



## TOWN OF FAIRVIEW, TEXAS

### Agenda

#### Town Council Budget Worksession

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June 17, 2025

3:00 PM

Town Hall Council Chambers  
372 Town Place  
Fairview, Texas

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**1. Call to Order**

**2. Pledge of Allegiance: U.S. and Texas Flags**

**3. Citizen's Comment (for Non-Public Hearing Items)**

*At this time, any person may address the Council regarding an item on this meeting agenda or on matters not on this meeting agenda. Each person will have up to five (5) minutes. The Mayor may reduce the speaker time limit uniformly to accommodate the number of speakers or improve meeting efficiency.*

*Pursuant to Section 551.007 of the Texas Government Code, any person wishing to address the Town Council for items listed as Public Hearings will be recognized when the Public Hearing is opened.*

*No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.*

**4. Action/Discussion Items**

- a. Discuss and consider Town mission, vision, and long-range planning; FY 25-26 budget planning; capital planning; Town finances; and related items.

**5. Adjourn**

I, Joshua Stevenson, Town Secretary, hereby certify that this notice was posted in accordance with Texas Government Code, Chapter 551, on or before the 14th day of June 2025 at 3:00 p.m.

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Joshua Stevenson, Town Secretary

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

The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the Town Secretary's office at least 48-hours prior to the meeting. Please e-mail your request to [townsecretary@fairviewtexas.org](mailto:townsecretary@fairviewtexas.org) or call at 972-886-4234. BRAILLE IS NOT AVAILABLE.



## *Memorandum*

### *June 12, 2025*

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TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **FY 25-26 Planning meeting Overview**

Each year prior to the budget meetings we generally have an opportunity to review the long range goals and planning, status of initiatives, a review of capital planning and financial overview of elements that will impact the budget.

Below is an overview of the topics that will be discussed:

- A. Overview of the Town's Vision and Mission
  - a. Review the adopted Vision and Mission strategic initiatives,
  - b. Overview of the status of the approved initiatives and actions.
  - c. Review of Citizen communication initiatives.
- B. Overview of Current Capital Planning
  - a. Review of capital planning
  - b. Discussion regarding the expansion of the police department space
  - c. Discussion related to park and trail improvements
- C. Discussion of Budget and Staffing considerations
  - a. Review of personnel projections
  - b. Overview of personnel budget considerations
- D. Budget Financial Considerations
  - a. Projected 5 year revenues and expenditures
  - b. Anticipated budget impacts

There will be a detailed initiative update that will be forwarded to you under separate cover.



TOWN OF  
**FAIRVIEW**

# STRATEGIC PLAN

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**EXECUTIVE  
SUMMARY**

**2023**

# AGENDA

## EXECUTIVE SUMMARY

- BACKGROUND
- TOWN VISION
- TOWN MISSION
- FOCUS AREAS
- CORE VALUES
- STRATEGIC PLAN



# BACKGROUND

BEGINNING IN MARCH 2023, THE FAIRVIEW TOWN COUNCIL AND STAFF BEGAN A PROJECT TO REVISE THE TOWN'S VISION AND MISSION STATEMENTS, FOCUS AREAS AND CORE VALUES, WHICH SERVE AS THE FOUNDATION FOR THE TOWN'S STRATEGIC PLAN.

LEADERSHIP COLLABORATED TO EVALUATE AND REFINE THE STATEMENTS FIRST DEVELOPED IN 2014 TO AUTHENTICALLY REFLECT THE IDENTITY, CHARACTER AND VISION OF THE TOWN WHILE ESTABLISHING WELL-DEFINED GOALS, MAINTAINING UNIFIED PRIORITIES AND OUTLINING STRATEGIC INITIATIVES AIMED AT STRENGTHENING EXISTING RESOURCES AND CULTIVATING OPPORTUNITIES FOR TARGETED GROWTH.

IN JULY 2023, THE TOWN COUNCIL RATIFIED THE RESULTING REVISED VISION AND MISSION STATEMENTS, FOCUS AREAS AND CORE VALUES ALONG WITH A STRATEGIC PLAN TO ACT AS A ROADMAP FOR ACTION.

AS THE COUNCIL AND STAFF MOVE FORWARD WITH DECISION MAKING AND PLANNING, THEY WILL ENSURE EACH STEP MOVES THE TOWN CLOSER TO ITS OBJECTIVES AND ALIGNS DIRECTLY WITH THE STATEMENTS AND STRATEGIC PLAN.





