$1,960.00 |
| 12/14/2023 | Steglich Feed And Farm Supply, Inc | 02-80-9101 | Operating Supplies - Not Office | NOV 2023 CREDIT CHARGES | \$336.22 |
| 12/18/2023 | Jurgensen Pump, Llc | 02-80-9502 | Wells, Lines, & Meters | #9265 WWTP LIFT STATION PUMP 1 | \$2,350.00 |
| 12/18/2023 | DSHS Central Lab Mc2004 | 02-80-9451 | Sample Analysis | CEN.CD3696_112023 TESTING | \$21.00 |
| 12/18/2023 | Utility Service Co, Inc | 02-80-7653 | Water Tank Repair and Maintenance | 594065/594066 #27782 TANK MAINTENANCE | \$7,794.28 |
| 12/18/2023 | City Of Round Rock Environmental Services | 02-80-9451 | Sample Analysis | 2460006 TESTING | \$75.00 |
| 12/29/2023 | CENTEX SHIRT & EMBROIDERY | 02-80-9301 | Uniform Expense | #7543 - 4 Jackets Embroidery | \$60.00 |
| 12/29/2023 | CENTEX SHIRT & EMBROIDERY | 02-80-9301 | Uniform Expense | #7608 7 LOGOS ON JACKETS | \$105.00 |
| 12/29/2023 | Mid-American Research Chemical | 02-80-7501 | Chemicals | 0807292 CHEMICALS | \$1,653.00 |
| Total | | | | | \$44,918.83 |

Sewer

| | | | | | |
|------------|---------------------------|------------|---------------------------------|------------------------------------|------------|
| 12/7/2023 | ATS | 02-81-8601 | Permit Fees | #455727- INSPECTIONS | \$1,750.00 |
| 12/7/2023 | FERGUSON WATERWORKS #1106 | 02-81-9101 | Operating Supplies - Not Office | 55303/1264082 PLUMBING SUPPLIES | \$2,908.42 |
| 12/14/2023 | MAYRA GUTIERREZ | 02-81-8601 | Permit Fees | PERMIT REFUND: 451 SALT LAKE | \$2,000.00 |

| | | | | | |
|--------------|--|------------|---------------------------------|---|-------------------|
| 12/14/2023 | Environmental Monitoring Laboratory, Llc | 02-81-9451 | Sample Analysis | #23110025 - NOVEMBER 2023 WASTEWATER TESTING | \$512.76 |
| 12/14/2023 | FERGUSON WATERWORKS #1106 | 02-81-9101 | Operating Supplies - Not Office | 1262360-1 CLAMPS | \$1,325.70 |
| 12/14/2023 | FERGUSON WATERWORKS #1106 | 02-81-9101 | Operating Supplies - Not Office | 1255020 SEWER SPADE | \$230.60 |
| 12/18/2023 | Tim's Auto Repair | 02-81-8051 | Equipment Maintenance | 40717/40770/40777/40782 REPAIRS | \$593.00 |
| 12/18/2023 | ATS | 02-81-8601 | Permit Fees | #439111 - RESIDENTIAL PLAN REVIEW - SOLAR PANELS - 147 W. ELM | \$75.00 |
| 12/18/2023 | ATS | 02-81-8601 | Permit Fees | #447435 - RESIDENTIAL PLAN REVIEW - MOVE HOME ONTO LOT - 837 W. ELM | \$75.00 |
| 12/18/2023 | ATS | 02-81-8601 | Permit Fees | #4465553 - RESIDENTIAL PLAN REVIEW - NEW RESIDENCE PLAN CHANGE - 1301 W. PIFT7SCH | \$75.00 |
| 12/29/2023 | SCOTTY DOTSON | 02-81-8051 | Equipment Maintenance | #196292 REPAIR/WELD DOORS OVER PUMPS 2-3 | \$350.00 |
| Total | | | | | \$9,895.48 |

Electric

| | | | | | |
|------------|---------------------------------------|------------|---------------------------------|--|------------|
| 12/7/2023 | Rayburn Electric Coop | 02-70-8751 | Purchased Power | INV#2023-4698 /CRM210 | \$20.77 |
| 12/7/2023 | Rayburn Electric Coop | 02-70-8751 | Purchased Power | #2023-4527 TCOS SEPT 2023 | \$185.19 |
| 12/7/2023 | Lone Star Transmission, Llc | 02-70-8751 | Purchased Power | 1800113086 NOVEMBER 2023 DOCKET 54527 | \$319.82 |
| 12/7/2023 | Lcra-(Lower Colorado River Authority) | 02-70-8751 | Purchased Power | 0011523 NOVEMBER 2023 TCOS | \$2,023.04 |
| 12/7/2023 | LUBBOCK POWER & LIGHT | 02-70-8751 | Purchased Power | 64-29 NOV 2023 TCOS | \$69.64 |
| 12/7/2023 | Sharyland Utilities, Lp | 02-70-8751 | Purchased Power | 1800000620/5000512 NOV 2023 TCOS | \$132.62 |
| 12/7/2023 | Cross Texas Transmission, Llc | 02-70-8751 | Purchased Power | 011628 NOV 2023PUCT DOCKET 54507 | \$232.07 |
| 12/7/2023 | Schneider Engineering, Ltd. | 02-70-8751 | Purchased Power | 22BART20-REGULATORY SUPPORT ATCS | \$500.00 |
| 12/14/2023 | Techline, Inc | 02-70-9101 | Operating Supplies - Not Office | #9414 / 1346706-00 METER SOCKET COVERS | \$172.00 |
| 12/14/2023 | City Of Garland | 02-70-8751 | Purchased Power | TCOS DOCKET 54507 | \$213.93 |

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|------------|--|------------|--|---|-------------|
| 12/14/2023 | Texas Municipal Power Agency | 02-70-8751 | Purchased Power | NOVEMBER 2023 024069-TCOS NOV 2023 | \$102.50 |
| 12/14/2023 | Grayson-Collin Electric Cooperative | 02-70-8751 | Purchased Power | TCOS YEAR OF 2023 | \$64.20 |
| 12/14/2023 | Bryan Texas Utilities | 02-70-8751 | Purchased Power | 021290 November 2023 TCOS | \$125.62 |
| 12/14/2023 | AEP-AMERICAN ELECTRIC POWER | 02-70-8751 | Purchased Power | 169-21467461 NOVEMBER 2023 TCOS | \$2,067.34 |
| 12/14/2023 | ETT - Electric Transmission Texas, Llc | 02-70-8751 | Purchased Power | 374-21467531 NOVEMBER 2023 TCOS | \$1,047.67 |
| 12/14/2023 | CNP HOUSTON ELECTRIC, LLC | 02-70-8751 | Purchased Power | TCOS OCTOBER 2023 #8332520 / 3001222818 | \$1,821.17 |
| 12/14/2023 | Oncor Electric Delivery | 02-70-8751 | Purchased Power | TRN0035023 / 407626 TCOS NOVEMBER 2023 | \$4,566.84 |
| 12/14/2023 | WSC Energy | 02-70-8751 | Purchased Power | ACH PAYMENT EW 730269489325 | \$27,098.99 |
| 12/18/2023 | AEP-AMERICAN ELECTRIC POWER | 02-70-8751 | Purchased Power | 169-21456470 SEPTEMBER 2023 | \$2,067.34 |
| 12/18/2023 | ETT - Electric Transmission Texas, Llc | 02-70-8751 | Purchased Power | 374-21456264 TCOS SEPT 2023 | \$1,047.67 |
| 12/18/2023 | BEC-Bartlett Electric Cooperative | 02-70-8751 | Purchased Power | 12059003 SEWER PLANT EMERGENCY 3 PHASE | \$75.78 |
| 12/18/2023 | BEC-Bartlett Electric Cooperative | 02-70-8751 | Purchased Power | 12059005 BARTLETT BALLFIELD & YARDLIGHT 3 PHASE | \$197.96 |
| 12/18/2023 | BEC-Bartlett Electric Cooperative | 02-70-8751 | Purchased Power | 12059002 SEWER PLANT 3 PHASE | \$1,014.93 |
| 12/18/2023 | BEC-Bartlett Electric Cooperative | 02-70-8751 | Purchased Power | 12059001 YARDLIGHT POLE # 112295 | \$13.73 |
| 12/18/2023 | South Texas Electric Cooperative, Inc | 02-70-8751 | Purchased Power | 005373 / 01247 TCOS | \$317.44 |
| 12/18/2023 | TNMP | 02-70-8751 | Purchased Power | 69163 / 28795 TCOS NOVEMBER 2023 | \$449.71 |
| 12/18/2023 | Brownsville Public Utilities Board | 02-70-8751 | Purchased Power | #24-1077 TCOS NOVEMBER 2023 | \$32.69 |
| 12/18/2023 | City Of Austin - Austin Energy | 02-70-8751 | Purchased Power | 11E2258405 TCOS 5010-1165 | \$293.81 |
| 12/18/2023 | Geus | 02-70-8751 | Purchased Power | 23-11-11 TCOS NOV 2023 | \$10.63 |
| 12/18/2023 | San Miguel Electric Cooperative, Inc | 02-70-8751 | Purchased Power | T091-2311 TCOS NOVEMBER 2023 | \$4.83 |
| 12/18/2023 | Techline Construction, Llc | 02-70-7651 | Contract Services- Regularly Scheduled | 9414 / 12005060-00 EMERGENCY CREW 11/27/23 | \$3,103.10 |

| | | | | | |
|------------|----------------------------|------------|---|--|-------------|
| 12/29/2023 | Techline Construction, LLC | 02-70-7651 | Contract Services- Regularly Scheduled | 9414 / 12005069-00 ELECTRIC CREW - 12/18/23 TO 12/21/23 | \$22,638.00 |
|------------|----------------------------|------------|---|--|-------------|

| | | | | | |
|--------------|--|--|--|--|--------------------|
| Total | | | | | \$72,031.03 |
|--------------|--|--|--|--|--------------------|

Garbage

| | | | | | |
|------------|--------------------------|------------|---|-------------------------|----------|
| 12/14/2023 | Al Clawson Disposal, Inc | 02-84-7652 | Contract Services-Solid Waste Collection | 651878 500 ARNOLD DRIVE | \$195.00 |
|------------|--------------------------|------------|---|-------------------------|----------|

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|------------|--------------------------|------------|---|------------------|----------|
| 12/14/2023 | Al Clawson Disposal, Inc | 02-84-7652 | Contract Services-Solid Waste Collection | 651816 DUMPSTERS | \$352.35 |
|------------|--------------------------|------------|---|------------------|----------|

| | | | | | |
|------------|--------------------------|------------|---|---------------------------------------|-------------|
| 12/14/2023 | Al Clawson Disposal, Inc | 02-84-7652 | Contract Services-Solid Waste Collection | 652057 / 01470715 DISPOSAL SERVICE | \$12,308.74 |
|------------|--------------------------|------------|---|---------------------------------------|-------------|

| | | | | | |
|--------------|--|--|--|--|--------------------|
| Total | | | | | \$12,856.09 |
|--------------|--|--|--|--|--------------------|

01 - General Fund

Non-Departmental

| | | | | | |
|------------|---|---------|-------------------------------------|---|-------------|
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employer 12/1/2023 | \$43.04 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Federal Tax 12/1/2023 | \$32.05 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employee 12/1/2023 | \$183.96 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employee 12/1/2023 | \$43.04 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employer 12/1/2023 | \$183.96 |
| 12/7/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employee 12/5/2023 | \$814.33 |
| 12/7/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employer 12/5/2023 | \$4,611.64 |
| 12/6/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employer 12/5/2023 | \$2,479.98 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employer 12/5/2023 | \$2,013.78 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employer 12/5/2023 | \$470.94 |
| 12/7/2023 | Texas Workforce Commission Unemployment Tax | 01-2110 | State Unemployment Taxes Payable | TWC 12/5/2023 | \$0.53 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Federal Tax 12/5/2023 | \$3,211.90 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employee 12/5/2023 | \$2,013.78 |
| 12/6/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employee 12/5/2023 | \$2,257.45 |
| 12/6/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 12/5/2023 | \$207.69 |
| 12/6/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX2, Child Support- TX 12/5/2023 | \$327.23 |
| 12/6/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 12/5/2023 | \$96.00 |
| 12/6/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employee 12/5/2023 | \$470.94 |
| 12/14/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | DECEMBER 2023 FINAL INVOICE - PBARTLE12312 | \$12,707.95 |
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 12/19/2023 | \$207.69 |

| | | | | | |
|------------|--|---------|----------------------------------|--|------------|
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX2, Child Support-TX 12/19/2023 | \$327.23 |
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 12/19/2023 | \$96.00 |
| 12/29/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employee 12/19/2023 | \$814.33 |
| 12/29/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employer 12/19/2023 | \$4,611.64 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employer 12/19/2023 | \$1,958.74 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employer 12/19/2023 | \$1,593.54 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employer 12/19/2023 | \$372.67 |
| 12/29/2023 | Texas Workforce Commission Unemployment Tax | 01-2110 | State Unemployment Taxes Payable | TWC 12/19/2023 | \$0.53 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Federal Tax 12/19/2023 | \$2,056.90 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employee 12/19/2023 | \$1,593.54 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employee 12/19/2023 | \$372.67 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employee 12/19/2023 | \$1,783.00 |
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 1/2/2024 | \$207.69 |
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX2, Child Support-TX 1/2/2024 | \$327.23 |
| 12/29/2023 | Texas Child Support SDU | 01-2125 | Child Support Payable | Child Support-TX 1/2/2024 | \$96.00 |
| 12/29/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employee 1/2/2024 | \$1,288.89 |
| 12/29/2023 | TML Health Benefits Pool | 01-2140 | Health Insurance Payable | Health-Employer 1/2/2024 | \$4,611.64 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employer 1/2/2024 | \$3,195.82 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employer 1/2/2024 | \$1,623.92 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employer 1/2/2024 | \$379.78 |
| 12/29/2023 | Texas Workforce Commission Unemployment Tax | 01-2110 | State Unemployment Taxes Payable | TWC 1/2/2024 | \$65.48 |

| | | | | | |
|--------------|---|---------|-------------------------|-----------------------------------|--------------------|
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Federal Tax 1/2/2024 | \$2,176.61 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Social Security-Employee 1/2/2024 | \$1,623.92 |
| 12/29/2023 | Internal Revenue Service | 01-2100 | Federal Taxes Payable | Medicare-Employee 1/2/2024 | \$379.78 |
| 12/29/2023 | TMRS- Texas Municipal Retirement System | 01-2120 | Retirement Plan Payable | TMRS-Employee 1/2/2024 | \$1,817.28 |
| Total | | | | | \$65,752.71 |

Baseball Complex

| | | | | | |
|--------------|---------------------------------------|------------|-------------------|---------------------------|-------------------|
| 12/7/2023 | Bobby Lee Bartlett | 01-20-7651 | Contract Services | #302191 CEMETARY LAWNCARE | \$1,300.00 |
| 12/14/2023 | Jarrell-Schwertner Water Supply, Corp | 01-20-9351 | Purchased Water | #610 CEMETARY WATER | \$70.85 |
| Total | | | | | \$1,370.85 |

Library

| | | | | | |
|--------------|--------------------|------------|-------------------------------|---|-----------------|
| 12/7/2023 | AT&T | 01-18-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$167.96 |
| 12/7/2023 | THADRA VRUBEL | 01-18-7701 | Books, Movies, Subscriptions | 51791283-Reimburse - Library Book Purchases | \$107.71 |
| 12/18/2023 | Bug Master | 01-18-8851 | Facility Maintenance | 150874- PEST CONTROL | \$39.67 |
| 12/18/2023 | DOCUMENT SOLUTIONS | 01-18-8953 | Copier Service | 35469639 LIBRARY COPIER | \$51.68 |
| Total | | | | | \$367.02 |

City Park #1

| | | | | | |
|--------------|------|------------|-------------------------------|---------------------------------------|----------------|
| 12/7/2023 | AT&T | 01-15-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$61.85 |
| Total | | | | | \$61.85 |

Fire

| | | | | | |
|------------|------------------------------------|------------|-------------------------------|---------------------------------------|----------|
| 12/7/2023 | AT&T | 01-14-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$139.21 |
| 12/14/2023 | Siddons-Martin Emergency Group LLC | 01-14-8051 | Equipment Maintenance | 309-0000005066-A31191 FIRE DEPT | \$624.87 |
| 12/14/2023 | Henry Schein, Inc | 01-14-8451 | Medical Supplies | 1633627 / 59697948 MEDICAL SUPPLIES | \$33.00 |

| | | | | | |
|------------|-------------------------------|------------|------------------------------------|---|------------|
| 12/18/2023 | Henry Schein, Inc | 01-14-8451 | Medical Supplies | 63423936 MEDICAL SUPPLIES - FIRE STATION | \$663.02 |
| 12/18/2023 | Henry Schein, Inc | 01-14-8451 | Medical Supplies | 60355872 - SINGLE AIRWAY - FIRE STATION | \$33.00 |
| 12/18/2023 | Lexipol, LLC | 01-14-9101 | Operating Supplies - Not Office | 19381 ANNUAL FIRE MANUALS, BULLETINS, PROCEDURES | \$2,492.00 |
| 12/29/2023 | Witmer Public Safety Group | 01-14-9101 | Operating Supplies - Not Office | 383171 FIRE DEPT | \$110.26 |

Total \$4,095.36

Police

| | | | | | |
|------------|------------------------------|------------|----------------------------------|--|------------|
| 12/7/2023 | AT&T | 01-13-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$317.74 |
| 12/7/2023 | DOCUMENT SOLUTIONS | 01-13-8701 | Postage Fees & Subscriptions | Police Dept Copier | \$71.31 |
| 12/14/2023 | At&T U-Verse | 01-13-9151 | Telephone & Internet Services | 132208488- UVERSE-POLICE DEPT | \$126.51 |
| 12/18/2023 | Bug Master | 01-13-8851 | Facility Maintenance | 150874- PEST CONTROL | \$39.67 |
| 12/18/2023 | Safeguard America | 01-13-8851 | Facility Maintenance | POLICE DEPT: MONITORING 11.28.23 TO 2.27.2024 | \$112.97 |
| 12/18/2023 | DOCUMENT SOLUTIONS | 01-13-8701 | Postage Fees & Subscriptions | 35469640 POLICE DEPT COPIER | \$170.04 |
| 12/18/2023 | Atmos Energy | 01-13-8851 | Facility Maintenance | #4003502067 GAS UTILITY - POLICE DEPT | \$85.59 |
| 12/29/2023 | CADENCE EQUIPMENT FINANCE | 01-13-7401 | Capital Expenditures | #749813 POLICE DEPT LOAN - 2020 CHEV TAHOE | \$1,213.44 |
| 12/29/2023 | CADENCE BANK | 01-13-7401 | Capital Expenditures | POLICE DEPT LOAN - 202 S DALTON | \$577.65 |

Total \$2,714.92

Administration

| | | | | | |
|------------|-------------------------------|------------|----------------------------------|--|------------|
| 12/7/2023 | AT&T | 01-11-9151 | Telephone & Internet Services | 512A4470458840 - NOV 23 PHONE CHARGES | \$895.94 |
| 12/7/2023 | Bell County Elections | 01-11-8001 | Cost of Elections | CoB110723 Special Elections | \$2,000.00 |
| 12/7/2023 | USIO OUTPUT SOLUTIONS | 01-11-8701 | Postage Fees & Subscriptions | #31154 Bills Job # 272693/675276 | \$361.98 |
| 12/7/2023 | USIO OUTPUT SOLUTIONS, INC | 01-11-8701 | Postage Fees & Subscriptions | #0016187 BILLS JOB #272693 - 275276 | \$881.35 |
| 12/14/2023 | Kleensite | 01-11-8851 | Facility Maintenance | 100-0258 Clearing and haul off | \$4,000.00 |

| | | | | | |
|------------|--|------------|-------------------------------------|--|------------|
| 12/14/2023 | United States Postal Service | 01-11-8701 | Postage Fees & Subscriptions | PO BOX H - ANNUAL RENEWAL | \$118.00 |
| 12/14/2023 | TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL | 01-11-7031 | Workers Comp | #1914 - DECEMBER 2023 WORKERS COMP | \$5,510.96 |
| 12/14/2023 | Bartlett Red & White | 01-11-8507 | Employee Relations and Appreciation | 2023 Christmas Baskets | \$1,650.00 |
| 12/14/2023 | Bartlett Red & White | 01-11-8507 | Employee Relations and Appreciation | 2023 Christmas Lunch | \$1,830.00 |
| 12/14/2023 | Tribune Progress | 01-11-7111 | Advertising and Legal Notices | #337692 PUBLIC HEARING ADVERTISING | \$123.50 |
| 12/14/2023 | Capital Area Metropolitan Planning Org. | 01-11-7951 | Dues and Membership Fees | LOCAL CONTRIBUTION | \$455.00 |
| 12/18/2023 | Xerox Corporation | 01-11-8701 | Postage Fees & Subscriptions | #020229013 / 705067072 COLOR COPIER CITY HALL | \$337.58 |
| 12/18/2023 | Bug Master | 01-11-8851 | Facility Maintenance | 150874- PEST CONTROL | \$39.66 |
| 12/18/2023 | Bell County Tax Appraisal District | 01-11-7200 | Appraisal District Fees | 2024 taxing unit fee | \$1,376.08 |
| 12/18/2023 | Messer, Fort, Mcdonald | 01-11-8401 | Legal Expenses | #21192 PROFESSIONAL SERVICES | \$3,067.50 |
| 12/18/2023 | Williamson Central Appraisal District | 01-11-7200 | Appraisal District Fees | QUARTERLY INCOME FROM TAXING UNITS | \$853.25 |
| 12/18/2023 | Ready Refresh | 01-11-8501 | Miscellaneous Expense | 0125962886 DRINKING WATER-CITY HALL | \$181.04 |
| 12/18/2023 | Quadient Finance Usa,Inc | 01-11-8701 | Postage Fees & Subscriptions | 7900044080406543 POSTAGE | \$200.00 |
| 12/18/2023 | Thomson Reuters-West | 01-11-7111 | Advertising and Legal Notices | 1000520025 SUBSCRIPTION | \$20.34 |
| 12/29/2023 | STEPHAN PUSTEJOVSKY | 01-11-8701 | Postage Fees & Subscriptions | REIMBURSE: POSTAGE TO TCEQ 12/27/23 | \$8.56 |
| 12/29/2023 | Jesse Luna | 01-11-7012 | Council Stipends | JANUARY 2024 STIPEND | \$10.00 |
| 12/29/2023 | Shelton Gilmore | 01-11-7012 | Council Stipends | JANUARY 2024 STIPEND | \$10.00 |
| 12/29/2023 | Philip Weaver | 01-11-7012 | Council Stipends | JANUARY 2024 STIPEND | \$10.00 |
| 12/29/2023 | GAYLE JONES | 01-11-7012 | Council Stipends | JANUARY 2024 STIPEND | \$10.00 |
| 12/29/2023 | Quill | 01-11-8551 | Office Supplies | 8793857 / 36039566 / 174300528 OFFICE SUPPLIES | \$344.90 |
| 12/29/2023 | Vickie Cooper | 01-11-7012 | Council Stipends | JANUARY 2024 STIPEND | \$10.00 |
| 12/29/2023 | TEMPLE DAILY TELEGRAM | 01-11-7111 | Advertising and Legal | #12752795 / 16689364 / 13833687 | \$111.40 |

| | | | | | |
|--------------|-----------|------------|-----------------------------|--------------------------------------|--------------------|
| 12/29/2023 | Chad Mees | 01-11-7012 | Notices Council Stipends | LEGAL NOTICE JANUARY 2024 STIPEND | \$225.00 |
| Total | | | | | \$24,642.04 |

Municipal Court

| | | | | | |
|--------------|------------------------|------------|--------------------|---|----------------|
| 12/18/2023 | Messer, Fort, McDonald | 01-12-8400 | Prosecutor Expense | #21193- DM - 10.23.2023 REVIEW EMAIL | \$17.50 |
| Total | | | | | \$17.50 |

TOTAL \$244,875.51



Account Information Report City of Bartlett

December 01, 2023 - December 31, 2023

Account: *0673 (0673 Teinert Library)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$6,385.92 |
| Closing Ledger | \$6,385.92 |
| Closing Available | \$6,385.92 |
| Average Closing Available MTD | \$6,379.99 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$6,379.99 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|--------------------|--------------|---------|-------|------------|
| 12/04/2023 | Deposit DEPOSIT | 0000000000 | \$61.20 | | \$6,385.92 |

Account: *1799 (1799 Utility Deposit)

| | |
|-------------------------------|--------------------|
| Opening Ledger | \$71,050.26 |
| Closing Ledger | \$21,058.70 |
| Closing Available | \$21,058.70 |
| Average Closing Available MTD | \$66,211.82 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$66,211.82 |
| Total Credits | \$8.44 |
| Total Debits | \$50,000.00 |
| Interest Paid Previous Year | \$42.74 |
| Interest Rate | 0.150% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|--|--------------|--------|-------------|-------------|
| 12/29/2023 | IOD Interest Paid IOD INTEREST PAID | | \$8.44 | | \$21,058.70 |
| 12/29/2023 | Transfer Debit Real-Time Web CUSTOMER TRANSFER TO IM 00001404200089 | | | \$50,000.00 | \$21,050.26 |
| 12/29/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$42.74 | | | | \$0.00 |
| 12/28/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$34.30 | | | | \$0.00 |
| 12/27/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$34.30 | | | | \$0.00 |
| 12/26/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$34.30 | | | | \$0.00 |
| 12/22/2023 | Account Information INTEREST RATE: .150000% | | | | \$0.00 |

| | | |
|------------|------------------------------|--------|
| | YTD INTEREST EARNED: \$34.30 | |
| 12/21/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/20/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/19/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/18/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/15/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/14/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/13/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/12/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/11/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/08/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/07/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/06/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/05/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/04/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |
| 12/01/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$34.30 | |

Account: *2206 (2206 Tax Notes)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$49,457.75 |
| Closing Ledger | \$49,464.05 |
| Closing Available | \$49,464.05 |
| Average Closing Available MTD | \$49,457.95 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$49,457.95 |
| Total Credits | \$6.30 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$84.17 |
| Interest Rate | 0.150% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|-------------|--------------|--------|-------|---------|
|-------------|-------------|--------------|--------|-------|---------|

| | | | |
|------------|------------------------------|--------|-------------|
| 12/29/2023 | IOD Interest Paid | \$6.30 | \$49,464.05 |
| | IOD INTEREST PAID | | |
| 12/29/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$84.17 | | |
| 12/28/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/27/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/26/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/22/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/21/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/20/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/19/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/18/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/15/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/14/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/13/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/12/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/11/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/08/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/07/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/06/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/05/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/04/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |
| 12/01/2023 | Account Information | | \$0.00 |
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$77.87 | | |

Account: *3313 (3313 Police Seizure)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$3,350.42 |
| Closing Ledger | \$3,350.42 |
| Closing Available | \$3,350.42 |
| Average Closing Available MTD | \$3,350.42 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$3,350.42 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

Account: *0070 (0070 Cemetery)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$14,476.34 |
| Closing Ledger | \$14,478.18 |
| Closing Available | \$14,478.18 |
| Average Closing Available MTD | \$14,476.39 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$14,476.39 |
| Total Credits | \$1.84 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$20.74 |
| Interest Rate | 0.150% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|------------------------------|--------------|--------|-------|-------------|
| 12/29/2023 | IOD Interest Paid | | \$1.84 | | \$14,478.18 |
| | IOD INTEREST PAID | | | | |
| 12/29/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$20.74 | | | | |
| 12/28/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/27/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/26/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/22/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/21/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/20/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/19/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/18/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/15/2023 | Account Information | | | | \$0.00 |
| | INTEREST RATE: .150000% | | | | |
| | YTD INTEREST EARNED: \$18.90 | | | | |
| 12/14/2023 | Account Information | | | | \$0.00 |

| | | | | |
|------------|------------------------------|------------|----------|-------------|
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/13/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/12/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/11/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/08/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/07/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/06/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/05/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/04/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |
| 12/01/2023 | Deposit | 0000000000 | \$600.00 | \$14,476.34 |
| | DEPOSIT | | | |
| 12/01/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$18.90 | | | |

Account: *0089 (0089 General)

| | |
|-------------------------------|--------------------|
| Opening Ledger | \$127,170.49 |
| Closing Ledger | \$154,336.80 |
| Closing Available | \$154,336.80 |
| Average Closing Available MTD | \$158,478.56 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$158,478.56 |
| Total Credits | \$52,019.90 |
| Total Debits | \$24,853.59 |
| Interest Paid Previous Year | \$199.38 |
| Interest Rate | 0.150% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|----------------------------|--------------|---------|-------------|--------------|
| 12/29/2023 | IOD Interest Paid | | \$20.19 | | \$154,336.80 |
| | IOD INTEREST PAID | | | | |
| 12/29/2023 | ACH Debit | | | \$19,472.78 | \$154,316.61 |
| | CITY OF BARLETT 1746000224 | | | | |
| | -SETT-CCACH DEP/PAY PPD | | | | |
| 12/29/2023 | DDA Check | 0000058521 | | \$2,492.00 | \$173,789.39 |
| | DDA CHECK | | | | |
| 12/29/2023 | DDA Check | 0000000000 | | \$1,821.17 | \$176,281.39 |
| | DDA CHECK | | | | |
| 12/29/2023 | Fed Image Check | 0000000000 | | \$225.00 | \$178,102.56 |
| | FED IMAGE CHECK | | | | |
| 12/29/2023 | DDA Check | 0000000000 | | \$125.62 | \$178,327.56 |
| | DDA CHECK | | | | |
| 12/29/2023 | Fed Image Check | 0000058491 | | \$33.00 | \$178,453.18 |
| | FED IMAGE CHECK | | | | |

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|------------|--|------------|-------------|------------|--------------|
| 12/29/2023 | Returned Deposited Item RETURNED DEP ITEM | | | \$684.02 | \$178,486.18 |
| 12/29/2023 | Deposit DEPOSIT | 0000000000 | \$1,094.62 | | \$179,170.20 |
| 12/29/2023 | Transfer Credit Real-Time Web CUSTOMER TRANSFER FROM IM 00001404111799 | | \$50,000.00 | | \$178,075.58 |
| 12/29/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$801.59 | | \$128,075.58 |
| 12/29/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$103.50 | | \$127,273.99 |
| 12/29/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$199.38 | | | | \$0.00 |
| 12/28/2023 | Over The Counter Check OVER COUNTER CHECK | 0000000000 | | \$593.00 | \$127,170.49 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$449.71 | \$127,763.49 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$181.04 | \$128,213.20 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$112.97 | \$128,394.24 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$32.69 | \$128,507.21 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$21.00 | \$128,539.90 |
| 12/28/2023 | DDA Check DDA CHECK | 0000000000 | | \$10.00 | \$128,560.90 |
| 12/28/2023 | DDA Check DDA CHECK | 0000058526 | | \$4.83 | \$128,570.90 |
| 12/28/2023 | Deposit DEPOSIT | 0000000000 | \$2,717.64 | | \$128,575.73 |
| 12/28/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$413.01 | | \$125,858.09 |
| 12/28/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$207.00 | | \$125,445.08 |
| 12/28/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | | \$0.00 |
| 12/27/2023 | ACH Debit IRS 3387702000 270376101480271 USATAXPYMT CCD | | | \$6,545.42 | \$125,238.08 |
| 12/27/2023 | DDA Check DDA CHECK | 0000058501 | | \$5,510.96 | \$131,783.50 |
| 12/27/2023 | DDA Check DDA CHECK | 0000000000 | | \$3,103.10 | \$137,294.46 |
| 12/27/2023 | Fed Image Check FED IMAGE CHECK | 0000058519 | | \$696.02 | \$140,397.56 |
| 12/27/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$113.60 | | \$141,093.58 |
| 12/27/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | | \$0.00 |
| 12/26/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | | \$881.35 | \$140,979.98 |
| 12/26/2023 | ACH Debit TEXAS SDU 1581115569 233560000738711 CHILDSUPP CCD | | | \$861.69 | \$141,861.33 |
| 12/26/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | | \$361.98 | \$142,723.02 |
| 12/26/2023 | DDA Check | 0000000000 | | \$337.58 | \$143,085.00 |

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|------------|--|------------|-------------|--------------|
| | DDA CHECK | | | |
| 12/26/2023 | Fed Image Check FED IMAGE CHECK | 0000058498 | \$336.22 | \$143,422.58 |
| 12/26/2023 | DDA Check DDA CHECK | 0000058485 | \$213.93 | \$143,758.80 |
| 12/26/2023 | DDA Check DDA CHECK | 0000058523 | \$200.00 | \$143,972.73 |
| 12/26/2023 | DDA Check DDA CHECK | 0000000000 | \$119.00 | \$144,172.73 |
| 12/26/2023 | DDA Check DDA CHECK | 0000000000 | \$20.34 | \$144,291.73 |
| 12/26/2023 | Deposit DEPOSIT | 0000000000 | \$2,010.45 | \$144,312.07 |
| 12/26/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$477.19 | \$142,301.62 |
| 12/26/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$459.54 | \$141,824.43 |
| 12/26/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$243.60 | \$141,364.89 |
| 12/26/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/22/2023 | DDA Check DDA CHECK | 0000058532 | \$7,794.28 | \$141,121.29 |
| 12/22/2023 | DDA Check DDA CHECK | 0000000000 | \$2,350.00 | \$148,915.57 |
| 12/22/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$2,000.00 | \$151,265.57 |
| 12/22/2023 | Over The Counter Check OVER COUNTER CHECK | 0000000000 | \$1,302.40 | \$153,265.57 |
| 12/22/2023 | DDA Check DDA CHECK | 0000000000 | \$517.75 | \$154,567.97 |
| 12/22/2023 | DDA Check DDA CHECK | 0000000000 | \$317.44 | \$155,085.72 |
| 12/22/2023 | DDA Check DDA CHECK | 0000000000 | \$221.72 | \$155,403.16 |
| 12/22/2023 | DDA Check DDA CHECK | 0000000000 | \$118.00 | \$155,624.88 |
| 12/22/2023 | Deposit DEPOSIT | 0000000000 | \$2,211.76 | \$155,742.88 |
| 12/22/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$888.02 | \$153,531.12 |
| 12/22/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/21/2023 | Fed Image Check FED IMAGE CHECK | 0000058480 | \$12,856.09 | \$152,643.10 |
| 12/21/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$2,067.34 | \$165,499.19 |
| 12/21/2023 | DDA Check DDA CHECK | 0000058463 | \$232.07 | \$167,566.53 |
| 12/21/2023 | DDA Check DDA CHECK | 0000000000 | \$172.00 | \$167,798.60 |
| 12/21/2023 | Over The Counter Check OVER COUNTER CHECK | 0000000000 | \$123.50 | \$167,970.60 |
| 12/21/2023 | Deposit DEPOSIT | 0000000000 | \$3,197.56 | \$168,094.10 |
| 12/21/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$328.86 | \$164,896.54 |
| 12/21/2023 | Account Information | | | \$0.00 |

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|------------|--|------------|--------------------------|
| | INTEREST RATE: .150000% | | |
| | YTD INTEREST EARNED: \$179.19 | | |
| 12/20/2023 | DDA Check DDA CHECK | 0000000000 | \$13,865.74\$164,567.68 |
| 12/20/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$624.87\$178,433.42 |
| 12/20/2023 | DDA Check DDA CHECK | 0000058481 | \$126.51\$179,058.29 |
| 12/20/2023 | DDA Check DDA CHECK | 0000000000 | \$102.50\$179,184.80 |
| 12/20/2023 | DDA Check DDA CHECK | 0000000000 | \$64.20\$179,287.30 |
| 12/20/2023 | Deposit DEPOSIT | 0000000000 | \$2,109.61 \$179,351.50 |
| 12/20/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$1,592.21 \$177,241.89 |
| 12/20/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | \$0.00 |
| 12/19/2023 | ACH Debit VERIZON WIRELESS 6223344794 042013033700001 PAYMENTS CCD | | \$1,636.31\$175,649.68 |
| 12/19/2023 | DDA Check DDA CHECK | 0000000000 | \$1,617.13\$177,285.99 |
| 12/19/2023 | DDA Check DDA CHECK | 0000000000 | \$1,556.30\$178,903.12 |
| 12/19/2023 | DDA Check DDA CHECK | 0000058487 | \$512.76\$180,459.42 |
| 12/19/2023 | DDA Check DDA CHECK | 0000000000 | \$70.85\$180,972.18 |
| 12/19/2023 | DDA Check DDA CHECK | 0000000000 | \$8.39\$181,043.03 |
| 12/19/2023 | Deposit DEPOSIT | 0000000000 | \$6,481.12 \$181,051.42 |
| 12/19/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$1,657.02 \$174,570.30 |
| 12/19/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | \$0.00 |
| 12/18/2023 | ACH Debit CITY OF BARLETT 1746000224 -SETT-CCACH DEP/PAY PPD | | \$19,649.00\$172,913.28 |
| 12/18/2023 | DDA Check DDA CHECK | 0000058495 | \$4,566.84\$192,562.28 |
| 12/18/2023 | DDA Check DDA CHECK | 0000000000 | \$4,000.00\$197,129.12 |
| 12/18/2023 | ACH Debit WEX INC 2841425616 9100001692045 FLEET DEBI CCD | | \$2,984.90\$201,129.12 |
| 12/18/2023 | DDA Check DDA CHECK | 0000058428 | \$200.00\$204,114.02 |
| 12/18/2023 | Wire Transfer Outgoing WSC ENERGY 021000021 JPMCHASE CUST. #: 003720; INVOICE #: EW730269489325 MID: 231218090051LACO IMAD: 20231218MMQFMPF1000123 | | \$27,098.99\$204,314.02 |
| 12/18/2023 | Returned Deposited Item RETURNED DEP ITEM | | \$985.95\$231,413.01 |
| 12/18/2023 | Deposit DEPOSIT | 0000000000 | \$34,067.54 \$232,398.96 |
| 12/18/2023 | ACH Credit Transaction | | \$8,175.39 \$198,331.42 |

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|------------|--|------------|-------------|--------------|
| | MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | | |
| 12/18/2023 | ACH Credit Transaction | | \$1,114.08 | \$190,156.03 |
| | MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | | |
| 12/18/2023 | ACH Credit Transaction | | \$390.61 | \$189,041.95 |
| | MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | | |
| 12/18/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | |
| 12/15/2023 | DDA Check | 0000000000 | \$5,845.21 | \$188,651.34 |
| | DDA CHECK | | | |
| 12/15/2023 | DDA Check | 0000000000 | \$1,703.29 | \$194,496.55 |
| | DDA CHECK | | | |
| 12/15/2023 | ACH Debit | | \$1,584.99 | \$196,199.84 |
| | CITY OF BARLETT 1746000224 -SETT-CCACH DEP/PAY PPD | | | |
| 12/15/2023 | DDA Check | 0000000000 | \$319.82 | \$197,784.83 |
| | DDA CHECK | | | |
| 12/15/2023 | DDA Check | 0000000000 | \$0.53 | \$198,104.65 |
| | DDA CHECK | | | |
| 12/15/2023 | Deposit | 0000000000 | \$16,255.72 | \$198,105.18 |
| | DEPOSIT | | | |
| 12/15/2023 | ACH Credit Transaction | | \$4,502.49 | \$181,849.46 |
| | MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | | |
| 12/15/2023 | ACH Credit Transaction | | \$356.04 | \$177,346.97 |
| | MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | | |
| 12/15/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | |
| 12/14/2023 | Account Analysis Fee | | \$449.13 | \$176,990.93 |
| | ANALYSIS CHRG | | | |
| 12/14/2023 | DDA Check | 0000000000 | \$5,427.50 | \$177,440.06 |
| | DDA CHECK | | | |
| 12/14/2023 | Over The Counter Check | 0000000000 | \$3,767.25 | \$182,867.56 |
| | OVER COUNTER CHECK | | | |
| 12/14/2023 | Fed Image Check | 0000000000 | \$205.96 | \$186,634.81 |
| | FED IMAGE CHECK | | | |
| 12/14/2023 | DDA Check | 0000000000 | \$75.00 | \$186,840.77 |
| | DDA CHECK | | | |
| 12/14/2023 | DDA Check | 0000000000 | \$11.65 | \$186,915.77 |
| | DDA CHECK | | | |
| 12/14/2023 | Deposit | 0000000000 | \$10,110.26 | \$186,927.42 |
| | DEPOSIT | | | |
| 12/14/2023 | ACH Credit Transaction | | \$1,267.88 | \$176,817.16 |
| | MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | | |
| 12/14/2023 | ACH Credit Transaction | | \$1,183.47 | \$175,549.28 |
| | MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | | |
| 12/14/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | |
| 12/13/2023 | DDA Check | 0000058435 | \$747.51 | \$174,365.81 |
| | DDA CHECK | | | |
| 12/13/2023 | DDA Check | 0000000000 | \$132.62 | \$175,113.32 |
| | DDA CHECK | | | |
| 12/13/2023 | Fed Image Check | 0000058475 | \$107.71 | \$175,245.94 |
| | FED IMAGE CHECK | | | |
| 12/13/2023 | DDA Check | 0000000000 | \$69.64 | \$175,353.65 |
| | DDA CHECK | | | |
| 12/13/2023 | Deposit | 0000000000 | \$13,663.10 | \$175,423.29 |

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|------------|-------------------------------|------------|-------------|--------------|
| | DEPOSIT | | | |
| 12/13/2023 | Deposit | 0000000000 | \$10,576.13 | \$161,760.19 |
| | DEPOSIT | | | |
| 12/13/2023 | ACH Credit Transaction | | \$29,880.75 | \$151,184.06 |
| | TAX APPRAISAL DI 9752186317 | | | |
| | 201021 TAXES PAYA PPD | | | |
| 12/13/2023 | ACH Credit Transaction | | \$3,622.65 | \$121,303.31 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478438880 DEPOSIT CCD | | | |
| 12/13/2023 | ACH Credit Transaction | | \$792.78 | \$117,680.66 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478435886 DEPOSIT CCD | | | |
| 12/13/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$179.19 | | | |
| 12/12/2023 | Fed Image Check | 0000058470 | \$24,490.50 | \$116,887.88 |
| | FED IMAGE CHECK | | | |
| 12/12/2023 | Fed Image Check | 0000058459 | \$1,750.00 | \$141,378.38 |
| | FED IMAGE CHECK | | | |
| 12/12/2023 | DDA Check | 0000000000 | \$1,116.02 | \$143,128.38 |
| | DDA CHECK | | | |
| 12/12/2023 | Fed Image Check | 0000058469 | \$977.05 | \$144,244.40 |
| | FED IMAGE CHECK | | | |
| 12/12/2023 | DDA Check | 0000058472 | \$500.00 | \$145,221.45 |
| | DDA CHECK | | | |
| 12/12/2023 | DDA Check | 0000000000 | \$330.27 | \$145,721.45 |
| | DDA CHECK | | | |
| 12/12/2023 | Fed Image Check | 0000058330 | \$10.00 | \$146,051.72 |
| | FED IMAGE CHECK | | | |
| 12/12/2023 | Fed Image Check | 0000058213 | \$10.00 | \$146,061.72 |
| | FED IMAGE CHECK | | | |
| 12/12/2023 | ACH Credit Transaction | | \$1,577.94 | \$146,071.72 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478438880 DEPOSIT CCD | | | |
| 12/12/2023 | ACH Credit Transaction | | \$304.29 | \$144,493.78 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478435886 DEPOSIT CCD | | | |
| 12/12/2023 | Account Information | | | \$0.00 |
| | INTEREST RATE: .150000% | | | |
| | YTD INTEREST EARNED: \$179.19 | | | |
| 12/11/2023 | DDA Check | 0000000000 | \$2,908.42 | \$144,189.49 |
| | DDA CHECK | | | |
| 12/11/2023 | DDA Check | 0000058466 | \$2,023.04 | \$147,097.91 |
| | DDA CHECK | | | |
| 12/11/2023 | DDA Check | 0000000000 | \$1,300.00 | \$149,120.95 |
| | DDA CHECK | | | |
| 12/11/2023 | ACH Debit | | \$861.69 | \$150,420.95 |
| | TEXAS SDU 1581115569 | | | |
| | 233420000738711 CHILDSUPP CCD | | | |
| 12/11/2023 | Fed Image Check | 0000000000 | \$525.00 | \$151,282.64 |
| | FED IMAGE CHECK | | | |
| 12/11/2023 | DDA Check | 0000000000 | \$71.31 | \$151,807.64 |
| | DDA CHECK | | | |
| 12/11/2023 | Deposit | 0000000000 | \$5,671.47 | \$151,878.95 |
| | DEPOSIT | | | |
| 12/11/2023 | ACH Credit Transaction | | \$1,657.55 | \$146,207.48 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478438880 DEPOSIT CCD | | | |
| 12/11/2023 | ACH Credit Transaction | | \$1,270.36 | \$144,549.93 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478438880 DEPOSIT CCD | | | |
| 12/11/2023 | ACH Credit Transaction | | \$419.32 | \$143,279.57 |
| | MERCHANT BANKCD G592126793 | | | |
| | 496478438880 DEPOSIT CCD | | | |
| 12/11/2023 | ACH Credit Transaction | | \$300.15 | \$142,860.25 |