# FAIRVIEW VISION

**FAIRVIEW, A  
PREMIER PLACE TO  
LIVE AND WORK  
WITH A UNIQUE  
AND VIBRANT  
QUALITY OF LIFE.**





# FAIRVIEW MISSION

## FAIRVIEW:

- PROMOTES HIGH QUALITY ECONOMIC AND COMMUNITY DEVELOPMENT
- EMBRACES THE NATURAL FEATURES OF THE COMMUNITY
- MAINTAINS OPEN COMMUNITY COMMUNICATION
- DELIVERS EFFICIENT, QUALITY MUNICIPAL SERVICES WITH A PROFESSIONAL, WELL TRAINED WORK FORCE FOR THE BENEFIT OF RESIDENTS, BUSINESSES AND VISITORS





# FOCUS AREAS

INFRASTRUCTURE,  
PUBLIC SAFETY,  
ECONOMIC AND COMMUNITY  
DEVELOPMENT,  
COMMUNITY ENGAGEMENT,  
AND FISCAL ACCOUNTABILITY





# CORE VALUES

## INTEGRITY

We deal honestly and respectfully with each other and the public at all times. We conduct ourselves in a manner that is ethical, legal and professional, with the highest degree of honesty, respect and fairness.

## CARING

We care about the wellbeing of our employees, residents, and visitors. This is demonstrated in our interactions with citizens and customers and our commitment to our employees.

## RESPONSIVE

We engage our community, with a focus on listening to and supporting their needs, and delivering high quality, efficient services.

## INNOVATION

We strive to be worthy of the community's trust. Providing effective and equitable solutions to citizens' needs, and building a culture that is developed through the open exchange of ideas, hard work and strong teamwork all contribute to building that trust.

## TRUST

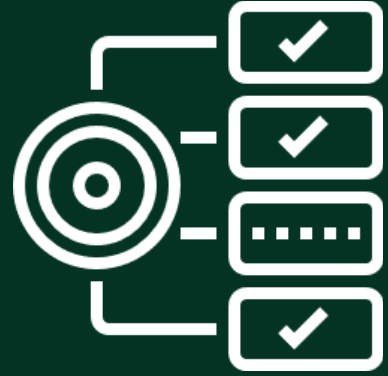
We value progressive thinking, creativity, flexibility and adaptability in service delivery. We develop creative solutions as a team and share leading practices that enhance the value of services provided for our community.

## EXCELLENCE

Our work is characterized by its quality and by the diligence with which it is carried out. We proactively seek to solve problems in advance. We promote openness and transparency in our operations ensuring that we are accountable for our actions at all times.



# STRATEGIC PLAN



SERVE THE CUSTOMERS

- COMMUNICATION
- ORDINANCE REVISIONS



MANAGE THE BUSINESS

- CAPITAL PROJECTS
- IMPROVEMENT/ACTION PROJECTS



PERSONNEL/INTERNAL DEVELOPMENT

- PERSONNEL ENGAGEMENT
- PERSONNEL BUDGETING
- STAFF REPORTING



MANAGE FINANCES

- BUDGETING
- FINANCIAL POLICIES

# SERVE THE CUSTOMERS



## COMMUNICATION

- DRAFT A COMMUNICATION PLAN FOR INTERACTION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS FOR COUNCIL CONSIDERATION
- REVIEW ALTERNATIVES FOR PUSH NOTIFICATION TO RESIDENTS INCLUDING SOCIAL MEDIA AND OTHER MORE TAILORED ALTERNATIVES.
- COMPLETE A CITIZEN PERCEPTION SURVEY TO EVALUATE CITIZEN SATISFACTION WITH TOWN SERVICES AND PROGRAMS.



## ORDINANCE REVISIONS

- DEVELOP RECOMMENDATIONS FOR COUNCIL REGARDING CHANGES FOR CONFLICTS IN LIGHTING ORDINANCE, INCLUDING LIGHT TRESPASS REQUIREMENTS.
- REVIEW POLICIES AND ORDINANCES RELATED TO TRASH CAN PLACEMENT AND BULK TRASH REGULATIONS.
- REVIEW NOISE ORDINANCES FOR ADOPTION OF MEASURABLE STANDARDS RELATED TO NOISE ENFORCEMENT.
- DEVELOP RECOMMENDATIONS FOR COUNCIL REGARDING TREE ORDINANCES FOR FUTURE DEVELOPMENTS.

# MANAGE THE BUSINESS



## CAPITAL PROJECTS

- UPDATE THE CIP WITH FUNDED AND UNFUNDED PROJECTS – EVALUATE IMPLEMENTATION OF CIP, SPECIFICALLY FOR THOSE PROJECTS THAT ARE NOT YET FUNDED.
- DEVELOP A PLAN AND PROCESS FOR IMPLEMENTING AND FUNDING THE UPDATED PARK AND TRAIL PLAN, INCLUDING CONSTRUCTION OF SLOAN CREEK TRAIL CROSSING AT HWY 5.
- DEVELOP A PLAN AND PROCESS FOR CONCRETE ROAD AND SIDEWALK REPLACEMENT.
- CONSIDER ADDING TIF PROJECTS TO THE CIP.
- HART ROAD – DEVELOP COSTS FOR AN ALTERNATE SCENARIO FOR IMPROVEMENT AND HOLD PUBLIC HEARINGS TO HEAR FROM RESIDENTS ON THE OPTIONS.
- DEVELOP RFP AND PROCESS FOR AMI WATER METER PROJECT.
- DEVELOP PROCESS FOR EXPANSION OF PD ON SECOND FLOOR WITH DESIGN AND FUNDING CONSIDERATION.
- DEVELOP PLAN FOR BIDDING AND FUNDING IMPROVEMENTS TO FIRE STATION 2 HVAC AND GENERATOR SYSTEMS.