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|------------|--|------------|-------------|--------------|
| | MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | | |
| 12/11/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/08/2023 | ACH Debit TMRS 9746000173 14026 PAYROLL CCD | | \$8,321.02 | \$142,560.10 |
| 12/08/2023 | DDA Check DDA CHECK | 0000058429 | \$167.96 | \$150,881.12 |
| 12/08/2023 | Cashed Check CASHED CHECK | 0000000000 | \$10.00 | \$151,049.08 |
| 12/08/2023 | Deposit DEPOSIT | 0000000000 | \$4,941.01 | \$151,059.08 |
| 12/08/2023 | ACH Credit Transaction CPA STATE FISCAL 1746000089 17460002243003 INV-PAYMTS CTX | | \$10,811.38 | \$146,118.07 |
| 12/08/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$1,728.32 | \$135,306.69 |
| 12/08/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/07/2023 | ACH Debit CITY OF BARLETT 1746000224 -SETT-CCACH DEP/PAY PPD | | \$24,279.00 | \$133,578.37 |
| 12/07/2023 | DDA Check DDA CHECK | 0000000000 | \$2,359.20 | \$157,857.37 |
| 12/07/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$1,500.00 | \$160,216.57 |
| 12/07/2023 | DDA Check DDA CHECK | 0000000000 | \$747.51 | \$161,716.57 |
| 12/07/2023 | DDA Check DDA CHECK | 0000000000 | \$225.00 | \$162,464.08 |
| 12/07/2023 | Deposit DEPOSIT | 0000000000 | \$3,067.17 | \$162,689.08 |
| 12/07/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$1,704.84 | \$159,621.91 |
| 12/07/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$179.06 | \$157,917.07 |
| 12/07/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/06/2023 | Transfer Debit Real-Time Web CUSTOMER TRANSFER TO IM 00001444002474 | | \$34,544.00 | \$157,738.01 |
| 12/06/2023 | Transfer Debit Real-Time Web CUSTOMER TRANSFER TO IM 00001444002474 | | \$25,075.00 | \$192,282.01 |
| 12/06/2023 | ACH Debit IRS 3387702000 270374081681013 USATAXPYMT CCD | | \$8,737.44 | \$217,357.01 |
| 12/06/2023 | DDA Check DDA CHECK | 0000058445 | \$925.93 | \$226,094.45 |
| 12/06/2023 | ACH Debit IRS 3387702000 270374055539689 USATAXPYMT CCD | | \$502.59 | \$227,020.38 |
| 12/06/2023 | DDA Check DDA CHECK | 0000000000 | \$319.82 | \$227,522.97 |
| 12/06/2023 | DDA Check DDA CHECK | 0000000000 | \$8.00 | \$227,842.79 |
| 12/06/2023 | DDA Check DDA CHECK | 0000000000 | \$1.52 | \$227,850.79 |
| 12/06/2023 | Deposit DEPOSIT | 0000000000 | \$5,221.97 | \$227,852.31 |

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|------------|--|------------|-------------|--------------|
| 12/06/2023 | ACH Credit Transaction TAX APPRAISAL DI 9752186317 201021 TAXES PAYA PPD | | \$36,700.97 | \$222,630.34 |
| 12/06/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$1,452.90 | \$185,929.37 |
| 12/06/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/05/2023 | DDA Check DDA CHECK | 0000058434 | \$213.93 | \$184,476.47 |
| 12/05/2023 | DDA Check DDA CHECK | 0000058427 | \$150.00 | \$184,690.40 |
| 12/05/2023 | ACH Debit MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$15.00 | \$184,840.40 |
| 12/05/2023 | ACH Debit MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$15.00 | \$184,855.40 |
| 12/05/2023 | DDA Check DDA CHECK | 0000000000 | \$8.57 | \$184,870.40 |
| 12/05/2023 | DDA Check DDA CHECK | 0000058446 | \$4.83 | \$184,878.97 |
| 12/05/2023 | Deposit DEPOSIT | 0000000000 | \$11,583.68 | \$184,883.80 |
| 12/05/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$636.23 | \$173,300.12 |
| 12/05/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$149.04 | \$172,663.89 |
| 12/05/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/04/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$13,469.50 | \$172,514.85 |
| 12/04/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$9,636.41 | \$185,984.35 |
| 12/04/2023 | DDA Check DDA CHECK | 0000000000 | \$3,000.00 | \$195,620.76 |
| 12/04/2023 | ACH Debit MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$2,059.83 | \$198,620.76 |
| 12/04/2023 | DDA Check DDA CHECK | 0000000000 | \$590.00 | \$200,680.59 |
| 12/04/2023 | ACH Debit MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$316.85 | \$201,270.59 |
| 12/04/2023 | DDA Check DDA CHECK | 0000058454 | \$308.12 | \$201,587.44 |
| 12/04/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$185.19 | \$201,895.56 |
| 12/04/2023 | ACH Debit WEBFILE TAX PYMT 2146000311 902/74164779 DD CCD | | \$126.34 | \$202,080.75 |
| 12/04/2023 | DDA Check DDA CHECK | 0000000000 | \$100.00 | \$202,207.09 |
| 12/04/2023 | Deposit DEPOSIT | 0000000000 | \$6,360.63 | \$202,307.09 |
| 12/04/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$4,247.59 | \$195,946.46 |
| 12/04/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$646.79 | \$191,698.87 |

| | | | | |
|------------|--|------------|------------|--------------|
| 12/04/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$438.15 | \$191,052.08 |
| 12/04/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |
| 12/01/2023 | ACH Debit CITY OF BARLETT 1746000224 -SETT-CCACH DEP/PAY PPD | | \$2,807.68 | \$190,613.93 |
| 12/01/2023 | DDA Check DDA CHECK | 0000058438 | \$1,892.52 | \$193,421.61 |
| 12/01/2023 | DDA Check DDA CHECK | 0000000000 | \$1,616.84 | \$195,314.13 |
| 12/01/2023 | Fed Image Check FED IMAGE CHECK | 0000000000 | \$835.00 | \$196,930.97 |
| 12/01/2023 | DDA Check DDA CHECK | 0000000000 | \$378.33 | \$197,765.97 |
| 12/01/2023 | DDA Check DDA CHECK | 0000058287 | \$75.00 | \$198,144.30 |
| 12/01/2023 | DDA Check DDA CHECK | 0000000000 | \$0.53 | \$198,219.30 |
| 12/01/2023 | Returned Deposited Item RETURNED DEP ITEM | | \$619.09 | \$198,219.83 |
| 12/01/2023 | Deposit DEPOSIT | 0000000000 | \$663.87 | \$198,838.92 |
| 12/01/2023 | Deposit DEPOSIT | 0000000000 | \$201.00 | \$198,175.05 |
| 12/01/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD | | \$2,947.99 | \$197,974.05 |
| 12/01/2023 | ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD | | \$191.48 | \$195,026.06 |
| 12/01/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$179.19 | | | \$0.00 |

Account: *0118 (0118 Electric)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$2,684.87 |
| Closing Ledger | \$2,685.21 |
| Closing Available | \$2,685.21 |
| Average Closing Available MTD | \$2,684.88 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$2,684.88 |
| Total Credits | \$0.34 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$177.98 |
| Interest Rate | 0.150% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|---|--------------|--------|-------|------------|
| 12/29/2023 | IOD Interest Paid IOD INTEREST PAID | | \$0.34 | | \$2,685.21 |
| 12/29/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$177.98 | | | | \$0.00 |
| 12/28/2023 | Account Information INTEREST RATE: .150000% YTD INTEREST EARNED: \$177.64 | | | | \$0.00 |
| 12/27/2023 | Account Information INTEREST RATE: .150000% | | | | \$0.00 |

| | | |
|------------|-------------------------------|--------|
| | YTD INTEREST EARNED: \$177.64 | |
| 12/26/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/22/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/21/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/20/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/19/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/18/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/15/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/14/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/13/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/12/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/11/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/08/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/07/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/06/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/05/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/04/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |
| 12/01/2023 | Account Information | \$0.00 |
| | INTEREST RATE: .150000% | |
| | YTD INTEREST EARNED: \$177.64 | |

Account: *2167 (2167 Blue Santa)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$1,569.92 |
| Closing Ledger | \$1,569.92 |
| Closing Available | \$1,569.92 |
| Average Closing Available MTD | \$1,569.92 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$1,569.92 |
| Total Credits | \$0.00 |

| | |
|-----------------------------|---------------|
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

Account: *2183 (2183 ARPA)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$218,435.33 |
| Closing Ledger | \$218,435.33 |
| Closing Available | \$218,435.33 |
| Average Closing Available MTD | \$218,435.33 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$218,435.33 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

Account: *2191 (2191 Wtr Tower Maint)

Not Reported

Account: *2458 (2548 Govt Capital)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$1,590.50 |
| Closing Ledger | \$1,590.50 |
| Closing Available | \$1,590.50 |
| Average Closing Available MTD | \$1,590.50 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$1,590.50 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

Account: *2474 (2474 I and S)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$131,004.99 |
| Closing Ledger | \$131,004.99 |
| Closing Available | \$131,004.99 |
| Average Closing Available MTD | \$121,389.02 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$121,389.02 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|---|--------------|-------------|-------|--------------|
| 12/06/2023 | Transfer Credit Real-Time Web CUSTOMER TRANSFER FROM IM 00001404200089 | | \$34,544.00 | | \$131,004.99 |
| 12/06/2023 | Transfer Credit Real-Time Web CUSTOMER TRANSFER FROM IM 00001404200089 | | \$25,075.00 | | \$96,460.99 |

Account: *2562 (2562 Community Fund)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$27.66 |
| Closing Ledger | \$27.66 |
| Closing Available | \$27.66 |
| Average Closing Available MTD | \$27.66 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$27.66 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

Account: *8936 (City of Bartlett Economic Development Corporation)

Not Reported

Account: *9009 (City of Bartlett Economic Development Corporation)

| | |
|-------------------------------|---------------|
| Opening Ledger | \$69,653.26 |
| Closing Ledger | \$69,653.26 |
| Closing Available | \$69,653.26 |
| Average Closing Available MTD | \$69,656.12 |
| 1 - Day Float | \$0.00 |
| 2 Or More Days Float | \$0.00 |
| Target Balance | \$0.00 |
| Total Investment Position | \$0.00 |
| Average Closing Ledger MTD | \$69,656.12 |
| Total Credits | \$0.00 |
| Total Debits | \$0.00 |
| Interest Paid Previous Year | \$0.00 |
| Interest Rate | 0.000% |

| Posted Date | Description | Check Number | Credit | Debit | Balance |
|-------------|---------------------------------------|-----------------|--------|--------|-------------|
| 12/14/2023 | Account Analysis Fee ANALYSIS CHRG | | | \$6.83 | \$69,653.26 |

Account: *6100 (St Pol E 6100)

Not Reported

Account: *2029 (City of Bartlett)

Not Reported

Account: *5459 (City of Bartlett)

Not Reported

Report Generated on: 01/04/24 08:35:30 AM



*CHAD MEES, MAYOR
PHILLIP WEAVER, PRO TEM
GAYLE JONES, COUNCILMAN
VICKIE COOPER, COUNCILMAN
JESSE LUNA, COUNCILMAN
SHELTON GILMORE, COUNCILMAN*

CITY CLERK MONTHLY REPORT

December 2023

Due to the holiday season there was only one city council meeting held on December 11, 2023.

There was only 2 open records requests for the entire month of December. 1 is closed and 1 is pending discussion with attorney.

The candidate packets are ready for pick up beginning 01/03/24.

Brenda Kelley
City Clerk

City of Bartlett
Municipal Court Council Report
From 12/1/2023 to 12/31/2023

Violations by Type

| Traffic | Penal | City Ordinance | Parking | Other | Total |
|---------|-------|----------------|---------|-------|-------|
| 7 | 1 | 0 | 0 | 0 | 8 |

Financial

| State Fees | Court Costs | Fines | Tech Fund | Building Security | Total |
|------------|-------------|------------|-----------|-------------------|------------|
| \$1,403.94 | \$584.65 | \$2,308.00 | \$51.52 | \$58.86 | \$4,406.97 |

Warrants

| Issued | Served | Closed | Total |
|--------|--------|--------|-------|
| 0 | 0 | 0 | 0 |

FTAs/VPTAs

| FTAs | VPTAs | Total |
|------|-------|-------|
| 0 | 0 | 0 |

Dispositions

| Paid | Non-Cash Credit | Dismissed | Driver Safety | Deferred | Total |
|------|-----------------|-----------|---------------|----------|-------|
| 11 | 0 | 0 | 5 | 0 | 16 |

Trials & Hearings

| Jury | Bench | Appeal | Total |
|------|-------|--------|-------|
| 0 | 0 | 0 | 0 |

Omni/Scofflaw/Collection

| Omni | Scofflaw | Collections | Total |
|------|----------|-------------|-------|
| 0 | 0 | 0 | 0 |

OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Period December 2023

Municipal Court for the City of Bartlett

Presiding Judge Scott Matthew
If new, date assumed office

Court Mailing Address 140 W. Clark
City Bartlett, TX 76511

Phone Number 254-527-3219
Fax Number

Court's Public Email municipalcourt@bartlett-tx.us
Court's Website www.bartlett-tx.us

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by Brenda Kelley

Date 01/03/24 Phone Number _____

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P O BOX 12066
AUSTIN, TX
78711-2066

PHONE: (512) 463-1625
FAX: (512) 936-2423

CRIMINAL SECTION

| Bartlett Municipal Court | | Traffic Misdemeanors | | | Non-Traffic Misdemeanors | | |
|--|------|----------------------|---------|----------------|--------------------------|-----------------|----------------|
| | | Non-Parking | Parking | City Ordinance | Penal Code | Other State Law | City Ordinance |
| Month | Year | | | | | | |
| December | 2023 | | | | | | |
| 1. Total Cases Pending First of Month: | | 1242 | 1 | 0 | 409 | 248 | 153 |
| a. Active Cases | | 195 | 1 | 0 | 31 | 18 | 44 |
| b. Inactive Cases | | 1047 | 0 | 0 | 378 | 230 | 109 |
| 2. New Cases Filed | | 7 | 0 | 0 | 1 | 0 | 0 |
| 3. Cases Reactivated | | 1 | 0 | 0 | 1 | 0 | 0 |
| 4. All Other Cases Added | | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Total Cases on Docket (Sum of Lines 1a, 2, 3 & 4) | | 203 | 1 | 0 | 33 | 18 | 44 |
| Dispositions Prior to Court Appearance or Trial: | | | | | | | |
| Uncontested Dispositions (Disposed without appearance before a judge (CCP Art. 27.1.4)) | | 9 | 0 | 0 | 0 | 0 | 0 |
| b. Dismissed by Prosecution | | 0 | 0 | 0 | 0 | 0 | 0 |
| Dispositions at Trial: | | | | | | | |
| Convictions: | | | | | | | |
| Guilty Plea or Nolo Contendere | | 1 | 0 | 0 | 1 | 0 | 0 |
| 2) By the Court | | 0 | 0 | 0 | 0 | 0 | 0 |
| 3) By the Jury | | 0 | 0 | 0 | 0 | 0 | 0 |
| Acquittals: | | | | | | | |
| By the Court | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2) By the Jury | | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Dismissed by Prosecution | | 0 | 0 | 0 | 0 | 0 | 0 |
| Compliance Dismissals: | | | | | | | |
| After Driver Safety Course (CCP, Art. 45.0511) | | 5 | | | | | |
| b. After Deferred Disposition (CCP, Art. 45.051) | | 0 | 0 | 0 | 0 | 0 | 0 |
| c. After Teen Court (CCP, Art. 45.052) | | 0 | 0 | 0 | 0 | 0 | 0 |
| d. After Tobacco Awareness Course (HSC, Sec. 161.253) | | | | | | 0 | |
| e. After Treatment for Chemical Dependency (CCP, Art. 45.053) | | | | | 0 | 0 | |
| f. After Proof of Financial Responsibility (TC, Sec. 601.193) | | 0 | | | | | |
| g. All Other Transportation Code Dismissals | | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. All Other Dispositions | | 0 | 0 | 0 | 0 | 0 | 0 |
| 10. Total Cases Disposed (Sum of Lines 6, 7, 8 & 9) | | 15 | 0 | 0 | 1 | 0 | 0 |
| 11. Cases Placed on Inactive Status | | 0 | 0 | 0 | 0 | 0 | 0 |
| 12. Total Cases Pending End of Month: | | 1234 | 1 | 0 | 409 | 248 | 153 |
| a. Active Cases (Equals Line 5 minus the sum of Lines 10 & 11) | | 188 | 1 | 0 | 32 | 18 | 44 |
| Inactive Cases (Equals Line 1b minus Line 3 plus Line 11) | | 1046 | 0 | 0 | 377 | 230 | 109 |
| 13. Show Cause Hearings Held | | 0 | 0 | 0 | 0 | 0 | 0 |
| Cases Appealed: | | | | | | | |
| After Trial | | 0 | 0 | 0 | 0 | 0 | 0 |
| b. Without Trial | | 0 | 0 | 0 | 0 | 0 | 0 |

CIVIL/ADMINISTRATIVE SECTION

| Bartlett Municipal Court | | |
|---|-----------------|--------------------|
| Month | December | Year 2023 |
| | | TOTAL CASES |
| 1. Total Cases Pending First of Month: | | 0 |
| a. Active Cases | | 0 |
| b. Inactive Cases | | 0 |
| 2. New Cases Filed | | 0 |
| 3. Cases Reactivated | | 0 |
| 4. All Other Cases Added | | 0 |
| 5. Total Cases on Docket <i>(Sum of Lines 1a, 2, 3 & 4)</i> | | 0 |
| DISPOSITIONS | | |
| 6. Uncontested Civil Fines or Penalties | | 0 |
| 7. Default Judgments | | 0 |
| 8. Agreed Judgments | | 0 |
| 9. Trial/Hearing by Judge/Hearing Officer | | 0 |
| 10. Trial by Jury | | 0 |
| 11. Dismissed for Want of Prosecution | | 0 |
| 12. All Other Dispositions | | 0 |
| 13. Total Cases Disposed <i>(Sum of Lines 6 through 12)</i> | | 0 |
| 14. Cases Placed on Inactive Status | | 0 |
| 15. Total Cases Pending End of Month: | | 0 |
| a. Active Cases <i>(Equals Line 5 minus the sum of Lines 13 & 14)</i> | | 0 |
| b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 14)</i> | | 0 |
| Cases Appealed: | | |
| After Trial | | 0 |
| b. Without Trial | | 0 |

JUVENILE/MINOR ACTIVITY

| Bartlett Municipal Court | | |
|---|------------------|--------------|
| Month 12 | Year 2023 | TOTAL |
| 1. Transportation Code Cases Filed | | 0 |
| 2. Non-Driving Alcoholic Beverage Code Cases Filed | | 0 |
| 3. Driving Under the Influence of Alcohol Cases Filed | | 0 |
| 4. Drug Paraphernalia Cases Filed <i>(HSC. Ch. 481)</i> | | 0 |
| 5. Tobacco Cases Filed <i>(HSC. Sec. 161.252)</i> | | 0 |
| 6. Failure to Attend School Cases Filed <i>(Ed.Code. Sec. 25.094)</i> | | 0 |
| 7. Education Code (Except Failure to Attend) Cases Filed | | 0 |
| 8. Violation of Local Daytime Curfew Ordinance Cases Filed <i>(Local Govt. Code, Sec. 341.905)</i> | | 0 |
| 9. All Other Non-Traffic Fine-Only Cases Filed | | 0 |
| Transfer to Juvenile Court: | | 0 |
| Mandatory Transfer <i>(Fam.Code, Sec. 51.08(b)(1))</i> | | 0 |
| b. Discretionary Transfer <i>(Fam.Code, Sec. 51.08(b)(2))</i> | | 0 |
| 11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct) <i>(CCP. Art. 45.050(c)(1))</i> | | 0 |
| 12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges) <i>(CCP. Art. 45.050(c)(2))</i> | | 0 |
| Juvenile Statement Magistrate Warning: | | 0 |
| Warnings Administered | | 0 |
| b. Statements Certified <i>(Fam.Code, Sec. 51.095)</i> | | 0 |
| 14. Detention Hearings Held <i>(Fam. Code, Sec. 54.01)</i> | | 0 |
| 15. Orders for Non-Secure Custody Issued | | 0 |
| 16. Parent Contributing to Nonattendance Cases Filed <i>(Ed. Code. Sec. 25.093)</i> | | 0 |

ADDITIONAL ACTIVITY

| Bartlett Municipal Court | | NUMBER GIVEN | NUMBER REQUESTS FOR COUNSEL |
|---|------------------|---------------------|------------------------------------|
| Month 12 | Year 2023 | | |
| Magistrate Warnings: | | | |
| Class C Misdemeanors | | 0 | |
| b. Class A and B Misdemeanors | | 0 | 0 |
| c. Felonies | | 0 | 0 |
| | | | TOTAL |
| Arrest Warrants Issued: | | | |
| Class C Misdemeanors | | | 0 |
| b. Class A and B Misdemeanors | | | 0 |
| c. Felonies | | | 0 |
| 3. Capiases Pro Fine Issued | | | 0 |
| 4. Search Warrants Issued | | | 0 |
| 5. Warrants for Fire, Health and Code Inspections Filed (CCP, Art. 18.05) | | | 0 |
| 6. Examining Trials Conducted | | | 0 |
| 7. Emergency Mental Health Hearings Held | | | 0 |
| 8. Magistrate's Orders for Emergency Protection Issued | | | 0 |
| 9. Magistrate's Orders for Ignition Interlock Device Issued (CCP, Art. 17.441) | | | 0 |
| 10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond | | | 0 |
| 11. Driver's License Denial, Revocation or Suspension Hearings Held (TC, Sec. 521.300) | | | 0 |
| 12. Disposition of Stolen Property Hearings Held (CCP, Ch. 47) | | | 0 |
| 13. Peace Bond Hearings Held | | | 0 |
| Cases in Which Fine and Court Costs Satisfied by Community Service: | | | |
| Partial Satisfaction | | | 0 |
| b. Full Satisfaction | | | 0 |
| 15. Cases in Which Fine and Court Costs Satisfied by Jail Credit | | | 0 |
| 16. Cases in Which Fine and Court Costs Waived for Indigency | | | 0 |
| 17. Amount of Fines and Court Costs Waived for Indigency | | | \$0.00 |
| 18. Fines, Court Costs and Other Amounts Collected: | | | |
| a. Kept by City | | | \$3,003.03 |
| b. Remitted to State | | | \$1,403.94 |
| c. Total | | | \$4,406.97 |

a T Code ■ 32610

b. ■



State Criminal Costs and Fees

CITY QUARTERLY REPORT - This report must be filed by the due date even if no payment is due.
An amount or a zero (0) MUST be entered on all lines for Columns 1 and 3.

| | | |
|---|---|------------------------------------|
| c. City identification number ■ 74-6000224 | f. Report for quarter ending QUARTER ENDING 12/31/2023 | g. Due date of report 1/31/2024 |
|---|---|------------------------------------|

d. City name and mailing address

Bartlett Municipal Court
140 W. Clark
Bartlett, TX 76511

h. IMPORTANT
Check this box if your address has changed. Show changes by the prepended information

• See back for instructions.

| | Column 1 TOTAL COLLECTED <small>(Include court costs in 1/7 Dollars and cents)</small> | Column 2 SERVICE FEE <small>(See instructions)</small> | Column 3 AMOUNT DUE STATE <small>(Col. 1 minus Col. 2)</small> |
|--|--|--|--|
| SECTION I: Reports for offenses committed | | | |
| 1. 01-01-20 forward | \$ 4,198.46 | 419.85 | \$ 3,778.61 |
| 2. 01-01-04 — 12-31-19 | 317.99 | 31.80 | 286.19 |
| 3. 09-01-01 — 12-31-03 | 0.00 | 0.00 | 0.00 |
| 4. State Traffic Fine (STF2) Sept. 1, 2019 forward | 2,531.34 | (4%) 101.25 | 2,430.09 |
| 5. State Traffic Fee (STF) prior to Sept. 1, 2019 | 200.19 | (5%) 10.01 | 190.18 |
| Report REPEALED COST (prior to Jan. 1, 2020) | | | |
| 6. Prior Mandatory Costs (JRF, IDF & JS) | 75.45 | 7.54 | 67.91 |
| 7. Moving Violation Fees (MVF) | 0.53 | 0.05 | 0.48 |
| 8. Truancy Prevention and Diversion Fund (TPD) | | | 6.00 |
| 9. Failure to Appear/Pay (FTA) (Report 2/3's of fee) | | | 445.79 |
| 10. Time Payment Fees (TP) (Report 50% of fees) | | | 0.00 |
| SECTION II: As applicable | | | |
| 11. Peace Officer Fees (Report 20% of fees from actions by state officers only.) | | | 0.00 |
| 12. Motor Carrier Weight Violations (MCW) (Report 50% of the fines collected.) | | | 0.00 |
| 13. Driving Records Fee (DRF) (Report 100% of fees collected.) | | | 0.00 |
| 14. TOTAL DUE FOR THIS PERIOD (Total of Items 1 through 13 in Column 3.) | | | 7,205.25 |

*** DO NOT DETACH ***



15 TOTAL AMOUNT DUE AND PAYABLE (Same as Item 14) 15. \$ 7,205.25

City name **Bartlett**

■ T Code ■ City identification no. ■ Period

32600 17460002243 1 234 8

Make the amount in Item 15 payable to:
State Comptroller

Mail to: Comptroller of Public Accounts
P.O. Box 149381
Austin, TX 78714-9381

For assistance call 1-800-531-5441, ext. 3-4278 or 512-463-4278.

i. (Type or print name) _____ certify
that the information above is true as shown in the records of the treasury of the city named

sign here Title _____ Date 1/3/2024

Phone number (Area code and number) 254-527-3219



CHAD MEES, MAYOR
 PHILLIP WEAVER, PRO TEMPORE
 VICKIE COOPER, COUNCILMAN
 JESSE LUNA, COUNCILMAN
 GAYLE JONES, COUNCILMAN
 SHELTON GILMORE, COUNCILMAN

Date 1/03/2023

Monthly Report: Development Services Department

Dates 12/1/2023 to 12/31/2023

All building permits are subject to abide by City of Bartlett developmental zonings and building ordinances accordingly.

| | |
|--|-------------------|
| Total Fees collected | \$6,225.00 |
| Commercial | \$ 1,080.00 |
| Refundable (demolition security deposit) | \$ 0.00 |
| Residential | \$ 440.00 |
| Review Fees | \$ 1,550.00 |
| Administrative Fees | \$ 220.00 |
| Inspection Fees | \$ 540.00 |
| Service Availability Fees | \$ 0.00 |
| W/WW Taps Fees | \$4,000.00 |
| Total Permits Applied | 9 |
| Commercial | 4 |
| Residential | 5 |
| Building Permits | 7 |
| Approved | 3 |
| Denied | 0 |
| Pending Review | 2 |
| In Review | 2 |
| MH/Move-In Permits | 0 |
| Approved | 0 |
| Denied | 0 |
| In Review | 0 |
| Pending Review | 0 |
| Demo | 1 |
| Events | 1 |
| Permit Renewal | 0 |
| ATS Inspections completed | 18 |
| Inspections awaiting | 0 |

1/3/2024 1:07:32 PM

| | Billing Period | Council Report 12/1/2023 - | |
|--|----------------|-------------------------------|--|
| Utility Bills Disbursed | Count | Amount | |
| Active | 606 | \$146,149.48 | |
| Pending Disconnect | 1 | \$0.00 | |
| Pending Connect | 1 | \$0.00 | |
| First Bill | 3 | \$366.90 | |
| Pending Connect, First Bill | 1 | \$107.23 | |
| Final Bill | 3 | \$28.90 | |
| Pending Connect, On Hold | 2 | \$0.00 | |
| Backdated Move In Date | 6 | \$1,399.28 | |
| Pending Connect, Backdated Move In Date | 1 | \$0.00 | |
| First Bill, Backdated Move In Date | 1 | \$54.30 | |
| Exclude From Bill Print | 5 | \$857.42 | |
| Pending Cutoff Nonpayment | 113 | \$30,821.03 | |
| Pending Disconnect, Pending Cutoff Nonpayment | 1 | \$98.06 | |
| Final Bill, Pending Cutoff Nonpayment | 1 | \$29.41 | |
| Backdated Move In Date, Pending Cutoff Nonpayment | 2 | \$522.62 | |
| Pending Connect, Exclude From Bill Print, Pending Cutoff Nonpayr | 1 | \$82.77 | |
| Landlord | 3 | \$381.20 | |
| Bill To Service Address | 1 | \$356.80 | |
| Total | 752 | \$181,255.40 | |

| Payments Received | Count | Amount | |
|------------------------|-------|---------------------|--|
| CreditCard | 193 | \$45,112.41 | |
| Check | 376 | \$93,725.36 | |
| Cash | 176 | \$44,722.47 | |
| Change | 135 | (\$1,645.08) | |
| Total | 880 | \$181,915.16 | |
| Deposit Report Summary | | \$1,100.00 | |
| TOTAL | | \$183,015.16 | |

| Service Orders Completed | Count |
|--------------------------|------------|
| General | 127 |
| Meter Pull | 34 |
| Reactivate | 19 |
| Meter Set | 26 |
| Meter Exchange | 3 |
| Reread | 2 |
| Disconnect - Move Out | 7 |
| Connect | 6 |
| Pickup | 1 |
| Total | 225 |

12/31/2023

| Service Categories | Count | Amount |
|-----------------------------------|--------------|---------------|
| DUMPSTER MISCELLANEOUS | 4 | \$2,118.75 |
| DUMPSTER 3 YARDS | 5 | \$400.00 |
| DUMPSTER 4 YARD | 4 | \$425.97 |
| DUMPSTER 6 YARD | 1 | \$130.00 |
| DUMPSTER 8 YD X2 | 2 | \$465.00 |
| 6 YARD X 2 | 2 | \$360.00 |
| ELECTRIC COMMERCIAL | 87 | \$14,064.10 |
| ELECTRIC VAPOR LIGHT | 31 | \$193.74 |
| ELECTRIC RESIDENTIAL | 612 | \$78,159.37 |
| GARBAGE RESIDENTIAL | 602 | \$16,193.88 |
| SEWER RESIDENTIAL | 568 | \$18,397.10 |
| TIME WARRANT REPAY | 1 | \$0.00 |
| SEWER COMMERCIAL | 54 | \$3,865.81 |
| Water/WWTP Improvement Loan Repay | 655 | \$5,549.96 |
| WATER RESIDENTIAL | 584 | \$32,077.06 |
| WATER COMMERCIAL | 65 | \$6,771.80 |
| SEWER COMMERCIAL PRISON | 1 | \$413.17 |
| DUMPSTER 2 YARDS | 1 | \$65.00 |
| Total | 0 | \$179,650.71 |

Past Due Summary

| Accounts to Penalize | Excluded Accounts |
|-----------------------------|--------------------------|
|-----------------------------|--------------------------|

Deposit Report Summary

| Deposit Amount | Paid Amount |
|-----------------------|--------------------|
| \$1,300.00 | \$1,100.00 |

Subject to Penalty

Total Penalized

Applied/Refunded Amount

\$0.00

Transferred Amount

\$0.00



DEPARTMENT REPORTS – Public Works

| December Work Orders | Total | Average Time |
|-----------------------------|--------------|---------------------|
| Total Work Orders | 159 | |
| Electrical Issue | 13 | 1.5 hours |
| Power Outage | 1 | 4 hours |
| Water Leaks | 15 | 1.75 hours |
| Brush Pickups | 11 | |
| Sewer Backups | 28 | 30 min |
| Sewer Line Repairs | 6 | 2 hours |
| Rereads | 9 | |
| Disconnects | 38 | |
| Miscellaneous | 38 | |

Projects Completed

- Pole and line transition in downtown
- Bulb replacements throughout the City
- Tree trimming completed 12/29
- 3 Water and 2 Wastewater

Projects On Schedule

- 2 Water and 3 Wastewater taps
- Construction of 400 feet of water and wastewater line along Aisne



**BARTLETT POLICE DEPARTMENT
CHIEF MARKUS HOLT
202 NORTH DALTON STREET
BARTLETT, TEXAS 76511
(254)527-3733 OFFICE (254) 527-4256(FAX)**

Below are the Event Priority Levels and Event Count for Dispatched Calls of Service

| Event Priority Level | Event Count |
|----------------------|-------------|
| 1 | 9 |
| 2 | 25 |
| 3 | 60 |
| 4 | 32 |

Total Dispatched Calls of Service (Bell County): 126 Calls of Service

Total Non-Dispatched Calls of Service: 44 Calls of Service (No Event Priority Level)

Total Active Investigations: 8 Investigations Active (December)

Total Closed Investigations: 5 Investigations

Pending Investigations Sent to District/County Attorney: 3 Investigations

Arrests/Warrants: 5 Pending Completed Investigation

Total Dispatched Calls of Service Including Active Investigations, Arrests/Warrants and Non-Dispatched Calls of Service: **191 Calls of Service**

Total Traffic Stops: 14 Traffic Stops

Total Active Duty Officers: 3 Total Officers

Personnel Manual Policy Update

Jan. 8, 2024

Personnel Manual

- Last updated in 2018
- Few items to look at to follow best practice and encourage employee retention and recruitment:
 - Observed Holidays
 - Vacation Leave
 - Sick Leave
 - Longevity Bonus
 - Inclusivity

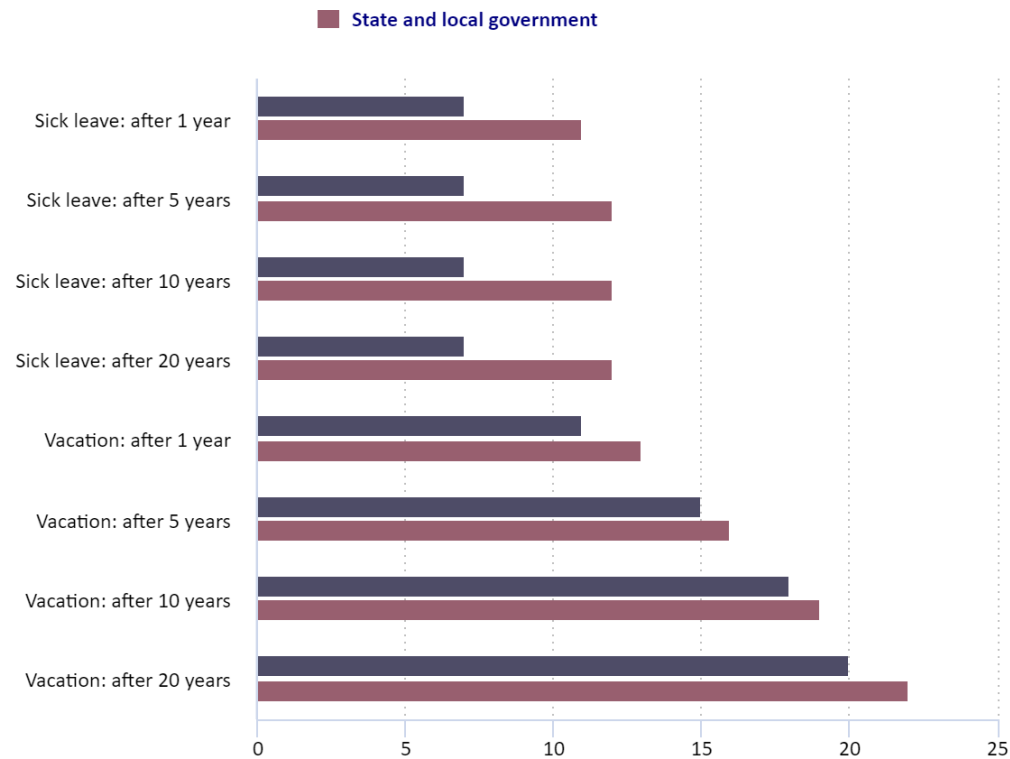
Holiday Survey Data

- Recommend adding Juneteenth and reducing the 2-day New Years observance to 1 day

| Holidays | Williamson | | | | | | | |
|---------------------------|------------|-----------|-----------|-----------|-------------|------------|------------|------------|
| | Bartlett | Hutto | Taylor | County | Bell County | Georgetown | Round Rock | Cedar Park |
| Holidays Observed* | 13 | 14 | 13 | 13 | 14 | 13 | 12 | 13 |
| Veterans | X | X | X | X | X | X | X | X |
| Juneteenth | | X | X | X | X | X | X | X |
| Presidents | X | X | X | X | X | X | X | X |
| Good Friday | X | X | X | X | X | X | X | |
| Columbus Day | X | X | | | X | X | | |
| New Years | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

*This is total days overserved

Sick Leave



Source: U.S. Bureau of Labor Statistics

- Current Policy:
 - All full-time officers and employees will be credited forty (40) hours of sick leave per year.
 - Can accrue up to 240 hours max to carryover
- Recommendation:
 - Year 1-4 | 80 Hours
 - Year 4+ | 104 Hours
 - Can accrue up to 240 hours max to carryover

Total Day Comparison

| YOS | Bartlett | Recommendation | Average | Hutto | Taylor | Williamson County | Travis County | Cedar Park | Round Rock | Georgetown |
|-----|----------|----------------|---------|-------|--------|-------------------|---------------|------------|------------|------------|
| 0 | 5 | 11 | 13 | 11 | 13 | 11 | 13 | 16 | 13 | 13 |
| 1 | 5 | 11 | 13 | 11 | 13 | 11 | 13 | 16 | 13 | 13 |
| 2 | 5 | 11 | 13 | 11 | 13 | 11 | 13 | 16 | 16 | 13 |
| 3 | 5 | 11 | 14 | 11 | 13 | 11 | 13 | 16 | 16 | 16 |
| 4 | 5 | 11 | 14 | 11 | 13 | 11 | 13 | 16 | 16 | 16 |
| 5 | 5 | 16 | 16 | 16 | 16 | 16 | 13 | 16 | 16 | 16 |
| 6 | 10 | 16 | 16 | 16 | 16 | 16 | 15 | 16 | 16 | 16 |
| 7 | 10 | 16 | 16 | 16 | 16 | 16 | 15 | 16 | 16 | 16 |
| 8 | 10 | 16 | 16 | 16 | 16 | 16 | 15 | 16 | 16 | 16 |
| 9 | 10 | 16 | 17 | 16 | 16 | 16 | 15 | 16 | 22 | 18 |
| 10 | 10 | 18 | 19 | 18 | 22 | 22 | 15 | 16 | 22 | 18 |
| 11 | 10 | 18 | 20 | 18 | 22 | 22 | 16 | 20 | 22 | 18 |
| 12 | 10 | 18 | 20 | 18 | 22 | 22 | 16 | 20 | 22 | 18 |
| 13 | 10 | 18 | 20 | 18 | 22 | 22 | 16 | 20 | 22 | 22 |
| 14 | 10 | 18 | 20 | 18 | 22 | 22 | 16 | 20 | 22 | 22 |
| 15 | 15 | 22 | 21 | 22 | 22 | 22 | 16 | 20 | 22 | 22 |
| 16 | 15 | 22 | 21 | 22 | 22 | 22 | 18 | 20 | 22 | 22 |
| 17 | 15 | 22 | 21 | 22 | 22 | 22 | 18 | 20 | 22 | 22 |
| 18 | 15 | 22 | 21 | 22 | 22 | 22 | 18 | 20 | 22 | 22 |
| 19 | 15 | 22 | 21 | 22 | 22 | 22 | 18 | 20 | 22 | 22 |
| 20 | 15 | 22 | 21 | 22 | 22 | 22 | 18 | 23 | 22 | 22 |

Longevity Bonus

- What is in the policy:
 - Minimum one (1) year are eligible for an annual longevity bonus at a rate of two dollars (\$2.00) for each continuous month of service with the City, up to a maximum of two hundred forty (240) months.
- What has been practiced:
 - Rate of three dollars (\$3.00) for each continuous month of service with the City, up to a maximum of two hundred forty (240) months
- Recommend what has been practiced be officially adopted into the personnel policy.
 - There was an update to reflect this in 2019-2020, but no record has been found.



Inclusivity

- Policy is written to often only address males in the workplace
 - i.e. Section 4.12 “No officer or employee may absent himself from duty...”
- Recommend changing language throughout policy to be gender neutral so that it applies to all employees
 - Themselves, their, etc.



Council Feedback

- Holiday Observances
- Vacation Leave
- Sick Leave
- Longevity Bonus
- Inclusivity Language
- Any other items in the manual that need to be reviewed?

City of Bartlett

Personnel Manual



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Article I. Policy Objective, Applicability, and Dissemination

Section 1.01. Policy Objective

The principle objective of the City of Bartlett's (the "City") personnel policies, as set forth in the City of Bartlett Personnel Manual (the "Manual"), is to promote professionalism and to provide a fair and equitable system of personnel management. These policies address the City's general overarching policies for personnel management, while providing limited flexibility to resolve issues not specifically addressed herein.

Section 1.02. Applicability

- (a) Notwithstanding federal, State, or other superior law, these policies apply to all officers and employees of the City; and
- (b) The Manual supersedes all policies, expressed or implied, in verbal or written form, and compliance is compulsory; and
- (c) The City reserves all rights to interpret, amend, and revise the Manual when deemed as necessary at the recommendation of the Mayor, and shall be enforceable, subject to the provisions set forth in Section IX, Complaint and Grievance Procedures; and
- (d) Words used in the masculine or feminine form, are used as gender neutral and applicable to either.

Section 1.03 Dissemination of the Manual

- (a) The City Secretary shall maintain a master of the Manual and ensure each Department Head maintains a current and verbatim copy of same; and
- (b) Each Department Head shall:
 - (i) cause each employee to receive a copy of the Manual, and to sign an acknowledgment indicating such receipt; and
 - (ii) inform each employee that they are responsible for being familiar with and accountable to the policies set forth herein and all subsequent changes; and
 - (iii) ensure changes are properly posted in the department's master copy, and that all department officers and employees are made aware of changes to the Manual; and
- (c) All officers and employees are responsible for becoming familiar with the Manual and have a right to review the master Manual, during the City's normal business hours.

Article II. Principal Provisions

Section 2.01. Code of Ethics

Officers and employees of the City hold their positions to serve and benefit all the Citizens of the City, and not for obtaining unwarranted benefit in the exercise and performance of their official powers and duties.

Officers and employees must acknowledge that they are representatives of the City and in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. These canons establish the altruistic standards for all officers and employees of the City:

- (a) Officers and employees must strive to uphold the Constitution and laws of the United States, the State of Texas, and the City; and
- (b) Officers and employees must not use, or permit to be used, their official position or duties for personal gain, that of a relative, or any third party entity; and
- (c) Officers or employees must disclose any interest which may be in conflict, or give the appearance of conflict, with any matter that might come before the City; and
- (d) Officers and employees may not acquire any interest in any venture which is, or may be construed, as being in conflict with their official capacities; and
- (e) Officers and employees must not solicit, accept, give, or promise any thing of value, nor will any officer or employee directly, or indirectly, induce another to solicit, accept, give, or promise any thing of value for personal or political gain:
 - (i) Officers and employees may accept gifts with a token value of less than \$25.00, but must report such acceptance to their Department Head and such report will be noted in the officer or employee's personnel jacket; and
- (f) Officers and employees must be honest, trustworthy, and accountable in all that they say, write, and in all professional relationships; and
- (g) Officers and employees must be committed to accomplishing all tasks in a superior way, and abstaining from all behaviors that may tarnish the image of the City; and
- (h) Officers and employees must be dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available City resources; and
- (i) Officers and employees must be fair and considerate in the treatment of fellow officers, employees, and Citizens, addressing concerns and needs without bias; and
- (j) No officer or employee may take, acquire or purchase any property of the City, of any nature or kind whatsoever, for himself or any other person; this subsection shall not prohibit any employee from bidding on surplus City property at a properly noticed public auction authorized by the City of Bartlett City Council (the "Council"); and
- (k) Officers and employees must be aware, and recognize that policy decisions are ultimately the responsibility of the Council.

Section 2.02. Organization of Personnel

- (a) As the Chief Executive Officer of the City, the Mayor of the City of Bartlett (the “Mayor”) or his designee is responsible for the administration of the personnel program and shall establish policies for the day to day management of the City which are not inconsistent with the Manual; and
- (b) The Mayor shall advise the Council on personnel matters and recommend changes in the personnel policies, rules, regulations, and any other changes which the Mayor may deem necessary; and
- (c) The Mayor shall serve as the Department Head for department heads, all senior staff officers and staff employees, and may discipline any employee of the City, up to and including termination, except the Chief of Police and Fire Chief, which the Mayor may discipline, up to and including indefinite suspension without pay; and
- (d) The Council, through the budget process as set forth in Texas Local Government Code, §§ 102 and 141, shall set the compensation of all officers and employees, in consideration of the Mayor's recommendations; and
- (e) The Council, as the quasi-judicial review board, shall serve as the final authority for the City in all disciplinary actions when warranted by the policies set forth in the Manual; and
- (f) Department Heads shall serve as the first level of senior supervision, and are expected to effectively supervise their employees to maintain positive working relationships and to ensure employee compliance with the Manual; and
- (g) Department Heads shall manage their respective department; to that end, and subject to the rights of employees to appeal, Department Heads:
 - (i) shall set the example for all subordinates on behavior and compliance with the Manual; and
 - (ii) may adopt and enforce departmental policies and regulations that are not inconsistent with the Manual or superior law, and are approved by the Mayor; and
 - (iii) shall report on the efficiency of their subordinates to the Mayor; and
 - (iv) shall have the authority to employ, reassign, and terminate employees within their respective departments, subject to the limits of the approved budget and coordination with the Mayor.

Article III. Applications and Conditions of Employment

Section 3.01. Equal Employment Opportunity and Americans with Disability Act Policy

The City is committed to equal opportunities for all and respects and values the diversity among all our officers and employees, and all those with whom we do business, therefore, the City must ensure business activities are free of all forms of discrimination and harassment.

As such, all activities such as hiring, promotions, and compensation of employees, will be conducted without regard to age, color, disability, gender, gender identity or expression, genetics, marital status, national origin, race, religious or political perspective or affiliation, or sexual orientation. These business activities and administration of officer and employee benefit plans comply with all applicable laws.

For qualified people with disabilities, the City makes workplace accommodations that make all efforts to comply with applicable laws, and which the City determines are reasonable and needed for effective job performance.

Where specific age, sex, or physical or mental requirements constitute a necessary or mandatory occupational qualification, appropriate consideration of such factors is permitted.

Any officer or employee who feels they have been discriminated against, should defer to Section IX, Complaint and Grievance Procedures.

Section 3.02. Nepotism

- (a) No person related within the third degree of consanguinity or the second degree of affinity, to the Mayor, any member of the City Council, Department Head, or the hiring authority, shall be employed in or appointed to any office, position, other service, or award of contract (Appendix 1); and
- (b) No person related within the third degree of consanguinity or the second degree of affinity, shall be employed or appointed to positions in the same department; and
- (c) Notwithstanding any superior law, Department Heads who believe an appointment is justified by extraordinary circumstances, may petition the Council for an exception, which must be approved by a two-thirds majority of the Council; and
- (d) Officers and employees are required to notify their department head when a conflict with this section arises; and
- (e) The prohibitions of Sections 3.02(a), (b), and (c) shall not apply to any person who was employed by the City prior to the time of election or appointment of the official related within a prohibited degree.

Section 3.03. At Will Employer

All non-elected officers and employees are hired for an indefinite period of time, and the City, officer, or employee is free to terminate their relationship at will, with or without cause, at any time.

Section 3.04. Disclosure of Potentially Discriminatory Information

In the course of evaluating potential employees and responding to mandatory demographic criteria, employees and applicants may be required to provide personal information. Requests for personal information, as covered under Section 3.01, will only be collected to fulfill mandatory demographic reporting criteria or facilitate City programs.

Such information will be protected according to applicable law, and no appointment to, or removal from, a position with the City shall be directly or indirectly influenced by the misuse of any information requested or obtained for permitted uses.

Employees and applicants may decline to respond; however such declination, may result in the employee or applicant being denied continued employment, consideration, or benefits.

An employee or applicant should defer to Article IX, Complaint and Grievance Procedures, if they believe personal information was used in a discriminatory manner.

Section 3.05. General Basis of Employment

All positions within the City shall be based on work related qualifications:

- (a) Education, training, licenses, certifications, and work experience as listed on the application and applicant provided documentation; and
- (b) Position related written and performance tests; and
- (c) Position related physical and psychological examinations, and drug panel screening; and
- (d) Appropriate background checks for conviction of crimes involving moral turpitude, felonies, credit history, and moving traffic violations; and
- (e) Reference checks.

Section 3.06. Application and Pre-Employment Selection

- (a) When directed by the Mayor, the City Secretary shall post vacant positions to be filled for no less than two (2) weeks in the official newspaper, on the City web site, at City Hall, and in other media deemed appropriate by the Mayor and Department Head; and
- (b) All applications will be accepted and all persons seeking employment will be required to complete and submit an official application to the City Secretary; and
- (c) Application forms will be secured until the filing deadline. The City Secretary shall retain a copy and forward all original applications to the appropriate Department Head; and
- (d) Potentially eligible candidates will be selected from among the applications submitted and the City Secretary shall obtain a basic criminal history, and the Department Head shall check references; and
- (e) If an interview is warranted, the Department Head shall schedule with the candidate; however, offers of employment, formal, conditional, or otherwise, can not be made at the time of the interview; and

- (f) The candidate must present a driving history, copies of applicable licenses and certifications, and other necessary documentation at the time of the interview; and
- (g) After all interviews are taken, if the Department Head determines that a candidate is acceptable and meets the qualifications of the position, the Department Head may extend a conditional offer of employment and schedule the candidate for any mandated pre-employment physical and psychological examinations; and
- (h) In accordance with the City's Zero Tolerance policies, all candidates who are given conditional offers, must undergo drug panel screenings (see Appendix 4 – Controlled Substance Testing Protocol).

Section 3.07. Disqualification from Consideration

The Mayor or the Department Head of the applicable department may reject any application, which indicates, on its face, that the applicant:

- (a) does not meet the experience, licensing and certification, and education requirements set forth in the job description; or
- (b) appears to have made false statements on the application or appears to have been deceptive in any manner during the recruitment process; or
- (c) is limited by the provisions of any retirement plan; or
- (d) the applicant refuses to provide mandatory employment information; or
- (e) cannot or will not comply with the City's policies, rules and regulations; or
- (f) the applicant was an officer or employee of the City, in any capacity, or contracted, in any capacity, with the City, within the last year of the date of application.

Section 3.08. Appointments

- (a) Qualified officers and employees shall be given hiring preference; and
- (b) No formal offers of employment are to be extended prior to completion of the entire recruitment process; and
- (c) Upon acceptance of the formal offer of employment, the City Secretary shall coordinate a start date with the new officer or employee to review, verify, and complete all employment records and enrollment forms. The City Secretary shall also give the employee a copy of the Manual and notify the Department Head the new officer or employee is eligible to begin work; and
- (d) Excepting positions requiring licenses or certifications, if no candidate possessing the minimum qualifications, or if no candidate accepts the formal employment offer, the vacant position may be filled by an unqualified applicant at the appropriate pay scale level; and
- (e) Officers and employees who apply for open positions, are subject to all the terms and provisioning of that position and are not entitled to retain current compensation.

Section 3.09. Emergency Response Time

All employees who are required to respond to off duty situations, must reside no more than thirty (30) minutes travel time to the City.

Section 3.10. Fitness of Duty

- (a) Department Heads may require an employee to submit to an examination by a City approved physician when it appears that the physical or mental condition of an employee may prohibit the employee from adequately performing the employee's job duties, and may constitute threat or hazard to themselves, other officers and employees, Citizens, or property; and
- (b) The employee shall be granted administrative leave during the examination and without expense to the employee, for the sole purpose of determining the officer or employee's fitness for duty; and
- (c) The examining physician shall make a recommendation as to whether the officer or employee should be continued in the present position, be considered for a leave of absence, or otherwise not be continued in the present position; and
- (d) The officer or employee shall authorize the physician to disclose the recommendation to the Department Head, who will determine an appropriate response.

Section 3.11. Resignation

- (a) An officer or employee who has reason to leave the employment of the City must give notice to the officer or employee's department head before the effective date of the resignation.
- (b) Such notice may be verbal or in writing.
- (c) No officer or employee may be employed by the City, in any capacity, or contract with the City, for a period of not less than one (1) year following the officer or employee's resignation.

Section 3.12. Retirement

- (a) All regular full-time officers and employees are required to become members of the Texas Municipal Retirement System (the "TMRS"). Accidental death and disability benefits are also incorporated into this retirement plan should an officer or employee become qualified for benefits prior to retirement.
- (b) TMRS provides eligible officers and employees with retirement benefits based on the City's five (5) year vesting plan, with retirement at or after age 60, or at any age after five (5) years of participation in the TMRS plan.
- (c) Funds contributed by the employee may only be withdrawn upon retirement or resignation. Only the employee's contributions, plus interest, if any, are refunded when an employee resigns or retires and elects to withdraw his contribution.
- (d) Full details of the retirement plan are outlined in the TMRS Handbook.

Section 3.13. Requests for Employment Verification

- (a) Information regarding the employment of all current and former City officers and employees, must be made by written request to the City Secretary or Chief of Police.
- (b) In the absence of a written release signed and witnessed therefor by the current or former officer or employee, only the following information may be released:
 - (i) The dates the officer or employee began and ended employment with the City; and
 - (ii) The officer or employee's beginning and ending salary or wage rates; and
 - (iii) The positions held by the officer or employee while employed by the City; and
 - (iv) As permitted under Texas Labor Code § 103, the Department Head may respond to requests from a prospective employer regarding performance of a current or former officer or employee.

Section 3.14. Non-City Occasional and Part-Time Employment

- (a) Officers and employees shall consider their employment with the City as the officer or employee's primary employer; and
- (b) Department Heads shall approve occasional and part-time employment, whether voluntary or compensated, if the work does not constitute a conflict of interest, does not interfere with the officer or employee's normal duties, and does not involve the use of City resources; and
- (c) Injuries and disabilities sustained during occasional and part-time employment, must be reported to the City within seventy-two (72) hours, and may not be covered by the City's benefits program.

Section 3.15. Lay Off

The City may lay off an officer or employee as a result of changes in duties or organization, or lack of work or funds. A two (2) week written notice of impending lay-off shall be given prior to the effective date of the lay-off and no other notice will be necessary.

Article IV. Attendance and Leave

Section 4.01 Attendance

- (a) Officers and employees must be present at their designated workplace, and ready to perform assigned duties in accordance with the Manual regarding hours of work, holidays, and leaves; and
- (b) Department Heads shall keep daily attendance records of officers and employees within their department and ensure compliance with the Manual; and
- (c) All approved absences shall be reported on a leave form and turned in with the attendance records each pay period; and
- (d) If an officer or employee expects to be tardy or absent, the officer or employee must notify his supervisor or department head as soon as practical; failure to notify the supervisor or department head may result in disciplinary action.

Section 4.02. Hours of Operation

All general workplaces of the City, will be kept open continuously from 8:00 a.m. until 5:00 p.m., Monday through Friday, except for holiday closures authorized by the City; all other workplace hours of operation will be determined by appropriate policy.

Section 4.03. Vacation Leave

Vacation leave is earned by full-time officers and employees according to the following anniversary schedule:

- (a) First through fifth year anniversary – forty (40) hours; and
- (b) Sixth through fourteenth year anniversary - eighty (80) hours; and
- (c) Fifteenth plus year anniversary – one hundred twenty (120) hours; and
- (d) The hours earned, will be posted on each anniversary date; and
- (e) No officer or employee may accrue vacation leave in excess of eighty (80) hours. Vacation hours in excess of eighty (80) hours will be forfeited without pay; and
- (f) All other officers and employees may be granted vacation leave without pay.

Section 4.04. Sick Leave

- (a) All full time officers and employees will be credited forty (40) hours of sick leave per year; and
- (b) Sick leave will be credited to each full time officer and employee immediately following successful completion of their initial probationary period, and upon their anniversary date thereafter; and
- (c) Sick leave is not discretionary leave and will only be used for an authorized absence involving an illness or injury, whether personal or involving their child who has not yet attained the age of eighteen (18) years of age and are still attending school; and
- (d) Any absence of an officer or employee involving a claim for sick leave, whether

compensated or not, for more than an officer or employee's standard workday, or carries over to the following day, must be verified by a qualified physician; and

- (e) Officers and employees who consistently use their sick leave as it is credited or who fail to accumulate sick leave are required to submit a doctor's statement in support of the alleged illness or injury; and
- (f) No officer or employee may accrue sick leave in excess of two hundred forty (240) hours. Sick leave hours in excess of two hundred forty (240) hours will be forfeited without pay.
- (g) All other officers and employees may be granted sick leave without pay and are subject to the same verification policies as full time officers and employees.

Section 4.05. Military Leave

Military leave shall not exceed the time as shown on the officer or employee's military orders and will be governed pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 and Texas Government Code §437.202, LEAVE OF ABSENCE FOR PUBLIC OFFICERS AND EMPLOYEES.

Section 4.06. Family and Medical Leave Act (FMLA) Leave

The City does not meet the requirements of the Family and Medical Leave Act.

Section 4.07. Maternity Leave

- (a) Any female employee is entitled to up to six (6) weeks of maternity leave without loss of employment; and
- (b) Maternity leave is not paid leave, except that accrued vacation and sick leave hours may be used concurrently with maternity leave, to offset any loss of pay.

Section 4.08. Emergency and Bereavement Leave

- (a) Full time officers and employees may be granted emergency leave with pay for a period not to exceed three (3) days in case of death, traumatic injury, or severe illness of any member within the second degree consanguinity or affinity; and
- (b) All other officers and employees may be granted emergency leave without pay for a period not to exceed three (3) days in case of death, traumatic injury, or severe illness of any member within the second degree consanguinity or affinity.

Section 4.09. Severe Illness and Debilitating Injury Leave

- (a) A qualified physician's statement that the officer or employee, or a family member within the first (1st) degree of consanguinity or affinity, is unable to return to work or requires constant care, will be required for an employee to be authorized Severe Illness and Debilitating Injury leave; and
- (b) Such leave is without pay, except that vacation and sick leave may be used concurrently to offset any loss of pay; and
- (c) Leave resulting from or necessitated by any cause of severe illness or debilitating injury, will not exceed two hundred forty (240) hours; and

- (d) Any leave in excess of two hundred forty (240) hours constitutes an unusual hardship on the City and may result in termination of employment.

Section 4.10. Leave to Attend Voting, Jury Duty, Court Subpoenas

- (a) All officers and employees will be allowed one (1) hour of paid time to vote in federal, State, or local elections; and
- (b) Officers and employees called to jury duty will be paid, except that any compensation from such jury duty, will be deducted from the officer or employee's pay; and
- (c) Officers and employees called to testify on behalf of the City, will be paid for the actual hours giving such testimony.

Section 4.11. Leave of Absence

- (a) Officers and employees may request leave not otherwise addressed in the Manual; and
- (b) Such leave will be without pay; and
- (c) The City does not guarantee continued employment; and
- (d) Authorized leaves of absence with or without pay, will not exceed two hundred forty (240) hours per annum, except as allowed pursuant to any superior law.

Section 4.12. Absence Without Leave

- (a) No officer or employee may absent himself from duty for any amount of time without the permission of the officer or employee's Department Head; and
- (b) Any such absence will be without pay and will subject the officer or employee to disciplinary action, up to and including termination.

Article V. Wages, Salary, and Other Compensation

Section 5.01. Pay Period

- (a) The City shall pay all officers and employees on a bi-weekly basis, beginning on Wednesday, and ending on the second Tuesday following; and
- (b) Salaried officers and employees will be paid an amount equal to their annual salary divided by the number of annual pay periods. Hourly officers and employees will be paid for the hours worked and due compensation; and
- (c) Department Heads must submit, by 12:00 p.m., attendance sheets the Wednesday immediately following the Tuesday ending the pay period, in order for his department officers and employees to receive pay on the Friday following the Tuesday ending the pay period; and
- (d) No officer or employee will be compensated for hours or benefits not earned.

Section 5.02. Overtime and Compensatory Time

- (a) All overtime must be approved by the Department Head. Overtime not approved will subject the officer or employee to disciplinary action; and
- (b) When permitted, one and one-half (1.5) hours shall accrue for all officers and employees electing compensatory time in lieu of overtime pay. When practical, all accrued compensatory time must be taken during the current pay period, otherwise such overtime will be paid, except exempt officers and employees who will forfeit such time and pay.

Section 5.03. On Call and Standby Pay

- (a) An officer or employee who volunteers or is required to remain on-call or standby on the City's premises, is engaged in productive hours; and
- (b) An officer or employee who volunteers or is required to remain on-call or standby at home or who is allowed to leave a message where she can be reached, is engaged in non-productive hours; and
- (c) Officers and employees on-call or standby, will have a response time of no more than thirty (30) minutes; and
- (d) Officers and employees will be compensated according to the City's approved budget.

Section 5.04. Lectures, Meetings and Training

Approved attendance of lectures, meetings, and training programs, will be compensated as productive hours worked.

Section 5.05. Holiday Compensation

The City will observe the following official holiday closure schedule:

New Year's Day (January 1)
Martin Luther King, Jr. Day (Third Monday in January)

President's Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Columbus Day (Second Monday in October)
Veterans Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Day after Thanksgiving (Fourth Friday in November)
Christmas Eve (December 24)
Christmas Day (December 25)

The following policies apply to all holidays and observances:

- (a) Department Heads shall give their officers and employees the opportunity to observe any holiday while still maintaining essential municipal functions. When not possible, Department Heads will ensure their officers and employees are offered alternative holiday time, which must be scheduled and taken within one (1) week of the holiday, whether before or after the holiday; and
- (b) For City observed holiday closures, full time, non-exempt officers and employees are entitled to receive pay equivalent to their standard work day hours; and
- (c) All other non-exempt officers and employees will be given holidays off without pay; and
- (d) In the event a full time, non-exempt employee of the City is required to perform duties on an official holiday closure and an alternative date is not possible, such officer or employee will be paid holiday pay in addition to actual hours worked; and
- (e) If an official holiday closure falls on a Saturday, the holiday will be observed the preceding Friday. If a holiday falls on Sunday, the holiday will be observed the following Monday; and
- (f) All officers and employees must work on the workday immediately preceding and immediately following a holiday, or will forfeit pay for the observed holiday; and
- (g) Observed holidays falling within a full time officer or employee's approved leave of absence, will not be charged for the day of approved leave, but will be paid holiday pay instead; and
- (h) An officer or employee desiring to observe a religious holiday not observed by the City, must be afforded preference to all other officer and employee requests for leave.

Section 5.06. Longevity Bonus

All full-time officers and employees employed for at minimum one (1) year are eligible for an annual longevity bonus at a rate of two dollars (\$2.00) for each continuous month of service with the City, up to a maximum of two hundred forty (240) months. The longevity bonus pay will be awarded annually to all then current full-time officers and employees, as a lump sum, and will be included in the first pay period of December.

Section 5.07. Travel Expenses

- (a) All officers and employees will travel and be reimbursed based on the least and most reasonable costs to the City, as determined by the officer or employee, Department Head, and City Secretary.
- (b) All officers and employees who travel to and from approved assignments, and when approved to use their own mode of transportation, will be paid mileage at the then current federal mileage rate, based on the shortest route.
- (c) If required, hotel accommodations will be arranged by the City Secretary. If circumstances dictate, accommodations will be reimbursed upon the submission of a receipt, and based on the lowest and most reasonable rates available as determined by the City Secretary.
- (d) Approved per diem will be paid at the rate of \$30.00 per day, and reduced subject to the following qualifications and per meal rates:
 - (i) Per diem will only be paid if the officer or employee is expected to be displaced from home for more than twenty-four (24) hours; and
 - (ii) Approved meals are those first occurring following the beginning of approved travel as determined by the Department Head:
 - (A) If travel is approved to start after 1000 hours, lunch is the first meal; or
 - (B) If travel is approved to start after 1400 hours, dinner is the first meal; or
 - (C) If travel is approved to start after 1900 hours, breakfast is the first meal; and
 - (iii) Breakfast - \$6.50; and
 - (iv) Lunch - \$10.50; and
 - (v) Dinner - \$13.00.

Section 5.08. Performance Appraisal System

The purpose of the system is to improve productivity, to provide better communications between supervisors and those they supervise, to identify needs for training or other remedial actions among the workers, and to provide the cultivation of skills and abilities. Evaluations are aides and will be:

- (a) completed by the Department Head on the City's approved form; and
- (b) completed at least once each year; and
- (c) completed at any other time an employee is being considered for promotion, is in need of remedial action, or immediately following the conclusion of disciplinary action; and
- (d) used in the consideration of promotion eligibility of officers and employees; and
- (e) used in the consideration of disciplinary actions.

Section 5.09. Termination Pay

All employees who terminate employment with the City will receive all pay which may be due, subject to the following qualifications and exceptions:

- (a) All regular and overtime hours actually worked will be paid at the officer or employee's standard rate of pay; and
- (b) Except for reasons of disciplinary termination, officers and employees will be paid for unused vacation hours, up to eighty (80) hours, at their standard rate of pay; and
- (c) All unused sick leave hours are forfeited when an officer or employee separates from employment, except officers and employees who are laid off for economic reasons of the City, who will be paid for unused sick leave hours, up to eighty (80) hours, at their standard rate of pay; and
- (d) Reductions for amounts the employee owes the City or for substantiated damages resulting from negligent, malicious, or intentional acts of the officer or employee with respect to property or assets of the City.

Article VI. Benefits and Deductions

Section 6.01. Badges and Uniforms

- (a) The City will provide all officers and employees with badges to identify them as official City officers and employees.
- (b) Public Works officers and employees will be provided uniform shirts in order to assure a neat appearance and further identify the worker as a municipal employee.
- (c) Police officers will be provided uniforms in accordance with Council approved budgets.
- (d) Officers and employees provided with uniforms must wear, maintain, and return those uniforms upon separation.
- (e) All other officers and employees must dress appropriately for the duties they are assigned.

Section 6.02. Insurance

- (a) Life and health insurance are provided to all full time officers and employees through a group insurance policy; and
- (b) This insurance is provided as by the City at no cost to the officer or employee; and
- (c) At the officer or employee's option and expense, dependent insurance coverage is also available; and
- (d) Coverage may be continued with certain limitations consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA), upon termination, provided the premiums are paid entirely by the officer or employee.

Section 6.03. Retirement

All regular full-time officers and employees are required to become members of the Texas Municipal Retirement System (TMRS). Enrollment shall be accomplished in accordance with the TMRS guidelines. Details of the retirement plan are outlined in the TMRS handbook.

Section 6.04. Social Security

All officers and employees of the City are covered under the Federal Insurance Contributions Act (FICA). This government insurance alleges to provide retirement, disability, and death benefits and are funded through mandatory payroll deductions by the officer or employee and matched by the City.

Section 6.05. Unemployment Compensation

All employees of the City are covered, as applicable, under the State unemployment compensation program. This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee to finance this benefit.

Section 6.06. Worker's Compensation Insurance

The City participates in Worker's Compensation Insurance coverage for employees. When an employee is injured on-the-job the employee must immediately report the injury to his supervisor or department head.

Article VII. Anti-Abuse Policies

Section 7.01. Sexual Harassment Policy

All employees should be able to enjoy a work environment free from all forms of unlawful discrimination, including sexual harassment.

- (a) Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is motivated in whole or in part by a person's sex, that is not welcome and is personally offensive, or that lowers morale and that, therefore, interferes with an employee's work effectiveness.
- (b) Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.
 - (i) No employee either male or female should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. A finding that an employee has committed any form of sexual harassment will result, at minimum, in a written warning being issued and placed in the employee's personnel file.
 - (ii) No employee or officer of the City shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. A finding that an employee has committed any such form of sexual harassment will result in severe disciplinary action up to and including transfer, demotion, suspension, or termination from employment.
- (c) Sexual harassment occurs in many forms, including but not limited to, unwelcome physical contact, verbal abuse, leering, gestures, and more subtle advances and pressure inviting sexual activity. Such conduct includes instances in which:
 - (i) Submission to the advances is made a term or condition for obtaining employment opportunities or avoiding adverse employment action;
 - (ii) Submission to or rejection of the advances is used as the basis for making any employment decision; or
 - (iii) Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
- (d) Sexual harassment of any type is strictly prohibited and will not be tolerated. If any employee feels they are being sexually harassed, they should promptly report such fact and advise the harasser that the conduct is offensive and that it must stop immediately. If any such unwelcome interest or conduct does not cease immediately upon demand by the employee, or if the employee is not comfortable confronting the harasser, the employee must report the matter to the employee's supervisor within twenty-four (24) hours. If such employee is unable or unwilling to speak with his/her supervisor about the alleged harassment, the conduct or incident must be reported directly to the next higher level of authority, the department head or the Mayor. Upon any supervisor, department head or officer, receiving a report of alleged sexual harassment, the Mayor

and all persons in the alleged offender's chain of command shall be advised of the report and appropriate action shall be promptly taken. The first action taken, in such event, shall include steps calculated to prevent reoccurrences of any such alleged incidents pending investigation and final resolution of the complaint. Each such report shall be investigated promptly and appropriate corrective action will be taken with the City Council's concurrence.

- (e) Any employee who complains of sexual harassment in good faith will be protected against retaliation or reprisal for making the complaint. However, the City recognizes that false accusations of sexual harassment can have serious effects on innocent men and women, their reputation, and their families. False accusations of sexual harassment will result in severe disciplinary action up to and including termination.

Section 7.02. Smoking Policy

- (a) The use of tobacco products is strictly prohibited in or within fifty (50) feet of all city owned buildings, vehicles, or other property, except in designated areas.
- (b) Designated smoking areas must be to the rear of city owned buildings and spaces, and will not be within fifteen (15) feet of any entrance or exit of any city owned building, vehicle, or other property. All designated smoking areas must have a "snuffer" tower and the designated area and "snuffer" will be maintained as necessary by tobacco users.

Section 7.03. Substance Abuse Policy

- (a) The City is committed to providing reliable, safe, healthy, and hazard free service to its Citizens, officers and employees and has a Zero Tolerance Policy regarding substance abuse; and
- (b) The City defines substance abuse as the illegal manufacture, possession, use, solicitation for or sale of drug paraphernalia, controlled substances, or prescription medication without or in violation of a licensed health care professional's supervision, the possession, solicitation for or sale of alcohol while in the workplace, or the excessive use of alcohol that negatively affects work performance; and
- (c) The City will perform pre-employment, post-accident, reasonable cause, and commercial licensed driver drug screening of all officers and employees; and
- (d) As allowed by law, random substance abuse testing may be performed with respect to all officers and employees having job duties that involve security and safety; and
- (e) Failure to comply with substance abuse policies will result in appropriate disciplinary action and when warranted, criminal investigation.

Section 7.04. Use of Technology

- (a) Technology provided by the City, (including, but not limited to computers, networks, wired and wireless communications, printers, and copy machines) must be used in compliance with all applicable federal, State, and City policies, and is provided strictly for work related activities.

- (b) Officers and employees have no right to privacy with regard to technology usage as all City owned technology is monitored and subject to the Texas Government Code § 552, Public Information Act.
- (c) Misuse of City owned technology will result in appropriate disciplinary action and when warranted, criminal investigation.

Section 7.05. Employee Operation of City-Owned Vehicles

- (a) No employee may operate a City-owned vehicle unless the employee possesses a valid driver's license appropriate for that vehicle and is insurable by the City's insurer; and
- (b) Any employee required to operate a City-owned vehicle as part of their duties, must immediately notify the Department Head, should the employee's driver's license expire or be suspended, or the employee becomes uninsurable; and
- (c) The City shall verify, at least annually, that every employee who operates City-owned vehicles has a valid license and insurance; and
- (d) Employees whose positions require the operation of a City-owned vehicle, are expected to obey all traffic laws and avoid accidents at all times, even when driving personally owned vehicles during non-working hours; and
- (e) Employees who fail to maintain a satisfactory driving record and insurability, shall be deemed in violation of the Manual and will be subject to disciplinary action. The following offenses shall be grounds for immediate termination:
 - (i) a conviction for driving under the influence of alcohol or controlled substances; or
 - (ii) operating a City vehicle while their driver license or insurance is invalid.

Article VIII. Adverse Actions

Section 8.01. Violations of Policy

- (a) Any officer or employee who violates the policies set forth herein, will be subject to disciplinary action, up to and including termination, except elected officers and employees who cannot be terminated or reassigned from their elected office. Officers and employees have a limited right to disciplinary actions that are progressive; however, consideration will be given to the individual circumstances when determining the appropriate disciplinary actions to be taken.
- (b) In taking any action with respect to an applicant, officer, or employee, the Department Head shall consider whether the prior history and conduct of the individual evidences that the individual may reasonably be rehabilitated or expected to negatively interfere with the effective services of the City.

Section 8.02. Penalties

- (a) A department head or the Mayor may deny or reject any application, appointment or promotion, or counsel, reprimand, suspend with or without pay, demote, reassign, or terminate any officer or employee, except elected officers and employees who cannot be terminated or reassigned from their elected office, at any time the Department Head or Mayor determines that such action will promote the efficiency of the City's service; and
- (b) In such event, the officer or employee should be promptly served with written notice and informed that the employee has the right to appeal the matter through the Grievance Procedure; and
- (c) The written disciplinary action should set forth:
 - (i) the specific causes that resulted in the discipline; and
 - (ii) the discipline to be imposed; and
 - (iii) the effective dates of the imposed discipline; and
 - (iv) the consequences if the officer or employee continues to perform in a substandard manner; and
 - (v) contain a statement that the officer or employee may appeal the action; and
 - (vi) an acknowledgment that the officer or employee has received the notice of disciplinary action.
- (d) A copy of the disciplinary action will be given to the officer or employee, and the original will be filed in the officer or employee's permanent personnel file by the City Secretary.

Section 8.03. General Violations

The following violations are specific, but are in no way exhaustive:

- (a) Dishonesty. Taking property without authorization or permission; misuse of employer funds or property; cheating; forging or willfully falsifying reports, records, or documents; misuse of leave; any false action detrimental to the workplace; and

- (b) Disturbance. Fighting; using profane, abusive or threatening language; horseplay; causing injury to fellow employees through deliberate action or gross negligence; disrupting harmonious relationships between employees; and
- (c) Firearms. The illegal control of or possession by any officer or employee of a firearm on or about the person while on duty, is strictly prohibited; and
- (d) Incompetence. Inability or unwillingness to perform assigned work satisfactorily.
- (e) Indifference Toward Work. Failure to remain at work, inefficiency, loafing, carelessness, performing personal and non-City related business during working hours, abuse of eating and rest periods, sleeping or being inattentive during working hours; and
- (f) Insubordination. Willful failure or refusal to perform assigned work or fully comply with instructions or orders as assigned by any supervisor, Department Head, or the Mayor, except this does not apply to imminently dangerous situations. If the officer or employee believes the instruction or order, if followed, would result in physical injury or death to himself or another, or result in damage to City assets, the employee may defer action and request a confirmation by the next higher level of management; interfering with the work of others, mistreatment of the public or other employees; leaving work without permission; and
- (g) Misconduct. Any criminal offense or infamous or notoriously disgraceful conduct and other misconduct which could have an adverse effect on the employer; diminishes the confidence or trust of the public in the integrity of the City government; negatively affects workplace relationships; habitual misdemeanor convictions; felony conviction; and
- (h) Misleading and False Identification. Intentionally false statements, deception, or fraud in applications, examinations, representations made for appointment or promotion, or reports; possessing, using, or providing any City equipment, credentials, or services for other than official City; and
- (i) Political Activities. When not on duty or in uniform, an officer or employee of the City may engage in political activity and campaigns for and with respect to any entity. An employee who becomes a candidate for any City office, constitutes a resignation; and
- (j) Sabotage. Deliberate damage or destruction of City equipment or property; altering, removing or destroying City records; advocacy of or participating in unlawful trespass or seizure of City property; encouraging or engaging in slow-downs, sit-ins, strikes, or any other concerted efforts to limit or restrict officers and employees from working; conduct subversive to the proper order, discipline and morale of city employees; and
- (k) Statutory. Any statutory disqualification which makes the individual unfit for the job or failure to meet and maintain requirements of the individual's job description; and
- (l) Substance Abuse. Reporting to work, being on duty, or being on-call or standby in an unfit condition; being under the influence of alcohol; unlawfully under the influence of controlled substances; and
- (m) Unsatisfactory Attendance. Excessive tardiness, neglect of duties, or unauthorized absences will be grounds for dismissal; and

- (n) Violation of Safety Rules. Improper removal of safety guards, fire extinguishers, or other equipment designed to protect employees; failure to use safety equipment; failure to follow safety rules; failure to report an on-the-job injury, vehicle accident, or unsafe condition.

Article IX. Complaint and Grievance Procedures

Section 9.01. General Guidelines

It is the City's goal to treat all Citizens, officers and employees fairly in all respects. Citizens, officers, and employees who feel they have been subjected to unfair treatment or discrimination have the right to present grievances through simple and reasonable procedures. A grievance is defined as any complaint or problem concerning an officer or employee's duties or working conditions. Any officer or employee may present grievances under the procedures outlined below and will be free from restraint, coercion, or reprisal as a result.

Section 9.02. Procedural Steps

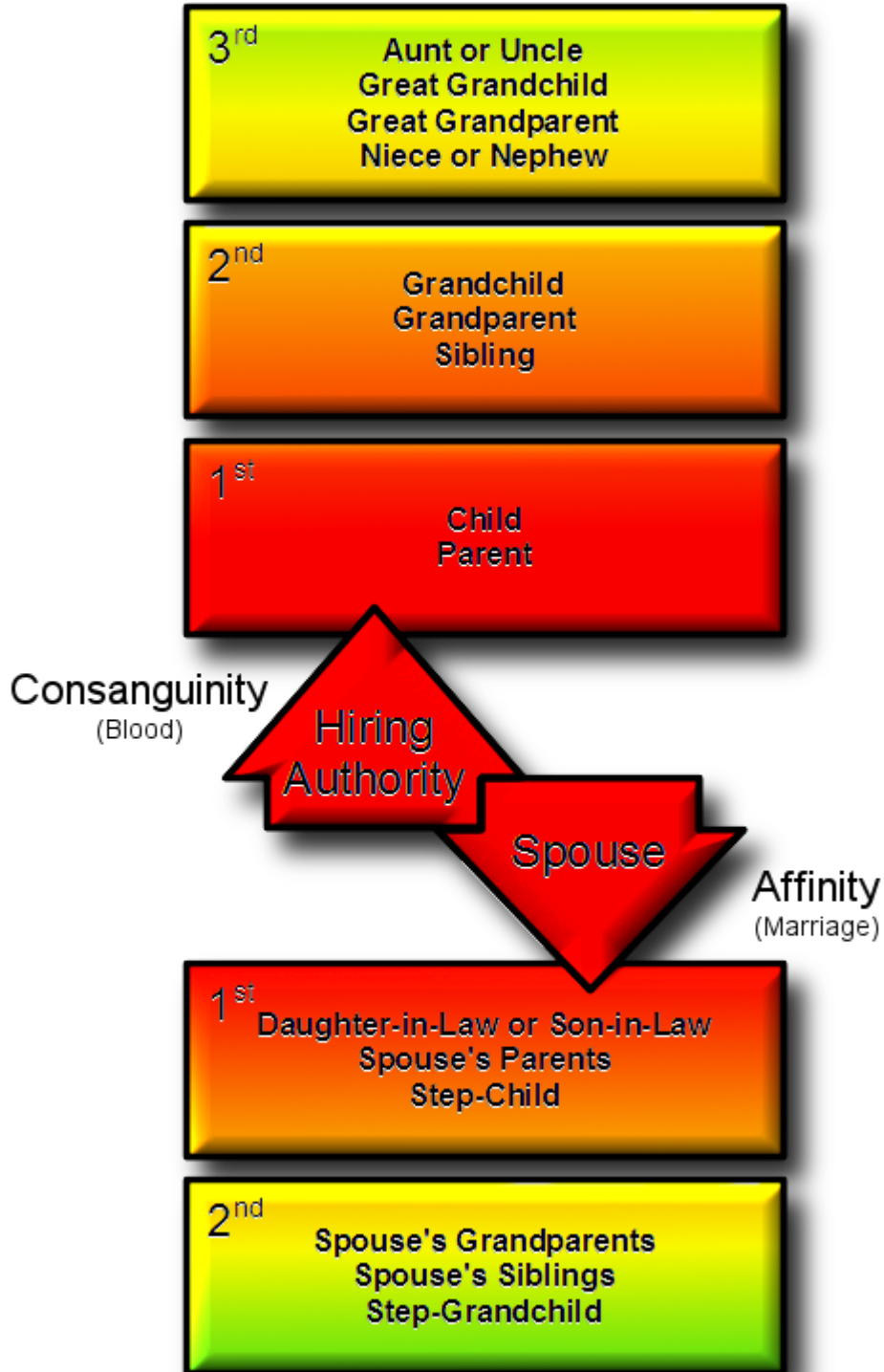
- (a) The grievance shall be in writing, legible, and must include the following information:
 - (i) date, time, and place of the alleged mistreatment, harassment, or discrimination; and
 - (ii) specify the nature of the grievance; and
 - (iii) explain why the action is improper; and
 - (iv) offer a suggested corrective action, and
 - (v) be signed by the complainant; and
- (b) The officer or employee must present the grievance to her immediate supervisor within five (5) calendar days of the alleged action; and
- (c) The immediate supervisor will notify the Department Head of the grievance within one (1) working day of receipt of the grievance; and
- (d) The immediate supervisor has five (5) working days from the date of receipt of the grievance to deny, amend, or uphold any appeal; and
- (e) (iii) If the grievance is not resolved between the officer or employee and the immediate supervisor, the officer or employee may request a review by the Department Head. The request must be in writing and filed with the immediate supervisor within three (3) calendar days of the earlier of the immediate supervisor's response or the expiration of the five (5) workday response period; and
- (f) The immediate supervisor shall, within one (1) work day, submit the original grievance, any relevant documentation, and the officer or employee's request to the Department Head who will have ten (10) working days of the date of the Department Head's receipt of the request to conduct a review, to deny, amend, or uphold any appeal; and
- (g) (iii) If the grievance is not resolved between the officer or employee and the Department Head, the officer or employee may request a review by the Mayor. The request must be in writing and filed with the immediate supervisor within three (3) calendar days of the earlier of the Department Head's response or the expiration of the ten (10) workday response period; and
- (h) The immediate supervisor shall forward the request within one (1) work day to the Department Head; and

- (i) The Department Head shall forward, within one (1) work day, the original grievance, any relevant documentation, and the officer or employee's request to the Mayor who will have ten (10) working days of the date of the Mayor's receipt of the request to deny, amend, or uphold any appeal; and
- (j) (iv) If the grievance is not resolved between the officer or employee and the Mayor, the officer or employee may request a hearing before the Council. The request must be in writing and filed with the immediate supervisor within three (3) calendar days of the earlier of the Mayor's response or the expiration of the ten (10) workday response period; and
- (k) The Mayor shall schedule a hearing before the City Council and notify the officer or employee of the the date and time the hearing will be held. The City Council may deny, amend, or uphold the appeal, and the City Council's decision shall be final.

Section 9.03. Grievances Without Basis

Grievances are serious matters and the City encourages officers and employees to file all legitimate, fact based complaints; equally so, frivolous, baseless, and false grievances are discouraged and will result in disciplinary action.

Appendix 1 - Nepotism Chart



Appendix 2 - Classes Of Employees

Full-Time (“FT”). A full-time officer or employee is an officer or employee serving in a position budgeted for two thousand eighty (2080) or more hours per year. FT officers and employees are eligible for all City offered compensations and benefits.

Part-time (“PT”). A part-time officer or employee is an officer or employee serving in a position that is budgeted for and regularly scheduled to work less than two-thousand eighty (2080) hours per year. PT officers and employees are not eligible for City offered compensations or benefits, except those mandated by State or federal law.

Temporary or Seasonal (“TS”). A temporary or seasonal officer or employee is appointed for a specific period of time, and has an anticipated date of termination. TS officers and employees are not eligible for City offered compensation or benefits, except those mandated by State or federal law.

Probationary (“PR”). All new officers and employees, except elected officials, shall be placed in a ninety (90) day probationary period. All officers and employees, except elected officials, are subject to being placed in a probationary status for disciplinary reasons.

Salaried (“SA”). A salaried officer or employee is an officer or employee compensated for the position. All salaried employees must, at all times, supervise at least three (3) other officers or employees. The salaried employee shall submit a time sheet each pay period and is expected to work an annual average of forty (40) or more hours per week.

Contractors, consultants, and other service professionals are not officers or employees of the City and are not eligible for benefits. Contractors, consultants, and service professionals are paid via invoices and require Internal Revenue Service Forms 1099.

Appendix 3 - Fair Labor Standards Act Summary

The Fair Labor Standards Act (the "FLSA") sets basic wage and overtime pay standards and regulates the employment of minors, however there are a number of employment practices which the FLSA does not regulate such as vacation, holiday, severance, or sick pay; meal or rest periods; recognized holidays; premium pay; non-standard work schedules; pay raises or fringe benefits; or discharge notices, reasons for discharge, or immediate payment of final wages.

The FLSA does not regulate the number of hours in a day or days in a week an officer or employee may be required or scheduled to work, including overtime hours.

When computing hours compensated, based on the FLSA, the following definitions and methods of calculating compensation will apply:

Exempt Employee. Must meet the FLSA standards of salary and regular supervision of two or more full time employees or equivalent thereof, has management as the primary duty of the position, and has genuine input into the job status of other employees. The FLSA does not prohibit an employer from requiring exempt employees to "punch a clock," work a particular schedule, or "make up" time lost due to absences.

Non-Exempt Employee. Any officer or employee who does not meet the FLSA definition of an exempt employee, is generally compensated on an hourly basis, and is entitled to the FLSA minimum wage and overtime standards.

Non-Productive Hours. Time an officer or employee is not actively and directly engaged in their assigned duties for the City and may be compensated for. Examples include vacation, sick, holiday, meal periods, and unpaid absences.

Overtime. The FLSA establishes forty (40) hours of productive hours per week as the time that must be worked before a non-exempt officer or employee is eligible for overtime compensation. Non-exempt law enforcement officers who are regularly scheduled to work eighty (80) hours or more of work per two-week cycle and exceed eighty-five and one half (85.5) hours of work per two week cycle is eligible for overtime compensation.

Productive Hours. Time an officer or employee is actively and directly engaged in their assigned duties for the City and must be compensated for.

Appendix 4 - Controlled Substance Testing Protocol

An immunoassay will be used for the initial test with the following cut-off levels:

INITIAL TEST

| <u>SUBSTANCE</u> | <u>- CUT-OFF LEVELS (NG/ML)</u> |
|-------------------------------|---------------------------------|
| Marijuana Metabolites | 100 |
| Cocaine Metabolites | 300 |
| Opiate (Codeine and Morphine) | *300 |
| Phencyclidine (PCP) | 25 |
| Amphetamines | 1000 |
| Alcohol | 0.04 |

*25 NG/ML if immunoassay specific for free morphine.