# MANAGE THE BUSINESS (CONTINUED)



- COMPLETE CONSTRUCTION OF FAIRVIEW CROSSING.
- COMPLETE DESIGN AND CONSTRUCTION OF FAIRVIEW PARKWAY PROJECT.
- COMPLETE CONSTRUCTION OF FOX GLEN DRAINAGE PROJECT.

## IMPROVEMENT/ACTION PROJECTS

- EVALUATE OPTIONS FOR DESIGN AND FUNDING FOR LANDSCAPING AT US 75 AND STACY IN COORDINATION WITH THE CITY OF ALLEN.
- ADD REFLECTIVE PAINT TO CURBS AT ISLANDS ON STACY ROAD FOR VISIBILITY.
- INSTALL STOPS AND PEDESTRIAN CROSSING AT FAIRVIEW PARKWAY AND LATHAM ROAD.
- COMPLETE UPDATE TO TOWN SUBDIVISION AND ZONING ORDINANCES.

# PERSONNEL/ INTERNAL DEVELOPMENT



## PERSONNEL ENGAGEMENT

- COMPLETE AN EMPLOYEE PERCEPTION SURVEY TO EVALUATE EMPLOYEE PERCEPTIONS OF THE TOWN AS A WORK PLACE.

## PERSONNEL BUDGETING

- INCLUDE REVIEW OF COMPENSATION AND BENEFITS AS OUTLINED IN THE COMPENSATION PLAN FOR FY23-24 BUDGET.
- INCLUDE A REVIEW OF PERSONNEL NEEDS BASED ON LONG RANGE PLAN AS A PART OF THE BUDGET PROCESS – SPECIFICALLY LOOKING AT FUTURE NEEDS IN FIRE AND POLICE INCLUDING CONSIDERATION OF GRANT OPPORTUNITIES FOR HIRING PUBLIC SAFETY PERSONNEL.

## STAFF REPORTING

- DEVELOP TOOLS TO TRACK AND REPORT PROGRESS ON INITIATIVES AND PERFORMANCE.

# MANAGE FINANCES



## BUDGETING

- INCLUDE FORECAST OF FUTURE BUDGET IMPACTS RELATED TO REVENUE, PERSONNEL, AND OTHER OPERATIONAL EXPENSES AS A PART OF THE BUDGET PROCESS.
- DEVELOP A SCHEDULE FOR IMPLEMENTATION AND FUNDING OF THE VEHICLE AND EQUIPMENT AND VEHICLE REPLACEMENT FUND ON AN ONGOING BASIS.

## FINANCIAL POLICIES

- CAPITAL FUNDING MANAGEMENT - DEVELOP PLAN AND POLICY FOR FUNDING CAPITAL PROJECTS AND EVALUATE THE TOWN'S UTILIZATION OF DEBT AS A TOOL FOR FUTURE CAPITAL PROJECT MANAGEMENT.
- UPDATE TO FINANCIAL POLICIES - MEMO ON LEAK ADJUSTMENTS HAS BEEN ADOPTED.

# Community Engagement

Update on Initiatives



# Internal: Intranet

- Intranet (Staff Hub) launched last fall
- Access is available anywhere via SharePoint app.
- Julie’s frequent communications to all staff include links to Staff Hub.
- Site is simple to update and edit.
- Features include:
  - Slideshow of candid photos
  - Updates from Julie
  - Link to the *Town News* magazine
  - Internal documents (Finance, HR)
  - Library of images approved for external use
  - Staff birthdays and work anniversaries
  - Event and holiday calendar
  - Bulletin board
  - Analytics for viewership

Fairview Staff Hub Home
Finance Documents
HR Documents
Staff Directory
Logos, Photos and Other Documents
IT Help Desk
Department Pages
Edit

+ New
Promote
Page details
Analytics

Updates from Our Town Manager

Share your photos with your colleagues. Email [kanderson@fairviewtexas.org](mailto:kanderson@fairviewtexas.org).

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Current weather

Fairview, TX

73°F Cloudy 78°/68° 06/11/2025 MSN Weather

Mark Your Calendars

+ Add event

- Independence Day Holiday  
Fri, Jul 4, All day
- Labor Day Holiday  
Mon, Sep 1, All day
- Thanksgiving Holiday  
Thu, Nov 27, All day
- Fairview Lights Up the Holidays  
Sat, Nov 29, 5:30 PM

E-MAIL US

Congratulations, Tomlinsons!

Help Welcome New Hires!

Fairview has hired several new team members since the last all-employee event.

If you haven't had the opportunity to meet them, take some time to seek out these new employees and welcome them to Fairview.

Andy Garcia, court clerk (started May 28)

ter/paramedic (started ...)

ice worker (started ...)

ice officer recruit (n 17)

ocial (started Friday, ...)

ter/paramedic (started ...)