All initially positive tests, using the original sample and at applicant, officer, or employee expense, may be confirmed by gas chromatography/mass spectrometry (GC/MS):

CONFIRMATION TEST

| <u>SUBSTANCE</u> | <u>CUT-OFF LEVELS (NG/ML)</u> |
|--|-------------------------------|
| Marijuana Metabolites (1) | 15 |
| Cocaine Metabolites (2) | 150 |
| Opiate (Codeine and Morphine) | 150 |
| Phencyclidine (PCP) | 25 |
| Amphetamines | 500 |
| (1) Delta-9-Tetrahydrocannabinol-9-Carboxylic Acid | |
| (2) Benzoylgonine. | |

Appendix 5 - Acknowledgment Of Receipt

By my signature below, I, _____, acknowledge:

- (a) I understand the City of Bartlett is an at-will employer and I am subject to termination for any reason or no reason at all, either voluntarily or involuntarily; and
- (b) I understand that the provisions contained in the City of Bartlett Personnel Manual (the "Manual") are applicable to me; and
- (c) I understand the City of Bartlett (the "City") will attempt to apply the policies and regulations set forth in the Manual, in a fair and impartial manner to achieve the City's overall objectives; and
- (d) I understand that I will be subject to substance abuse testing and that the compliance with such testing is a condition of continued employment; and
- (e) I understand the City will make every effort to provide a work environment free from all forms of harassment as defined by Title VII of the 1964 Civil rights Act; and
- (f) I understand the City reserves the right to change, modify, add, or eliminate any provisions therein, at any time, with or without notice. Any agreements, promises, or other instrument, whether written or verbal, expressed or implied, made to me, which conflict with the provisions of the Manual, are effective only if in writing and an act of the City Council; and
- (g) I understand that I may file grievances with respect to disciplinary decisions and actions affecting my employment with the City, provided that such grievances are consistent with the policies set forth in the Manual. A decision of the City Council, when applicable, will be final.

I have received a copy of the City of Bartlett Personnel Manual, affirm that I have had an opportunity to ask questions about the terms, provisions, meanings, application, and enforcement thereof, and agree to uphold the policies therein.

Date: _____

Signature of Employee

Signature of Department Head

Utilities Rate Study

City Council – January 8, 2024

Overview



City issued a Request for Proposals in October with submissions due by Nov. 10



The utility cost-of-service and rate study will calculate the full cost of providing water, wastewater, and electric distribution and recommend rates to recover the full cost of services.



The study will recommend rates based on the cost to serve each customer class

Build Council policy into the rates like % of cost recovery in base, conservation, etc.

May increase the amount of customer classes (i.e. large commercial, small commercial, etc.)

May recommend creating a tiered volumetric rate based on usage (i.e. 0-2,000 gal, 2,001-5,000, etc.)

Why do a rate study?

- In the FY 2024 budget \$45,000 was added to do a rate study
- The City has not updated rates since 2018 and during that update a cost of service model was not taken into account
- The rate study does a 5 year look at where rates need to be recover the revenue needed to successfully operate the utilities

Why do a rate study?

- In order for the utilities to operate like an enterprise fund we need to ensure:
 - Full expense recovery is accounted for
 - Cost of staff, materials, contracts, operating expenses for water, wastewater, and electric
 - The PILOT transfer between the utility fund to general fund is accounted for
 - Costs for capital improvement, asset replacement, future purchased power contract changes, electric volatility/ancillary charges are built into the rates

Request for Proposals

- The City received 2 proposals:
 - NewGen Strategies & Solutions
 - Raftelis Financial Consultants
- Both are highly qualified firms and experts in their field

List of Some Previous Clients

NewGen Strategies and Solutions

- Austin
- Conroe
- Dallas
- Fate
- Georgetown
- Hutto
- Liberty Hill
- Round Rock
- San Antonio Water System

Raftelis Financial Consultants

- Austin
- Dallas
- Copperas Cove
- El Paso
- Round Rock
- San Angelo
- San Antonio Water System
- San Marcos

Review Committee

- Comprised of City Administrator Cantu, Mayor Mees, and Councilmembers Philip Weaver and Shelton Gilmore
- Reviewed the 2 proposals and sat in on the presentation and interview with both firms

Evaluation Criteria

| Initial Assessment Evaluation Criteria | Possible Points |
|---|-----------------|
| Proposal Presentation The information in the proposal is presented in a clear, logical manner, is well-organized, and error-free. All required information is provided. | 5 |
| Firm Qualification and Experience The proposing firm's history and experience in providing similar services | 15 |
| Engagement Team Qualification and Experience The proposed engagement team's history and experience providing similar services | 25 |
| Understanding of Project Scope Demonstrated understanding of project scope, stakeholders, objectives, and anticipated deliverables | 10 |
| Project Management Assessment of proposer's project methodology, project workplan schedule, staffing, and capacity | 25 |
| Cost (Price) The proposal cost is reasonable, scope-appropriate, and an exceptional value for the City. | 20 |
| Total Possible Points in the Initial Assessment | 100 |

| Final Assessment Evaluation Criteria | Possible Points |
|--|-----------------|
| Total Possible Points in the Initial Assessment | 100 |
| References (optional) The Committee may check references of the top firms to assign further points | 10 |
| Interviews (optional) The Committee may hold interviews with the top firms to gain a deeper understanding of the firms' experience, project strategy, and approach | 10 |
| Total Possible Points in the Final Assessment | 20 |
| Total Possible Points | 120 |

Comparison

NewGen Strategies and Solutions

2 public meetings with Council

Monthly Progress Reports

Rate Model Deliverable

Full Report

Cost – Not to exceed \$59,765

Raftelis Financial Consultants

2 public meetings with Council

Monthly Progress Reports

Rate Model Deliverable

Report – Executive Summary

Cost – \$48,036

Recommendation from Committee

- Based on the RFP scoring the recommendation is to award NewGen Strategies and Solutions to do the Utilities Rate Study for the City
 - NewGen showed more history with smaller communities
 - The interview of both firms was the difference in the deciding factor

Council Feedback

- Does Council agree with the committee's recommendation to award?

A. COVER PAGE (DUPLICATE)



**CITY OF BARTLETT -
REQUEST FOR PROPOSAL FOR
PROFESSIONAL SERVICES -
UTILITY COST-OF-SERVICE
AND RATE STUDY -
RFP NO. 23-01**

NOVEMBER 14, 2023



Prepared for:
City of Bartlett, Texas
140 West Clark St.
Bartlett, TXC 76511



275 W Campbell Road
Suite 440
Richardson, TX 75080
Phone: (972) 680-2000

B. TRANSMITTAL LETTER

November 10, 2023

City of Bartlett – City Hall
ATTN: Mary Cantu
140 West Clark St.
Bartlett, TX 76511

Subject: Proposal for Utility Cost-of-Service and Rate Study – RFP No. 23-01

Dear Ms. Cantu:

NewGen Strategies and Solutions, LLC (NewGen) is pleased to submit our proposal to complete a Utility Cost-of-Service and Rate Study for the City of Bartlett, Texas (City). While the enclosure to this letter sets forth our project approach, experience, qualifications, and schedule, there are a few key points we would like to emphasize:

- **Uniquely Qualified Project Team** – Our Project Team is uniquely qualified to perform this work for the City. Over the past 40+ years, the staff of our firm has worked on similar projects addressing financial and operational challenges for hundreds of clients across the country.
- **Industry Leading Staff** – The Project Team assembled for this engagement collectively possesses decades of combined professional expertise, including the necessary leadership and experience to ensure a successful and timely completion of the Study. Our chosen Project Manager, Mr. Matthew Garrett, is a former municipal finance director who brings a unique perspective to the engagement, enabling our Project Team to better understand the unique intricacies of communicating and facilitating discussions with the City Council and achieving buy-in from key decision makers.
- **Proven Methodologies Coupled with Real World Recognition** – Our Project Team will use proven industry standard methodologies when providing rate analysis. We have assembled a team with experience spanning all required fields of expertise. Analyses performed for the City will reflect industry best practices for water, wastewater, and electric services but also realistic objectives given data availability (such as electricity demand) and utility billing administration. Proper pricing of utility service involves balancing competing objectives, and our Project Team is committed to working with the City to make sure that the final recommendations reflect the unique challenges facing the City.

NewGen commits to complete the Study within the timeframe as outlined in this proposal, attests to the truth and accuracy of all items and information included in this proposal, and is willing to sign a Service Agreement as written. No addenda were issued for RFP 23-01.

We look forward to working with you on this important and interesting study and appreciate the City's consideration of our statement of qualifications. Please contact me on my direct line at (972) 675-7699, or by email at mgarrett@newgenstrategies.net if you would like to discuss our Project Team or approach.

Sincerely,

NewGen Strategies and Solutions, LLC
Matthew B. Garrett, Managing Partner

DocuSigned by:
Matthew B. Garrett
B23EEBEF79E64D1...

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D. PROPOSAL

Firm Qualification and Experience

Firm History

NewGen Strategies and Solutions, LLC (NewGen) is a management and financial consulting firm specializing in providing assistance and advice to the public sector and its utilities. NewGen provides nationally recognized expertise in utility cost of service and rate design studies, depreciation studies, appraisals, organizational and performance management studies, litigation support for legal and regulatory proceedings, utility business and financial planning, and stakeholder engagement for water, wastewater, reuse, stormwater, solid waste, electric, and natural gas utilities.

NewGen is a consulting firm that was created by consultants who are dedicated to our client’s mission and recognized as experts in our respective fields of service. Our assistance to the public sector is provided with a keen insight to navigate the uncertain market and the growing role of stakeholders, resource availability, cost of providing utility services, and economic conditions. This ensures an integrated approach to delivering our products and services. “Thoughtful Decision Making for Uncertain Times” succinctly describes our capability to provide our clients the solutions and recommendations tempered by our keen insight into the growing role of stakeholders, resource availability (including renewables), environmental concerns, cost of providing utility services, and economic conditions.

Our experience has been acquired, in part, while members worked at recognized national consulting groups such as Touche Ross & Co. (now *Deloitte Touche*), R.W. Beck, Inc. (now *SAIC and Leidos*), Economists.com (now Willdan), Navigant Consulting, Inc., and CH2M Hill. The firm’s experience also includes the regional practices founded by Mr. Jack Stowe, Jr. which were Reed-Stowe & Co., Inc. and Reed Stowe & Yanke, LLC founded by Mr. Jack Stowe, Jr. and Mr. Dave Yanke. Experience was also gained July 1, 2019 when Municipal & Financial Services Group (MFSG) merged with NewGen. Additionally, NewGen professionals come from the nationally recognized engineering firms of CDM Smith, Inc., Black & Veatch, and HDR, Inc. Individuals from NewGen provide the expertise gained from more than 125 expert witness cases and filings supporting utility customers, regulatory staff, and utilities.

It is NewGen’s mission to become a trusted advisor to our clients. Many of NewGen’s current employees worked together for many years at R. W. Beck prior to joining NewGen—some for as long as 25 years. Thus, although the firm is relatively new (established in 2012), we have a long, successful work history and a demonstrated ability to complete projects on time and with deliverables that withstand public, stakeholder, and regulatory scrutiny.

NewGen Offices

NewGen’s corporate offices are located in Austin, Texas and Richardson, Texas. The assigned Project Team members for this study are located in NewGen’s Richardson and Austin offices.



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Nationally Recognized Rate Expertise and Market Leading Models

NewGen’s Project Team includes nationally recognized experts in cost of service (COS) and rate making in the public utility market, along with leading edge developers and data analytics professionals. Combining our nationally recognized rate expertise with this additional expertise in data analytics allows us to create comprehensive, innovative, and easy-to-use interactive financial models and tools which are essential in producing a comprehensive analysis and ensuring our recommendations are accurate and defensible.

Recognizing the importance of the user-experience, our financial models and methodologies have been refined and enhanced to allow for easy user entry, allocation factor selections, and scenario (“what-if”) evaluation. All our models and tools are also tailored specifically to each client we serve and are routinely used to facilitate presentations and demonstrations with Boards, Councils, and Commissions.

The following graphic is an example of a Utility Rate and Revenue Requirement model dashboard developed by our team and shows the projection of future costs and rate impacts.

Exhibit 1. Example Model Dashboard



Big Data Analytics

Big data analytics has become the staple of innovation as the availability of data has grown exponentially over time. Utilities, in particular, are stewards of a sizable amount of information due to recent technological advances in the industry. Smart metering and other sensors have made operational data easily accessible to utility executives. Many executives see the value in mining this data for insights but are unsure of where to start. Potential value from this data includes cost reduction, reliability, and customer engagement for the utility and its stakeholders.

In recognition of the value that data and the analysis of said data can bring to utility management, NewGen’s data analytics experts deploy the latest in advanced analytics strategy and tools to help utilities better understand their data. While every client is different, NewGen employs the following three key steps in applying our data analytics expertise:

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- Our team first identifies key objectives or subject areas and develops a tailored analytics approach to build momentum.
- Second, initial data engineering, including cleaning and merging data, identifies areas that need additional attention and provides a basis for more in-depth analysis.
- Finally, the employment of data visualization and modeling provides the utility with a better understanding of the financial and operational impact of their service offerings.
- NewGen analytics experts utilize tools such as PowerPivot, Power Query, R, and others as a part of the initial data engineering process. Once the initial data engineering process is complete, dynamic, user-friendly dashboards, presentations, and reports are created utilizing Microsoft Excel, Power BI, and Sway to provide a tailored solution in a comprehensive, visual manner.

NewGen's Core Competencies

NewGen's core business is providing financial and management advice related to water, wastewater, stormwater, street maintenance utility, and solid waste infrastructure and operations. The specialized services we offer to our clients include:

- Cost of Service/Rate Studies
- System Development Charges/Capacity Fee Studies
- Operational Reviews/Management Audits
- Comparative Analyses/Benchmarking
- Financial Feasibility Studies
- Infrastructure Management/GASB 34
- Conservation Studies

In summary, NewGen is well versed and experienced in providing management and financial advice related to every aspect of municipal utility services.

Relevant Project Experience

The professionals at NewGen have worked hard over the years to attract and maintain a diversified staff of professionals with exceptional skills, dedication, and talent. We have built our reputation by providing clients with solutions that are based on sound principles, economic feasibility, and innovative thinking without losing sight of budget and schedule considerations and constraints. We are proud of the long-standing relationships that we have developed with our clients.

We have included a small sample of projects below. Reference contact information is provided in Appendix B. References Form. We encourage the City of Bartlett (Bartlett) to contact these references to hear first-hand about NewGen's quality of work and responsiveness.

Austin Energy – Multiple Projects

Electric Cost of Service and Rate Design, Expert Testimony; Austin, TX

Austin Energy (AE) is one of the nation's largest municipal utility, serving over 400,000 customers in and around the City of Austin, Texas. NewGen was initially engaged to assist AE in October 2010 (as R. W. Beck) to prepare a comprehensive cost of service and rate design study. The study addressed many challenges faced by AE, such as pricing strategies to support system efficiency, deployment of new technologies, and active support of environmental stewardship. The study was the first in-depth cost of service and rate review for AE in over 17 years. The study scope of work included:

- Development of a Test Year revenue requirement
- Development of a comprehensive cost of service model

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- Development of a rate design model
- Support for an extensive public involvement process
- Development of direct and rebuttal testimony of behalf of the City of Austin (the City) before the Public Utilities Commission of Texas (PUCT)
- Assistance in negotiations in support of the case before the PUCT
- Development of special contract rates

Revenue Requirement and Cost of Service Analysis

NewGen team members worked closely with AE staff to develop a Test Year revenue requirement and cost of service analysis. The revenue requirement was based on the fiscal year 2009 audited financial statement adjusted to reflect several known and measurable adjustments including weather normalization of load, changes in customer loads, power supply, new Electric Reliability Council of Texas (ERCOT) wholesale power market rules, capital improvement projects, financial policies, etc. All adjustments were well documented and supported by work papers. Once the revenue requirement was established, an unbundled embedded cost of service analysis was developed. The cost of service analysis unbundled AE's costs into production, transmission, distribution, and customer service functions. Each function was sub-functionalized to reflect important cost of service differentiators. For example, the production function was sub-functionalized into peaking, intermediate, base load capacity. Once sub-functionalized, costs were classified as either being demand-related, energy-related, customer-related, revenue-related, or directly assigned to a customer class. Classified costs were allocated to each customer class using a variety of allocation factors developed in the study. Customer classes were consolidated and simplified compared to prior rates. Classes were established based on cost of service principals and customers were moved to the appropriate rate class.

Rate Design

Rate design took into consideration fixed cost recovery strategies in support of AE's aggressive energy efficiency and distributed solar goals. Additionally, rates were unbundled and various pass-through mechanisms were employed to manage the risk of volatile and unpredictable costs associated with ERCOT regulatory requirements. Pass-throughs included the development of a Community Benefit rider that was designed to recover the cost of AE's low income assistance program, energy efficiency program costs, and street lighting. New utility rates were designed to send pricing signals aligned with AE's strategic direction that are cost-effective and environmentally responsible while rendering an adequate revenue stream. For each rate class, customers were given several options including a standard rate offering, time-of-use, Green Choice (which is AE's renewable energy rate option), solar, and, for commercial customers, thermal energy storage.

Public Involvement

The public review process was extensive and included a series of public meetings before the Public Involvement Committee (PIC), Electric Utility Commission (EUC), and City Council. The PIC was a committee of utility customers represented by residential, commercial, and industrial customers. NewGen team members led the PIC through the ratemaking process over a six-month period. The PIC process included the development of a series of education presentations and white papers discussing technical and policy considerations important to the study. Upon completion of the PIC process, the study was reviewed and updated. The updated study was presented to the EUC in the fall of 2011. The EUC held a series of public meetings to review and discuss the technical merits of the case. EUC feedback was incorporated into the study and the study was finalized and presented to the City Council. The City Council

conducted its own set of public meetings, which concluded with the approval of proposed rates in the summer of 2012.

Rate Case before PUCT

Because AE serves customers both inside and outside the city limits, customers are under the jurisdiction of the Austin City Council and the PUCT. Outside the City customers can petition the PUCT to review the case upon approval of the City Council and, in this case, did petition the PUCT with regards to AE rates. In support of AE's filing before the PUCT, NewGen team members created a rate filing package and supporting testimony (PUC Docket No. 40627). Direct testimony was comprehensive and covered development of the test year revenue requirement, consolidation of customer classes, cost of service, and rate design. Additionally, rebuttal testimony was prepared and NewGen team members supported negotiations throughout the process. The case was successfully settled in the spring of 2013.

2015 Rate Update

Beginning in 2015 NewGen began assisting AE in the development of rates to be effective for FY 2017. This included various studies to support the rate review as well as an update to the cost of service based on a FY 2014 Test Year and customer load data. The supporting studies included:

- A small commercial customer demand study was conducted to better understand the cause of significant bill impacts resulting from the prior rate effective October 1, 2012 and assess the appropriateness of the current rate design. NewGen was asked to analyze the historical usage characteristics of commercial customers to determine if the allocation of costs in the 2011 Rate Study was appropriate; examine historical commercial customer bill impacts with specific attention to the introduction of a demand charge for customers with monthly maximum demands between 10 kW and less than 20 kW; and compare the existing rate structure with the rate structures of other utilities in Texas and across the country, all with the goal of determining if the existing rate structure was equitable and appropriate.
- A secondary voltage customer class study was conducted to review the delineation of the secondary voltage classes and recommend defensible breakpoints to define the size of each of the three commercial secondary voltage customer classes. For this analysis, NewGen was asked to disregard current class groupings and to provide a proposal for class delineations based on differences in customer usage characteristics that would result in cost of service differentials.
- A reserve fund study was conducted to assess the adequacy of AE's cash reserves in recognition of AE's financial risks, policies and goals. NewGen reviewed the purpose, use, and funding level appropriate for AE's various reserves and made recommendations for adjustments to reserve purposes, policies and funding levels to address each of AE's various requirements, risks, and liabilities. NewGen also explained the tangible benefits of the recommended reserve levels to customers and to accomplishing AE's goals.
- A non-nuclear decommissioning reserve fund study was conducted to identify the appropriate funding needed to pay for the eventual decommissioning of AE's various non-nuclear generation units. NewGen, and its sub-consultant, developed a detailed, site-specific engineering cost estimate for decommissioning the two gas-fired steam turbine units at Decker Creek, which are the closest to reaching the end of their useful, economic lives. Estimates for decommissioning the six gas turbines and one combined cycle unit at Sand Hill Energy Center and AE's share of two coal-fired units at the Fayette Power Project were developed based on a benchmarking of scaled costs from actual decommissioning costs for similar power plants. All estimates developed by NewGen and its sub-

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consultant were validated by comparison with commission approved costs for decommissioning similar plants in various states on a cost per kW basis.

The studies, analyses, and resulting rate design, were vetted through a public process constructed to mimic a regulated rate case. This included responding to questions from intervening parties (i.e., key stakeholders), the filing of written direct testimony and rebuttal testimony, and a three-day hearing in front of an attorney acting as an Administrative Law Judge (ALJ). AE, the other intervening parties, and the surrogate ALJ were then allowed to present their conclusions and recommendations to Austin City Council. NewGen supported AE throughout this process, providing key analysis and recommendations. The key intervening parties to the rate review ultimately reached a settlement, which was unanimously approved by Austin City Council in August 2016.

Development of Special Contract Rates

NewGen supported AE in the development of special contract rates for large industrial customers. Using the cost of service analysis developed during the rate case, cost-based rates are being developed for new large loads contemplating relocating within the AE service territory. Both system revenue requirements and cost of service results are reviewed and adjusted in consideration of these new large loads.

Service Area Lighting Study

NewGen conducted a study to enhance AE's understanding of how utilities in Texas treat the provision of "service area street lights", which are defined as street lights, traffic lights, security lights for non-utility, publicly-owned property (e.g., parks, ballfields, etc.), and other lighting in public areas and rights-of-way. To perform the study, NewGen conducted a review of the published lighting tariffs and/or conducted conversations with representatives of Texas utilities and city governments as selected by AE for inclusion in the study. The utilities in the study included municipal-owned utilities, investor-owned utilities and member-owned cooperatives. NewGen's work investigated the ownership of lighting infrastructure; provision of installation and maintenance services; recovery of capital, operating, maintenance, and energy costs; recovery of lighting costs from municipal customers; provision of lighting service to public parks; and how trends for such lighting service characteristics are observed across different types of utilities. The study findings were summarized in a written report to AE in March 2017.

2020 Rate Update

Beginning in 2020 NewGen began assisting AE in reviewing existing rates and assessing the need for base rate adjustments. This included an update to the cost of service based on a FY 2019 Test Year and customer load data. The analysis concluded that the then existing base rates were sufficient to recover AE's costs and AE did not need to adjust base rates at the time. Additional areas of investigation included:

- A review of the current residential rate structure was conducted to determine if changes would better reflect AE's current goals and be more financially sustainable.
- An evaluation was conducted of the relevant costs that would be added, removed, or shifted in AE's revenue requirement, and the resulting rate impacts to customer classes, as a result of various possible near-term events, such as the closure of the Decker Creek Generating Station steam units or the exit from the Fayette Power Project.

2022 Rate Update

In 2021, NewGen began assisting AE in the development of rates to be effective in January 2023, although most of the work transpired in 2022. This included various studies to support the rate review as well as

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an update to the cost of service based on a FY 2021 Test Year and customer load data. The supporting studies included:

- Analysis of pilot time-of-use rates to evaluate their impact and usefulness in achieving AE desired behaviors.
- Review of the Value of Solar credit used to compensate distributed solar customers for on-site generation. The methodology for developing the credit was reviewed and NewGen developed an avoided cost-based value of solar to be incorporated into the newly proposed Value of Solar credit.
- Analysis of improvements to the residential rate structure, which was a five-tier steeply inclining block rate structure. This rate design was causing revenue instability given the reliance on high energy consumption in order for the utility to recover its costs and the fact that average energy use for residential customers had been on a multi-year decline, in part, due to updated building codes and the significant increase in smaller, multi-family construction. A three-tier inclining block rate structure with more modest increases between tiers was proposed along with setting the customer charge closer to the cost of service, improving fixed cost recovery and revenue stability.
- Development of a new High Load Factor Primary Voltage tariff available to customers who take service at primary voltage at a load level greater than or equal to 3 megawatts (MW) but less than 20 MW, and whose monthly average load factor during the course of the year meets or exceeds 85 percent.

The studies, analyses, and resulting rate design, were vetted through a public process constructed to mimic a regulated rate case. This included responding to questions from intervening parties (i.e., key stakeholders), the filing of written direct testimony and rebuttal testimony, and a three-day hearing in front of an attorney acting as an Administrative Law Judge (ALJ). NewGen supported AE throughout this process, providing key analysis and recommendations.

Lubbock Power and Light – TCOS and Delivery Rates

Transmission Service Providers (TSP) have the opportunity to set their TCOS rate by filing a comprehensive Full TCOS Rate Filing. The comprehensive Full TCOS Rate Filing Package includes a full development of an electric system revenue requirement which is then allocated to the transmission business function. The filing package requires numerous schedules which contain information related to the TSP's cost of doing business and operating information. Functionalization factors are developed to functionalize costs related to operation and maintenance expense, debt service, capital, and other items assigned to the transmission business unit. Functionalization factors consider operation and maintenance procedures, labor cost, plant investment, infrastructure design and use, voltage, and many other considerations. The test year revenue requirement for the transmission system is prepared using these allocators. The revenue requirement is developed consistent with the PUCT filing requirements.

NewGen was hired by Lloyd Gosselink to assist the firm in representing LP&L in the preparation and prosecution of LP&L's first application for wholesale transmission rates to be filed with the PUCT. This TCOS was associated with LP&L's integration with the Electric Reliability Council of Texas (ERCOT) and eventual entry into retail competition for its retail customers. As such, it was a unique TCOS filing and rate filing package. As LP&L's first filing, NewGen developed the fully functionalized revenue requirement based on a forecasted year with known and measurable adjustments for LP&L's transmission system upgrades and projected costs. NewGen developed the full TCOS analyses and rate filing package as prescribed by the PUCT. NewGen also provided direct testimony and rebuttal testimony, responded to multiple requests for information from the PUCT Staff, and supported settlement negotiations between LP&L and the PUCT Staff. Subsequent to the first full TCOS filing in 2020, NewGen has supported an Interim

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TCOS filing (2022) and a recent new Full Filing and depreciation study in 2023 which is currently being reviewed by the PUCT.

In addition to the TCOS filings, NewGen has periodically performed cost of service and rate studies for LP&L since 2013 for their retail electric service. These studies included developing a financial forecast, test year revenue requirements, functionalization, classification, and allocation of costs to the customer classes. LP&L adopted the financial forecast and power cost adjustment factor models to utilize in house and project financial performance and ensure proper power cost recovery from customers. A robust rate model including the projections of monthly bill impacts for all customers in all classes was created to inform eventual rate and charge recommendations to the City Council. NewGen periodically updated the cost of service and rate models based on LP&L's updates to the financial forecast. In 2022 and 2023, LP&L engaged NewGen to create a cost of service model to support LP&L's transition into retail competition in Texas and ERCOT. As LP&L transitioned into competition, the utility divested of its generation assets and became a delivery utility within ERCOT. LP&L will no longer provide power supply service to customers. Thus, a new cost of service was developed to support delivery rates and tariffs for the Retail Energy Providers (REPs) to access and eventually market to the retail customers in Lubbock. NewGen evaluated existing investor-owned utility (IOU) tariffs and fees and supported the development of LP&L's new fees and tariffs to align with IOU tariffs the REPs were familiar with and used to provide service to retail customers. During the transition process, NewGen supported the broader customer information system transition and integration by identifying potential rates, charges, and functionality required for billing under the new delivery and REP structure. The planned transition to the full retail competition market is scheduled for late 2023 and early 2024.

City of Georgetown, Texas – Multiple Projects

Electric Rate-Related Consulting Services and Cost of Service Study

The City of Georgetown, Texas engaged members of the NewGen team to review various elements of the retail rate charges developed for its electric utility. This engagement was developed as two distinct phases; the first phase focused on Georgetown's Net Energy Metering policy, the development of a specific Electric Vehicle (EV) rate, and a review of the utility's contract with Southwestern University. The first phase was initiated in January 2020 as was completed in September 2020. The second phase is a traditional cost of service (COS) and rate design study, which is designed to focus on the retail rate offerings of the entire utility system. The COS and Rate Design Study was initiated in January 2021 and is expected to be completed in June 2021.

Phase I

Net Energy Metering – Credit

The City's Net Energy Metering policy was providing a credit for customers that sent energy back to the City's system at the rate equivalent to the retail residential energy charge. NewGen conducted a financial review of the residential and commercial systems that had installed photovoltaic (PV) systems behind their meters in accordance with the City's policies. This review indicated that the credit paid to these customers exceeded the value of the energy provided and was not consistent with the basis stated in the originating documentation. NewGen worked with the City management and staff to establish a methodology for valuing the energy sent back to the City, utilizing the historic market value for wholesale energy. This methodology was presented to City Council and approved for new customers and applies to existing customers after a two-year period. NewGen also provided review and comments to the City to update its ordinance language to reflect the changes to its Net Energy Metering program.

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Electric Vehicle Charging Rate

The City was approached by a national electric car manufacturer to create an applicable rate for a fast-charging system to be installed within the City's service territory. NewGen worked with the City management and staff to evaluate the potential charging profile associated with this fast-charging system and methodologies for the City to recover the costs to provide power for this application. Due to the urgency of the request, NewGen relied on the City's existing large commercial rate as the basis for this new Electric Vehicle Charging rate. To recover the City's estimated costs to serve this potential load, the new rate included a demand ratchet to provide for a minimum bill. This rate was presented to City Council and approved.

Phase II

NewGen was awarded a contract to provide a comprehensive review and analysis of the City's electric cost of service and develop recommendations for changes to its rates and rate offerings, as appropriate. This project will include a project kick-off meeting to review our initial data request as well as to create a Rate Policy Framework document, which will serve to guide development of the study and subsequent rates. The next step in the project will be the development of a Test Year revenue requirement over a five-year period, which will include the creation of a load and revenue forecast for the utility. NewGen will apply industry standard methodologies to assigning costs incurred by the utility to its customer classes based on the principles of cost causation. This will include the development of a COS model for the utility for its future use, as well as training for City management and staff.

The COS analysis and Rate Policy Framework document will provide the basis for the development of the rate design phase of the project. This will include a review of all the utility's rate offerings, including its fees and charges for non-rate related services. This study will also develop an analysis of the potential rate impacts from recommended rate changes utilizing the City's billing database to allow for a systematic review of all customers. NewGen will also work with the City management and staff to create and/or review specialty rates, including a review of the recently updated Net Metering Credit, Electric Vehicle (EV) rates and rate offerings, rates for potential behind the meter battery energy storage systems (BESS), and updates to the City's street lighting rates for proposed changes, including the installation of Light-Emitting Diode (LED) systems. The rate design phase will also include a review and analysis of the City's current Power Cost Adjustment (PCA) formula and rate. NewGen will conduct a comparative analysis of the City's existing and proposed rates with regional utilities, including New Braunfels Electric Utility, Austin Energy, and others.

NewGen will prepare a draft and final report for the City that provides a detailed explanation of the methodology and analysis conducted for this assignment. Comments on the draft report will be incorporated into a final report, as appropriate. NewGen will also work with City management and staff to prepare and present its findings and recommendations to the City Council, as requested.

Water and Wastewater Rate Consulting Services

NewGen was selected by the City of Georgetown to complete a Water and Wastewater Rate Study (Study) update in 2018. NewGen prepared a five-year forecast of the anticipated cost of providing water and wastewater services based on a variety of key inputs including, but not limited to, the City's proposed budget, capital programs, debt service requirements, and anticipated customers and usage. Additionally, NewGen calculated needed rates under existing rate design and prepared alternative rate adjustments that were considered by City Staff. The results of the Study were presented to the Georgetown Utility Systems Advisory Board (GUS) and adopted effective January 1st, 2019.

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NewGen was again engaged by the City in 2020 to conduct an update to the 2018 Study and has worked with the City on updates to the utility rates and additional consulting services since. NewGen is currently working with the City to provide water rate consulting services.

City of Brenham, Texas – Water, Wastewater, Gas, and Electric Utility Rate Update

Since 2013, NewGen has worked on a regular basis with the City of Brenham (City) to update its retail water, wastewater, gas, and electric utility rates. As part of these services, NewGen forecasts required revenues for five years that incorporate CIP updates and provide rate recommendations that meet the determined need and City financial targets over 2-3 years. The water and wastewater rates are also reviewed based on the impact of rate changes to a large wholesale customer.

The most recent update performed for the City occurred in 2021 specific to rates needed in Fiscal Year 2022. The update considered rates needed for the water, wastewater, gas, and electric utilities and reviewed the allocated cost of service at a customer class level. Due to a substantial need for near-term capital investment, all utilities are anticipated to need near-term rate adjustment, with adjustments geared more towards the water and gas utilities to also assist in restoring long-term target financial metrics.

Based on our experience and trust NewGen has earned with City staff, NewGen has completed a number of other studies for Brenham. For example, the City engaged NewGen to support them in other areas including an indirect cost study and a solar impact evaluation.

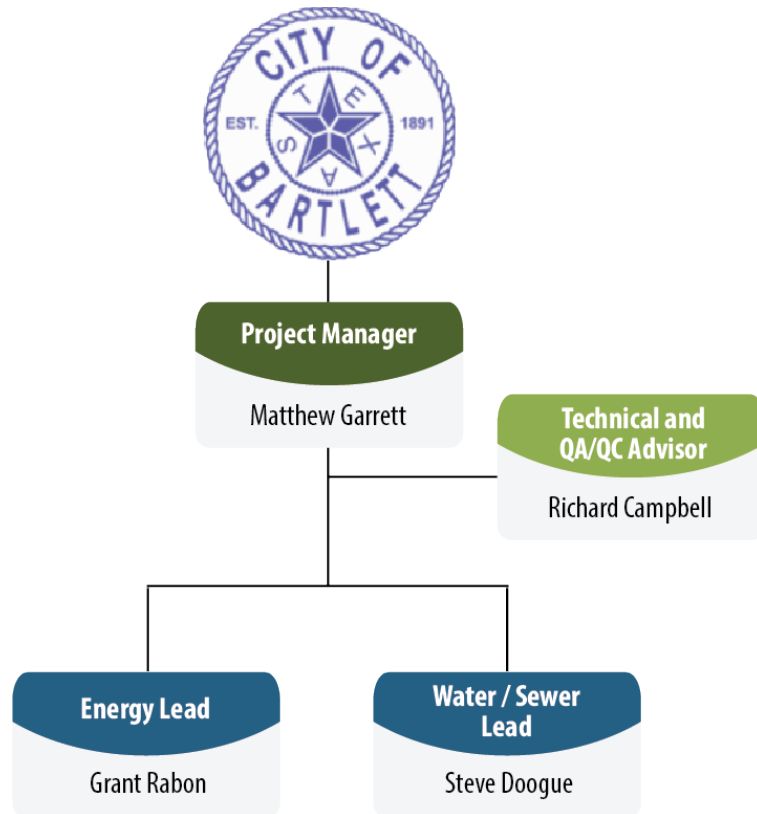
City of Sanger, Texas – Electric, Water, and Wastewater Financial Plan and Rate Study

The City of Sanger, TX (the City) engaged members of the NewGen team to assist the City in the preparation of its Electric, Water, and Wastewater Financial Plan and Rate Study. The firm prepared a financial planning model which allowed the City to evaluate various rate and financing strategies that would meet the overall utilities' objectives. The model allowed the City to run various scenarios considering changes in debt financing, inflationary factors, and variations in their projected capital improvement plan. Additionally, NewGen produced a visual representation of the impact of rate increases to electric, water, and wastewater customer bills at different consumption/flow levels.

Engagement Team Qualifications and Experience

NewGen evaluates the needs of each project and responds by assembling a Project Team of knowledgeable professionals who are uniquely qualified to provide the services needed. The Project Team assembled for this engagement includes widely recognized experts in utility cost of service and rate-making that possess a unique knowledge of regulatory requirements and industry trends as well as best practices to develop utility rates which balance the goals and objectives of the City and its customers. The study will be conducted in compliance with Industry standards and defensible with the State of Texas regulatory authorities.

The proposed Project Team organizational chart indicates the lines of communication and responsibility for this Study, followed by brief biographical sketches of proposed Project Team members. Full resumes have been included as Appendix A.



Matthew Garrett, Managing Partner

PROJECT ROLE: Project Manager | **LOCATION:** Dallas, TX | **EMAIL:** mgarrett@newgenstrategies.net

EMPLOYMENT DATES: 10/16/13 – Current



Mr. Matthew Garrett, MBA, CGFO, CPM, Managing Partner, will serve as Project Manager and Drainage/Transportation Lead for this engagement. Mr. Garrett joined NewGen in October 2013. Prior to joining NewGen, he served as the Finance Director for Prosper, Texas for over five years. In that capacity, Matthew oversaw not only the Budget and Accounting functions, but also managed Human Resources, Utility Billing, and outsourced Information Technology contracts.

During his time at NewGen, Matthew has provided a variety of client services including, but not limited to, wholesale and retail cost of service and rate design studies, general fund user fee studies, impact fee credit calculations, strategic utility services planning, economic feasibility studies, valuations, transportation fee design, utility billing system audits, process mapping of operations, stormwater fee models, franchise fee audits, CCN valuations, and litigation support.

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Richard Campbell, Principal and Managing Director – Water Practice

PROJECT ROLE: Technical and QA/QC Advisor | **LOCATION:** Dallas, TX | **EMAIL:** rcampbell@newgenstrategies.net

EMPLOYMENT DATES: 10/01/23 – Current



Mr. Richard Campbell, Managing Partner of NewGen’s Water Practice, will serve as Project Director for this engagement. Mr. Campbell has 35 years of proven experience building and directing consulting teams providing financial management advisory consulting for a variety of complex projects associated with water/wastewater, electric and natural gas utilities.

Richard is an expert in a full range of utility finance issues, including debt issuance support (revenue bond feasibility); valuation studies for acquisitions and mergers; alternative capital financing analyses; economic feasibility studies; wholesale and retail ratemaking/cost of service; impact fee credit calculations; asset planning and asset management; renewal and replacement development programs; and strategic and business planning. He has successfully represented energy utility systems, in wholesale and retail rate proceedings, before the Federal Energy Regulatory Commission and has appeared in front of state commissions, which includes the preparation and representation of expert testimony.

Grant Rabon, Partner

PROJECT ROLE: Energy Lead | **LOCATION:** Austin, TX | **EMAIL:** grabon@newgenstrategies.net

EMPLOYMENT DATES: 7/10/13 – Current



Grant Rabon, a Partner with NewGen, will serve as the QA/QC Advisor for this engagement. Since 2005, Grant has managed electric, water, wastewater, natural gas, and solid waste utility projects designed to safeguard clients’ financial integrity primarily through the performance of financial feasibility studies, depreciation studies, valuations/appraisals, or comprehensive cost of service analyses. His educational background facilitates a unique understanding of the financial implications of technical projects. Further, he is one of less than 20 individuals in the nation with an Accredited Senior Appraiser designation in Public Utilities from the American Society of Appraisers.

Steve Doogue, Manager

PROJECT ROLE: Water / Sewer Lead | **LOCATION:** Dallas, TX | **EMAIL:** sdoogue@newgenstrategies.net

EMPLOYMENT DATES: 12/1/21 – Current



Mr. Steve Doogue joined NewGen as a Consultant in 2021. During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen’s Environmental Practice. Steve obtained an MSc in Development Economics from the University of London. Prior to joining NewGen, Steve spent over ten years as a financial analyst and advisor for central and municipal governments in the United Kingdom.

Understanding of Project Scope

We appreciate the City's consideration of our proposal to help with this important effort! To ensure our team fully understands the requested scope of work, we have enumerated the key points from the RFP and confirm that our proposed scope will achieve the desired outcomes for the City.

1. The City desires a cost-of-service and rate study to be performed by qualified professional with experience in Texas relative to not only water and wastewater, but also for its electric distribution utility currently serving 647 customers.
2. The Study will calculate the full costs of providing these vital services and project annual costs for the next five (5) years.
3. From the forecast of costs, the Study will outline total revenues needed to meet annual expenses as well as any other strategic financial metrics desired by the City.
4. The City's recent transition to a new utility billing system will mean the Study may need to use a combination of legacy system utility billing data as well as data gathered in the new system.
5. To achieve the needed revenue, the Study will identify the net revenue requirements (after projecting and accounting for non-rate revenues) to propose related service rates for water, wastewater, and electric customers, along with multiple rate alternatives.
 - a. Rate alternatives may be limited to the extent billing data is available, but is expected to include:
 - i. Analysis of water minimum charges according to meter size equivalencies
 - ii. Analysis of water volumetric charges using inclining block rates
 - iii. Analysis of wastewater minimum charges that may differ for residential and commercial customers
 - iv. Analysis of charging wastewater customers based on water volumetric consumption, potentially varying residential from commercial by providing a cap or introducing winter averages
 - v. Analysis or consulting on transition management to incorporate demand rates for electric customers, assuming meter data availability now or in the future
 - vi. Analysis of LCRA purchased power contract impact on rates and risk mitigating strategies for peak day generation volatilities
 - b. Rate considerations will include:
 - i. Conservation
 - ii. Price sensitivity to low- or fixed-income residents
 - iii. Customer class consumption characteristics
 - iv. Fairness and equity principles and perceptions
 - v. Customer understanding and simplicity of explanation
 - vi. Utility billing system feasibility
6. The Study results will be presented in both a Report as well as up to three (3) Presentations to City Council, which are expected to include one (1) workshop and two (2) regular City Council meetings.

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- a. The Results will outline the projected costs, proposed rates, and implications to fund balances or utility net position.
7. The Rate Study should be completed early enough for the results to be incorporated in the budget process, which must be completed and approved via ordinance no later than September 2024.
8. The Study will include delivery of Excel models for the utilities that is tailored to the City and flexible to handle future changes.
 - a. The model should:
 - i. Be easy to use while versatile enough to handle complex rate structures
 - ii. Handle unique aspects of Bartlett
 - iii. Allow controls to adjust all cost types within the utility as well as allocated indirect costs
 - iv. Include safeguards such as self-checking formula audits and error warnings for the user
 - b. City staff should be able to update the following critical inputs and assumptions:
 - i. Consumption pattern by customer and meter classification
 - ii. Operating costs
 - iii. Debt service costs, including future planned debt
 - iv. Capital costs, including a funding plan
 - v. Custom charts produced by the model for future staff use to evaluate options and present results
 - vi. Other key assumptions, such as wholesale supply costs, inflation and new programs as may be introduced

While this section outlines our understanding from the City's RFP, we welcome the opportunity to visit further with the City to better refine our understanding wherever appropriate.

Project Management

Methodology

Water and Wastewater Scope of Services

Task 1 – Overview

Initiation of Initial Data Request

The Project Team will develop an initial data request that will be needed to adequately begin the review and evaluation of the City's water and wastewater rates. This data will include, but is not limited to, operating, financial, management, policy, and ordinance data. The purpose of the initial data request is to become more familiar with the City's operations and policies in order to maximize the effectiveness of our time with City representatives in the project kickoff meeting. The Project Team will issue the initial data request within five (5) days after receiving notice to proceed on the project.

Initial Data and Information Assessment

Once the City has submitted the initially requested data, the data will be reviewed for discussion during the project kickoff meeting. Throughout the course of the project, data received by the Project Team will be sampled and tested for accuracy. The sampling and testing of data is imperative in regards to the billing data used to set rates and essential in the development of proper cost allocations and reliable revenue projections that the billing data be as accurate as possible. The Project Team will work closely with the City's billing staff and software provider to extract the appropriate billing data. In addition, as necessary, the Project Team will conduct informal interviews with City staff during our review of the historical data to ensure that the Project Team understands the information provided.

Project Kickoff Meeting

After receiving the initially requested data, the Project Team will work with the City to schedule a kickoff meeting. The primary reason for the kickoff meeting is to allow the key Project Team consultants and participants from the City to be introduced and lay the general framework for how the study will be conducted. This meeting will also allow for the finalization of the proposed work approach, as well as discussion and clarification of the information previously analyzed.