Prabin Pant, police officer recruit (started Feb...

Page viewers

Last 7 30 90 days

18 ▲ 29% since last week

63 ⌚

Page views

Last 7 30 90 days

64 ▲ 33% since last week

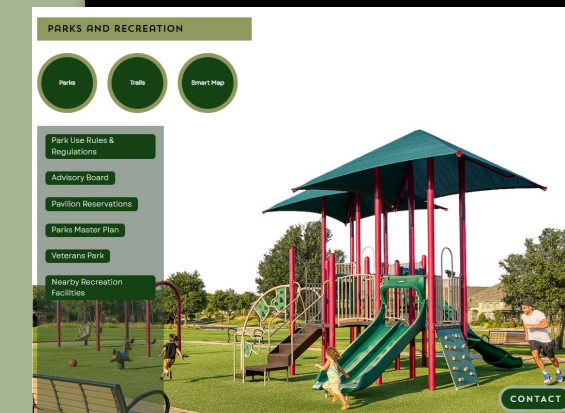
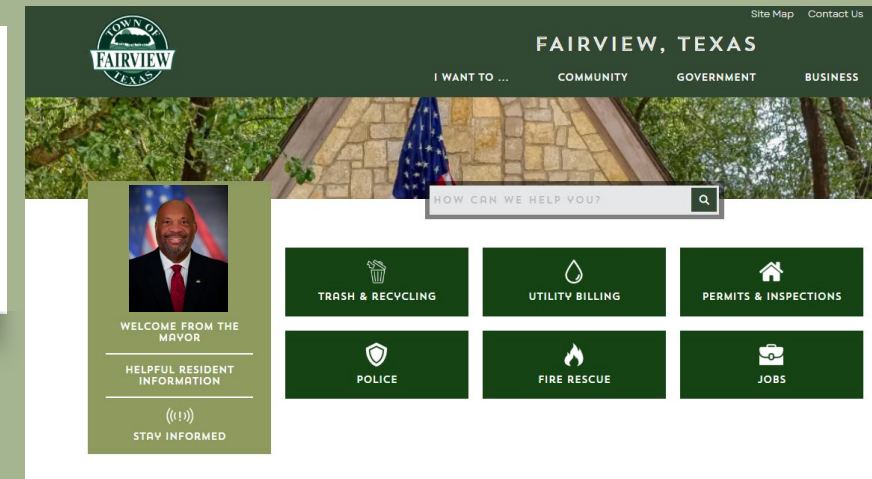
2,112 ⌚

# Social Media

- Staff finalizing draft of Social Media Policy and revisions to ordinance
- Draft developed after consulting with multiple peer cities
- Will bring to Council in August
- Will be compliant with record retention/archiving laws (Jatheon)
- Measured ramp up based on staff capacity
- Starting with Facebook and Nextdoor

# Website - FairviewTexas.org

- Baxter IT is building site on WordPress platform - 88 percent complete
- Design style and functionality similar to platforms used by the majority of cities but with more flexibility than cookie cutter solutions
- Currently working through revisions with all departments
- Baxter IT will provide support
- Site incorporating ADA compliance - DOJ ruling requires compliance by June 2027 for cities with fewer than 50,000 residents



# Citizen Academies

- Citizen Police Academy
  - Launched in May
  - 7-week program - Thursday evenings and one Saturday
  - A dozen participants
  - Behind-the-scenes look at operations
  - Other city departments provide SWAT and K9 units and specialty vehicles
- Other Citizen Academies could develop, based on staffing availability



# Partnerships with Fairview Town Center

- Sip and Stroll
  - Making plans for fall event that will incorporate art displays
- Children's Entrepreneur Markets
  - Two events so far - another planned for fall
  - Has drawn hundreds of visitors from across the region to the mall
- Christmas Tree Lighting
  - Attendance approximately doubled with mall partnership



# Other Partnerships

- Fire and police participated in safety event held by Old Navy in April
- Administration and fire staff helped with check presentations and ice bucket challenge for Neon Cactus Mental Health Awareness Month fundraiser
- CDC sponsoring vendor spaces for Fairview businesses at Heritage Ranch July 3 fireworks





## *Memorandum*

### *June 12, 2025*

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TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **CIP Overview Discussion**

#### Capital Planning

Attached is an overview of our 3-5 year capital plan that reflects more immediate projects and also identifies if they are funded or to be determined. As a part of the budget process the 10-year capital plan will be updated and reviewed. We plan to update the council on the CIP and there will be some specific topics that we will want to cover as a part of the CIP discussion. You have individual memos attached on some of those items that we will be addressing.