In addition, the project kickoff meeting will allow for the Project Team to gain a better understanding of the goals and objectives, as well as expectations, the City desires to achieve from the study. As part of the kickoff meeting, the Project Team members will also discuss:

- Political and customer views/opinions of current rates;
- Capital/operational demand changes anticipated over the study's forecasted period;
- Initial rate design pricing objectives; and
- Initial strategies for implementing/communicating possible rate changes.

Task 2 – Analyze Utility Fund Finances

Determination of Test-Year Revenue Requirements

Revenue requirements will be developed for the water and wastewater utilities using the American Water Works Association (AWWA) accepted cash needs approach. The cash needs approach closely follows municipal budgeting practices and incorporates a utility's operation and maintenance costs, debt service

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and bond coverage requirements, cash funded capital outlays, reserve requirements, and transfers. In developing the revenue requirements, the Project Team will assess and project each utility's cost of service by analyzing each utility's historical costs, the current budget year, and any forecasts made for future fiscal years. The Project Team will develop a test-year cost of service for each utility. A test-year is a common term in rate studies that refers to an adjusted fiscal year cost that will be used as a basis for setting rates. The test-year cost of service will be adjusted by non-rate revenue sources to develop the test-year revenue required from utility rates.

Forecast of Revenue Requirements

Using the test-year information previously developed the Project Team will begin the development of a five (5) year revenue requirement forecast. As necessary, interviews with City staff may be conducted to gather additional data to complete this task. During this task, it is crucial to thoroughly analyze the assumptions used in projecting the revenue requirements. These assumptions may include, but may not be limited to, growth rate, inflation rates, increase in contractual obligations and contractor costs, and capital improvements. The Project Team will work closely with City staff to examine the City's planned method of financing (e.g., cash, debt, grants) future capital improvements and the financing methods' impact on rates, operating and capital reserve targets, and debt coverage requirements, as well as examine anticipated operational and/or staffing changes over the five-year forecast.

Determination of Realizable Revenue at Current Rates

The results of this task will provide the data to properly evaluate the cost of service, the magnitude of overall increases, if any, and the probability of redistribution of revenue responsibility between customer classes as well as providing the Project Team the ability to compare the actual cost to provide utility service with the anticipated billed revenues of the utility. In the revenue determination, adjustments will be made to the historical billing data to reflect normalized weather conditions and usage. This task will also provide a "check" of the data provided by City staff.

Allocation of Revenue Requirements

One of the most important considerations in the setting of fair and equitable rates for utility service is the establishment of the appropriate grouping of customers (i.e., customer classes for cost distribution after costs are classified). Generally, a customer class should only include those customers who: (a) are in a similar location in relation to the utility; (b) use the same or similar service from the utility; and (c) receive similar service from the utility and place similar demands upon the utility. As part of the City's request, the Project Team will analyze the usage patterns of the presently defined customer classes in the above context and evaluate whether a new classification of customers should be recommended.

Costs within each utility will be allocated to the selected customer classes based on each customer class's level of service provided by the City. It is imperative that the factors that form the basis of costs incurred by the City to provide continuous and adequate service to its customers be appropriately identified. This identification requires a thorough understanding of the influencing conditions controlling the design and/or actual operation of a system. These conditions include normal and peak weather conditions as well as average and peak service demands. Members of the Project Team are thoroughly versed in appropriately identifying these costs and are recognized experts before the State's rate regulatory agencies. The factors for the allocation of costs to the customer classes will be dependent on the billing and system information available from the City. The final selection of customer classes and allocation methodologies will be discussed with the City.

Task 3 – Develop Rate Schedule

Development of Rate Design

In the formulation of a rate and fee design plan, a clear and distinct understanding of the City’s overall goals and objectives, such as water conservation, should serve as the foundation for the development of options since rate and fee design enables the utility to meet its service pricing objectives and financial policies. Pricing objectives could include, but would not be limited to:

- Cost of Service Recovery
- Demand Side Management
- Revenue Stability
- Affordability
- Transparency
- Ease of Administration
- Billing System Compatibility
- Water Conservation
- Economic Development

Prior to commencing Task 3, members of the Project Team will discuss with City staff the potential rate design alternatives that meet the City’s pricing goals and objectives. Please note that pricing for this task includes development a maximum of up to three (3) alternative water and wastewater rate structures. Additional structures will be analyzed on an agreed upon compensation amount by the Project Team and the City.

Determination of Realizable Revenue with Alternative Rate Structures

The Project Team will analyze and compare the revenues forecasted to be generated under alternative rate structures to the forecasted cost of service to determine the adequacy of the alternative rate structures to meet the City’s financial goals, including bond coverage requirements and operating and capital reserves. In the revenue determination, adjustments will be made to the historical billing data to reflect normalized weather conditions and usage. In addition, the monthly impact on customer bills under the alternative rate structures will be examined.

Task 4 – Benchmark to Area Cities

Rate Comparison Review

The Project Team will compare the City’s current and proposed water and wastewater rates to utility rates of municipal utilities of similar size, demographics, geographic location, and operational characteristics so as to provide an estimation of the City’s comparable and competitive position. Selected benchmark cities will be chosen from the immediate area and will be provided to the City for approval.

Task 5 – Discuss Findings and Present Final Report

Draft Report Preparation

The Project Team will develop a Draft Letter Report summarizing findings, conclusions, and recommendations of the water and wastewater rate study. The Project Team is committed to ensuring that the City thoroughly understands the recommendations in the draft report and will ensure that City staff has sufficient time to address their concerns and/or questions prior to finalizing the report.

Final Report Preparation and Presentation

Upon receipt of City staff comments, the Project Team will make appropriate changes and provide the City with the Final Letter Report. Before or after completion of the final report, the Project Team will also make a presentation of its recommendations to the City Council.

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NewGen will produce financial forecasting and rate models with water and wastewater combined in one file at the conclusion of the project. Models will be provided in Microsoft Excel for ease of use for City staff and to accommodate ad hoc analysis as requested.

Electric Scope of Services

Task 1 – Data Request/Data Review

At the outset of the project, the City will be provided an initial data request for information needed to begin the study. The data is necessary to facilitate deeper understanding of the relationship between the City expenses, revenues, and sales to retail customers. Requested data includes historical financial statements, approved budgets, financial forecasts, customer billing data, system operating statistics, financial and rate policies, and other elements for the electric utility. Once data is received and reviewed, additional data requests will likely follow to clarify understanding of issues.

Task 2 – Kickoff Meeting

Once the City staff has compiled the information requested as part of Task 1, up to two members of the Project Team will conduct a virtual meeting with the City to discuss project objectives, schedules, and perform additional review of data, as necessary. We will also review model structure with City staff and gain feedback on any model features of interest to include in the Study.

Task 3 – Develop Financial Planning Model

NewGen will develop a Microsoft Excel® based financial model based on the City's budgeting and actual system of accounts to support periodic updates and alignment with the Cost of Service (COS) model. The financial model will include three to five years of historical financial results and will forecast revenues by customer class and expenses for five years to evaluate potential rate, debt, or capital impacts. The financial model five-year planning period is anticipated to be from FY 2024–2028. Anticipated model elements will include historic revenues, operational expenses, debt service requirements, billing, and collection results to capture customer information and usage data by class, and approved rates and charges that impact the utility's revenues and expenses. The model will include annual projections for current and future power supply contracts, capital financing options for current and future system investments (capital improvement plans), and other major drivers of costs for the City.

The model will have the ability to incorporate adjustments to average system rates / average rate class rates to impact projected revenue and achieve a targeted operating income for the utility. Financial metrics of interest to the City, including debt service coverage ratios, minimum cash reserve recommendations, reserves (as identified in bond covenants) and others, will be included in the financial planning model and calculated on an annual basis. We will work with the City to understand which metrics are critical to their sound financial future and incorporate them into the model as appropriate.

We will also work with the City to incorporate their existing and any anticipated future bond issue covenants, as appropriate, to ensure they are addressed in the financial model. This will include ensuring projections of reserve levels as appropriate, as well as any other financial requirements related to utility or City policies.

The financial planning model will provide an analysis of the projected revenues, including how the City will be able to meet its projected operation and capital needs over the planning period for its electric utility. This will include the ability to adjust long term rates, issue new debt (as appropriate), or otherwise fund their financial needs on a system wide basis.

Task 4 – Develop Test Year Revenue Requirement

Relying on information gathered in previous tasks, we will develop a Test Year Revenue Requirement for use in the COS analysis. It is anticipated that the Test Year will be based on 2021 and 2022 audited financial statements (as available) with adjustments for known and measurable changes, including those within the financial modeling effort. The adjustments will be determined based on a forward-looking review of system operating costs and margin requirements from the five-year financial forecast. The Revenue Requirement will be developed on a “cash basis” and will include the cost of operations including labor, cost of purchased power, maintenance expenses, and administrative costs; debt service; capital outlay; and capital/operating reserves. Upon completion of this task, we will review the Test Year Revenue Requirement with the City via a virtual meeting.

Task 5 – Cost of Service Analysis

The results of Task 4 give an indication of overall revenue needs for the utility. The COS analysis is utilized to determine how the revenues should be collected from different classes of customers, as well as through different components of the rates within each class. The Test Year Revenue Requirements are first functionalized by their operational category such as production or power supply, distribution, and customer service. Within each function, the revenue requirements are then classified as peak day or demand-related, commodity or energy-related, customer-related, revenue-related, or direct assignment cost as related to their classified purpose. This is the process that determines the fixed and variable costs structures for the Utility.

Based on the classified costs within each function, the revenue requirements are allocated to each of the customer classes. Fixed cost allocators are used for peak day or demand-classified costs, variable cost allocators are used for commodity or energy-classified costs, and customer allocators are used for customer-classified costs. Based on this analysis, and provided adequate data is available, the unique cost to serve each customer class is determined. The allocated cost to serve each class is then compared to the revenues received from that class to determine if any class specific revenue adjustments are warranted. Additionally, the COS Study yields specific demand-, energy-, and customer-related costs for each class, which can be utilized in the design of demand, energy, and customer charges for each class of customers.

The COS methodologies we will rely upon are based on accepted industry standards and procedures, including those recommended by the National Association of Regulatory Utility Commissioners (NARUC), the American Public Power Association (APPA), and others. We will also work with the City to understand the historic cost allocation methods utilized and the rationale for their use. To the extent that changes in cost allocation methods are recommended as a result of the Study, we will work with the City to devise a plan for implementation to reduce the potential for “rate shock” to its customer classes.

A draft COS framework and model will be provided to and reviewed with the City for initial feedback and approval prior to fully developing the COS model. Once completed, we will schedule a conference call to review the results of the COS study. Feedback from the call will be integrated into the final COS results. City management and staff will be included in the development of the COS model.

Task 6 – Utility Rate Change Analysis and Design

The final step in the Study is developing the final recommended rates to stakeholders. Task 6 includes designing base rates for each customer class, confirming their ability to fully recover the revenue requirement, and presenting the Study results to the City. Rates will be designed to follow and support a broader City rate philosophy and to align with COS results, and include a categorization of customer,

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production, and commodity related costs for each customer class. Furthermore, new rate structures or policies identified through discussions with the City staff will be integrated into the rate design model.

Inherent in Task 6 is a review of existing the City rates and comparison with COS results for any recommended structural modifications or adjustments. NewGen will design rates for an appropriate Test Year period to fully recover the City costs over that time. This will include recommendations on the use of gradualism where needed to phase-in structural rate changes (e.g., shifts from demand to energy charges) and larger customer class rate increases.

After completing the recommended rates, the revenue adequacy of the new rates will be proven by forecasting and calculating the annual rate revenue generated for each customer class and comparing it to the class and total system COS. This will include the development of the projected rate increases/decreases and recommended rate structure needed to meet operating requirements as determined in the Financial Planning Task (Task 3). Operating requirement will include capital improvements, regulatory obligations, and reserve funding levels assuming no additional obligations (as appropriate) over the next five-year planning period (2024-2028).

Average bills and related impacts for each class will automatically be calculated to compare existing, COS-based, and recommended new rates. This will include a summary of rate impact at various usage levels within all customer classes and will include a minimum of three examples per class. Examples for rate impact analysis will be determined in consultation with the City management and staff.

The results of the initial rate design will be presented and discussed via a virtual meeting with City staff. This will include the development of a report on the consistency between current and proposed rate schedules and fee schedules compared to other similar electric utilities. Based on feedback from the rate review we will revise or provide an optional or alternative rate design scenario, such as a phase-in of rate changes or adjustments in customer/demand/energy rate components.

Task 7 – Report and Presentation

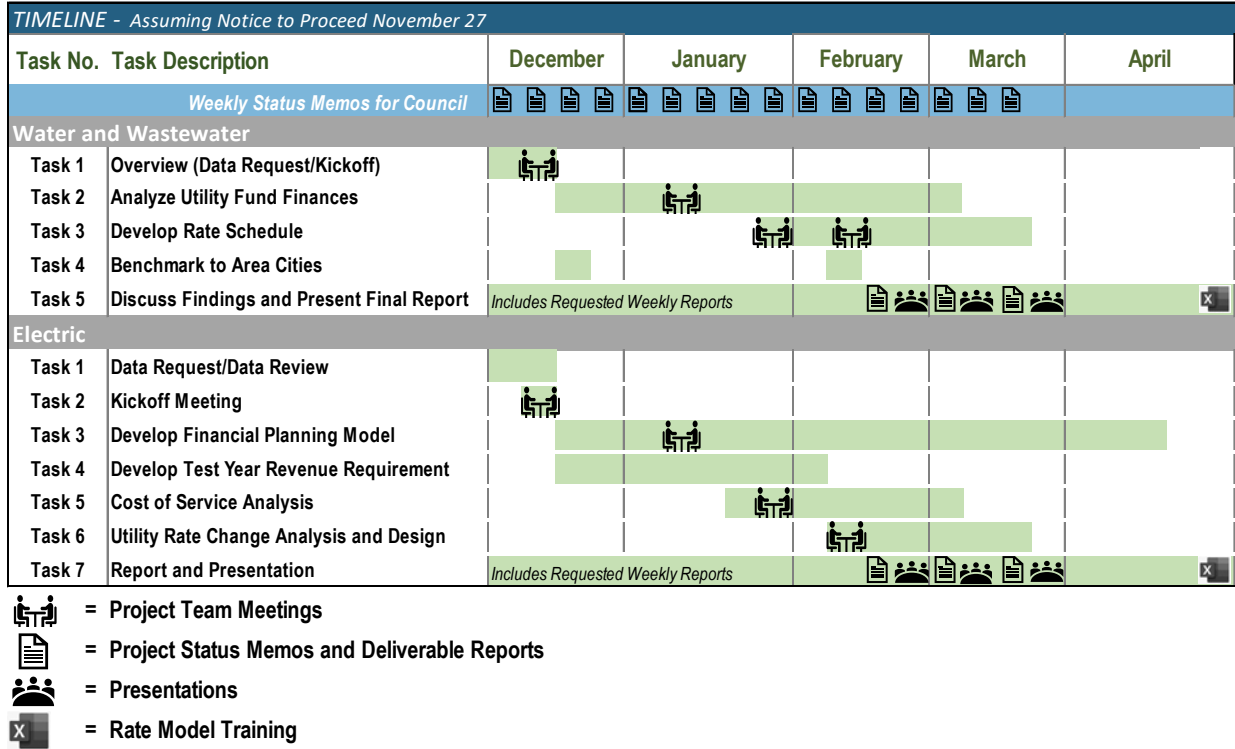
The results of Tasks 1 through 6 will be submitted to the City for review as a Preliminary Letter Report for the Study. A virtual meeting will be held with staff to discuss the Preliminary Report with a focus on areas requiring additional explanation or analysis. Based on the discussions during the meeting, the Preliminary Report will be finalized and both electronic and hard copies of the Final Letter Report will be provided to the City.

NewGen will develop a presentation of Study results and will be available to present Study results to the City Council to explain the methodology of the Study and resulting rate recommendations, as well as to answer questions.

NewGen will produce financial forecasting and rate models with the electric utility at the conclusion of the project. Models will be provided in Microsoft Excel for ease of use for City staff and to accommodate ad hoc analysis as requested.

Schedule

Subject to timely response to information and data requests as well as availability of data, NewGen will have draft results for discussion with City staff within 120 days from notice to proceed. The various focuses of this Study will be conducted concurrently, to the extent possible, to ensure that the Study is moving forward in a cost-efficient manner.



E. RESOURCES AND STAFFING PLAN

One of NewGen’s core values is to be a trusted advisor to our clients. We pride ourselves in establishing and maintaining long-term, ongoing relationships with our clients that extend beyond a single project. To ensure we can provide the level of customer service required to develop and maintain relationships such as this, it is critical that the Project Team assigned to execute on a specific project have sufficient capacity to provide a high-quality, accurate work product which meets the client’s goals and objectives. The Project Team designated in this proposal currently have sufficient availability to meet the City’s defined goals and objectives and are excited for this opportunity to develop a long-term relationship with the City. Further, to the extent competing obligations arise, NewGen maintains a deep bench of qualified individuals who can serve in an augmentation capacity when needed to maintain a project on schedule and on budget. While NewGen maintains a robust backlog of client work, we are dedicated to serving the City in this engagement, meeting deadlines, and ensuring the Client’s expectations are met.

See D. Proposal, Engagement Team Qualifications and Experience for the requested information on the assigned Project Team.

See D. Proposal, Project Management, Schedule for a breakdown of the expected time commitment each Project Team member is expected to contribute to the Study.

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F. REFERENCES

See Appendix B. References Form for reference contact information.

G. PRICING

Outlined below is NewGen's proposed not-to-exceed fee to complete the proposed engagement. Fees for services under this project will be based on actual hours of services furnished multiplied by NewGen's billing rates.

NewGen recognizes that there are distinct resource limitations for our clients. Should our proposed scope and associated fee exceed the City's available resources, we would welcome the opportunity to discuss our proposed scope and determine if adjustments could be made to better align the proposed services with the City's goals, objectives, and available financial resources.

NewGen will invoice the City on a monthly basis for actual hours worked at our then-applicable hourly billing rates, plus out-of-pocket expenses incurred at cost. Payment is due within thirty (30) days upon receipt of invoice.

Not-to-Exceed Project Budget

A detailed not-to-exceed project budget broken down by task, personnel, and hours is provided below.

| Personnel | | Matthew Garrett | Richard Campbell | Grant Rabon | Steve Doogue | Staff Consultant | Admin Support | Labor by Task | Out-of-Pocket Expenses | TOTAL | |
|---|---|-------------------|------------------|-------------|--------------|------------------|---------------|---------------|------------------------|--|-----------|
| Hourly Billing Rate | | \$315 | \$350 | \$290 | \$210 | \$165 | \$120 | | | | |
| Scope of Work for Water and Wastewater | | | | | | | | | | | |
| Task 1 | Overview (Data Request/Kickoff) | 2 | | | 8 | 16 | | \$ 4,950 | \$ - | \$ 4,950 | |
| Task 2 | Analyze Utility Fund Finances | 4 | | | 12 | 24 | | 7,740 | | 7,740 | |
| Task 3 | Develop Rate Schedule | 4 | | | 10 | 20 | | 6,660 | | 6,660 | |
| Task 4 | Benchmark to Area Cities | | | | 2 | 4 | | 1,080 | | 1,080 | |
| Task 5 | Discuss Findings and Present Final Report | 24 | 2 | | 14 | 8 | 10 | 13,720 | | 13,720 | |
| Labor Hours by Personnel | | 34 | 2 | 0 | 46 | 72 | 10 | \$ 34,150 | \$ - | \$ 34,150 | |
| | | | | | | | | | | Subtotal | \$ 34,150 |
| Scope of Work for Electric | | | | | | | | | | | |
| Task 1 | Data Request/Data Review | | | 2 | | 8 | | \$ 1,900 | \$ - | \$ 1,900 | |
| Task 2 | Kickoff Meeting | 1 | | 1 | | 1 | | 770 | | 770 | |
| Task 3 | Develop Financial Planning Model | | | 10 | | 20 | | 6,200 | | 6,200 | |
| Task 4 | Develop Test Year Revenue Requirement | | 1 | 4 | | 8 | | 2,830 | | 2,830 | |
| Task 5 | Cost of Service Analysis | | 2 | 6 | | 8 | | 3,760 | | 3,760 | |
| Task 6 | Utility Rate Change Analysis and Design | 1 | 1 | 6 | | 8 | | 3,725 | | 3,725 | |
| Task 7 | Report and Presentation | 6 | | 22 | | 20 | 8 | 12,530 | | 12,530 | |
| Labor Hours by Personnel | | 8 | 4 | 51 | 0 | 73 | 8 | \$ 31,715 | \$ - | \$ 31,715 | |
| | | | | | | | | | | Subtotal | \$ 31,715 |
| Optional Meeting Costs (Expenses Only) | | | | | | | | | | | |
| 3 | In Person Meetings | \$300 per meeting | | | | | | \$ - | \$ - | \$ 900 | |
| | | | | | | | | | | Total Expected Expenses for Optional In-Person Meeting | \$ 900 |
| | | | | | | | | | | Total Labor and Expected Expenses | \$ 66,765 |

H. TEXAS LEGISLATURE VERIFICATION FORMS

See Appendix C. for the required Texas Legislature Verification forms. In addition, see Appendix D. Required Forms for the completed Proposer Information Form and Conflict of Interest Questionnaire.

NewGen
Strategies & Solutions



APPENDIX A: PROJECT TEAM RESUMES

RFP #: 23-01

UTILITY COST-OF-SERVICE AND RATE STUDY



Matthew GARRETT

MANAGING PARTNER - WATER PRACTICE

Mr. Matthew Garrett, MBA, CGFO, CPM, leads a variety of cost of service and rate design studies for engagements with water, wastewater, natural gas, and stormwater utilities. He has over sixteen years of experience working in the public sector, and his diverse experience enhances each project with his pragmatic management perspectives. In addition to cost of service studies, he has managed or assisted on projects focused on impact fees, valuation, feasibility analyses, process improvement, public engagement, and litigation support.

CONTACT

275 W. Campbell Road, Suite 440
Richardson, TX 75080

Email: mgarrett@newgenstrategies.net

Website: www.newgenstrategies.net

EDUCATION

Master of Business Administration,
University of Texas at Dallas

Bachelor of Business Administration in
Management, Texas A&M University

PROFESSIONAL REGISTRATIONS/ CERTIFICATIONS/ AWARDS

Certified Government Finance Officer (CGFO
#269), GFOAT

Texas Certified Public Manager (CPM), Texas
State University

PROFESSIONAL AFFILIATIONS

GFOA, Member

GFOAT, Member, Serves on Ethics Committee

ICMA, Member

TCMA, Member, Serves on Advocacy
Committee

KEY EXPERTISE

Cost of Service and Rate Design

General Government Management

Long-range Strategic and Financial Business
Planning

Priority-based Budgeting

Stakeholder Education and Engagement

Valuation and Litigation Support

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Strategies & Solutions**

➤ RELEVANT EXPERIENCE

Cost of Service and Rate Design – Water, Wastewater, Natural Gas and Solid Waste

Mr. Garrett leads and assists with financial evaluations for water, wastewater, natural gas, and solid waste utilities to safeguard their financial integrity through comprehensive cost of service analyses, including wholesale services. Rates developed as a result of these engagements may equitably recover the full cost of service, including special consideration for affordability and best practice rate structures, or provide recommended rates in line with other prevailing rate-setting priorities of the governing body. He has assisted clients in developing appropriate rates and outlining proposed terms and conditions of a potential run-of-the-river raw water lease of its permitted but unused water rights. He also reviewed wholesale cost of service and proposed rate studies. Mr. Garrett has participated in water, wastewater, natural gas, and/or solid waste cost of service and rate design studies for the following entities:

- City of Austin, TX
- City of Lubbock, TX
- Lake Cities Municipal Utility Authority, TX
- City of Conroe, TX
- City of Nacogdoches, TX
- City of Red Oak, TX
- Town of Argyle, TX
- City of Fate, TX
- City of Roanoke, TX
- Trophy Club Municipal Utility District, TX
- City of Forney, TX
- City of Rockport, TX
- City of Heath, TX
- City of Victoria, TX
- West Wise Special Utility District, TX
- City of Hutto, TX
- City of Waco, TX
- City of Liberty Hill, TX
- City of Wylie, TX

Stormwater

Mr. Garrett's stormwater experience includes evaluating the feasibility of a new utility, establishing stormwater as a standalone enterprise, financial planning for Master Plan efforts, fees in lieu of detention, rate studies, utility system implementation, and public engagement such as Town Hall style presentations to educate the communities he serves. Stormwater engagement clients include:

- City of Blue Mound, TX
- City of Lewisville, TX
- City of San Antonio, TX
- City of Boerne, TX
- City of Pflugerville, TX
- City of Waco, TX
- City of Fair Oaks Ranch, TX
- City of Prosper, TX
- City of White Settlement, TX
- City of Roanoke, TX
- City of Houston, TX

Matthew GARRETT

MANAGING PARTNER - WATER PRACTICE

Impact Fee Analysis

Mr. Garrett has led or assisted in impact fee analysis to assist communities in setting the most appropriate fee amounts using a more comprehensive credit calculation. The maximum fee determination method employed is developed through a financial-based model. This method fully recognizes the requirements of Texas Local Government Code Chapter 395, including the recognition of cash and/or debt financing, interest earnings, fund balances, and applicable credits associated with ad valorem taxes or utility revenues. His clients include:

- Argyle Water Supply Corporation, TX
- City of Austin, TX
- City of Burnet, TX
- City of College Station, TX
- City of Denton, TX
- City of Flower Mound, TX
- City of Fort Worth, TX
- City of Galveston, TX
- City of Garland, TX
- City of Mesquite, TX
- City of Willow Park, TX
- Nueces County WCID #4, TX

Valuation

Mr. Garrett assists clients with reviewing and analyzing financial data and valuation to support appropriate compensation, acquisitions, and sales of assets or systems. He has determined appropriate compensation for acquiring a service area within a city's corporate limits and the fair value for a prospective service area acquisition. He also assisted a coalition of cities with reviewing cable franchise fees for appropriateness and identifying any additional revenues due to the cities. Furthermore, Mr. Garrett assisted a utility district with analyzing a city's offer to purchase the utility district and assisted a utility with the sale, transfer, and merger filing with the state public utility commission. His clients include:

- City of Heath, TX
- City of Waco, TX
- Coalition of Cities, Texas Franchise Fee Review
- Double Diamond Utilities, TX
- Mustang SUD, TX (6 PUC Dockets)
- Trophy Club Municipal Utility District No. 1, TX

Economic Analysis

Mr. Garrett has provided an economic impact analysis of a proposed reservoir based on a 45-year planning horizon and examined the projected economic impact of interbasin transfers of large volumes of raw water from less populated areas to more densely populated and growing communities. His economic analysis clients include:

- North Texas Municipal Water District, TX
- Sabine River Authority, TX

General Fund and Other Utility Special Projects

Mr. Garrett has assisted in analyzing General Fund and other utility special projects. Projects have included evaluating a transportation utility fee, ambulance fee/cost review, indirect cost allocations, multi-year billing system audits, and Masterplan financial assessments. He has also performed data analyses, purchasing and work order process mapping, and assisted with CCN amendments. Mr. Garrett has assisted with PUC rate applications and TWDB SWIFT funding applications. Additionally, he led a 10-year historical general fund expense and revenue Council presentation and tax proposition for public education. His clients include:

- City of Bonham, TX
- City of Burkburnett, TX
- City of Denton, TX
- Double Diamond Utilities, TX
- City of Forney, TX
- City of Killeen, TX
- City of Pittsburgh, PA
- City of Roanoke, TX
- City of Terrell, TX
- City of Waco, TX
- City of Wylie, TX
- Lake Cities Municipal Utility Authority, TX
- San Jacinto River Authority, TX
- U.S. Army; Huntsville, AL
- West Wise Special Utility District, TX

Matthew **GARRETT**

MANAGING PARTNER - WATER PRACTICE

> **EXPERIENCE PRIOR TO NEWGEN**

Town of Prosper, Texas – Finance Director

Mr. Garrett directed all aspects of the Town finances, including budget preparation and monitoring, financial reporting, creating fiscal transparency, debt issuance, purchasing, payroll administration, utility billing, collections, and cash management. He acted as an investment officer for the Town and chairman of the Town Council Finance Committee and forecasted future revenues and funds needed for appropriations. Mr. Garrett also coordinated with the Prosper Economic Development Corporation on various tax abatement/incentive offerings. He assisted Town department heads with IT solutions, including efficient system utilization, application software, and related hardware, and directed the Human Resources function.

Collin County, Texas – Senior Financial Analyst

Mr. Garret was responsible for budget preparation and reviewing twenty-two (22) departments with combined expenditure budgets totaling seventy-two (\$72) million dollars. He introduced and applied performance-based-budgeting techniques and regularly met with Department Heads and Elected Officials to discuss operational challenges and opportunities within their programs. Mr. Garrett also provided scheduled and ad hoc analyses, coordinated the Growth and Vision Task Force, and monitored legislation.

Collin County, Texas – Human Resources Supervisor

Mr. Garrett managed the Pay for Performance program for an organization with approximately 1,500 employees. He planned project schedules and implemented communications strategies while helping management set organizational metrics and individual objectives. Mr. Garrett built effective relationships with line management. He also deployed new HR solutions, such as performance-based pay and web-based timesheets, and automated and reengineered payroll and HR functions. Mr. Garrett audited the payroll system and acted as a liaison between HR and IT on joint projects.

> **PRESENTATIONS AND PANELS**

Mr. Garrett has given presentations and participated in workshops for municipal government organizations. These activities have focused on municipal priority-based budgeting and utility ratemaking. Host organizations and the topics Mr. Garrett presented are displayed below.

Government Finance Officer Association of Texas, 2009/2014/2015

- *Utility Rate Making & Customer Service Two-Day Pre-Conference* (Spring 2015)
- *When in Drought! Utility Rate Making Part 1 –Revenue Requirements and Cost of Service* (Spring 2014)
- *When in Drought! Utility Rate Making Part 2 –Rate Structure and Design* (Spring 2014)
- *Ante Up: Rational Budget Reductions When You Are Short on Chips* Spring (2009)

North Central Texas Council of Governments, 2014/2015/2016/2017

- *New and Emerging City Managers - Utility Management and Revenue Considerations* (2014, 2016)
- *New and Emerging Finance Directors Utility Management and Revenue Considerations* (2015, 2016, 2017)



Richard CAMPBELL

MANAGING DIRECTOR - WATER PRACTICE

Mr. Richard Campbell has 35 years of experience in the industry, previously serving as the Financial Services Director of Freese and Nichols. He has led several complex projects associated with electric, natural gas and water/wastewater utilities. Mr. Campbell is an expert in a full range of utility finance issues including debt issuance support (revenue bond feasibility); valuation studies for acquisitions and mergers; alternative capital financing analyses; economic feasibility studies; wholesale and retail ratemaking/cost of service; impact fee/system development fee analysis; asset planning and asset management; development of renewal and replacement programs; and strategic and business planning.

CONTACT

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Richardson, TX 75080
Email: rcampbell@newgenstrategies.net
Website: www.newgenstrategies.net

EDUCATION

Bachelor of Science, Electrical Engineering,
University of Central Florida
United States Naval Nuclear Power Program

BOARDS AND ASSOCIATIONS

AWWA's National Rates and Charges
Committee
Finance, Accounting and Management
Committee

KEY EXPERTISE

Cost of Service and Rate Design
Valuation Studies
Financial Modeling
Economic Feasibility Studies
Asset Planning and Management

> EXPERIENCE PRIOR TO JOINING NEWGEN

Cost of Service and Rate Design Study

Mr. Campbell has led and assisted with financial evaluations for water, wastewater, stormwater and sewer utilities to safeguard their financial integrity through comprehensive cost of service analyses, including wholesale services. Mr. Campbell has participated in water, wastewater, stormwater and/or sewer cost of service and rate design studies for the following entities, to name a few:

- Allegheny County Sanitary Authority
- City of Brownsville, TX
- City of Columbia, SC
- City of Dallas, TX
- City of Duncan, OK
- City of Garland, TX
- City of Grand Prairie, TX
- City of High Point, NC
- City of Lawton, OK
- City of Pittsboro, NC
- City of Raleigh, NC
- City of Round Rock, TX
- City of Siler City, NC
- City of Stephenville, TX
- Fort Worth Water
- Jacksonville Electric Authority
- Miami-Dade County Water and Sewer Department
- NBU, New Braunfels, TX
- San Antonio Water System

Impact Fee Analysis/Study

Mr. Campbell has led or assisted in impact fee analysis to assist communities in setting the most appropriate fee amounts using a more comprehensive credit calculation. His clients include:

- City of Brownsville, TX
- City of Columbia, SC
- City of Irving, TX
- City of Shreveport, LA
- City of Wilmer, TX
- Fort Worth Water
- Jacksonville Electric Authority
- New Braunfels Utilities, TX

Richard **CAMPBELL**

MANAGING DIRECTOR - WATER PRACTICE

Other Projects

Mr. Campbell has also led other projects, including:

Revenue Bond Feasibility Report – City of High Point, NC

Mr. Campbell served as the Project Manager for multiple bond feasibility studies in 2004, 2006, 2008, 2010 and 2014 for the City of High Point, for inclusion into official statements for Revenue Bond issuances totaling greater than \$176 million to fund water and sewer capital improvements.

Water and Sewer Revenue Bond Issuance, Consulting Engineer's Report – Miami-Dade County Water and Sewer Authority

In 2017, the Miami-Dade County WASD issued Revenue Bonds totaling \$929,380,000. Mr. Campbell served as the Project Manager for the development of the required issuance of a Consulting Engineer's Report and the associated financial feasibility study. Based upon the requirements of existing bond ordinances, the Water and Sewer Department must have the system inspected, in its entirety, every 3 years. This work is performed by Arcadis and the results are incorporated as a part of the CE report for inclusion in the bond issuance official statement, as is the results of the feasibility study which attests to the financial well-being of the system and its ability to meet the needs of its customers and the additional financial burdens of the new bond issue.

Wastewater Cost of Service Rate Study, Financial Forecast and Wet Weather Plan Feasibility Analysis – Allegheny County Sanitary Authority

As Project Manager, Mr. Campbell was responsible for the development of a detailed and comprehensive financial planning model to help the Allegheny County Sanitary Authority (ALCOSAN) determine the financial impact of eliminating sewer overflows from the 83 municipalities in its wastewater treatment service area. The model helped ALCOSAN compare multiple capital spending scenarios associated with various Wet Weather Plan options, cash financed capital, bond issuances and rate increases over a 30 year forecast period. Mr. Campbell was also responsible for the development of a cost of service and rate design model that helped ALCOSAN determine the cost of providing service to its customers, as well as various rate design options that would enable them to recover these costs through user rates.

Inside-Outside City Rate Differential Study – City of Fort Worth, TX

Mr. Campbell served as Project Manager for a water/wastewater Inside-City/Outside-City rate differential study to determine fair and equitable rates applicable to outside-city customers. This process required a cost-of-service evaluation to adequately allocate proper costs to various rate classes based upon a pre-determined test.

Asset Management Study – City of Garland, TX

Mr. Campbell served as Project Manager in working with the City to evaluate its wastewater facilities and develop an asset management program to assist in tracking and maintaining the records and database of the system assets.

Development of Stormwater Financial Model – City of Raleigh, NC

Mr. Campbell served as Project Manager and provided the City of Raleigh's Stormwater Department with an interactive, Windows-driven financial model to assist staff in budgeting and projecting expenditures and revenue needs, as well as rate-setting capabilities. The process allowed staff to track operational targets and provided reporting capabilities for both operations staff and upper-level management.

Richard **CAMPBELL**

MANAGING DIRECTOR - WATER PRACTICE

Stormwater Division Revenue Bond Feasibility Report – City of Raleigh, NC

Mr. Campbell served as Project Manager for a Revenue Bond feasibility study in 2008 for the City of Raleigh's Stormwater Division, for inclusion into an official statement for the purposes of a Revenue Bond issuance to fund capital improvements for the system.

Billing/Metering Conversion Analysis – City of Raleigh, NC

Mr. Campbell served as Project Manager/Client Coordinator for an analysis of the financial impact of switching current billing practices to operate on a monthly basis from a bi-monthly basis. Included in this analysis was the potential impact on the system and its customers should the City pursue varying levels of improved technologies in the billing and metering processes.

Revenue Bond Feasibility Report – City of Raleigh, NC

Mr. Campbell served as Project Manager for multiple bond feasibility studies in 2006 and 2008 for the City of Raleigh, for inclusion into official statements for Revenue Bond issuances totaling greater than \$410 million to fund water and sewer capital improvements, as well as for refunding of existing debt.

10-Year Capital Financing Analysis – City of Raleigh, NC

As Project Manager, Mr. Campbell provided the City of Raleigh with a financial analysis model that allowed the City to determine its current financial operational standing with respect to its water and sewer utilities. The project also projected the impact to the City's financial position from proposed future Capital Projects and provided funding direction for these potential projects. This analysis model provided the City with a management tool that allows the City to consider several scenarios and test sensitivities for various growth scenarios and the timing and funding sources of anticipated capital projects.

Orlando Utilities Commission Evaluation of Regionalization Alternatives – City of Orlando, FL

Mr. Campbell served as Project Manager on the Evaluation of Regionalization Alternatives for the Orlando Utilities Commission (OUC), which focused on the development of a regional plan for the use of reclaimed water in augmenting the withdrawal of ground water by local water utilities. The analysis consisted of evaluating various system configurations relative to the City of Orlando's wastewater system in an effort to identify the most economically and fiscally prudent means of transporting 9.2MGD of reuse water to the Northwest Orange County area.

Financial Services – Laurens Commission of Public Works, SC

Mr. Campbell managed the development of a financial and rate analysis model for the electric, natural gas, water and sewer utility operations of the Laurens Commission of Public Works (CPW) in order to assist the CPW Commission and staff in their ongoing evaluation of the present and projected financial status of the total CPW utility system operations and the stand-alone financial status of each of its four utility system operations. The model utilized recent historical data and current budget data to project or forecast the cost of service or revenue requirements of each utility system operation for a six-year period. The results of the model provided an indication of the level of rate adjustments necessary to meet the total CPW revenue requirement and the cost-based revenue requirements of each utility system operation on a stand-alone basis. Since the CPW's operations and financial status are subject to scrutiny by outsiders who have a direct or indirect financial interest in the CPW's operations, annual revenue requirements are calculated on the basis of both the minimum cash requirements established by the CPW's bond resolutions and rate ordinances and the regulated utility rate-base/rate-of-return method. The model also produced annual financial and operating ratios, which rating agencies rely on to evaluate the financial status of a municipal utility operation.



CONTACT

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Austin, TX 78759

Email: grabon@newgenstrategies.net
Website: www.newgenstrategies.net

EDUCATION

Master of Business Administration, University
of Texas at Austin

Bachelor of Science in Chemical Engineering,
Texas A&M University

PROFESSIONAL REGISTRATIONS/ CERTIFICATIONS

Accredited Senior Appraiser (ASA) designation
in Public Utilities from American Society of
Appraisers

KEY EXPERTISE

Utility Appraisals and Valuations
Cost of Service and Rate Design
Customer Advocacy and Engagement
Depreciation Studies
Financial Feasibility and Planning
Regulatory and Litigation Support

Grant RABON

PARTNER

Since 2005, Mr. Rabon has managed electric, water, wastewater, natural gas, and solid waste utility projects designed to safeguard clients' financial integrity primarily through the performance of financial feasibility studies, depreciation studies, valuations/appraisals, or comprehensive cost of service analyses. His educational background facilitates a unique understanding of the financial implications of technical projects. Further, he is one of less than 20 individuals in the nation with an Accredited Senior Appraiser designation in Public Utilities from the American Society of Appraisers.

➤ RELEVANT EXPERIENCE

Cost of Service and Rate Design

Mr. Rabon has conducted numerous comprehensive cost of service and rate design studies. Rates designed as a result of these engagements equitably recover the cost of service and align with the utilities' goals, including special consideration for affordability and best practice rate structures. Stakeholder outreach and benchmarking analyses were typical tasks within these projects.

Key projects include:

Austin Energy – Cost of Service and Testimony

Mr. Rabon conducted a comprehensive, unbundled cost of service analysis for the electric utility and designed equitable rates to achieve the City of Austin's goals. Efforts included improving fixed cost recovery while incentivizing conservation through a five-tier rate structure and providing support for distributed generation, such as rooftop solar. Mr. Rabon filed direct testimony in 2012 on behalf of the City of Austin d/b/a Austin Energy at the Public Utility Commission of Texas in defense of the electric rates adopted by Austin City Council (PUC Docket No. 40627). In 2015, he conducted various analyses on issues of critical importance to Austin Energy, such as a financial reserves study and a review of small commercial rates. He also assisted Austin Energy staff in updating the cost of service and rate design, including extensive public involvement and stakeholder engagement intended to mimic a rate case at the Public Utility Commission of Texas. Mr. Rabon conducted another update to the comprehensive, unbundled cost of service analysis in 2022 that, among other changes, proposed redesigned residential rates and an update to the value of solar tariff. The 2022 update utilized a similar public involvement and stakeholder engagement process to mimic a rate case at the Public Utility Commission of Texas. City Council approved base rate increases in December 2022.

Lower Colorado River Authority – Wholesale Water Benchmarking and Rate Analysis

Mr. Rabon performed a benchmarking analysis to identify best practices among wholesale water entities around the nation, emphasizing innovative rate structures and water conservation efforts. He also conducted a long-term rate analysis to incorporate projected capital projects to expand the water supply over a 90-year horizon under various rate structures.

Grant RABON

PARTNER

College Station – Electric Transmission Filing

Mr. Rabon conducted a comprehensive cost of service analysis for the transmission function and regulated rate filing with the Public Utility Commission of Texas, including developing all schedules, work papers, and testimony (PUC Docket No. 52728).

Greenville Electric Utility System (GEUS) – Electric Transmission Filing

Mr. Rabon performed a quality assurance review of a comprehensive cost of service analysis for the transmission function and regulated rate filing with the Public Utility Commission of Texas.

Texas Municipal Power Agency (TMPA) – Electric Transmission Filing

Mr. Rabon developed an interim regulated rate filing for the transmission function with the Public Utility Commission of Texas and filed direct testimony on behalf of TMPA (PUC Docket No. 51439).

Georgetown Electric Utility – Rate Projects

Mr. Rabon conducted a series of rate projects for the City of Georgetown, Texas, to improve cost recovery and equity. These efforts included a redesign of the distributed generation rate tariff, evaluating a large contract customer load, and designing a new rate tariff for commercial “fast charging” plug-in electric vehicle charging stations.

Other Cost of Service and Rate Design Studies

Mr. Rabon conducted one or more comprehensive cost of service and rate design studies for the following entities:

- Brushy Creek Municipal Utility District, TX
- City of Athens, TX
- City of Borger, TX
- City of Bryan, TX
- City of Del Rio, TX
- City of Greenville, TX
- City of Hobbs, NM
- City of Las Cruces, NM
- City of Longview, TX
- City of New Braunfels, TX
- City of Nogales, AZ
- City of Olathe, KS
- City of Peoria, AZ
- City of Pflugerville, TX
- City of Sealy, TX
- City of Sioux Falls, SD
- City of Stillwater, OK
- City of Sugar Land, TX
- City of Tempe, AZ
- City of Temple, TX
- City of Tucson, AZ
- City of Vernon, CA
- City of Weatherford, TX
- Gonzales County Water Supply Corporation, TX
- Greater Ouachita Water Company, LA
- Levi Water Supply Corporation, TX
- Liberty City Water Supply Corporation, TX
- Manville Water Supply Corporation, TX
- North Slope Borough, AK
- Pima County, AZ
- Rockett Special Utility District, TX
- St. Tammany Parish, LA
- Snohomish County, WA
- Town of Estes Park, CO
- Walker County Special Utility District, TX
- Wellborn Special Utility District, TX
- York County, SC

Financial Feasibility

Mr. Rabon has evaluated the financial feasibility of various projects through business case analyses and the development of financial models. One project included evaluating a proposed 20 million-gallon-per-day brackish groundwater desalination facility for San Antonio Water System based on the relative capital and operational costs and total lifecycle costs under various project delivery options, including traditional DBB, DB, DBO, and a customized DBOOT. Another project included financial feasibility modeling to evaluate a proposed water source development for a municipal client.