#### Funding for Capital Projects

One of the components for capital planning is the availability of funds for outlined projects. The town has used a variety of funding sources for capital projects including fund reserves, impact fees, grants, and the issuance of debt. Over the past 2 years the Council has utilized the debt capacity available in the current debt rate to issue tax notes to fund capital items. The debt capacity is capacity within the debt rate of \$.077483 each year as property values increase and as debt expenses are reduced. This capacity can be used to provide funds for additional capital needs. In FY23-24 the Town issued tax notes within that available capacity to generate the necessary funds for the purchase of the new ambulance, fire station improvements and various park and trail improvements. In FY24-25 the Town issued tax notes to fund the new fire truck. As a part of the budget process we will have our financial advisor project the capacity for the debt rate for FY 25-26 and consider projects that could be funded through that capacity.

5 Year CIP with Funding

|                                                 | Planning<br>status    | Estimated<br>total cost |  | Funding Amt         | Funding sources                       | Funded | Not<br>Funded |
|-------------------------------------------------|-----------------------|-------------------------|--|---------------------|---------------------------------------|--------|---------------|
|                                                 |                       |                         |  |                     |                                       |        |               |
| <b>Roads</b>                                    |                       |                         |  |                     |                                       |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| <b>Hart Road</b>                                | No time line          |                         |  |                     |                                       |        |               |
| Right of way                                    |                       | TBD                     |  |                     | TBD                                   |        |               |
| Other construction costs                        |                       | TBD                     |  |                     | TBD                                   |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| <b>Fairview Parkway</b>                         | 24-25                 |                         |  |                     |                                       |        |               |
| Right of way - completed                        | Completed             | \$2,300,000             |  | \$1,150,000         | County - right of way                 |        |               |
|                                                 |                       |                         |  | \$757,260           | Existing Town right of way bond funds |        |               |
|                                                 |                       |                         |  | \$392,740           | Additional Town ROW funds             |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| Construction of 2 lanes and full bridge         | Under<br>Construction | \$12,442,427            |  | \$7,978,000         | County grant                          |        |               |
|                                                 |                       |                         |  | \$1,719,103         | Town - american Rescue funds          |        |               |
|                                                 |                       |                         |  | \$2,745,324         | Developer                             |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| Phase 2 - Construction of additional 2<br>lanes | Planned               | TBD                     |  |                     | TBD                                   |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| Latham Drive                                    |                       | TBD                     |  |                     | TBD                                   |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |
| <b>Total</b>                                    |                       | <b>\$14,742,427</b>     |  | <b>\$14,742,427</b> |                                       |        |               |
|                                                 |                       |                         |  |                     |                                       |        |               |

5 Year CIP with Funding

|                                                                |                     |             |  |             |                                         |  |  |
|----------------------------------------------------------------|---------------------|-------------|--|-------------|-----------------------------------------|--|--|
| Concrete Street Repair                                         | Annual construction | TBD         |  |             | TBD                                     |  |  |
| Parks and Trails                                               |                     |             |  |             |                                         |  |  |
| Park planning                                                  | 24-25               | \$150,000   |  | \$150,000   | park funds, CCD funds                   |  |  |
| Town share in landscaping on Stacy Road medians (or other use) | TBD                 | \$200,000   |  | \$200,000   | capital funds reserve                   |  |  |
| Phase 1 Park Plan implementation 1- 5 years                    | TBD                 | \$1,500,000 |  |             | TBD                                     |  |  |
| Total                                                          |                     | \$1,850,000 |  | \$350,000   |                                         |  |  |
| Sewer                                                          |                     |             |  |             |                                         |  |  |
| regional lift station                                          | 26-27               | \$2,600,000 |  | \$2,600,000 | Future TIF reserves or utility reserves |  |  |
|                                                                |                     |             |  |             |                                         |  |  |
|                                                                |                     |             |  |             |                                         |  |  |
| Water                                                          |                     |             |  |             |                                         |  |  |
| AMI smart meter system                                         | 24-25               | \$2,412,981 |  | \$1,400,000 | utility construction fund               |  |  |
|                                                                | 25-26               |             |  | \$1,012,981 | Water reserves                          |  |  |
|                                                                |                     |             |  |             |                                         |  |  |

5 Year CIP with Funding

|                              |       |              |              |                  |  |  |
|------------------------------|-------|--------------|--------------|------------------|--|--|
| Water Line Replacement       | TBD   | \$950,000    |              | TBD              |  |  |
| Fire Hydrant install         | TBD   | \$300,000    |              | TBD              |  |  |
| Total                        |       | \$3,662,981  | \$2,412,981  |                  |  |  |
|                              |       |              |              |                  |  |  |
| Facilities                   |       |              |              |                  |  |  |
| Planning for PD expansion    | 24-25 | \$50,000     |              | TBD              |  |  |
| construction of PD expansion | 25-26 | TBD          |              | TBD              |  |  |
|                              |       |              |              |                  |  |  |
| Equipment                    |       |              |              |                  |  |  |
|                              |       |              |              |                  |  |  |
| Engine delivery July 25      | 24-25 | \$1,100,000  |              | Short Term notes |  |  |
| Ambulance delivery June 25   | 24-25 | \$525,000    | \$525,000    | Short term notes |  |  |
|                              |       |              |              |                  |  |  |
| Grand total                  |       | \$24,530,408 | \$20,630,408 |                  |  |  |