Grant RABON

PARTNER

Utility Appraisals and Valuations

Mr. Rabon has conducted valuations and fair market value appraisals to determine an indication of value for acquisitions/dispositions or to evaluate municipalization or privatization of utilities. His experience also includes service area valuations to assess compensation for decertification of areas covered by certificates of convenience and necessity.

Appraisals or Valuations

Mr. Rabon has conducted one or more appraisal or valuation studies of the following entities:

- Aqua Indiana, Inc. (a portion of the system)
- Aqua Texas, Inc. (a portion of the system)
- Bi-County Water Supply Corporation
- Brownsville Navigation District
- Carroll Water Company
- City of Janesville, WI landfill
- City of El Paso's Clint and McCombs Municipal Landfills
- City of Superior, WI Moccasin Mike Landfill
- Clear Water Estates Water System
- Commons Water Supply, Inc.
- Douglas Utility Company
- El Jardin Water Supply Corporation
- EnLink (a portion of a gas pipeline in Alexandria, LA)
- Esperanza Water Service Company
- Greater Ouachita Water Company
- Guadalupe-Blanco River Authority
- Hermleigh Water Works
- Jarrell-Schwertner Water Supply Corporation
- Johnson County Special Utility District
- Kenwood Water System
- Lake Limestone Coves Water System
- Leon Springs Utility Company
- Liberty City Water Supply Corporation
- Louisiana Land and Water Company
- North Orange Water and Sewer
- Mountain Peak Special Utility District
- Pacific Gas and Electric's electric transmission and distribution system in San Francisco, CA
- Patterson Water Supply
- Pennichuck Corporation's water utility in the City of Nashua
- Rice Water Supply & Sewer Supply Corporation
- Rockett Special Utility District
- San Diego Gas & Electric's electric and gas distribution systems in the City of San Diego, CA
- Sharyland Water Supply Corporation
- Xcel Energy's electric distribution system in the City of Boulder, CO
- Utilities Investment Company, Inc. and UIC 13, LLC

Depreciation

Mr. Rabon has conducted comprehensive depreciation studies to establish appropriate depreciation rates for utilities, including benchmarking depreciation rates among peer utilities. Engagements include projects for the following entities:

- City of Fort Worth Water Department
- County of Kauai Department of Water
- CPS Energy
- Tri-State Generation and Transmission, Inc.

Grant RABON

PARTNER

Regulatory and Litigation Support

In addition to the regulatory work associated with some of the projects previously mentioned, Mr. Rabon has also provided litigation support to his clients. This support includes a project calculating damages owed to three electric cooperatives and one municipally owned utility as part of a wholesale rate dispute with the Lower Colorado River Authority in Travis and Kerr County, Texas District Courts. Efforts incorporated recreating billing determinants and the development of a market access rate. (Cause No. D-1-GN-12-002156 and Cause No. 12-1001-B). In another project, Mr. Rabon calculated damages owed to a municipality in a contract dispute with its ERCOT Qualified Scheduling Entity. Finally, Mr. Rabon was a designated expert witness in a Louisiana utility condemnation case.

Customer Advocacy and Engagement

Mr. Rabon served as the residential rate advocate for Austin Water's water, reclaimed water, and wastewater cost of service and rate design study. He represented the interests of the residential customer class in the process, much like the Texas Office of Public Utility Counsel often does for regulated rate cases. To explain the process and solicit feedback on essential policy issues from residents, Mr. Rabon participated in a stakeholder engagement process and presented at a series of meetings with residential customer groups around the City. He also reviewed and critiqued Austin Water's prior comprehensive rate review, completed in 2009, and the validity of the methodologies employed therein. Finally, given that the Public Utility Commission of Texas could review any rates proposed by Austin Water, Mr. Rabon provided invaluable input on acceptable practices based on extensive prior work in this venue. In a separate engagement, provided written comments on proposed changes to Austin Water's financial policies.

> TESTIMONY

Public Utility Commission of Texas

- Electric Rate Filing on behalf of Austin Energy – PUC Docket No. 40627
- Electric Transmission Rate Filing on behalf of the City of College Station – PUC Docket No. 52728
- Interim Electric Transmission Rate Filing on behalf of Texas Municipal Power Agency – PUC Docket No. 51439
- Revenue Requirement and Cost Recovery Issues on behalf of Windermere Oaks Water Supply Corporation – PUC Docket No. 50788

Louisiana Public Service Commission

- Wastewater Cost of Service Rate Filing on behalf of National Water Infrastructure – LPSC Docket No. U-36383
- Water Rate Filing on behalf of Peoples of Bastrop, LLC – LPSC Docket No. U-36836
- Water and Wastewater Rate Filing on behalf of Greater Ouachita Water Company – LPSC Docket No. U-34865
- Water and Wastewater Rate Filing on behalf of Greater Ouachita Water Company – LPSC Docket No. U-36716

California Public Utilities Commission

- Fair Market Value Appraisal of a portion of the Pacific Gas and Electric system on behalf of the City and County of San Francisco – Docket No. P.21-07-012

Federal Energy Regulatory Commission

- Depreciation Rates on behalf of Tri-State Generation and Transmission Association, Inc. – Docket No. ER23-2171-000

Grant **RABON**

PARTNER

> PRESENTATIONS

Mr. Rabon has given various industry presentations focused on utility finances and rates.

Texas Rural Water Association Conferences

- *Financial Management & Fiduciary Responsibilities* (2022 and 2023)
- *CCN Decertification Compensation – What's Fair?* (2021)
- *Financial Management and Fiduciary Responsibilities* (2019)
- *How to Structure Rates to Ensure a Successful Future for Your System* (2019)
- *Rates that Support Current and Future Needs* (2018)
- *Financial Planning and Tools* (2016)
- *Water Rates 101* (2015)
- *CCN Valuations: Financial Considerations Related to Decertification and Expedited Release* (2014)
- *Keeping Your System Financially Fit; Learn How to Set Good Water Rates* (2012)

American Water Works Association and Water Environmental Federation's Utility Management Conference

- *Austin Water Affordability Assessment* (2020)
- *Regionalization Efforts: A Louisiana Case Study* (2013)

National Rural Water Association Conferences

- *Small Water System Financing 101* (2019)
- *Rate Planning for a Sustainable System* (2018)

Texas Public Power Association Conferences

- *Effectively Managing Significant Rate Changes* (2019)
- *Is Change Coming?: Transmission Rate Filings at the Public Utility Commission* (2018)
- *Adapting to Distributed Generation* (2017)



Steve DOOGUE

MANAGER

Mr. Steve Doogue joined NewGen as an Analyst in 2021. During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen's Environmental Practice. Mr. Doogue obtained an MSc in Development Economics from the University of London. Before joining NewGen, Mr. Doogue spent over ten (10) years as a financial analyst and advisor for central and municipal governments in the United Kingdom.

CONTACT

275 W Campbell Rd., Ste 440
Richardson, Texas 75080
Email: sdoogue@newgenstrategies.net
Website: www.newgenstrategies.net

EDUCATION

MSc in Development Economics; SOAS,
University of London

Bachelor of Commerce in Economics; Victoria
University of Wellington, New Zealand

KEY EXPERTISE

Cost of Service
Data Analysis
Financial Analysis
Financial Modeling
Rate Design and Strategy
Statistical Analysis

> RELEVANT EXPERIENCE

Cost of Service and Rate Design

Mr. Doogue contributes to water, wastewater, and stormwater cost of service analyses and rate design studies to assist organizations in understanding the financial situations of their utility. Rates are developed in support of clients' objectives and using best practices to protect the financial integrity of the operation. During his time at NewGen, Mr. Doogue has conducted analyses that have contributed to rate studies for the following organizations:

- City of Allen, TX
- City of Garland, TX
- City of Gatesville, TX
- City of Greenville, TX
- City of Irving, TX
- City of Lewisville, TX
- City of Palestine, TX
- City of Paris, TX
- City of Seagoville, TX
- Texarkana Water Utilities

> PRIOR RELEVANT EXPERIENCE

LG Futures

- Developed tools for benchmarking expenditure and performance across a range of services provided by municipal governments.
- Developed financial models that enabled municipal governments to forecast revenue and expenditure.
- Analyzed clients' tax base to identify revenue generation opportunities.
- Carried out statistical analysis for central government departments to inform the allocation of public funds.

VSO

- Developed the analytical capacity of central government staff in Sierra Leone, West Africa.
- Designed and delivered a training program to over 100 government staff in statistics, planning, and budgeting.
- Mapped all food security projects in the country, improving coordination between the government and international development agencies.

Steve **DOOGUE**

MANAGER

London Councils

- Developed financial models that enabled the London government to forecast revenue and expenditure.
- Quantified the impact of proposed government policies on London local government finances.
- Developed the evidence base for the organization's advocacy efforts.

British High Commission

- Provided economic analysis to the UK Foreign Office (equivalent to the US State Department).
- Briefed UK diplomatic staff on economic and political issues affecting the UK and New Zealand.
- Informed UK policy making (e.g., immigration reform) by researching areas of local best practice.

NewGen
Strategies & Solutions



APPENDIX B: REFERENCES FORM

RFP #: 23-01

UTILITY COST-OF-SERVICE AND RATE STUDY

REFERENCES

RFP NO. 22-012 UTILITY COST-OF-SERVICE AND RATE STUDY

CURRENT CLIENT (Reference 1)

| | |
|--|--|
| Organization name: Austin Energy (City of Austin, TX) | Contact and title: Rusty Maenius, VP of Finance |
| Address: 4815 Mueller Blvd, Austin, TX 78723 | Phone number: (512) 322-6133 |
| Effective date of contract: Oct 2010 | Scheduled engagement completion: Ongoing client |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

CURRENT CLIENT (Reference 2)

| | |
|--|--|
| Organization name: Lubbock Power and Light | Contact and title: Harvey Hall, CFO |
| Address: 1301 Broadway St., Lubbock, TX 79401 | Phone number: (806) 775-3529 |
| Effective date of contract: 2020 | Date engagement completed: Ongoing client |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

CURRENT CLIENT (Reference 3)

| | |
|--|--|
| Organization name: City of Georgetown, TX | Contact and title: Daniel Bethapudi, GM of Electric Utility |
| Address: 300-1 Industrial Ave, Georgetown, TX | Phone number: (512) 930-2584 |
| Effective date of contract: January 2020 | Date engagement completed: Ongoing |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

(Additional pages may be used to submit additional references.)

REFERENCES

RFP NO. 22-012 UTILITY COST-OF-SERVICE AND RATE STUDY

CURRENT CLIENT (Reference 1)

| | |
|--|---|
| Organization name: City of Georgetown | Contact and title: Glenn Dishong, Utilities Director |
| Address: 300-1 Industrial Ave, Georgetown, TX | Phone number: (512) 930-2010 |
| Effective date of contract: April 2018 | Date engagement completed: Ongoing |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

FORMER CLIENT (Reference 2)

| | |
|--|---|
| Organization name: City of Brenham, TX | Contact and title: Debbie Gaffey, GM of Public Utilities |
| Address: 200 W. Vulcan, Brenham, TX 77833 | Phone number: (979) 337-7510 |
| Effective date of contract: 2013 | Date engagement completed: 2021 / ongoing relationship |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

FORMER CLIENT (Reference 3)

| | |
|--|--|
| Organization name: City of Sanger, TX | Contact and title: Clayton Gray, CFO |
| Address: 502 Elm St., Sanger, TX 76266 | Phone number: (940) 458-7930 |
| Effective date of contract: May 2017 | Date engagement completed: September 2017 |
| Description of services provided: See D. Proposal, Firm Qualification and Experience, Relevant Projects | |

(Additional pages may be used to submit additional references.)

NewGen
Strategies & Solutions



APPENDIX C: TEXAS LEGISLATURE VERIFICATION FORMS

RFP #: 23-01

UTILITY COST-OF-SERVICE AND RATE STUDY

**STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE
VERIFICATION**

I, Matthew B. Garrett, the undersigned
representative of (Person Name)

NewGen Strategies and Solutions, LLC

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2271, Texas Government Code:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract for goods or services.**

Pursuant to Section 2271.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

11/8/2023

Date

Managing Partner

Position/Title

DocuSigned by:

Matthew B. Garrett

B23EEBEF79E64D1...

Signature of Company Representative

**STATE OF TEXAS – HOUSE BILL 13, 87th TEXAS LEGISLATURE
VERIFICATION**

I, Matthew B. Garrett, the undersigned
representative of (Person Name)

NewGen Strategies and Solutions, LLC
(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not boycott energy companies currently; and**
- 2. Will not boycott energy companies during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

- 1. "Boycott Energy Companies" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
 - a. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
 - b. does business with a company described by Paragraph (a) above; and
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

11/8/2023
Date

Managing Partner
Position/Title

DocuSigned by:
Matthew B. Garrett
B23E8BEF79E64D1...
Signature of Company Representative

**STATE OF TEXAS – HOUSE BILL 19, 87th TEXAS LEGISLATURE
VERIFICATION**

I, Matthew B. Garrett, the undersigned
representative of (Person Name)
NewGen Strategies and Solutions, LLC
(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not have a practice, policy, guidance, or directive that discriminates against firearm entity or firearm trade associations currently; and**
- 2. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association"
 - a. means, with respect to the entity or association, to:
 - i. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - ii. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - iii. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - b. does not include:
 - i. the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories;
 - ii. Aa company 's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity 's or association 's status as a firearm entity or firearm trade association; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

11/8/2023
Date

Managing Partner
Position/Title

DocuSigned by:
Matthew B. Garrett

B23E8BEF79E64D1...
Signature of Company Representative

NewGen
Strategies & Solutions



APPENDIX D: REQUIRED FORMS

RFP #: 23-01

UTILITY COST-OF-SERVICE AND RATE STUDY

PROPOSER INFORMATION FORM

| | |
|--------------------------------------|--------------------------------------|
| COMPANY'S FULL BUSINESS NAME: | NewGen Strategies and Solutions, LLC |
| | |
| | |
| PHYSICAL ADDRESS: | 275 W Campbell Road, Suite 440 |
| | Richardson, TX 75080 |
| | |
| | |
| PHONE #: | (972) 680-2000 |
| EMAIL ADDRESS: | mgarrett@newgenstrategies.net |
| CONTACT PERSON: | Matthew Garrett |
| PHONE #: | (972) 675-7699 |
| | |
| REMITTANCE ADDRESS: | 275 W Campbell Road, Suite 440 |
| | Richardson, TX 75080 |
| | |
| | |
| COMPANY WEBSITE: | www.newgenstrategies.net |
| | |
| COMPANY TAX ID#: | 46-0863326 |
| | |

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NewGen Strategies and Solutions, LLC

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 DocuSigned by:
Matthew B. Barnett

Signature of vendor doing business with the governmental entity

11/8/2023

Date



Firm Name: Raftelis financial
Consultants, Inc. (DBA Raftelis)
Address: 3755 S. Capital of Texas
Highway, Suite 290, Austin, TX 78704
Phone Number: 512-790-2108

A. COVER PAGE

City of Bartlett

Request for Proposal for Professional Services Utility Cost-of-Service and Rate Study – RFP No. 23-01

COPY / RFP NO. 23-01 / NOVEMBER 10, 2023



B. TRANSMITTAL LETTER

November 10, 2023

Ms. Mayra Cantu, City Administrator
City of Bartlett – City Hall, 140 W. Clark Street, Bartlett, TX 76511

Subject: Proposal for Professional Services Utility Cost-of-Service and Rate Study – RFP No. 23-01

Dear Ms. Cantu:

Many businesses and residents rely on the City of Bartlett (City) as their water, wastewater, and electric service provider. Historically, the service provided in our industry is done silently until something goes wrong. In today's world where regulations are changing, significant growth is occurring, and costs are increasing, utilities must have a plan for addressing future needs. A utility rate study completed by Raftelis Financial Consultants, Inc. (DBA Raftelis) will provide the City with a solid financial plan for addressing these challenges and ensuring the utility is financially sustainable. Raftelis was established in 1993 to provide financial, rate, and management consulting services of the highest quality to water, wastewater, and electric services utilities.

Raftelis understands that the City of Bartlett would like to develop a financial roadmap for its water, wastewater, and electric services that can become a decision-support tool for City staff. Raftelis is uniquely qualified to serve as your expert consultant based on our extensive experience successfully completing many similar studies for utilities in Texas and across the country. We are confident in our ability to complete the work within the stated time period.

We strongly believe our team would successfully complete the study and provide significant value to the City of Bartlett for several reasons, including:

- **Knowledge of your water, wastewater, and electric services** – Our team has worked with many utilities in Texas and is knowledgeable of the challenges facing utilities in Texas. Our Project Director has been in the utility industry in Texas for over 25 years including working at the Texas Water Development Board for nine years.
- **Proximity** – Our team members are located nearby in Austin and is where the work will be conducted. Our Team is intimately aware of the concerns facing Texas utilities.
- **Depth of resources** – No firm that specializes in financial consulting for the utility industry has the staff resources we have.

Raftelis is excited to have the opportunity to assist the City with this critical study. Raftelis accepts the Service Agreement as written and attests to the accuracy of the contents within our proposal. If you have any questions, please don't hesitate to contact me at 512.496.7356 or aflores@raftelis.com.

Sincerely,



Angie Flores, Senior Manager



Diversity and inclusion are an integral part of Raftelis’ core values. We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.



Raftelis is registered with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor. Registration as a Municipal Advisor is a requirement under the Dodd-Frank Wall Street Reform and Consumer Protection Act. All firms that provide financial forecasts that include assumptions about the size, timing, and terms for possible future debt issues, as well as debt issuance support services for specific proposed bond issues, including bond feasibility studies and coverage forecasts, must be registered with the SEC and MSRB to legally provide financial opinions and advice. Raftelis’ registration as a Municipal Advisor means our clients can be confident that Raftelis is fully qualified and capable of providing financial advice related to all aspects of financial planning in compliance with the applicable regulations of the SEC and the MSRB.

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D. PROPOSAL AND ASSOCIATED DOCUMENTS

Project Understanding

The City of Bartlett is led by Mayor and City Council. Utility rate setting is part of the budget process which is approved by City Council and adopted by ordinance. Currently bills for water, wastewater, and electric services are monthly. Water billing utilizes both fixed and volumetric charges while wastewater is a flat base rate. Electric billing uses a volumetric rate per Kilowatt. The City is currently interested in a utility cost-of-service and rate study. This study will determine the required revenue to adequately recover the full cost of services. As part of the study, we will consider water conservation, affordability especially for retirees on a fixed income, while considering consumption by class, fairness and equity. We will build a fee schedule that is understandable and consider the limitations of the utility billing system. Our final report will be presented to City Council with projections for the next five years for annual required revenues, along with rate structure options for progressive volumetric water rates.

Project Approach

We have developed the following proposed services based on our extensive experience in completing comprehensive water, wastewater, and electric services rate studies for other utilities while taking into account the considerations identified by the City of Bartlett in its Request for Proposals (RFP). The approach has been tailored to address the specific objectives and concerns identified in the RFP while maintaining those elements that we believe are essential for a successful project. We have used a similar project approach on many of our rate study projects for utilities throughout Texas, the Southwest, and the U.S.

Task 1: Project Initiation, Management, and Kick-off Workshop

We believe that the execution of a productive kick-off meeting is the most effective way to begin a project of this nature. The goals for this meeting include:

- Providing a forum to finalize the scope of the project, work plan, and schedule with finance and public works staff as determined by the City's Chief Financial Officer.



OPTIMIZING CAPITAL SPENDING

Revenue requirements are only as good as the operating and capital spending needs and assumptions that go into them. If there is uncertainty in operating or capital spending needs, then revenue requirements, cost of service, and the associated rates being requested may be too high or too low. If your utility is concerned with capital spending needs and would like a third-party review of your needs and/or assumptions, Raftelis' subject matter experts in capital project development and delivery are here to help. Likewise, if your utility is interested in opportunities to take advantage of the new Integrated Planning Law added to the Clean Water Act in 2019, Raftelis can help. Contact us to discuss these value-added services, which can be provided under an optional task or a separate scope of work.

- Discuss and review the data needs for the project. An in-depth understanding (on the part of the Raftelis team) of the operations of each utility and the receipt and review of the relevant data needed for the study.
- Ensure quality and accurate deliverables by tracking workflow with key milestone dates.
- Discuss any areas of concerns or issues that may impact financial projections or rate recommendations.

Task 1.1: Project Management

The project team will conduct a kick-off meeting with City of Bartlett staff. This includes the City's finance and public works staff as determined by the City's Chief Financial Officer. The meeting will confirm the project approach, work plan, schedule, and priorities. A successful kick-off meeting ensures that City staff and the project team agree on the project's goals and expectations. We will develop a kick-off meeting package that contains a meeting agenda and presentation materials to guide the discussion. In addition to reviewing the necessary data for the study, we will conduct interviews with City staff to obtain a thorough understanding of the current financial, operational, regulatory, and political environment for each utility. These interviews will provide us with the context necessary to tailor the industry standard approach to utility ratemaking to the challenges facing the City specifically

Raftelis will provide weekly brief status memos to be provided to City of Bartlett Council to keep them abreast of the project status. In addition, to successfully complete the project, Raftelis will be in constant communication with City staff regarding data requests, data validation, data decisions, and reviewing preliminary and final results. Much of this can be accomplished through conference calls, emails, and demonstrations using tools such as Microsoft Teams or GoToMeeting. These efforts provide for consistent and competent project management to ensure that all deadlines and objectives are met in a timely and efficient manner. We believe in a no-surprises approach so that the City is always aware of the project status.

PLANNED MEETINGS:

- Kick-off meeting in Bartlett while meeting all social distancing guidelines

DELIVERABLES:

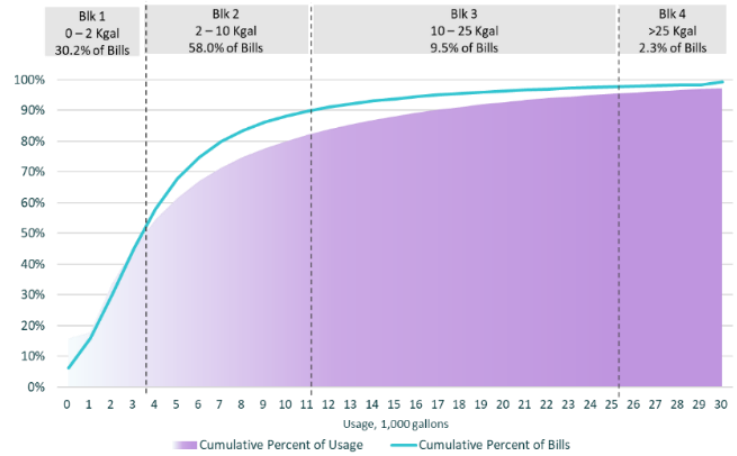
- Weekly debriefs to City Council
- Data request list
- Agenda for kick-off meeting
- Documentation summarizing the kick-off meeting

Task 1.2: Review and Evaluate Data

Prior to the kick-off meeting, we will prepare a detailed data request list upon receipt of notice to proceed from the City. The list will identify the information needed to complete the various analyses. Information that is typically required to perform a cost-of-service study includes recent financial reports, recent and current utility budgets, a description of service areas, current and historical billing data, debt service schedules, water, wastewater, and electric services master plans, and a long-term capital improvement plan. Some of this information will be readily available, whereas other components may require more detailed analyses of operational data, customer billing information, and costs. We will also prepare a comparison of the City's existing utility rates to comparable peers as a basis for discussion during the kick-off meeting to review the City's existing rates and determine if additional types of fees may be appropriate to be analyzed and considered for use by the City's utilities.

Water Service

- Analyze historical billed water consumption and contributed wastewater flows by customer class. Tally the number of bills by customer class and calculate average use per bill. Identify inside District and Outside District customer accounts.
- Development of estimated water customer classes’ maximum day and maximum hour peaking factors.
- Completion of a bill frequency for each water customer class showing annual and monthly billed consumption by tier.
- Conduct water demand volume sensitivity analysis develop optimum sales projections scenarios.



Wastewater Service

- Analyze historical billed water consumption and contributed wastewater flows by customer class. the number of bills by customer class and calculate average use per bill. Identify inside District and Outside District customer accounts.
- Conduct wastewater billable volume sensitivity analysis to develop optimum sales projections scenarios.

Electric Service

- Analyze demand requirements for each customer class measured by kilowatt-hours and the type of service required such as energy, transmission, distribution, and customer service.
- Analyze and review current purchase power agreement with Lower Colorado River to understand the total power charges to customers (base power cost, power cost adjustment) and ERCOT transmission cost based on coincident peak.
- Examine the transmission / distribution system requirements to determine sustainability.
- Conduct electrical billable volume sensitivity analysis to develop optimum sales projections scenarios.

DELIVERABLES:

- Water, wastewater, and electric customer class demand/service characteristics to be used to develop revenue projections to be applied in the cost-of-service analysis.
- Meeting with Staff to go over results of the initial analysis.

Task 1.3 Quality Control and Assurance

Our approach includes project management and quality control steps to ensure that study results are reasonable, achieved cost-effectively, and are on schedule. No single criterion for the selection of a utility rate consulting team can be considered more compelling than the assurance that the services provided will reflect a high degree of quality, accuracy, and cost-effectiveness. Raftelis has quality control procedures in place for all projects conducted by the firm. For this project, we have also included a team member whose role will be ensuring that our products undergo a quality control review.

Quality Assurance/Quality Control (QA/QC) begins with the first day of the project effort and continues until the final acceptance of the work product by the client. The most important QA/QC efforts of a rate study project occur during the project planning phase of the study. The Project Director will be actively involved in the quality control

of the project and, together with the Project Manager, will establish criteria for progress milestones, cross-checking of calculations, coordination reviews, and detailed evaluation of work products, including presentation materials. The Project Manager will continually emphasize quality control concerns by scheduling discussions among project team members and with the client as the work progresses. Examples of specific QA/QC procedures that we will implement as part of the financial and rate consulting services for the City include the following:

- The QA/QC process starts by knowing our client’s needs and understanding their expectations.
- Assigning highly qualified team members are assigned to the project ensures the highest level of quality, innovation, and project success and reduces the potential for errors and omissions.
- By cooperatively determining the study assumptions and criteria with City staff, Raftelis ensures the methodology employed is defensible and the project components are reasonable.
- To provide our clients added quality assurances, Raftelis reviews all data prior to model entry and, if possible, cross-references the data to other sources and/or tests data through analytical procedures to confirm the accuracy of the data. For example, Raftelis commonly tests statistical data against reported revenues and/or contractor invoices to validate statistical data.
- To remove the possibility of model or data entry errors, Raftelis employs a systematic and comprehensive approach to data entry, model checks and controls, and color-coding scheme to assist with auditing the model by distinguishing model inputs/variables, links, and calculations.
- All draft work products and deliverables will be reviewed by the Raftelis QA/QC reviewer prior to their submission to the City.

Task 2: Financial Plans Development

Financial Plan will assist the City of Bartlett with proactive planning of capital projects, evaluating various funding options and balancing those to minimize future revenue adjustments for the water, wastewater, and electric utilities. The five-year financial plan will be projections we develop will include the City’s current fiscal year, plus the following five fiscal years. To the extent that the City has identified major capital improvements or incremental increases in O&M that lie outside of the 5-year window, we can extend the plans to include the additional years at no additional cost.

- Create separate financial plans for the water, wastewater, and electric utilities for 2024 to 2029. Prepare separate cash flows within the financial plan that tracks annual operating and capital activities.
- Forecast revenue under existing rates using the demands projections using water rate revenues, wastewater service rate revenues, and electric revenues.
- Forecast operations and maintenance (O&M), repair and replacement (R&R) capital, expansion capital (based on master plan results or other engineering reports), and existing and proposed debt service. Incorporate new positions, changes in operating efficiencies, vacancies, etc.
- Identify the projects eligible for bond or state loans based on timing, duration, and project amount. Raftelis can present financial plan alternatives considering specific projects financed through state loans or grants that have been secured or will soon be secured by the City.
- Develop ‘optimal’ revenue requirement financial plan for each utility balancing a mix of cash funding and debt financing capital projects (if applicable) while meeting reserve targets, debt service coverage requirements, while maintaining conservative debt levels and minimizing revenue increases. Calculate annual rate revenue adjustments needed through the study period.
- Review existing reserve and debt levels and recommend changes based on specific financial risks or upcoming large capital expenditures.
- Update financial plan scenarios based on feedback from City staff.

DELIVERABLES:

- Financial plan alternative cash flows
- Meeting with Staff to review and finalize cash flows for use in the cost of service and rate design analysis
- Memo summarizing results of water and wastewater financial plan analysis
- Forecast of consumption and revenues under existing rates over multi-year forecast period

Task 3: Cost-of-service Analysis and Rate Design

The outcome of this task is to calculate the full cost of providing water, wastewater, electric services and recommend rates which will generate revenue adequate to recover the full cost of service. The process follows the industry principles for water, wastewater, and electricity.

Task 3.1: Cost-of-service Analysis

Revenue requirement. Determine the test year revenue requirement (which includes O&M, capital projects, transfers, debt service, etc.) for the purposes of cost functionalization and cost allocation

- **Functionalize capital assets.** Use the replacement cost of existing utility infrastructure categorized by major facilities. Functional categories for water typically include treatment, transmission and distribution, pumping, storage, and fire protection. For wastewater, these include force mains, WWTP facilities, collection mains, lift stations, etc.
- **Capital asset allocation to demand parameters.** Allocate the functionalized asset costs to design parameters (cost components or demand parameters) associated with each facility. Demand parameters include average day demands, peak demands, (variable cost components) and customer-related activities such as billing, meters and services, and customer field services (fixed-related costs). Allocate the annual capital and debt service revenue requirement to cost components based on the weighted average allocations of the assets. Wastewater demand parameters include flow, infiltration and inflow, strength (BOD and TSS), and customer.
- **Functionalize O&M, miscellaneous revenues.** Functionalize O&M expenses, and non-rate revenue offsets to the functional categories in a similar fashion to the asset allocation.
- **O&M allocation to demand parameters.** Allocate test-year capital cost, O&M expenses, and non-rate revenue offsets to the proper cost components. Include specific allocation categories for bulk water
- **Customer class units of service.** Divide the total allocated revenue requirement by demand parameter by the system units of service by demand parameter to determine unit cost of service
- **Distribute the allocated revenue requirement.** Distribute allocated revenue requirement to customer classes based on each of their proportionate share of demands, bills and equivalent meters
- **Cost of service comparison.** Compare the class cost of service to the revenue projected under existing rates for the test-year. This comparison will show the percentage change in the classes based on the cost of service process.

Basic Cost-of-service Steps

1. Determine revenue requirement
2. Functionalize revenue requirement
3. Allocate revenue requirement to demand characteristics
4. Determine customer class demand parameters
5. Distribute costs to customer classes based on their proportionate share of demand parameters

PLANNED MEETINGS:

- Web-based meeting with City staff to review costs by customer classes and resulting rates

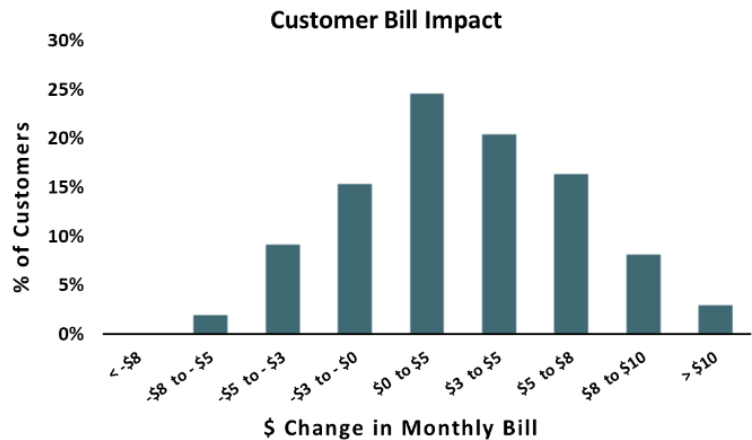
DELIVERABLES:

- Cost to provide service to each customer class based on their usage and customer characteristics
- Meeting to review results of cost-of-service analysis

Task 3.2: Rate Design

We will develop proposed rates for each utility under the existing structure and proposed rate structure based on the pricing objectives exercise in Task 1. This includes consideration for water conservation, affordability, consumption by class, fairness and equity that is easy to understand within the capabilities and limitations of the utility billing system.

All rate structures developed in this task are designed to recover cost of service and overall utility revenue requirements. Raftelis will perform a customer bill impact allowing the City to see the percentage of customers impacted and the monthly bill amounts similar to the illustration to the right.



Update rates under existing rate structure:

- Develop cost-of-service rates under the current rate structure
- Develop customer bill impacts to show change in customer’s bill based at various levels of consumption (water and wastewater only)

Develop rates under proposed rate alternatives:

- Based on the study objectives in Task 1, develop rate alternatives based on requirements
- Test proposed rate structure alternatives against the objectives and billing system requirements
- Rate alternatives will incorporate those factors affecting the financial plan such as inflation, capital repair and purchase power agreement.
- Prepare a bill and customer impact for every bill and customer to show the change in bills under existing and proposed rates and show the total change in annual customer bills
- Consider phasing-in of rates over a period of time in order to minimize impacts to customers

DELIVERABLES:

- Costs by customer classes as well as preliminary and final rate recommendations
- Provide draft modifications to the District’s Code of Ordinances to address proposed modifications to the current utility rates and fees
- Web-based meeting with Staff to review costs by customer class and resulting rates

Task 4: Rate Model Development

At the heart of any successful cost-of-service and rate study is the excel model that is used to develop revenue requirements; perform cost functionalization, classification, and allocation; and calculate rates. The model must be sophisticated enough to perform the complex calculations involved in a comprehensive cost-of-service and rate analysis and yet still be intuitive enough to allow for future updates by City staff.

During the project, City staff will be provided with working copies of rate model drafts in Microsoft Excel so that they will be able to provide input into the development of the model. Once the project is complete, the City will be provided with a model that is easy to use, yet powerful enough to handle complex rate structures.

The model will have the ability to accommodate all types of costs (i.e. personnel, contract, material, and support) and cost allocations. In addition, the model will have self-checking formulas to ensure accuracy plus auditing functionality. Next, the model will project costs, revenues, and fund balance over a five-year horizon based on current rates then will graphically show the results that is easy to understand. Finally, the model will have an input worksheet, so that staff can easily update the model. The key inputs are:

1. Consumption pattern by class and meter size
2. Operating and maintenance expenses
3. Debt service costs
4. Capital expenditures
5. Chart and graph that are autogenerated
6. Assumptions such as inflation, or peaking factors

DELIVERABLES:

- Functional rate model for the City’s future use and update
- Meeting to train City staff on the use of the rate model and to review results

Raftelis will develop a customized financial model that incorporates a dashboard to allow you to easily run scenarios and see the impacts in real time. Shown here is a sample dashboard that we developed for another project.



Task 5: Reports and Presentations

Draft Report

The draft report will include annual costs, revenue requirements to cover costs, and fund balance by utility over the next five years. The report will also include utility rates that are adequate to generate the required revenue with multiple rates structure alternative scenarios reflecting varying volumes per utility. An electronic copy of the draft report will be presented to City staff for their review and comment.

Final Report

Raftelis will incorporate the City staff's comments of the draft report into a final report. Upon finalization of the report, the City will be provided an electronic copy of the report. In addition to the final report, the City will also be provided with electronic copies of the final rate model in Microsoft Excel. Raftelis will also deliver a model training workshop for City staff.

Presentations

We will present twice to the City Council and one workshop.

PLANNED MEETINGS:

- Web-based meeting to review draft report with City staff
- Two on-site presentations as directed by the City Council
- One workshop

DELIVERABLES:

- Draft report
- Final Executive Summary report
- PowerPoint presentations

Timeline

Raftelis will complete the scope of services within the timeframe shown in the schedule below. The proposed schedule assumes a notice-to-proceed by mid December 2023 and that Raftelis will receive the needed data in a timely manner and be able to schedule meetings as necessary. Project completion is estimated for June 2024.

| TASKS | 2023 | 2024 | | | | | |
|---|------|------|-----|-----|-----|-----|-----|
| | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| 1. Project Initiation, Management, and Kick-off Workshop | | ● | | | | | |
| 2. Financial Plans Development | | | ● ● | ● | | | |
| 3. Cost-of-service Analysis and Rate Design | | | | ● ● | | | |
| 4. Rate Model Development | | | | | ● ● | | |
| 5. Report and Presentations | | | | | ● ● | ● | |

- *In-person Meetings*
- *Web Meetings*
- *Deliverables*

Who is Raftelis

HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the City of Bartlett and help to make this project a success.

RESOURCES & EXPERTISE: This project will require the resources necessary to effectively staff the project and the skillsets to complete all of the required components. With more than 160 consultants, Raftelis has the largest water-industry financial and management consulting practice in the nation, including many of the industry's leading rate consultants and experts in key related areas, like stakeholder engagement and data analytics. Our depth of resources will allow us to provide the City with the technical expertise necessary to meet your objectives.

DEFENSIBLE RECOMMENDATIONS: When your elected officials and customers are considering the validity of recommended changes, they want to be confident that they were developed by experts using the latest industry standard methodology. Our staff are involved in shaping industry standards by chairing committees within the American Water Works Association (AWWA) and the Water Environment Federation (WEF) and co-authoring many industry-standard books regarding utility finance and rate setting. Being so actively involved in the industry will allow us to keep the City informed of emerging trends and issues and to be confident that our recommendations are insightful and founded on sound industry principles. In addition, with Raftelis' registration as a Municipal Advisor, you can be confident that we are fully qualified and capable of providing financial advice related to all aspects of utility financial planning in compliance with federal regulations.

HISTORY OF SIMILAR SUCCESSES: An extensive track record of past similar work will help to avoid potential pitfalls on this project and provide the know-how to bring it across the finish line. Raftelis staff has assisted 1,500+ utilities throughout the U.S. with financial and rate consulting services with wide-ranging needs and objectives. Our extensive experience will allow us to provide innovative and insightful recommendations to the City and will provide validation for our proposed methodology ensuring that industry best practices are incorporated.

USER-FRIENDLY MODELING: A modeling tool that your staff can use for scenario analysis and financial planning now and into the future will be key for the City going forward. Raftelis has developed some of the most sophisticated yet user-friendly financial/rate models available in the industry. Our models are tools that allow us to examine different policy options and cost allocations and their financial/customer impacts in real time. We offer model options including Microsoft Excel-based and web-based tools that are developed with the expectation that they will be used by the client as a financial planning tool long after the project is complete.

RATES THAT ARE ADOPTED: For the study to be a success, rates must be successfully approved and implemented. Even the most comprehensive rate study is of little use if the recommendations are not approved and implemented. Raftelis has assisted numerous agencies with getting proposed rates successfully adopted. We focus on effectively communicating with elected officials about the financial consequences and rationale behind recommendations to ensure stakeholder buy-in and successful rate adoption.



How we stack up

OUR TEAM INCLUDES

160+ consultants focused on finance/management/communication/technology for the public sector

2 chairs & **16** members of AWWA and WEF utility finance and management committees and subcommittees

& a Past President of AWWA

RAFTELIS HAS PROVIDED ASSISTANCE FOR

1,500+ public agencies and utilities

that serve more than

25% of the U.S. population

including the agencies serving

38 of the nation's 50 largest cities

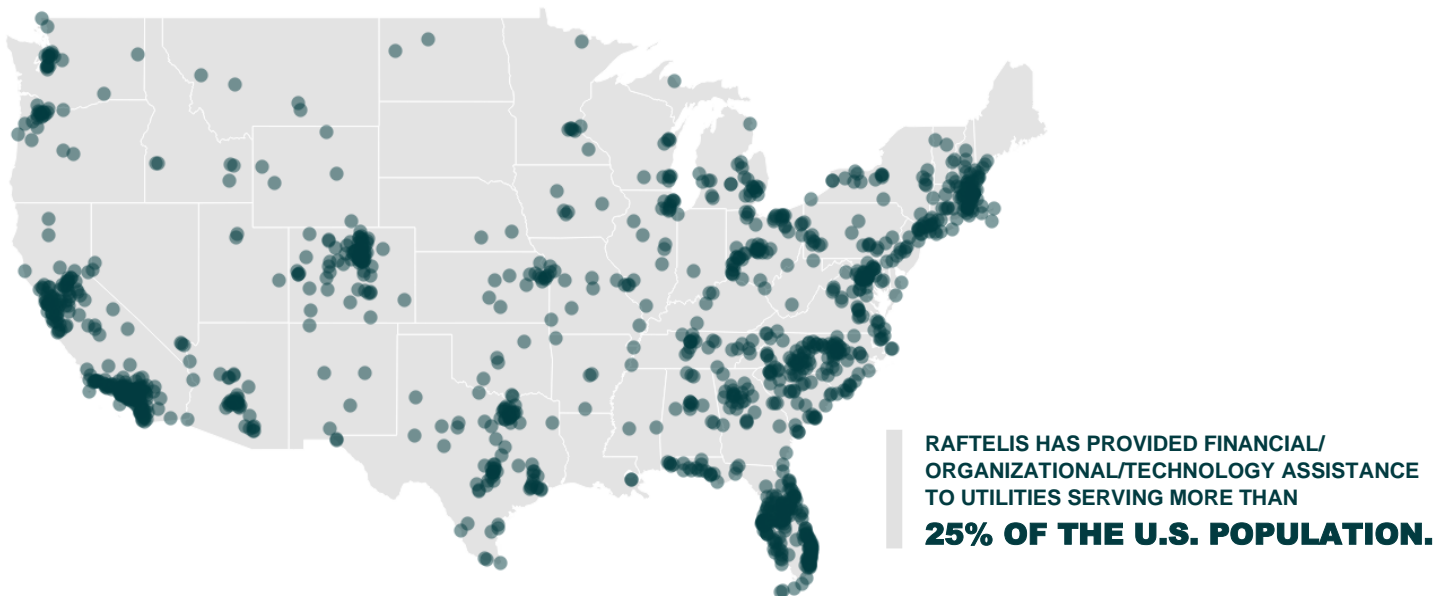
in the past year alone, we worked on

1,000+ projects for **600+** agencies in **46** states

Experience

RAFTELIS HAS THE MOST EXPERIENCED UTILITY FINANCIAL AND MANAGEMENT CONSULTING PRACTICE IN THE NATION.

Our staff has assisted more than 1,500 local government agencies and utilities across the U.S., including some of the largest and most complex agencies in the nation. In the past year alone, Raftelis worked on more than 1,200 financial, organizational, and/or technology consulting projects for over 600 agencies in 46 states, the District of Columbia, and Canada. Raftelis has completed more than 700 utility cost-of-service and rate studies for cities and utility districts since January 1, 2020 with at least 50 of those being for Texas-based jurisdictions. Below, we have provided descriptions of projects that we have worked on within the past 5 years that are similar in scope to the City’s project. We have included references for each of these clients and urge you to contact them to better understand our capabilities and the quality of service that we provide.



City of Round Rock TX

Reference: Michael Thane, Director of Utilities

2008 Enterprise Drive, Round Rock, TX 78664 / P: 512.218.3236 / E: mthane@roundrocktexas.gov

The City of Round Rock (City) is approximately 20 miles north of Austin. Once just a small suburb of Austin, the City now supports its own economic development and is home to numerous commercial enterprises. The City provides water and wastewater service to approximately 100,000 City residents and another 40,000 residents outside the City through several wholesale customers. The City first engaged Raftelis to conduct a comprehensive cost-of-service and rate study. Raftelis assisted the City in developing an equitable cost-of-service analysis and rate design that will continue to promote the quality and balance of life that is evident in its community and commercial initiatives.

In the initial study in 2014, Raftelis provided an analysis that established the cost of service between retail and wholesale customers. The City has been increasing retail rates at a nominal level to achieve revenue sufficiency for water and wastewater service, but wholesale service rates had not been updated in some time. Raftelis determined the cost of service, calculated wholesale rates according to the utility approach, and developed a three-year phase-in of rates for 2016 to 2018.