| Capital Projects Worksheet                                                   |      |               |                          |                          |                                                                                              |   |   |   |               |
|------------------------------------------------------------------------------|------|---------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------|---|---|---|---------------|
| Assumed annual inflation rate<br>(compounding from the previous year's cost) |      |               | 1                        | 2                        | 4                                                                                            | 5 | 6 | 7 | 8             |
|                                                                              |      |               | 5%                       |                          |                                                                                              |   |   |   |               |
|                                                                              | Year | Present Value | Fiscal Year<br>2021-2022 | Fiscal Year<br>2022-2023 | Funding / Notes                                                                              |   |   |   |               |
| IT - TECHNOLOGY PURCHASES                                                    |      |               |                          |                          |                                                                                              |   |   |   | Total         |
| Camera upgrades                                                              | 1    | \$ 100,000    | \$ 100,000               |                          | Funding: American Rescue Program funds                                                       |   |   |   | \$ 100,000    |
| IT upgrades                                                                  | 1    | \$ 70,000     | \$ 70,000                |                          | Funding: American Rescue Program funds                                                       |   |   |   | \$ 70,000     |
|                                                                              |      |               | \$ 170,000               |                          |                                                                                              |   |   |   | \$ 170,000    |
| PW - PUBLIC WORKS CAPITAL EQUIPMENT                                          |      |               |                          |                          |                                                                                              |   |   |   |               |
| PW Facility Remodel                                                          | 1    | \$ 600,000    | \$ 600,000               |                          | Funding: Capital Fund reserves - \$200k / AR Funds - \$100k / General Fund Reserves - \$200k |   |   |   | \$ 600,000    |
|                                                                              |      |               | \$ 600,000               |                          |                                                                                              |   |   |   | \$ 600,000    |
| ST - STREET CAPITAL PROJECTS - FRISCO RD                                     |      |               |                          |                          |                                                                                              |   |   |   |               |
| Frisco Rd Engineering                                                        | 1    | \$ 330,500    | \$ 330,500               |                          | Funding: Street Impact Fees - \$123,500 / County \$207k                                      |   |   |   | \$ 330,500    |
| Frisco Rd Street & Drainage Construction                                     | 2    | \$ 4,076,000  | \$ 2,038,000             | \$ 2,038,000             | Funding: EDA \$3M / Street Impact Fees \$1,076,000                                           |   |   |   | \$ 4,076,000  |
| Frisco Rd Landscaping, Medians & Sidewalks                                   | 2    | \$ 396,000    |                          | \$ 396,000               | Funding: AR Funds for General Government Revenue Loss                                        |   |   |   | \$ 396,000    |
| Frisco Rd WaterLine                                                          | 2    | \$ 528,000    |                          | \$ 528,000               | Funding: Water Impact Fees                                                                   |   |   |   | \$ 528,000    |
|                                                                              |      |               | \$ 2,368,500             | \$ 2,962,000             |                                                                                              |   |   |   | \$ 5,330,500  |
| ST - STREET CAPITAL PROJECTS - HART RD                                       |      |               |                          |                          |                                                                                              |   |   |   |               |
| Hart Rd ROW                                                                  | 1    | \$ 100,000    | \$ 100,000               |                          | Funding: General Fund Reserves                                                               |   |   |   | \$100,000     |
| Hart Rd Engineering                                                          | 1    | \$ 300,000    | \$ 300,000               |                          | Funding: General Fund Reserves                                                               |   |   |   | \$300,000     |
| Hart Rd Trail Construction                                                   |      | TBD           |                          |                          | TBD                                                                                          |   |   |   | \$0           |
| Hart Rd Road Construction                                                    |      | TBD           |                          |                          | TBD                                                                                          |   |   |   | \$0           |
|                                                                              |      |               | \$ 400,000               | \$ -                     |                                                                                              |   |   |   | \$400,000     |
| ST - STREET CAPITAL PROJECTS - FAIRVIEW PARKWAY                              |      |               |                          |                          |                                                                                              |   |   |   |               |
| Fairview Parkway ROW                                                         | 2    | \$ 3,000,000  |                          | \$ 3,000,000             | County ROW                                                                                   |   |   |   | \$ 3,000,000  |
| Fairview Parkway Engineering                                                 | 2    | \$ 1,300,000  |                          | \$ 1,300,000             | Town ROW                                                                                     |   |   |   | \$ 1,300,000  |
|                                                                              |      |               | \$ -                     | \$ 4,300,000             |                                                                                              |   |   |   | \$ 4,300,000  |
| PK - PARKS & TRAILS CAPITAL PROJECTS                                         |      |               |                          |                          |                                                                                              |   |   |   |               |
| Land acquisition and planning                                                | 1    | \$ 350,000    | \$ 350,000               |                          | Funding: Park Funds-\$50k /General Fund Reserves \$300k                                      |   |   |   | \$ 350,000    |
| Trail - FM-1378                                                              | 1    | \$ 100,000    | \$ 100,000               |                          | Funding: Park Grant - \$50K / Park Funds \$50k                                               |   |   |   | \$ 100,000    |
| Medians on Stacy or other project                                            | 2    | \$ 200,000    |                          | \$ 200,000               | Funding: Construction Fund Reserves                                                          |   |   |   | \$ 200,000    |
| Trail capital planning                                                       |      | TBD           |                          |                          | TBD                                                                                          |   |   |   | \$ -          |
|                                                                              |      |               | \$ 450,000               | \$ 200,000               |                                                                                              |   |   |   | \$ 650,000    |
| SR - SEWER CAPITAL PROJECTS                                                  |      |               |                          |                          |                                                                                              |   |   |   |               |
| Regional Sewer Lift Station                                                  | 2    | \$ 2,200,000  |                          | \$ 2,200,000             | Funding: TIF Reserves \$1.3M / AR Funds \$900K                                               |   |   |   | \$ 2,200,000  |
|                                                                              |      |               | \$ -                     | \$ 2,200,000             |                                                                                              |   |   |   | \$ 2,200,000  |
| WA - WATER CAPITAL PROJECTS                                                  |      |               |                          |                          |                                                                                              |   |   |   |               |
| AMI Meter System                                                             | 2    | \$ 160,000    |                          | \$ 160,000               | Funding: American Rescue Program funds                                                       |   |   |   | \$ 160,000    |
|                                                                              |      |               | \$ -                     | \$ 160,000               |                                                                                              |   |   |   | \$ 160,000    |
| DR - DRAINAGE CAPITAL PROJECTS                                               |      |               |                          |                          |                                                                                              |   |   |   |               |
| Fox Glen Drainage Study                                                      | TBD  | TBD           |                          |                          | TBD                                                                                          |   |   |   | \$ -          |
| Farmstead Drainage                                                           | 1    | \$ 50,000     | \$ 50,000                |                          | Funding: Drainage Reserve Funds                                                              |   |   |   | \$ 50,000     |
| Blue Bird Drainage Project                                                   | TBD  | TBD           |                          |                          | TBD                                                                                          |   |   |   | \$ -          |
|                                                                              |      |               | \$ 50,000                | \$ -                     |                                                                                              |   |   |   | \$ 50,000     |
|                                                                              |      |               | \$ 4,038,500             | \$ 9,822,000             |                                                                                              |   |   |   | \$ 13,860,500 |