Raftelis was engaged again in 2018 to conduct an update to the cost-of-service study and develop a three-year rate forecast for retail and wholesale customers. Raftelis also developed alternative rate structures for the residential, commercial, and irrigation customer classes. Rate structures and rates for retail and wholesale customers were approved and adopted by the City Council.

Raftelis provided assistance to the Drainage Utility for the City by developing the first comprehensive financial planning model for the Drainage Utility for capital planning and annual fee development.

In 2021, Raftelis was once again retained to update the City's retail and wholesale rate study. This was an update to the previous study completed by Raftelis but included the development of a new financial planning model. In addition, Raftelis considered the various concerns that have been raised by the wholesale customers through the rate case. These rates were presented to Council in January 2022.

City of Robinson TX

Reference: Craig Lemin, City Manager

111 West Lyndale, Robinson, TX 76706 / P: 512.662.1415 / E: c.lemin@robinsontexas.org

In recent years, the City of Robinson (City) has undergone some economic development efforts that are expected to continue in Fiscal Year (FY) 2022. These economic development efforts have led to the creation of two Tax Increment Reinvestment Zones (TIRZ) that will develop areas in the City in a very methodical way. These efforts will result in additional growth within the City and will likely attract businesses to the City. When undergoing this kind of transformation, it is important to have a financial roadmap for the City's utility services in order to maintain its level of service to its customers. The City is authorized a study to ensure that revenue from rates and fees is meeting annual operating expense, debt service, funding of repair and capital replacement projects, and maintaining reserves and debt service coverage.

Raftelis is completing a long-term financial plan that will ensure that the City can continue to cash-fund capital improvements, can continue to pay its water treatment costs from the City of Waco and wastewater treatment costs from the Waco Metropolitan Area Regional Sewer System and still maintain its financial policies.

Through the development of the TIRZ areas, the makeup of the City's customers classes may be changing. When a City experiences growth, it is important to consider its most recent pricing objectives to ensure that the City is sending the right message through its rate design. It is through rate design that conservation pricing signals can be created. The cost-of-service analysis will help meet the City's goal of the study to evaluate the adequacy and equity of the current structure.

In addition, now that the City Council has approved the \$2 million expenditure for AMI, it will be important to consider how the new meters will affect recorded consumption.

As part of this study, there may be changes that will need to be communicated to customers. Through our strategic communication practice, Raftelis can provide a plan that considers the values of the community and maintains the objectives of the study.

City of Aspen CO

Reference: Lee Ledesma, Customer Service Manager

130 South Galena Street, Aspen, CO 81611 / P: 970.920.5117 / E: lee.ledesma@cityofaspen.com

The City of Aspen (the City) retained Raftelis to conduct a technical review of their consultant of record's most recent water and electric rate study. Raftelis reviewed the consultant's rate study and determined that a complete revision was required. The City had developed its own financial plan. We used that financial plan and 2019 as the test year to develop rates. We projected revenues for 2019 from a detailed billing analysis. The City does not have customer classes rather customers are separated by their bill cycle location and specific pressure zones. The City also has 4 components to their rate – a demand charge, a variable charge, a fire charge, and a pumping charge. The demand and fire charge is assessed on a per equivalent capacity unit or ECU. The ECU is related to the number of fixtures in the house. The variable charge is a 4-tiered structure where the thresholds are a multiple of the number of ECUs for each customer. The pumping charge is a uniform volume rate which varies based on the number of pump zones.

Working with City Staff we completed a cost allocation to their five cost components – demand, variable, fire, pumping and raw water. We allocated line operation and maintenance costs, their capital program, debt service, and changes in reserves. The City had determined that they were incurring significant increases in fire-related costs. This was due in part to increased O&M associated with maintaining the various fire-related facilities and capital costs associated with fire protection. The City's topography and customer density presents a number of challenges with having a system properly sized for fire protection.

Todd Cristiano served as the project manager on this engagement. The City retained Raftelis to conduct a technical review of their consultant of record's most recent water and electric rate study. Raftelis reviewed the consultant's rate study and determined that a complete revision was required. The City had developed its own financial plan but requested an update using rate revenue projections based on detailed billing data. Raftelis used the City historical billing to project rate revenues over the 5-year period. Based on that data, Raftelis was able to develop the necessary revenue adjustments over the study period.

The City also requested a new cost-of-service and rate model. The cost-of-service model included a unique cost allocation methodology. Instead of the traditional water allocations of average day, peak day, peak hour and customer costs, the City uses a potable cost allocation separated into four functional cost areas – Demand, fire, pumping, and variable charge. They also have a fifth non-potable component for raw water customers. These functional areas also serve as the rate structure components.

We allocated line operation and maintenance costs, their capital program, debt service, and changes in reserves. The City had determined that they were incurring significant increases in fire-related costs. This was due in part to increased O&M associated with maintaining the various fire-related facilities and capital costs associated with fire protection. The City's topography and customer density presents a number of challenges with having a system properly sized for fire protection.

Instead of customer classes, each customer's rate structure is based on the number of equivalent capacity units or ECUs. The four cost components in the cost-of-service analysis also serve as the rate structure components. ECUs

are based on the number of fixtures in the dwelling. Demand and fire charges are assessed on a per ECU basis, pumping is assessed on volume of water pumped to the residence. There are three levels of pumping. The variable charge thresholds (a 5-tiered increasing block structure) are also based on the number of ECUs.

The City Council wanted to mitigate rate shock to low volume users. Raftelis designed a rate structure module that allowed City staff to transition to cost of service over multiple years, while still recovering the overall annual revenue requirement. Todd presented the cost-of-service approach to the City Council in August 2018. The final cost-of-service analysis and rates were adopted for 2019.

NATIONAL EXPERIENCE

This matrix shows a brief sample of some of the utilities throughout the U.S. and Canada that Raftelis staff have assisted and the services performed for these utilities.

| State | Client | Finance | | | | | Organization | | | | | Technology | | | | | |
|-------|--|--|--|-----------------------|----------------------------------|-------------------------------|-----------------------------|--|---|--|----------------------------|--|--------------------|--|------------------------------|---|--------------------|
| | | Affordability Analysis & Program Development | Capital Improvements Planning/Prioritization | Debt Issuance Support | Economic & Financial Evaluations | Financial Planning & Modeling | Rate, Charge, & Fee Studies | Stormwater Utility Development & Support | Organizational, Governance, & Operations Optimization | Performance Measurement & Benchmarking | Program Planning & Support | Stakeholder Engagement & Communication | Strategic Planning | Billing, Permitting, & Customer Information Audits | Business Process Development | Data Management, Analytics, & Visualization | Software Solutions |
| AL | Birmingham Water Works Board | ● | ● | ● | | ● | ● | | | ● | | ● | | | | ● | |
| CA | Alameda County Water District | | ● | ● | | ● | ● | | | | | | | | | | |
| CA | Anaheim, City of | | ● | | | ● | ● | | | | | | | | | | |
| CA | Central Contra Costa Sanitation District | | ● | | | ● | ● | | ● | ● | | | | | | | |
| CA | East Bay Municipal Utility District | ● | ● | | | ● | ● | | | | | | | | | | |
| CA | Long Beach, City of | ● | | ● | | ● | ● | | | | | | | | | | |
| CA | Los Angeles, City of | | | | | ● | ● | | | | | | | | | | |
| CA | Metropolitan Water District of Southern California | | | | | ● | ● | | | ● | | | | | | | |
| CA | San Diego, City of | | ● | | | ● | ● | | | | | | | | | | |
| CA | San Juan Capistrano, City of | | ● | | | ● | ● | | | | | | | | | | |
| CA | Santa Cruz, City of | | ● | | | ● | ● | | | | | | | | | | |
| CA | Thousand Oaks, City of | ● | ● | | | ● | ● | | | | | | | | | | |
| CA | Ventura, City of | | | | | ● | ● | | | | | ● | | | | | |
| CT | Groton, City of | | ● | | ● | ● | ● | | ● | | ● | ● | | | ● | ● | |
| DC | DC Water | | ● | | | ● | ● | | ● | ● | | ● | | | ● | | |
| DE | Wilmington, City of | | | | | | | | ● | | | ● | | | | | |
| FL | Emerald Coast Utilities Authority | | ● | ● | | ● | | | | | | | | | | | |
| FL | Florida Keys Aqueduct Authority | | ● | ● | | ● | ● | | | | | | | | | | |
| FL | Pompano Beach, City of | | ● | | | ● | ● | | ● | | | | | | | | |
| FL | St. Johns County | | ● | ● | | ● | ● | | | | | | | | | | |
| GA | Augusta, City of | | ● | | | ● | ● | | | | | | | | | | |
| GA | Columbus Water Works | | ● | ● | | ● | ● | | | | | | | | | | |
| GA | Paulding County | | ● | ● | ● | ● | | | | | | | | | | | |
| HI | Honolulu ENV, City and County of | | ● | | | ● | ● | | | | | | | | | | |
| IL | Bloomington, City of | | ● | | | ● | ● | | | | | | | | | | |
| IL | City of Naperville | | ● | | | ● | ● | | | | | | | | | | |
| KY | Hardin County Water District #1 | | ● | | | ● | ● | | | | | | | | | | |
| MA | Boston Water & Sewer Commission | | ● | | | ● | ● | ● | ● | | ● | ● | | | | ● | ● |
| MA | Northampton, City of | ● | | | | ● | ● | | | | ● | | | | | | |
| MD | Baltimore, City of | ● | ● | | | ● | ● | ● | ● | | ● | ● | | | | ● | ● |

| State | Client | Finance | | | | | | Organization | | | | | | Technology | | | |
|-------|---|---|--|-----------------------|----------------------------------|-------------------------------|-----------------------------|--|---|--|----------------------------|--|--------------------|--|------------------------------|---|--------------------|
| | | Affordability Analysis & Program Developments | Capital Improvements Planning/Prioritization | Debt Issuance Support | Economic & Financial Evaluations | Financial Planning & Modeling | Rate, Charge, & Fee Studies | Stormwater Utility Development & Support | Organizational, Governance, & Operations Optimization | Performance Measurement & Benchmarking | Program Planning & Support | Stakeholder Engagement & Communication | Strategic Planning | Billing, Permitting, & Customer Information Audits | Business Process Development | Data Management, Analytics, & Visualization | Software Solutions |
| ME | Portland Water District | | | | | ● | ● | | | | | | | | | | |
| MI | Detroit Water and Sewerage Department | | | | | ● | ● | | | | | | | | | | |
| MI | Flint, City of | | | | | ● | ● | | | | | | | | | ● | |
| MI | Saginaw, City of | | ● | | | ● | ● | | | | | | | | | | |
| MO | Metropolitan St. Louis Sewer District | | ● | ● | | ● | ● | ● | ● | | | | | | | | |
| MS | Jackson, City of | ● | ● | | | ● | ● | | ● | | | | | | | ● | |
| NC | Charlotte Water | ● | ● | | | ● | ● | | | | | | | | | | |
| NC | Durham, City of | | ● | ● | | ● | ● | | | | | | | | | | |
| NC | Fayetteville, City of | | ● | ● | | ● | ● | ● | | | | | | | | | |
| NC | Raleigh, City of | | ● | ● | | ● | ● | ● | ● | | ● | | | | | | |
| NH | Concord, City of | | ● | | | ● | ● | | | | | | | | | | |
| NJ | Brick Township Municipal Utilities Authority | | | | | ● | ● | | | | | | | | | | |
| NJ | Jersey City Municipal Utilities Authority | | ● | | | ● | ● | | | | | | | | | | |
| NV | Henderson, City of | | ● | | | ● | ● | | | | | | | | | | |
| NY | New York City Water Board | | ● | | | ● | ● | | | | | | | | | ● | |
| OH | Montgomery County Environmental Services | | ● | | | ● | ● | | ● | ● | | ● | | ● | ● | ● | |
| OH | Northeast Ohio Regional Sewer District | ● | ● | | | ● | ● | ● | | ● | | | | | ● | ● | |
| OR | Portland Bureau of Water, City of | | ● | ● | | ● | ● | | | | | | | | | ● | |
| PA | Capital Region Water | ● | ● | ● | | ● | ● | ● | | | | ● | ● | | | | |
| PA | Philadelphia Water Department | ● | ● | ● | | ● | ● | | ● | ● | ● | ● | | | ● | ● | ● |
| PA | Pittsburgh Water and Sewer Authority | ● | ● | ● | ● | ● | ● | | ● | ● | | ● | ● | | ● | ● | ● |
| RI | Newport, City of | | ● | ● | | ● | ● | | | | | | | | | | |
| RI | Providence Water Supply Board | | ● | | | ● | ● | | ● | ● | | | | | | | |
| SC | Greenville Water | | | | | ● | ● | | ● | | | | | | | | |
| SC | Mount Pleasant Waterworks | | ● | | | ● | ● | | | | | ● | | | | | |
| TN | Johnson City, City of | ● | ● | ● | | ● | ● | | | | | | | | | | |
| TN | Metro Water Services of Nashville and Davidson County | | ● | ● | | ● | ● | ● | | ● | | ● | ● | | | | |
| TX | Abilene, City of | | ● | | | ● | ● | | | | | | | | | | |
| TX | Austin, City of | | ● | ● | | ● | ● | | | ● | | | | | | | |

E. RESOURCES AND STAFFING PLAN

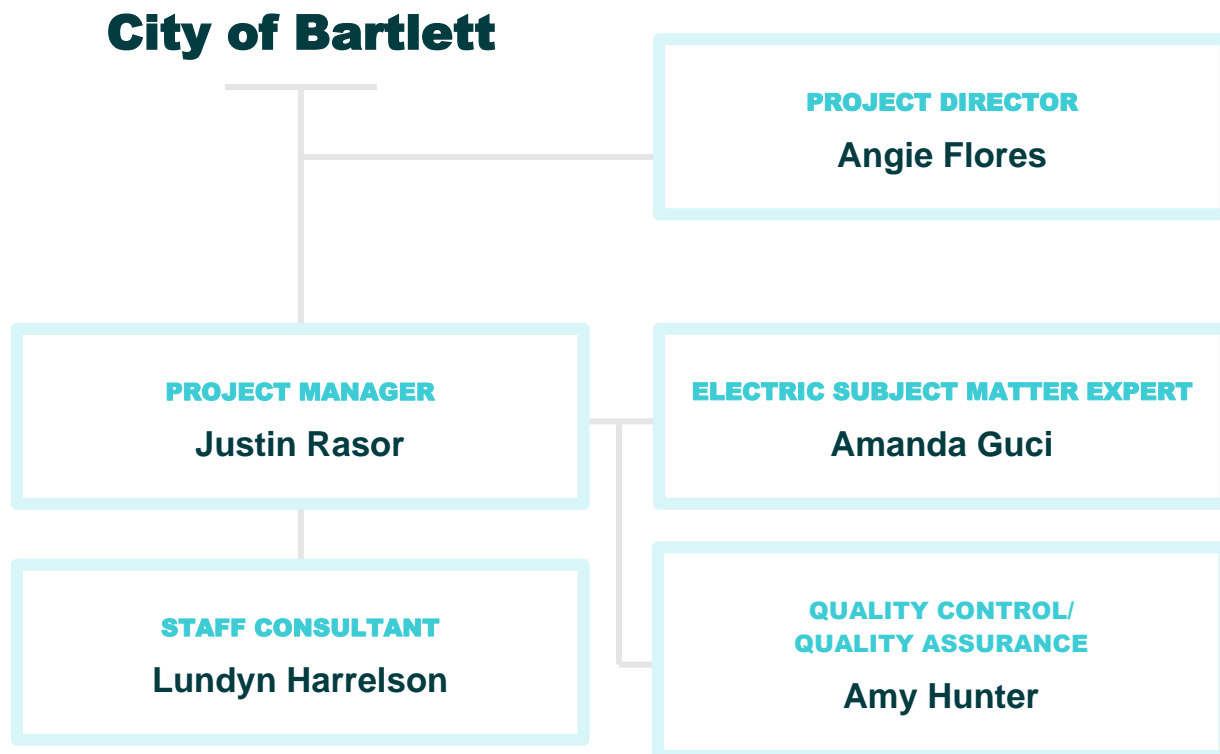
a) Ability to Staff Project

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE CITY’S PROJECT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful projects, providing the City with confidence in our capabilities.

Here, we have included an organizational chart showing the structure of our project team. On the following pages, we have included resumes for each of our team members as well as a description of their role on the project. Each resume includes names and titles, details on the role and expected time/involvement, related experience and qualifications, and employment dates.

Raftelis will not be utilizing a subconsultant for this engagement.



b) Project Team Work Plan

With 160 consulting professionals, we can provide the requested services promptly and efficiently. As a rule, Raftelis operates at a company-wide project utilization of approximately 65% to 75%. This level of utilization, which we expect to continue through the proposed project timeline, will provide our team with ample time to allocate to this project. Below, we have identified our team members, their roles, the percentage of time committed to this project, and the date of their employment. Further descriptions of each team members' roles, experience, and qualifications can be found in the attached resumes.

| Name | Role | % of Time | Date of Employment |
|------------------|-----------------------------------|------------------|-----------------------------|
| Angie Flores | Project Director | 15% | August 29, 2016 to present |
| Justin Razor | Project Manager | 35% | April 29, 2019 to present |
| Amanda Guci | Electric Subject Matter Expert | 25% | January 1, 2022 to present |
| Amy Hunter | Quality Assurance/Quality Control | 15% | October 16, 2023 to present |
| Lundyn Harrelson | Staff Consultant | 40% | June 1, 2021 to present |

c) Team Resumes

Angie Flores

Project Director | Senior Manager

Role: Angie will be responsible for overall project accountability and will be available to provide quality assurance and control, industry perspective, and insights into the project.

Profile: Angie has worked in the water and wastewater utility industry for over 30 years. Over this time, she has completed various cost-of-service and rate studies, financial planning models, and impact fee studies. Before beginning her work as a consultant in 2013, Angie worked for the Lower Colorado River Authority (LCRA) for 12 years. She was responsible for developing rate studies and financial planning models and participating in the business plan process for 32 water and wastewater utilities. LCRA manages the Highland Lakes system in Central Texas and is a major wholesale electric provider. Before LCRA, Angie worked as a financial analyst at the Texas Water Development Board. The Texas Water Development Board is a financial resource for political subdivisions of the State of Texas.

Key Project Experience:

City of Round Rock (TX)

Angie has served as the City of Round Rock project manager on several impact fees and rate studies. In 2015 and 2018, Angie updated the City's water and wastewater impact fee study. The impact fee study is completed in coordination with the City's master plan process for water and wastewater. This includes coordination with the Impact Fee Advisory Committee (Planning & Zoning Committee) and presenting reports and findings to the City Council. Raftelis has conducted rate studies for the City since 2014. Since joining Raftelis in 2016, Angie has been on the team for Raftelis and, most recently, managing the studies. In 2015, Raftelis provided an analysis that established the cost of service between retail and wholesale customers. The City has been increasing retail rates at a nominal level to achieve revenue sufficiency for water and wastewater service, but wholesale service rates were updated some time ago. Raftelis determined the cost of service and calculated wholesale rates according to the utility approach and developed a three-year phase-in of rates for 2016-2018. Raftelis also developed alternative rate structures for the residential, commercial, and irrigation customer classes. City Council approved and adopted rate structures and rates for retail and wholesale customers. In 2022, Raftelis updated the City's rate study and provided rate calculations for two new wholesale customers. This latest rate study calculated rates for retail and wholesale customers. No changes to the retail rates were required in this study. Wholesale customers saw a decrease in wastewater rates and an increase in water rates. In 2019, the wholesale customers of Round Rock appealed the rates from the FY 2017 rate study. The case has been filed through the Public Utilities Commission of Texas. The rate case has progressed through the PUCT. Angie is managing the Raftelis team.



Expected Time/Involvement

- 15%

Employment Dates

- August 29, 2016 to present

Professional History

- Raftelis: Senior Manager (2020-present); Manager (2018-2019); Senior Consultant (2016-2017)
- HDR Engineering, Inc.: (2013-2016)
- Lower Colorado River Authority: (2001-2013)
- Texas Water Development Board: (1992-2001)

Education

- BA in Government - The University of Texas, Austin (1991)

Professional Memberships

- AWWA
- AWWA: Publications Committee
- AWWA: Rates and Charges Committee
- Water Environment Federation

Justin Rasor

Project Manager | Manager

Role: Justin will manage the day-to-day aspects of the project ensuring it is within budget, on schedule, and effectively meets the City's objectives. He will also lead the consulting staff in conducting analyses and preparing deliverables for the project. Justin will serve as the City's main point of contact for the project.

Profile: Justin has assisted in conducting a variety of engagements for water, wastewater, electric, and gas utilities. He supports cost-of-service and rate design studies, financial planning, financial valuations and analyses, feasibility studies, and depreciation analyses for public and private sector utility clients. Before joining Raftelis in 2019, he served as a Senior Analyst for Austin Water's rates and charges division. In this role, Justin developed the Financial Planning and Forecasting Model for the water, wastewater, and reclaimed utilities. He also maintained the cost-of-service models and assisted in the submission to the Public Utility Commission involving a wholesale rate case. Prior to joining Austin Water, Justin worked as a consultant at NewGen Strategies and Solutions, LLC, where he conducted numerous costs of service and rate design studies, financial valuations, and provided litigation support. Before joining the firm, he began his career as a Project Engineer responsible for managing and estimating schedules and construction costs for healthcare projects. After leaving the construction industry, he managed short-term investments using equities and options.

Key Project Experience:

Austin Water (TX)

While at Austin Water, Justin developed the financial planning and forecasting model used by the executive team to monitor key performance indicators, affordability, and other assumptions for effective utility management. The model combined the water, wastewater, and reclaimed utilities and allowed for multiple what-if scenarios (using VBA and visual dashboards) providing insight into the timing and types of financing, capital improvement projects, rate increases, and defeasance. He incorporated Austin Water's strategic water resource plan (Water Forward) balancing reductions in consumption and revenue with long term sustainability of the utility. Justin continues to assist the City by update their financial planning model adding features to help the utility plan for the future.

City of Arlington (TX)

Raftelis was engaged by the City of Arlington (City) to complete a cost-of-service study that will consider water and wastewater rates. The study will include cost of service allocations to the City's customer classes. With the diversity of the City's commercial class, Raftelis will consider the usage patterns of the classes and make recommendations for the class. This study is ongoing with expected completion in 2021.



Expected Time/Involvement

- 35%

Employment Dates

- April 29, 2019 to present

Professional History

- Raftelis: Manager (2022-present) Senior Consultant (2019-2021)
- Austin Water Utility: (2017-2019)
- NewGen Strategies & Solutions: (2012-2017)
- Kershner Trading Group: (2010-2012)
- Edward Jones: (2010-2012)
- Bulley & Andrews (2008-2009)

Education

- Bachelor of Science in Industrial Technology, Minor Business Administration - Illinois State University (2008)

Professional Registrations

- WEF: Water Environment Association of Texas
- Leadership in Energy & Environmental Design, LEED AP

Amanda Guci

Electric Subject Matter Expert | Manager

Role: Amanda will provide input and guidance as a subject matter expert for the electric components of this project.

Profile: Amanda is a manager with extensive utility regulatory experience focusing in the areas of cost of service and rate design, financial modeling, and financial plans. She provides rate and regulatory consulting for municipal and investor-owned electric, gas, water and wastewater utilities. She is an expert modeler in the development of long-range financial plan models customized to client's needs. Her expertise also includes studies such as cost-of-service, financial and operational feasibility, asset management and affordability analyses.

Key Project Experience:

City of Aspen (CO)

Amanda was serving as the Electric lead for the Cost of Service Utility Rate Analysis and Business Plan. The team evaluated the long-range financial plan and developed a revenue recovery and cost of service model. In addition, the team assisted the City with critical tasks such as the evaluation of energy and demand pattern of Electric Vehicles (EV) charging stations, impacts of increased demand for beneficial electrification, and the evaluation of costs associated with PV solar customers.

Cleveland Public Power (OH)

Amanda is serving as the project manager for the Comprehensive Financial Plan, Cost of Service Study and Rate & Fee Analyses. The team is currently developing a financial planning model for the Electric utility. Raftelis will complete a comprehensive cost of service study and implement rates for the next 5 years to ensure that the utility meets debt service coverage and other key financial metrics. The team is also working to establish ancillary fees as identified by the client to cover expected costs. And finally, we will assist with a strategic communications plan to present the study results to the Mayor, City Council and other public stakeholders.

City of Orangeburg (SC)

Amanda is serving as the Electric and Gas lead for the Comprehensive Cost of Service Study for its Electricity, Natural Gas, Water, Wastewater and Fiber Optic systems and evaluation of shared services and costs. The team is updated the financial planning model for all utility systems and is currently evaluating cost of service. This study will identify the costs to serve each specific type of utility the DPU offers and will be used to help support rate development and modeling in future years.



Expected Time/Involvement

- 25%

Employment Dates

- January 1, 2022 to present

Professional History

- Raftelis: Manager (2022-present)
- Black & Veatch: Manager (2020-2021)
- Black & Veatch: Consultant (2013-2020)

Education

- Master's in Business Administration - University of Central Florida (2012)
- Bachelor of Science in Business Administration, Finance – University of Florida (2010)

Certifications

- Series 50 Municipal Advisor Representative

Professional Memberships

- AWWA
- APPA

Amy Hunter

Quality Assurance/Quality Control | Manager

Role: Amy will provide quality assurance/quality control for the project ensuring it meets both Raftelis and industry standards.

Profile: Amy joined Raftelis after more than 20 years of financial management experience with public utilities and local government. Prior to joining Raftelis, Amy managed the annual budget process and fee creation of \$75 million at the City of Austin Development Services Department for nearly three years. Her service in this position was marked by being the first city in Texas to implement development fees using cost of service modeling. This ensured the sustainability of Development Services as an Enterprise Fund. She has also actively participated in two rate studies for Austin Water. These studies resulted in going to the Public Utility Commission of Texas (PUCT) to present new rates for Wholesale customers. During this process she identified a miscalculation by PUCT which resulted in a \$2.6 million savings to Austin Water. Since joining Raftelis, she has provided a variety of services including financial benchmarking, and technical lead for financial modeling.

Key Professional Experience:

City of Austin (TX): Development Services, Cost of Service and Fee Design

Amy managed the financial transition from being part of the General Fund to an Enterprise Fund. She built the cost-of-service model for all services including site plan review, building plan review, and inspections leading to certificate of occupancy. The model ensures just and reasonable fees to customers.

Austin Water (TX): Secured Texas Water Development Board Capital Funding

Amy led and coordinated with stakeholders on preparing the winning application to secure \$120 million of interest free loans from the Texas Water Development Board. Her effort ensured funding for core infrastructure required to maintain safe reliable water service.

Electric Reliability Council of Texas (TX): Implementation of Nodal Market Design

Amy oversaw the financial planning and management of the new electric market capital improvement project, Nodal, with a budget of \$650 million. The goal was to transition the current zonal market to market nodes which improved the overall pricing of electricity in Texas. She ensured the project was delivered on budget by reviewing all accounting entries were accurately recorded and capitalized according to Government Accounting Standard Board (GASB) software rules. Finally, She prepared Board of Directors periodic financial reports.



Expected Time/Involvement

- 15%

Employment Dates

- October 16, 2023 to present

Professional History

- Raftelis: Manager (2023-present)
- City of Austin: (2013-2023)
- Electric Reliability Council of Texas: (2009-2010)
- Lower Colorado River Authority, Wholesale Power: (2004-2009)
- Intel Corporation: Sr. (1999-2004)

Education

- Master of Business Administration -St. Edward's University
- Bachelor of Business Administration in Finance - Texas A&M University, College Station

Professional Memberships

- Texas Municipal League (TML)
- Government Financial Officer Association (GFOA)
- AWWA: Texas

Lundyn Harrelson

Staff Consultant | Consultant

Role: Lundyn will work at the direction of Justin in conducting analyses and preparing deliverables for the project.

Profile: Lundyn is a Consultant in the Austin branch. She has completed various water, wastewater, electric, data, and technology projects in her time at the firm. Prior to her role at Raftelis, Lundyn was a consultant through her master's program at Louisiana State University and gained experience working with clients, data, and deadlines. With a bachelor's degree in actuarial science and a master's degree in Analytics, she uses her analytical and statistical expertise to be a trusted advisor and deliver lasting solutions.

Key Project Experience:

City of Robinson (TX)

Raftelis performed a water and wastewater rate study for the City of Robinson. Lundyn was the lead analyst, and completed a financial plan for the city and designed rates at the cost of service to ensure rates were equitable and recovered the appropriate revenue.

City of Manor (TX)

The City of Manor engaged Raftelis to conduct a water and wastewater cost-of-service study that considered water rates, wastewater rates, capital infrastructure needs, and water supply. As staff consultant, Lundyn completed the fiscal year 2022 update. In addition to the rate study, Lundyn compiled a financial planning model for the city's development services. The development services model accounted for historical occurrences of development services such as permits and inspections and forecasted future occurrences per year for insight on revenues collected by the fund. The fund's historical expenditures were tracked, and scenarios on future expenditures such as additional staffing and reserve funds were developed to determine proper rate adjustments to ensure financial sufficiency of the fund.

City of Addison (TX)

Raftelis was engaged by Addison, TX to conduct a financial planning study to provide the Town with proposed water and sewer rate based on the forecasted 7-year period (FY 2022-2028). The analysis evaluates the validity of the previous forecast and adds various scenarios for the Town to consider timing and funding of projects.

City of Fair Oaks Ranch (TX)

Raftelis was engaged by City of Fair Oaks Ranch to conduct a water and wastewater cost-of-service. Lundyn supported financial planning, cost-of-service, and rate design for the project.



Expected Time/Involvement

- 40%

Employment Dates

- June 1, 2021 to present

Professional History

- Raftelis: Consultant (2023-present); Associate Consultant (2020-2022)
- National Insurance Company-Consultant (2020)
- Statewide Community College Association-Consultant (2020)

Education

- Bachelor of Science in Actuarial Science- Louisiana State University (2020)
- Master of Science in Analytics- Louisiana State University (2021)

Professional Memberships

- AWWA: Texas Section
- YP Planning Committee
- SW AWWA: YP member

d) Appropriate Skills, Licenses, Certifications, and Registrations

Raftelis is fully licensed to conduct financial consulting services in the state of Texas. There are no specific licenses required to conduct the requested services; however, our firm is a Registered Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB), and many of our staff members are members of the American Water Works Association: Texas Section, the Water Environment Association of Texas, and the Texas Municipal League (TML).

F. REFERENCES

REFERENCES

**RFP NO. 22-012
UTILITY COST-OF-SERVICE AND RATE STUDY**

CURRENT CLIENT (Reference 1)

| | |
|---|--|
| Organization name: City of Round Rock, TX | Contact and title: Michael Thane, Director of Utilities |
| Address: 2008 Enterprise Drive, Round Rock, TX 78664 | Phone number: 512.218.3236 |
| Effective date of contract: December 2020 | Scheduled engagement completion: May 2023* |
| Description of services provided: Comprehensive cost-of-service and rate study | |

*Raftelis is currently working on impact fees and rate case support with the City of Round Rock.

FORMER CLIENT (Reference 2)

| | |
|---|---|
| Organization name: City of Robinson, TX | Contact and title: Craig Lemin, City Manager |
| Address: 111 W Lyndale, Robinson, TX 76706 | Phone number: 512.662.1415 |
| Effective date of contract: April 2022 | Date engagement completed: January 2023 |
| Description of services provided: Comprehensive cost-of-service and rate study | |

FORMER CLIENT (Reference 3)

| | |
|---|---|
| Organization name: City of Aspen, CO | Contact and title: Lee Ledesma, Customer Service Manager |
| Address: 130 South Galena Street, Aspen, CO 81611 | Phone number: 970.920.5117 |
| Effective date of contract: July 2022 | Date engagement completed: May 2023 |
| Description of services provided: Water and electric cost-of-service study | |

(Additional pages may be used to submit additional references.)

G. PRICING FORM

Pricing Form

The following table provides a breakdown of our proposed fee for this project. This table includes the estimated level of effort required to complete each task and the hourly billing rates for our project team members. Expenses include costs associated with travel.

| Tasks | Web Meetings | In-person Meetings | Hours | | | | | Total | Total Fees & Expenses |
|---|--------------|--------------------|----------------------------------|-----------------|-----------------|-----------------|----------------|-----------------|-----------------------|
| | | | AF | JR | AG | LH | AH | | |
| 1. Project Initiation, Management, and Kick-off Workshop | | 1 | 1 | 2 | 15 | 15 | 2 | 35 | \$9,386 |
| 2. Financial Plans Development | 2 | | 1 | 5 | 20 | 26 | 6 | 58 | \$14,875 |
| 3. Cost-of-service Analysis and Rate Design | 1 | | 0 | 10 | 25 | 26 | 2 | 63 | \$16,265 |
| 4. Rate Model Development | 1 | | 0 | 4 | 5 | 12 | 2 | 23 | \$5,775 |
| 5. Report and Presentations | | 3 | 2 | 16 | 5 | 10 | 8 | 41 | \$12,157 |
| Total Meetings / Hours | 4 | 4 | 4 | 37 | 70 | 89 | 20 | 220 | |
| Hourly Billing Rate | | | \$320 | \$285 | \$285 | \$220 | \$285 | | |
| Total Professional Fees | | | \$1,280 | \$10,545 | \$19,950 | \$19,580 | \$5,700 | \$57,055 | |
| <i>AF - Angie Flores</i> <i>JR - Justin Rasor</i> <i>AG - Amanda Guci</i> <i>LH - Lundyn Harrelson</i> <i>AH - Amy Hunter</i> | | | Total Fees | | | | | \$57,055 | |
| | | | Total Expenses | | | | | \$1,052 | |
| | | | Total Fees & Expenses | | | | | \$58,457 | |

H. TEXAS LEGISLATURE VERIFICATION FORMS

TEXAS LEGISLATURE VERIFICATION FORMS

Instructions for the Following Verification Forms:

- STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 13, 87th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 19, 87th TEXAS LEGISLATURE VERIFICATION

The City of Bartlett, Texas, as a governmental entity, is required to include in its contracts a written verification from the company that the company does not boycott Israel, Fossil Fuel Industries, or Firearm and Ammunition industries. The verification language is required if the contract with the City of Bartlett, Texas has a value of \$100,000 or more and the company has ten (10) or more full-time employees.

If the contract will or is anticipated to have a value of \$100,000 or more and the Company has 10 or more full-time employees, the Company is required to complete and submit all three Verification Forms. Please ignore the “Alternative Certification” at the bottom of this page and complete and submit the Verification Forms if the Company is required to complete and submit all three Verification Forms.

Alternatively, if the contract does not have a value of \$100,000 or more or the company has 9 or fewer full-time employees, you may complete and submit the below certification without completing the three Verification Forms.

Alternative Certification (if applicable)

I, Angie Flores, the undersigned
representative of (Person Name)

Raftelis Financial Consultants, Inc.
(Company or Business Name)

hereby referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the that the HB 89, 85th Texas Legislature verification; SB 13, 87th Texas Legislature; and SB 19, 87th Texas Legislature verifications do not apply to this contract or the Company, under the provisions of **Section 2271.002(a), Texas Government Code; Section 2274.002(a), Texas Government Code; and Section 2274.002(a), Texas Government Code** because of the following reasons:

- The Company has 9 or fewer full-time employee; or
- The contract between the Company and the City of Bartlett, Texas will have a value of less than \$100,000.

(Check all that apply)

I. EXAMPLE UTILITY COST-OF-SERVICE AND RATE STUDY

Example Utility Cost-of-service and Rate Study

Below we have provided links to work product examples of recently completed utility cost-of-service and rate study reports.

Aspen Executive Summary: <https://bit.ly/45ZSXfK>

Round Rock Cost-of-service Report: <https://bit.ly/466WV6c>

J. OTHER REQUIRED FORMS

PROPOSER INFORMATION FORM

| | |
|--------------------------------------|---|
| COMPANY'S FULL BUSINESS NAME: | Raftelis Financial Consultants, Inc. |
| | |
| PHYSICAL ADDRESS: | 3755 S. Capital of Texas Highway, Suite 290, Austin, TX 78704 |
| | |
| | |
| | |
| PHONE #: | 512-790-2108 |
| EMAIL ADDRESS: | info@raftelis.com |
| CONTACT PERSON: | Justin Rasor |
| PHONE #: | 737-471-0146 |
| | |
| REMITTANCE ADDRESS: | 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 |
| | |
| | |
| | |
| COMPANY WEBSITE: | www.raftelis.com |
| | |
| COMPANY TAX ID#: | 20-1054069 |
| | |

FORM CIQ

(CONFLICT OF INTEREST QUESTIONNAIRE)

| CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity | | FORM CIQ |
|--|--|-----------------|
| <p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p> | <p style="text-align: center;">OFFICE USE ONLY</p> <hr/> <p>Date Received</p> | |
| <p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="padding-left: 20px;">Raftelis Financial Consultants, Inc.</p> | | |
| <p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p> | | |
| <p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center; padding: 10px 0 10px 40px;"> <u>None</u> Name of Officer </p> | | |
| <p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="padding-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="padding-left: 80px;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p style="padding-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="padding-left: 80px;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> | | |
| <p>5</p> | | |

General Engineering Services Rotation List

January 8, 2024 – City Council

Overview

- The City issued an RFQ in October with submissions due by Nov. 24
- Currently the City has one engineering firm on contract (MRB Group)
 - With the growing number of capital improvement projects, development submittals/reviews, etc.
 - City would benefit from having a pre-approved list of engineering firms to use that projects can be task ordered to
 - This would allow for a more efficient and timely manner to bid projects



Services

- Plan Review
- City Projects
 - Design
 - Permitting
 - Bid
 - Construction
 - Resident Project Representative
- Environmental/Regulatory
- Grant Assistance
- Surveying and easements
- Design Standard Guidance
- CAD/GIS



Current and Future CIP Projects

- SRTS Sidewalk
- Design of Wastewater Treatment Plant
- Asset Management Plan
- 10 Year CIP and Impact Fee creation
 - Water and Wastewater improvements
 - Replacement of current infrastructure
 - Planning to be able to provide for future growth
 - Elevated storage tank, ground storage tank, booster pumps, etc.

Ongoing Support



Utility evaluations



Plan review



Pre-development meetings

Working with developers on behalf of the City throughout project



Surveying/Easements



Grant Assistance

Submissions

AZ&B

Gessner Engineering

Kimley Horn

KPA Engineering

MRB Group

WSB Engineering

SurvWest

KSA Engineering

Evaluation Criteria

- **Firm Introduction**
 - **5 Points**
- **Experience of the Firm with similar work**
 - **20 Points**
- **Resume of Proposed Project Manager**
 - **15 Points**
- **Resumes of Proposed Lead Technical Professional(s)**
 - **20 Points**
- **Support personnel Experience**
 - **15 Points**
- **Approach to Project**
 - **25 Points**

Recommended Firms

Selected

Gessner Engineering

Kimley Horn

KPA Engineering

MRB Group

WSB Engineering

KSA Engineering

Not Selected

AZ&B

SurvWest

Council Feedback

- Does Council agree with providing the 6 selected firms master service agreements?

**CITY OF BARTLETT, TEXAS
ORDINANCE NO. 20240108-01**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS, AMENDING CHAPTER 9 OF THE CODE OF ORDINANCES OF THE CITY OF BARTLETT, THE SAME BEING THE ZONING ORDINANCE, AMENDING SECTION 9.02.042, PLANNED DEVELOPMENT DISTRICTS; AMENDING THE MINIMUM ACREAGE REQUIRED FOR ANY PROPERTY PROPOSED FOR A PLANNED DEVELOPMENT DISTRICT (PDD) TO FIVE (5) ACRES AND REMOVING ANY ACREAGE MINIMUMS FOR INDIVIDUAL PHASES OF A PDD; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR A PENALTY; PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION; AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS ADOPTED SHALL BE OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, the City of Bartlett, Texas (the “City”) is a Type “A” general law municipality organized under the laws of the State of Texas; and

WHEREAS, the City Council of the City (the “City Council”) adopted Chapter 9 of its Code of Ordinances, the same being the Zoning Ordinance of the City, which governs the zoning of land in the City (the “Zoning Ordinance”); and

WHEREAS, the City Council adopted Ordinance Number 20230626-02, codified as Section 9.02.042, to create a new zoning district for Planned Development Districts; and

WHEREAS, the City Council for the City wishes to amend the minimum acreage requirements for any proposed planned development district (PDD) to five (5) acres, and remove all minimum acreage requirements for individual phases within a PDD; and

WHEREAS, the City Council finds that the amendments will allow smaller properties to access the benefits of PDD zoning; and

WHEREAS, after complying with all legal notices, public hearing requirements, and conditions, a public hearing was held before the Planning and Zoning Commission and the City Council at which times the public was invited to participate and provide comments on this ordinance amendment and the City Council has considered such comments from the public and the suitability of this ordinance amendment, related to the character of the land available for development and its suitability for particular uses, compatibility with surrounding uses and the Comprehensive Land Use Plan of the City, with a view of encouraging the most appropriate use of land in the City, and the City Council does hereby find that this ordinance amendment expands the City’s and landowner options and alternatives available for development of land within the city limits and accomplishes the objectives of the Comprehensive Land Use Plan of the City.

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

SECTION 1. FINDINGS INCORPORATED. That the findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein and are found to be true.

SECTION 2. AMENDMENTS. The City of Bartlett Code of Ordinances, Chapter 9, “Planning and Development Regulations,” Article 9.02, “Zoning Ordinance,” Section 9.02.042, “Planned Development District (“PDD”),” Subsection (E)(3)(i), is hereby amended to read as follows:

- i. Any property proposed for a Planned Development District zoning shall have a minimum of five (5) acres.

SECTION 3. SEVERABILITY CLAUSE. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 4. SAVINGS/REPEALING CLAUSE. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5. PENALTY. Any person, firm, entity or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction therefore, shall be fined in a sum not exceeding Two Thousand and No/100 Dollars (\$2,000.00). Each continuing day’s violation shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude the City from filing suit to enjoin the violation. The City retains all legal rights and remedies available to it pursuant to local, state and federal law.

SECTION 6. TEXAS OPEN MEETINGS ACT COMPLIANCE. It is hereby officially found and determined that the meeting at which this Ordinance was considered 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 of the Texas Government Code.

SECTION 7. PUBLICATION. The City Secretary of the City of Bartlett is hereby directed to publish in the official newspaper of the City of Bartlett, or a newspaper with a general circulation, the caption, penalty and effective date clause of this ordinance as required by state law.

SECTION 8: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its date of passage and approval, and publication as provided by law.

PASSED AND APPROVED by the City Council of the City of Bartlett, Texas this the 8th day of January, 2024, at which a quorum was present.

APPROVED:

By: _____

Chad Mees, Mayor

ATTEST:

Brenda Kelley, City Clerk



Development Services Department

Development Services Department Staff Report

Report Date: January 03, 2024
Case No: 2023-004-V
Staff Reporter: Katie Sandoval

Item Details

Project Name: Variance allowance of Manufactured home in Residential Zone R2
Project Location: 311 NW Front St. Bartlett, TX. 76511
Total Acreage: 0.1492 AC
Legal Description: Bartlett Original, Block 007, Lot 0002

Applicant: Cole Korte, Korte Homes
Representing: Apolinar Concha Jr.
Property Owner: Paul Concha

Request: The applicant is requesting a Variance in the R2 zone of 311 NW Front St. to allow for a manufactured home on the property. .

Case History: This is the first public hearing of this request.



Development Services Department Staff Report

Overview of Applicant's Request

The applicant is requesting a Variance for the property at 311 NW Front St., variance is needed for a 14 X 66 Single wide Manufactured Home allowable in the R3 Manufactured Home Zone.