# *Memorandum*

## *June 12, 2025*

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TO: Mayor and Town Council

FROM: Chris Chandler, Police Chief  
Julie Couch, Town Manager

SUBJECT: **Police Department Expansion**

**BACKGROUND:** When town hall was under construction the second floor (police department space) was originally designed to be completely built out to provide proper office and work-related space for the police department, at the time, and 3-5 years into the future. However, before completion of the building budgetary constraints caused the police space to be downsized and converted to shell space. Functional spaces reduced by the budget constraints included the officer's workstation area, locker rooms, fitness center, breakroom, record and other storage, and office space.

The discussion at the council at that time was that the space development would only be delayed a few budget years and then be completed. The remaining space on the 2<sup>nd</sup> floor was subsequently leased to Baxter IT, the town's IT consulting group.

The police department is out of private office space. Four Sergeants are sharing an office designed for one person. The PD needs additional locker room space, especially for female officers since it is currently maxed out of locker space and the existing space is very confined. The fitness center is crowded, forcing some equipment to be moved into the unfinished shell space on the 3<sup>rd</sup> floor. The police department does not have any training space. Additionally, functional changes within the PD must be made to meet and maintain accreditation through the Texas Police Chiefs Association Accreditation/Recognition Program. Expansion/buildout of the space currently occupied by IT needs to be converted to police department use.

Expansion of the PD has been included in the CIP. The initial expansion would be moving Baxter IT to the third floor and expanding the police space on the second floor. The next step in the process would be to hire the architect to develop architectural plans and a budget to build out the remaining shell space on the second floor. We would want them to also plan for the third floor future expansion with the move of Baxter IT to the third floor to ensure that we are planning for the future use as well. It is recommended that the Town engage Brinkley Sargent, the firm that completed the facility plans for the Town previously, which included the future need for police space. Once the design is completed the Town can then determine financing and proceed with the project.



## *Memorandum*

### *June 12, 2025*

---

TO: Mayor & Council

FROM: Israel Roberts, Planning Manager  
Julie Couch, Town Manager

SUBJECT: **Park and Trail Planning and Implementation**

**BACKGROUND:** The Town Council has approved an update to the Town's master park and trail plan. This process took some time and included in that update was an implementation plan. The plan was identified in short-term, mid-term and long-term projects. The short-term projects are projected to be constructed within 5 years and the mid-term projects are projected to be constructed within 10 years. The estimated cost of these projects has been added to the CIP. The long-term projects are identified for construction beyond the 10-year CIP so they have not been identified on the current CIP.