Sec. 9.02.001 Districts

(a) For the purpose of promoting health, safety, morals, or the general welfare of the community by regulating and restricting the location of trades and industries and the location of buildings erected or altered for specified uses, and to regulate and limit the size of buildings hereafter erected or altered, to regulate and determine the area of yards and other open spaces, and to regulate and limit the density of the population, the city is hereby divided into districts of which there shall be seven (7) known as:

"R-1" One-Family District

"R-2" Duplex and Apartment District

"R-3" House Trailer District

"R-4" Small House District

"B-1" Retail Business District

"B-2" General Business District

"C-1" Commercial District

Sec. 9.02.033

Use regulations: "R-2" Duplex and Apartment District

In the "R-2" Duplex and Apartment District, no building or land shall be used and no buildings shall be hereafter erected or structurally altered, unless otherwise provided in this article, except for one or more of the following uses:

- (1) Any use permitted in the "R-1" One-Family District.
- (2) Multiple dwellings. Bartlett Code of Ordinances Chapter 9: Planning and Development Regulations 9-11
- (3) Duplex residence.
- (4) Boarding and lodging houses.
- (5) Hotels in which incidental business may be conducted for the sole convenience of the occupants of the building; provided, however, there shall be no entrance to such place of business except from the inside of the building.
- (6) Private clubs, fraternities, sororities, and lodges, excepting those the chief activity of which is a service customarily carried on as a business.
- (7) Institutions of an educational or philanthropic nature, other than those of a correctional nature, or for mental cases.
- (8) Accessory buildings and uses customarily incident to any of the above uses, when located on the same lot and not involving the conduct of a business, including private and detached storage garages and servants' quarters when located not less than sixty feet (60') from the front lot line nor less than five feet (5') from any other street line. Private or storage garages constructed as a part of the main building, or servants' quarters erected above private detached garages.
- (9) **Mobile homes under section 12.206.**

Editor's note—Section 12.206 of the 1989 Code was repealed by Ordinance 2012-02.

(Ordinance 66-7 adopted 12/19/1966; Ordinance 85-6 adopted 7/1/1985; 1989 Code, sec. 21.301)

Development Services Department Staff Report

Site Information

Location:

The subject property is located at 311 NW Front Street between W Allen Street and W Davilla Street.

Property Features and Surrounding Area:

The existing property is currently a vacant lot with a single family residential home to the South also owned by the late Paul Concha and a Manufactured Home to the North of the property that has been in place since 2013. Property is bordered by single family residential homes to the N, W, SE, & SW and Union Pacific RR to the East.

The property located at 315 NW Front St. owned by the late Mary Rendon, was a manufactured home that was removed from the property and due to the R2 zoning was not replaced.

Future Land Use and Zoning Designations:

The subject property has a R2 designation and is currently zoned Residential Duplex/ Apartments.

Applicant is seeking to obtain a variance for a 14 X 66 Single wide Manufactured Home allowable in the R3 Manufactured Home Zone.

Surrounding Properties:

The surrounding properties are currently zoned One Family Residential (R1), Duplex and Apartments (R2) The overall area is primarily residential single family homes with the Union Pacific Railroad to the East (C1).

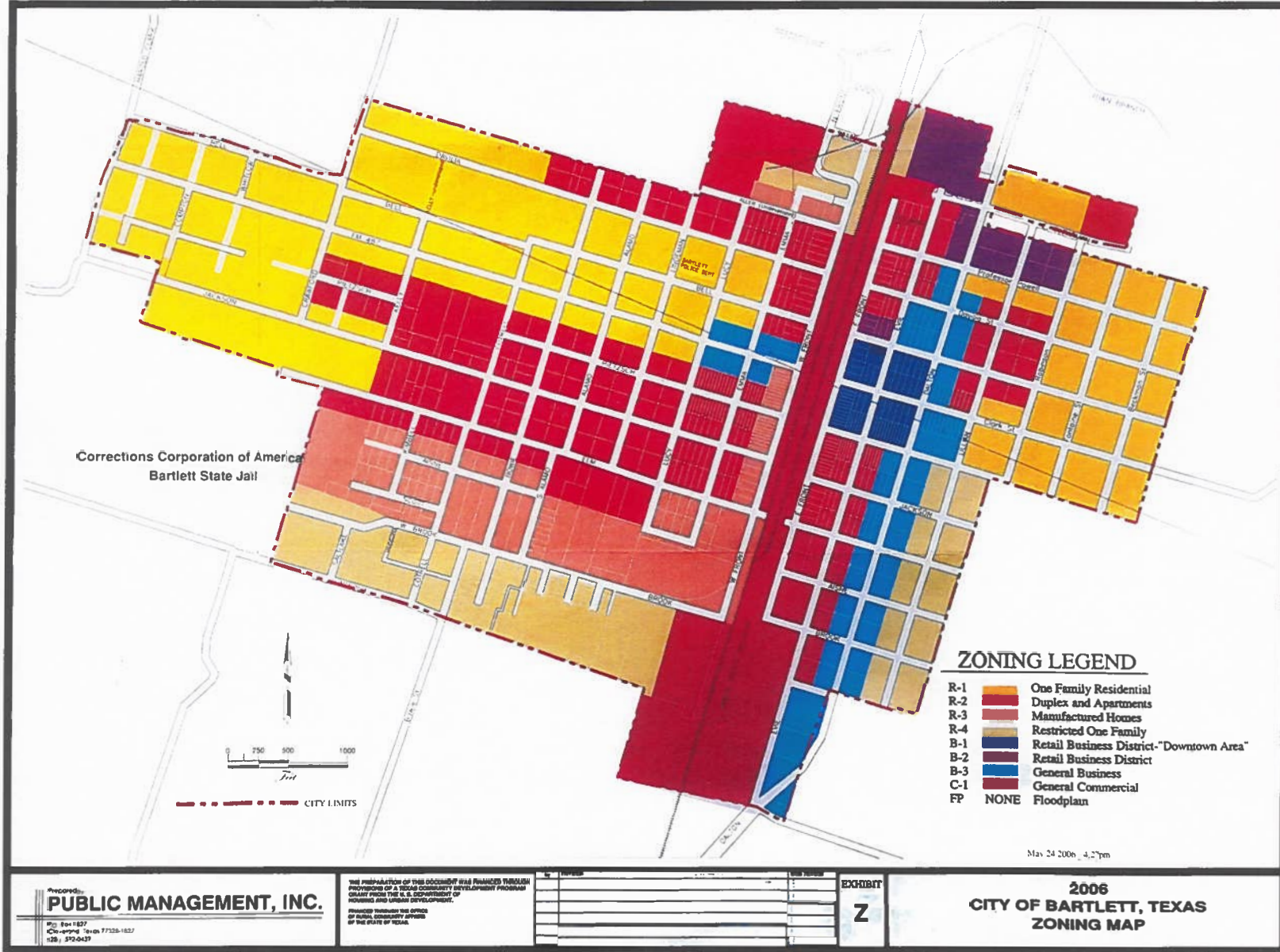
Property History:

The property is owned by Paul Concha and has been in the Concha family for more than 20 years. Mr. Concha has since passed in 2022 and the family is looking to build on this property with no intentions of selling such property.

Utilities

The subject property is located within the City's service area for water, wastewater, electric. It is anticipated that there will be a need for new services to this property.

A Utility Evaluation will be required to determine capacity and any necessary utility improvements.





Variance Application

Application Information

Fee: \$15.00 or Estimated amount to be sufficient to mail and publish all notices required.
Sec. 9.02.102(a)

Sec. 4.04.002 Property maintenance code adopted (b)(3)

Each reference to "board" shall mean the board of adjustment and appeals of the City of Bartlett, Texas. The City Council shall sit as the Board of Adjustment and Appeals.

The Board of Adjustment hears variance requests for site-specific regulations of the Zoning Ordinance. The Board operates under the authority and limitations provided by laws of the State of Texas, the Code of Ordinances of the City of Bartlett, Texas, and the Rules of Procedure of the Board of Adjustment. It is important that before making application, you are fully informed about how the affected improvements do not meet applicable regulations and how they could be made to conform. Please coordinate with Planning and Development to discuss further.

PETITION TO THE BOARD OF ADJUSTMENT

City of Bartlett, Texas

LOCATION OF VARIANCE REQUEST

Street Address:

311 N West Front St, Bartlett, TX 76511

Legal Description (Addition, Lot, Block):

Bartlett Original, Block 007, Lot 0002

TO THE HONORABLE BOARD OF ADJUSTMENT:

| | | | |
|-----------------|--------------|----------------------|--|
| Applicant Name: | Phone: | Email: | |
| Cole Korte | 512-983-7091 | kortehomes@gmail.com | |

| | | | |
|---------------------------|--------------|--------|-------|
| Applicant Street Address: | City: | State: | Zip: |
| 4701 Priem Ln STE 2E | Pflugerville | TX | 78660 |

In accordance with the provisions of the Zoning Ordinance, petition is now made to the Honorable Board of Adjustment to grant the following variance request:

We would like to request a zoning change from R-2 to R-3 to allow for the installation of a manufactured home.

To approve a request, the Board **must** determine that **all** the following conditions are met. It is recommended that you provide your argument demonstrating that all these conditions are true. You may complete this form and/or provide a separate petition and evidence.

1. The requested variance is not contrary to the public's interest;

Applicant's Response:

We believe that this variance does not contradict the public's interest. Firstly, it will bring more tax revenue to the city by having a livable dwelling. As the Concha's have no interest in selling and cannot build a duplex or apartment, this is a win / win for the Concha's and the Public. Secondly, the home being brand new will add an updated fresh look to the city once construction is completed.

2. The requested variance does not violate the intent of the Zoning Ordinance, as amended;

Applicant's Response:

The variance request does not violate the intent of the Zoning Ordinance as it is a somewhat minor change. It will remain residential and we believe that it will add more value to the City.

3. The requested variance allows the spirit of the Zoning Ordinance to be observed and substantial justice done;

Applicant's Response:

The spirit of the Zoning Ordinance is observed with this variance request as outlined in Goal 2 of the "Housing Plan" in the City's Comprehensive Plan. That is to "Continue to further fair housing opportunities in Bartlett

4. The requested variance would not cause injury to or restrict development on any other parcel of land;

Applicant's Response:

The installation of a manufactured home on this lot would not hinder any development on any other land as it is simply a single family residence to be inhabited by Alisia.

5. The requested variance is not needed merely to promote economic gain or to prevent economic loss;

Applicant's Response:

Alisia, the daughter of Apolinar Concha aka Paul Jr., is currently living at 305 NW Front. It was willed to Luis, Apolinar's brother, and now Alisia must move to 311 which was willed to her and her dad, Apolinar. Alisia does not have another option as far as a living situation goes and a manufactured home is the only viable option for this lot. This land has been in her families name for a long time and Alisia would like to stay in Bartlett. This zoning variance is her only option.

6. A literal enforcement of the Zoning Ordinance would result in an unnecessary hardship. An unnecessary hardship only exists when a variance is needed to permit development of a specific parcel of land that differs from other parcels of land by being of such a restrictive area, shape, or slope that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning, and;

Applicant's Response:

We believe that an unnecessary hardship exists because the literal enforcement of this zoning would prevent Alisia from living on the land willed to her by her grandfather. The lot is not large enough to build an apartment or a duplex.

7. The unnecessary hardship, if any, is neither self-created nor personal to the owner of the parcel of land.

Applicant's Response:

The lot like many others around it that are zoned for duplex's or apartments are far to small to be able to build what's required by the current zoning. This is neither personal to nor the fault of the owner.

PLEASE INDICATE ONE:

I will present this variance request at the Board of Adjustment meeting.

My authorized representative will present this variance request on my behalf. My authorized representative, who will present this variance before the Board of Adjustment is:

Representative's Name: Phone: Email:

Representative's Street Address: City: State: Zip:

IF THE APPLICANT IS NOT THE PROPERTY OWNER, COMPLETE THE FOLLOWING:

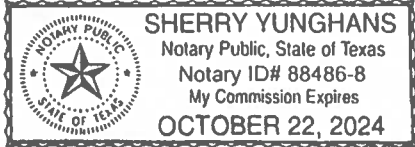
Owner Name: Phone: Email: Apolinar Concha Jr. 254-654-2310

Owner Street Address: City: State: Zip: 311 NW Front St Bartlett TX 76511

NOTARY PUBLIC (Required)

STATE OF TEXAS County of Williamson Subscribed to before me this 1st day of November, 2023 by Cole Korte, who, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Sherry Yung Hans My commission expires: 10/22/2024 (Notary Public's Signature)

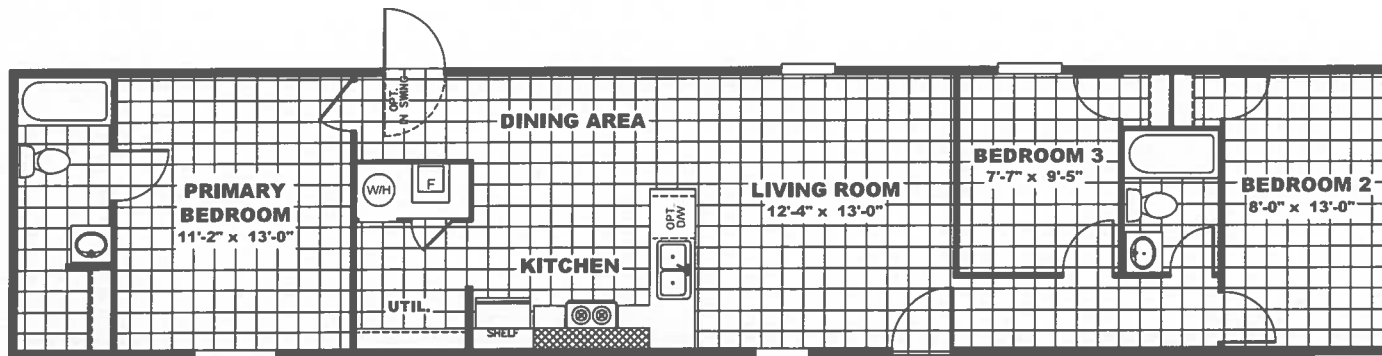


(Applicant's Signature) 11/1/23 (Date)

If the owner of the subject property is not the applicant, by signing below, the owner authorizes the applicant or his/her authorized representative to make this application on his/her behalf and to appear before the Board of Adjustment.

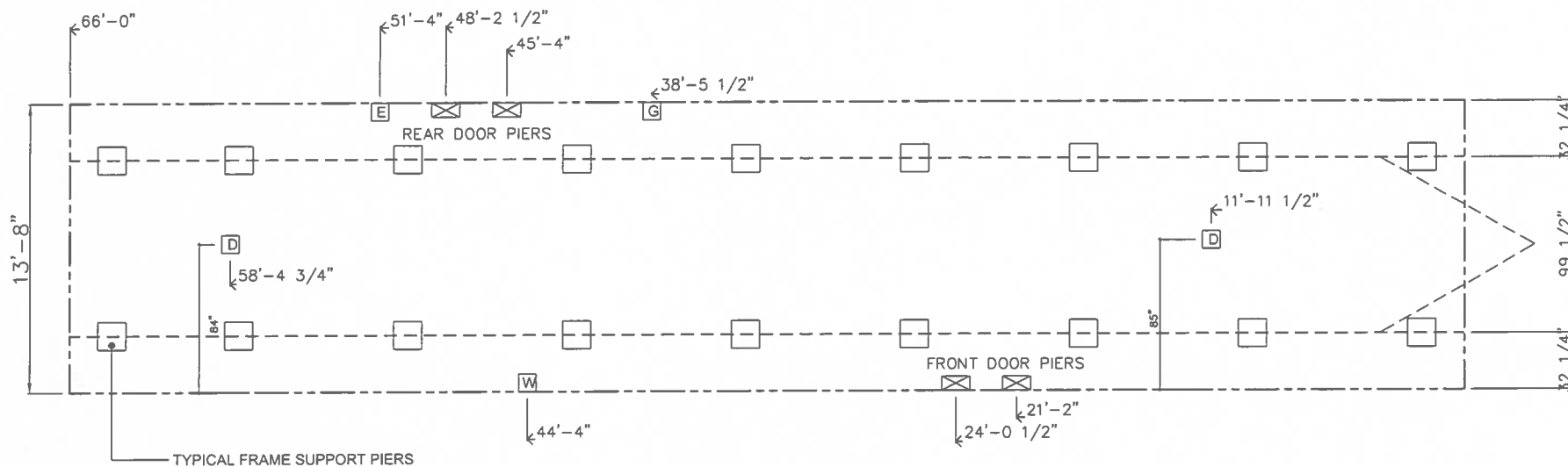
(Owner's Signature) 11/1/2023 (Date)

Elation



| | | | | | | |
|--|---|------|------|------|------|------|
| 20 lb ROOF LOAD SIDEWALL OPENING PIER LOAD 14' BOX WIDTH | SIDEWALL OPENING (FT) REQUIRED PIER LOAD (LBS) | | | | | |
| | 3 | 4 | 5 | 6 | 8 | 10 |
| | 1175 | 1330 | 1485 | 1640 | 1950 | 2260 |

*FOR 30 lb & 40 lb ROOF LOAD REFER TO TABLES 7 & 7a IN THE INSTALLATION MANUAL.



NOTES:

- REFER TO TABLES 6 AND 6a IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT DO NOT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 7 AND 7a IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 10 AND 10a TO DETERMINE FOOTING SIZE FOR ALL PIERS.
- REFER TO TABLE 9 FOR PIER CONFIGURATION AND MAXIMUM ALLOWABLE HEIGHTS. CROSS REFERENCE THE PIER HEIGHT WITH THE MAXIMUM ALLOWABLE FLOOR HEIGHT LISTED IN THE FRAME TIEDOWN CHARTS (TABLE 18, 19, AND 20).
- THE MAXIMUM SPACING FOR FRAME SUPPORT PIERS FOR 8" I-BEAMS IS 8 FEET, 10" & 12" I-BEAMS IS 10 FEET.
- SERVICE DROP LOCATIONS IDENTIFIED ARE APPROXIMATE.
- FLOOR WIDTH SHOWN IS FOR STANDARD PRODUCT ONLY. CONTACT THE MFG FACILITY FOR SPECIFICATIONS OF OPTIONS ORDERED.

SERVICE DROP LEGEND

| | |
|----------|---------------------|
| E | = ELECTRICAL DROP |
| W | = WATER INLET |
| D | = DWV PLUMBING DROP |
| G | = GAS INLET |

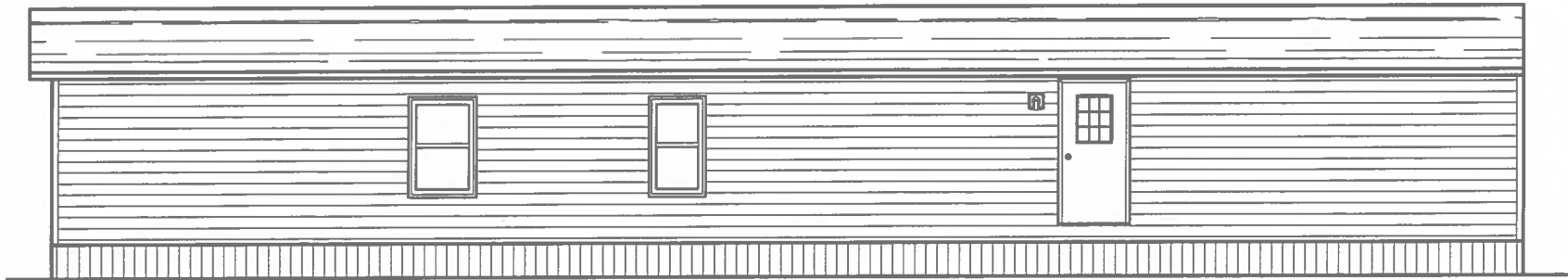
PIER LEGEND

| | |
|--|-----------------------------|
| | = PIER MAIN BEAM |
| | = PIER PERIMETER |
| | = PIER PORCH/RECESSED ENTRY |

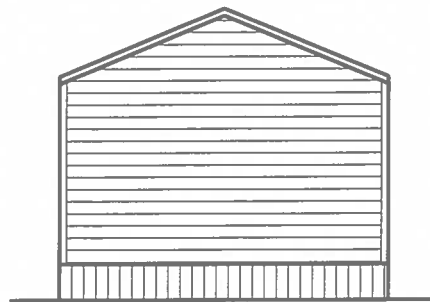
902 SQ.FT. (STD PLAN "CONDITIONED")
N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

| | | |
|---------------------------|---------------------|---------------|
| | Model #: TR514663A | Drawing #: |
| | Date: 1.9.12 | Scale: N.T.S. |
| Product Designer: MutingJ | 14' x 66' Elevation | |

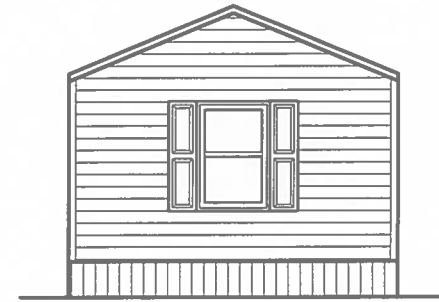
Piers REV:



REAR ELEVATION



LEFT ELEVATION



RIGHT ELEVATION



FRONT ELEVATION

902 SQ.FT. (STD PLAN "CONDITIONED"
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

| | | |
|---------------------------|---------------------|---------------|
| TRU | Model #: TR514663A | Drawing #: |
| | Date: 1.9.12 | Scale: N.T.S. |
| Product Designer: MutingJ | 14' x 66' Elevation | |
| Elevation | | REV. |

LAW OFFICES OF PATRICIA ERLINGER CARLS

December 8, 2023

Via email to: mayra.cantu@bartlett-tx.us

Ms. Mayra Cantu
City Administrator
City of Bartlett
140 W Clark Street
Bartlett, TX 76511

Re: Engagement Agreement for Legal Services – Special Counsel for Land
Development
City of Bartlett, Texas


Dear Ms. Cantu:

Thank you for taking the time to speak with me this week. Per your request, enclosed for review is my resume and my firm's Engagement Agreement for Legal Services. If you have any questions about my resume or the Engagement Agreement, I am happy to discuss them at your convenience.

I will be authorized to begin representation when I receive the signature of a duly authorized representative of the City of Bartlett on the enclosed Engagement Agreement. An electronic signature and electronic transmittal of an executed Engagement Agreement is fine.

Thank you for reaching out and presenting this opportunity to assist you and the City of Bartlett on land development matters. Please do not hesitate to call me at (512) 567-0125 or email me at tcarls@tcarlslaw.com. I look forward to working with you.

Very truly yours,
**LAW OFFICES OF PATRICIA ERLINGER
CARLS**

By: 
Patricia Erlinger Carls

Enclosures
Resume for Trish Erlinger Carls
Engagement Agreement for Legal Services

TRISH ERLINGER CARLS

PROFESSIONAL EXPERIENCE

Owner, Law Offices of Patricia Erlinger Carls, Austin Texas, July 1, 2018 – present.
Local government law, environmental law, and water law.

Managing Partner, Carls, McDonald & Dalrymple, LLP, Austin, Texas, September 1, 2007 to June 30, 2018.
Local government law, environmental law, and water law.

Co-Managing Partner, Brown & Carls, LLP, Austin, Texas, January 1, 1996 to August 31, 2007.
Local government law, environmental law, and water law.

Partner/Associate, Brown McCarroll, LLP, Austin, Texas, April 1990 to December 31, 1995.
Environmental law.

Staff Attorney, Lower Colorado River Authority, Austin, Texas, 1987 - 1990.
Environmental law.

Staff Attorney, Texas Water Commission, Austin, Texas, November 1985 - 1987.
Water law.

City Attorney, City of Georgetown (October 2001 – October 2009) (as outside counsel).
Municipal law.

EDUCATION

University of Texas School of Law, Austin Texas, Doctor of Jurisprudence, May 1985.

Loyola University, New Orleans, Louisiana, Bachelor of Arts in Economics and English with High Honors, December 1981.

LICENSES AND CERTIFICATION

Admitted to the State Bar of Texas - November 1985. Texas State Bar # 03813425.

PROFESSIONAL MEMBERSHIPS

State Bar of Texas, Government Lawyers Section; Environmental and Natural Resources Law Section
Texas City Attorneys Association

REPRESENTATIVE WORK

Utility Service and Infrastructure Construction:

Retail Water and Wastewater Service Agreements – Represented municipalities in negotiating and drafting retail water and wastewater service agreements with developers and special districts, relating to infrastructure and facility construction, financing, and terms of service.

Wholesale Water and Wastewater Service Agreements – Represented municipalities and special districts in negotiating and drafting wholesale water services agreements, relating to infrastructure and facility construction, wholesale rates, operating agreements, financing, and terms of service.

Interlocal Agreements – Represented municipalities in negotiating and drafting a variety of interlocal agreements including emergency water contracts, joint utility construction projects, and joint system operating contracts.

Land Development:

Sun City, Georgetown - Represented city in multi-year negotiations on several amendments removing 2,500 acres of land from the original 5,000-acre development; addressing stranded cost recovery for oversized utilities; revising impact fees; providing for potable, non-potable, and wastewater utility services; and drafting new land development standards. Several years later, negotiated and drafted land development and utility agreements allocating land entitlements and utility infrastructure construction obligations for the 2,500 acres of land removed from Sun City among four different developers.

Cimarron Hills, Georgetown – Represented city in negotiating and drafting agreements to levy revised Public Improvement District (PID) assessments in a partially built-out development, remove undeveloped land from the PID, and create a new municipal utility district (MUD) with more flexible financing opportunities for the undeveloped land. Work included evaluating infrastructure built to date and reconciling past PID assessments, negotiating PID assessment formulas and amounts going forward, determining MUD funding for remaining portion of development, and negotiating and drafting consent agreement allowing creation of the MUD.

Water Oaks, Georgetown – Represented city in negotiating and drafting development agreement and wastewater utility agreement for a 1,700-acre subdivision. Wastewater utility agreement was a public-private partnership to construct a 26,000 linear foot, \$11 Million wastewater utility interceptor beginning on the east side of IH-35, tunneling underneath IH-35, and continuing west along the South San Gabriel River. Represented city, as owner of the wastewater interceptor, in drafting bid documents and construction contract, and on all contract administration issues from commencement to final completion. Several years later, renegotiated and drafted all development and utility infrastructure construction agreements after developer

REPRESENTATIVE WORK

bankruptcy, restoring project viability.

Wolf Ranch, Georgetown – Represented city in negotiating and drafting economic development agreement with Simon Properties for development of mall in Georgetown, Texas. Project included creation of a Tax Increment Reinvestment Zone and a PID. Project also involved negotiation and drafting electric services agreement with city-owned electric utility.

The Rivery Hotel and Conference Center, Georgetown – Represented city in negotiating and drafting documents related to construction of new hotel/conference center, including Tax Increment Reinvestment Zone ordinance and project plan; master development agreement for construction of hotel, conference center, and related infrastructure; performance agreements with Type A and Type B corporations for roadway improvements; parkland improvements; and joint use and access agreement. Project also included multiple complex financing mechanisms.

Municipal Utility District Consent Agreements – Represented city in negotiating and drafting consent agreements authorizing the creation of numerous MUDs in the city limits and extraterritorial jurisdiction. Representation included evaluation of property and sales tax impacts, land development issues, MUD bond issuance, and provision of wholesale and retail water and wastewater utility services to the MUDs.

Economic Development/Project Financing:

380 Agreements – Represented municipalities in negotiating and drafting economic development agreements under Chapter 380 of the Local Government Code involving grants or loans to biotech companies and various retailers to promote economic development.

Tax Abatement Agreements – Represented municipalities in negotiating and drafting property tax abatement agreements to incentivize job creation and retention for large data center and secondary auto supply parts manufacturing company.

Tax Increment Financing Agreements – Represented municipalities in drafting ordinances creating Tax Increment Reinvestment Zones and negotiating and drafting tax increment financing agreements for the promotion of economic development for hotel/conference center project and various retail projects. Representation included drafting and/or revising project plans and review of feasibility reports for statutory compliance.

Type A/Type B Corporation Sales Tax Agreements – Represented municipalities in negotiating and drafting performance agreements for use of sales taxes to construct roadways and related infrastructure for new and expanded business enterprises in several underdeveloped areas.

Public Improvement Districts – Represented municipalities in drafting ordinances to create public improvement districts and to levy special assessments on property to facilitate

REPRESENTATIVE WORK

construction of public infrastructure supporting the districts to attract or sustain quality growth and development. Worked with public improvement district administrators to draft project plan and financing plan. Negotiated and drafted related development agreements.

Neighborhood Empowerment Zones – Represented municipality in drafting resolution to create a neighborhood empowerment zone allowing city to waive fees, provide sales tax refunds, and/or abate property taxes for land and development within the zone.

Water Law:

Groundwater Permitting – Represented two regional public water suppliers in contested case hearing before the Gonzales County Underground Water Conservation District and secured permits to produce and transport groundwater from the Carrizo Aquifer. Work included assisting in preparation of permit applications, negotiating and drafting several settlement agreements with area landowners, preparing prefiled direct testimony, and representing the clients in preliminary hearings and contested case hearings before an appointed administrative law judge and the districts' board of directors.

Appeal of Desired Future Condition – Appealed the Desired Future Condition for the Carrizo-Wilcox Aquifer established by Groundwater Management Area 13 to the Texas Water Development Board.

Rulemaking – Represent stakeholders in rulemaking proceedings before three groundwater conservation districts and a river authority, including filing written comments, developing and drafting negotiated rules, filing comments, and appearing at public hearings.

Purchase of LCRA Raw Water Barge – Represented Lakeway Municipal Utility District in joint purchase (with three other wholesale water supply customers) from LCRA of a raw water barge/pump/intake structure located in Lake Travis. Lead attorney for negotiating and drafting the bid, final offer, and purchase and sale agreement. Efforts enabled the client to successfully sever the asset from the bundle of assets being divested by LCRA and directly acquire the target asset.

LCRA Water Management Plan – Formed and represent a group of public water supply entities who each have firm water contracts with the Lower Colorado River Authority and collectively hold contractual rights to over 20% of firm, non-interruptible water in the Highland Lakes in proceedings involving applications by LCRA to amend its water management plan, which governs releases of water from the Highland Lakes and apportions the water supply among various users.

REPRESENTATIVE WORK

Electricity:

CCN for the Riley-Krum West 345-KV CREZ Transmission Line – Represented landowner in Wise County in contested case hearing regarding the proposed route of a CREZ transmission line. Work included drafting and filing prefiled direct testimony, participating in several hearings before an administrative law judge from the State Office of Administrative Hearings and before the Public Utility Commission, and negotiating and drafting settlement agreement.

CCN for the Leander-Round Rock Transmission Line – Represented city in Williamson County in contested case hearing regarding the proposed route of a transmission line. Work included drafting and filing pre-filed direct testimony, participating in a contested case hearing before an administrative law judge from the State Office of Administrative Hearings and in proceedings before the Public Utility Commission.

Hazardous Waste:

Dry Cleaner Remediation - Represent dry cleaner in voluntary cleanup and enforcement actions pertaining to ownership and operation of dry-cleaning facilities. Work includes assistance with regulatory compliance issues for the TCEQ's Voluntary Compliance Program to clean up contaminated sites and receive protection from liability to the State of Texas.

Hazardous Waste Permitting and Compliance - Assisted in representation of oil and chemical companies on hazardous waste permitting and compliance issues under the federal Resource Conservation and Recovery Act and the Texas Solid Waste Disposal Act.

Superfund - Represented potentially responsible parties in federal and state superfund cleanup negotiations.

Contracts:

Negotiated and drafted a variety of contracts including:

- Development agreements
- Economic Development agreements
- Utility agreements
- MUD Consent Agreements
- Utility cost sharing agreements
- Wholesale water and wastewater agreements
- Easements and rights of entry

Relevant Publications and Presentations:

- *“Impacts of Regional Water Planning Decisions on Permitting and Financing (Whom Do You Sue?)”*, co-author with Mark B. Taylor, presented at the Texas Water Law Institute, sponsored by the University of Texas, 2015.
- *“Texas Open Meetings Act,” “Conflicts of Interest,” “Parliamentary Procedure,”* presented at the Seminar for Newly Elected Officials, sponsored by the Capital Area Council of Governments 2009, 2010, and 2011.
- *“Advanced Policy Making,”* presented at Advanced Policy Making Workshop, sponsored by the Capital Area Council of Governments, 2011
- *“Texas Open Meetings Act – Government in the Sunshine,”* presented at the Advanced Administrative Law Course, sponsored by the State Bar of Texas, 2008.
- *“Lost in Translation – the Texas Open Meetings Act,”* presented at the Texas Environmental Superconference, sponsored by the State Bar of Texas, 2007.
- *“Ready to Buy – How Do I Pay for This,”* speaker on utility cost sharing agreements and MUDs at the Austin Bar Association Real Estate Section Land Development Seminar, 2004.

**ENGAGEMENT AGREEMENT FOR LEGAL SERVICES
(City of Bartlett, Texas)**

This Engagement Agreement for Legal Services (“**Engagement Agreement**”) is by and between the Law Offices of Patricia Erlinger Carls (the “**Firm**”) and the Client (defined below), and they hereby agree as follows:

WHEREAS, the Client (defined in **Section 1**, below) is a Type A-General Law municipality.

WHEREAS, Client desires to engage legal counsel to advise it on limited matters on an as-needed basis as described in **Section 3**, below.

NOW THEREFORE, for the mutual promises and consideration herein, the Firm and the Client agree as follows:

AGREEMENT

A. Client Information.

1. **Client Identification.** The client The City of Bartlett, Texas (“**Bartlett**” or “**Client**”) as an entity, as distinct from its individual council members, officers, employees, and agents. Any legal advice and/or legal services provided by the Firm is intended for use only by the City and is not an indication that the Firm is offering or providing legal service to any individual council member, employee, or agent of the City. There may be situations in which the City’s interests become, or are likely to become, adverse to some of its council members, officers, employees, or agents. In those circumstances, the Firm will not represent the affected individual and will proceed with representation of the City allowed by the Texas Disciplinary Rules of Professional Conduct.
2. **Client Representative.** Client designates its City Administrator, Mayra Cantu, as its authorized representative to act on Client’s behalf with respect to this Engagement Agreement. The Firm is authorized to communicate with Client through Ms. Cantu and to rely on the statements of Ms. Cantu as being the position of the Client. If Client desires to change its authorized contact person, or to add additional persons who are also authorized to direct legal services on behalf of the Client, Ms. Cantu will provide advance notice to the Firm in writing.

B. Scope of Services.

3. **Limits of Representation.** The Firm has been engaged to represent the Client as special counsel on an as-needed basis on land development matters only. The Firm is not the Client’s

city attorney, bond counsel, or litigation counsel, and will not provide legal services related to any matters that do not pertain to land development.

4. **Staffing.** Trish Carls will have primary responsibility for providing services on behalf of the Firm under this Engagement Agreement. The Firm agrees that it will not change this designation without Client's prior written approval. The Firm will secure Client's prior written approval for the Firm's subcontracting of any services under this Engagement Agreement. Client reserves the right to withhold any such approval. If any questions arise about the Firm's services, staffing, billing or other aspects of representation of the Client, please contact Trish Carls at (512) 567-0125 or tcarls@tcarlslaw.com.

C. Responsibilities and Expectations.

5. **Client's Responsibilities.** Client will provide information to the Firm regarding Client's requirements for the Firm's services under this Engagement Agreement. Client will furnish the Firm with copies of contract documents, agendas, minutes, records, communications, official Client policies and procedures, and other data and information in Client's possession needed by the Firm. To enable the Firm to effectively provide legal services, the Client agrees to disclose to the Firm all information and documents that may be relevant to the matter or that the Firm may otherwise request, and to keep the Firm apprised of developments in the matter. Relying on information and guidance provided by the Client, the Firm will provide legal counsel and assistance to the Client on the matters described in **Section 3** per the terms and conditions of this Engagement Agreement, keep the Client reasonably informed of progress and developments, and respond to the Client's inquiries. Client will examine documents and information submitted by the Firm, and, within Client's framework for making decisions, promptly render responses to the Firm on issues requiring a decision by Client. The Client also agrees to require its authorized agents to assist and cooperate with the Firm as needed during the course of this representation. In addition, the Client is responsible for advising the Firm whether any document she has prepared or received and sent to the Client for its review or approval reflects the principal terms of the Client's proposed transaction, agreement, strategy, course of action, or other positions and expectations, as the case may be.
6. **No Guarantee of Results.** During the course of this representation, the Firm may express opinions or beliefs concerning the matters described in **Section 3** or various courses of action and the results that may be expected. Any such statement made by the Firm or by any other member of the Firm is intended to be an expression of opinion only, based on information available to the Firm at the time, and shall not be construed by the Client as a promise or guarantee of any particular result.

D. Fees and Payment.

7. **Retainer Deposit.** The Firm does not require an initial retainer deposit to begin representation.
8. **Fees.** As compensation for the legal services that the Firm will provide to the Client, the Client agrees to pay reasonable attorney's fees predicated upon the standards set forth by the State Bar of Texas. The Firm's fees are based on the amount of time spent by Firm personnel on work for the Client. This rate multiplied by the amount of time spent on the Client's behalf, measured to the nearest tenth of an hour, will be the fee charged to the Client. Trish Carls' current hourly rate for the services described in this Engagement Agreement is \$275.00 per hour. This rate is subject to change each calendar year after advance notice to the person names as Client's representative in **Section 2**.
9. **Reimbursable Expenses.** In addition to the fees, the Client is responsible for all internal and external expenses incurred by the Firm in representing the Client. Such expenses typically include charges for courier or messenger services, filing and recording documents, copying or printing materials, travel, postage, etc. These routine internal and external expenses will be included on the Firm's monthly statements and will be passed through at cost, with no mark up. Mileage expenses will be billed at the rate per mile set by the Internal Revenue Service.
10. **Accounting Records.** All fees and expense records of the Firm related to this Engagement Agreement will be kept on a recognized accounting basis and will be available to Client at mutually convenient times.
11. **Statements.** The Firm will send the Client detailed statements around the first day of each calendar month for services provided and expenses incurred during the previous calendar month. The statements will describe the work performed, the date of performance, the Firm personnel performing each task, and the applicable hourly rates. Reimbursable expenses will also be included in the statements. The statements will be sent to Mayra Cantu, City Administrator, via email to mayra.cantu@bartlett-tx.us unless the name and email address of another person are provided to the Firm in writing. Trish Carls will be happy to answer any questions you may have about any statement sent to you.
12. **Payment.** Client will make payments to the Firm within thirty (30) days of receipt. If a material question arises about a portion of a statement, Client will pay the remainder of the statement pending resolution of the question. If the Firm's invoices are not paid within thirty (30) days of receipt, the Firm may choose to suspend or discontinue representation of the Client and/or require a retainer deposit.

E. File Retention.

13. **Client Documents.** All final, original, executed documents (*e.g.*, contracts, opinion letters, memorandums, correspondence, permits, licenses, deeds, *etc.*), and documents and information delivered to the Firm by the Client (collectively, the "**Client Documents**") are owned by the Client. Whenever possible, the Firm will not keep any Client Documents but will send or return those to the Client to file and keep in accordance with its record retention policies. The Firm shall deliver a copy of all Client Documents to Client upon written request

from the Office Manager, and without written request ninety (90) days after termination of this Engagement Agreement. The Firm retains the right to keep electronic and/or paper copies of the Client Documents.

14. **Firm Documents.** All of the materials generated by the Firm during the course of its representation that are not Client Documents are “**Firm Documents**” and are the exclusive property of the Firm. These documents include attorney notes, attorney emails, administrative records, time and expense reports, billing and accounting records, and internal work product such as drafts, notes, internal communications (both paper and electronic), and legal and factual research relating to the representation prepared for use by the Firm or by employed or retained experts. The Firm retains the right to destroy all Firm Documents after the date that is five (5) years from the end of the representation without prior notice to Client.

F. E-Mail and Text Messaging Communications; Cloud-Based File Sharing.

15. **E-mail, Texting, Cloud-Based Document Transfer.** The Firm uses electronic mail to communicate and to send and receive documents, and sometimes uses text messaging. When necessary the Firm uses DropBox or similar cloud-based electronic large document sharing services. The Client’s signature on this agreement represents Client’s consent to use of electronic mail, text messaging, and other web and cloud based services for communications and document sharing.
16. **Security.** The Firm employs standard commercial security measures to prevent the interception of electronic transmissions and preserve confidentiality. Still, the possibility exists that electronic transmissions could be intercepted or otherwise received by third parties and lose their privileged nature. As with any correspondence about legal representation, regardless of the manner of transmission, the Firm urges the Client to use caution in its dissemination in order to protect its confidentiality.

G. Insurance; Conflicts; Grievance Process

17. **Insurance.** Upon request, the Firm will provide Copy with a copy of a Certificate of Insurance for its Professional Liability Insurance.
18. **Conflicts.** By submitting this response, Trish Carls confirms that she has performed a preliminary conflict check for the City and confirmed that is not a current or former client of the Firm. If the Firm discovers or is advised of a conflict of interest during the course of work for Client, Trish Carls will immediately advise Client in writing and proceed in accordance with the Texas Disciplinary Rules of Professional Conduct, which may include withdrawal of representation of Client.
19. **Notice Regarding Grievance Process.** The State Bar of Texas investigates and prosecutes professional misconduct by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the Office of the General Counsel of the State

Bar of Texas will provide you will information about how to file a complaint. For more information, please call 1-800-932-1900, toll free.

H. Term and Termination

20. **Term.** The term of this Engagement Agreement begins upon its execution by Client and may be terminated by either party at any time upon written notice to the other party.
21. **Rights on Termination.** In the event of termination, the Firm shall take all measures necessary to protect Client's interests and not cause unreasonable harm to Client's position in any proceeding. In the event of termination, the Firm will be compensated for all services performed through the termination date which are deemed by Client to be in accordance with this Engagement Agreement, plus reimbursement of expenses incurred in transitioning the matter to Client or another attorney. This amount will be paid by Client upon the Firm's delivering to Client a final report of the status of its services under this Engagement Agreement and all Client Documents.

I. Miscellaneous Provisions

22. **Dispute Resolution.** It is agreed that prior to, and as a condition precedent of, commencing any litigation arising under this Engagement Agreement, the parties shall first participate in non-binding mediation utilizing the services of a mediator who is a licensed Texas attorney. The costs of mediation shall be borne equally by the parties. It is agreed that any litigation commenced prior to mediation in violation of this section shall be stayed by the Court upon motion of the non-violating party until mediation has been completed.
23. **Definition.** The term "will" is mandatory in this Engagement Agreement.
24. **Severability.** The provisions of this Engagement Agreement are deemed to be severable. If any provision in this Engagement Agreement is found to be invalid, this Engagement Agreement will be construed as not containing the provision, and all other provisions which are otherwise lawful will remain in full force and effect.
25. **No Third Party Beneficiaries.** All services provided pursuant to this Engagement Agreement are for the exclusive use and benefit of Client.
26. **Public Information Act.** Client is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code (the "Act"). This Engagement Agreement and all written information generated under this Engagement Agreement may be subject to release under the Public Information Act. Certain exceptions to the Act exempt attorney-client communications. However, the Firm will not make any reports, information, data, etc. generated under this

Engagement Agreement available to any individual or organization without the written approval of Client, unless required by law and after notice to Client.

- 27. **Assignment.** Client and the Firm may not assign or transfer any interest in this Engagement Agreement without the written consent of the other, which consent may be withheld in the discretion of either party.
- 28. **Entire Agreement.** This Engagement Agreement represents the entire and integrated agreement between Client and the Firm, and it supersedes all prior negotiations, representations or agreements either written or oral.
- 29. **Amendments.** This Engagement Agreement may be amended only by written instrument approved by Client’s governing body and any such amendments are effective only if signed by both Client and the Firm.

**LAW OFFICES OF PATRICIA ERLINGER
CARLS**
3100 Glenview Avenue
Austin TX 78703
(512) 567-0125
tcarls@tcarlslaw.com

By: _____
Patricia Erlinger Carls

Date: _____

ACCEPTED AND AGREED TO:

CITY OF BARTLETT, TEXAS

140 W Clark Street

Bartlett, TX 76511

By: _____

Printed Name: Chad Mees

Title: Mayor

Date: _____

ATTEST:

By: _____

Printed Name: Brenda Kelley

Title: City Clerk

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

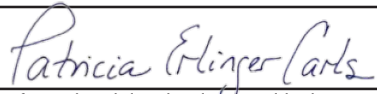
Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7


Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.