Currently, we are organizing Request for Proposals (RFP) for the planning and design of two (2) park and/or trail related projects. The first project, called the Sloan Creek Park and Trail Plan (Item #8 on the Implementation Plan), centers on a 3.6-acre Town owned parcel of land with direct access onto Highway 5, Bush Springs Trail, and Sloan Creek. This project plans and designs a trailhead facility including but not limited to vehicle access and parking, trail extensions, access to the Sloan Creek historic railroad overpass, connection to properties on the west side of the DART rail line, and potential community park facilities.



Project 1: Sloan Creek Park and Trail Plan

The second project, consisting of the combination of item Nos. 5, 16 & 17 on the Implementation Plan, calls for the schematic design of a trail from the intersection of CR 317 at Fitzhugh Mill Road southward, crossing Stacy Road and ending at the Town Limit line. This also includes the design of a natural trail extension from Beaver Run Park, to the southern terminus of the CR 317 trail noted above. The portion of the project will be heavily focusing on engineering, schematic designs and cost estimates.



Project 2: CR 317 Trail Plan

In the past, the primary source of funds for park and trail improvements has been fees paid by residential developers. With the residential development generally completed, this source of revenue will not be available in the future. To evaluate our implementation options, we need to have a discussion on methods and options to be used to fund the projects on the park and trail plan needs. These options could include use of the Town's debt capacity, grants, bond elections, and funds from other sources.

# TOWN OF FAIRVIEW

## PARKS, OPEN SPACE AND TRAIL IMPLEMENTATION PLAN



|  | Project | Location | Design Notes | Status | Potential Funding Requirements | Comments<br>(item # corresponds to map) |
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|

### SHORT TERM (0-5 YEARS)

|   |                                           |                                                              |                                              |          |                |                                                                                   |
|---|-------------------------------------------|--------------------------------------------------------------|----------------------------------------------|----------|----------------|-----------------------------------------------------------------------------------|
| 1 | Sorrell to Fairview Pkwy Trail Connection | Sorrell Apartments to Fairview Parkway                       | Width: 10 Feet<br>Concrete<br>Length: 4,800' | Complete |                | Complete                                                                          |
| 2 | Fire Station #2 Trail                     | South side of Fire Station 2                                 | Natural Trail<br>Length: 1,800'              |          | \$100k natural | Natural trail on interim basis                                                    |
| 3 | Road Runner Trail Extension               | Coyote Park to HWY 5 @ Lakeridge Dr.                         | Width: 10 Feet<br>Concrete<br>Length: 1,400' |          | \$171k         | Church partnership; possible parking location                                     |
| 4 | Coyote Meadow Amenities                   | Coyote Meadow                                                |                                              | Ongoing  |                |                                                                                   |
| 5 | Beaver Run Trail Extension                | Beaver Run Park to Orr Road                                  | Natural Trail<br>Length: 1,300'              |          | \$134k         | Parkland has been acquired that provides access from Beaver Run Park to Orr Road. |
| 6 | Old Stacy Road South Side Trail           | South side of Old Stacy Road from Stacy Road to Country Club | Width: 10 Feet<br>Concrete<br>Length: 3,700' |          | \$666k         |                                                                                   |
| 7 | Country Club/Monarch Park Trail           | East side of Country Club along Monarch Park                 | Width: 10 feet<br>concrete<br>Length: 1,600' | Complete |                | Complete                                                                          |

[https://fairviewtxgcc.sharepoint.com/sites/Planning/Planning Department Files/Park and Trail Master Plan/Parks Open Space and Trail Implementation Plan with Est 6.11.25.docx](https://fairviewtxgcc.sharepoint.com/sites/Planning/Planning%20Department%20Files/Park%20and%20Trail%20Master%20Plan/Parks%20Open%20Space%20and%20Trail%20Implementation%20Plan%20with%20Est%206.11.25.docx)

## TOWN OF FAIRVIEW

### PARKS, OPEN SPACE AND TRAIL IMPLEMENTATION PLAN



|  | Project                | Location | Design Notes               | Status  | Potential Funding Requirements | Comments<br>(item # corresponds to map)                                                                                   |
|--|------------------------|----------|----------------------------|---------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|  | Bike Route Designation | Various  | Shared Lane Markings/Signs |         |                                | Each street section designated as a bike route will need to be evaluated to verify adequate design and marking capability |
|  | Trail/Park amenities   | Various  |                            | Ongoing | \$100k                         | Benches, trash receptacles, improvements to existing parks                                                                |
|  | Short Term Totals:     |          |                            |         | \$1.5+ Mil                     |                                                                                                                           |

#### LAND ACQUISITION (0-5 YEARS)

|    |                                    |                                       |                                              |          |  |                                                                                           |
|----|------------------------------------|---------------------------------------|----------------------------------------------|----------|--|-------------------------------------------------------------------------------------------|
| 8  | Park/Trailhead acquisition         | 3.6-acres north of Sorrell Apts.      |                                              | Complete |  | Floodplain; potential connection from HWY 5 to Historic train bridge, Trail head, parking |
| 9  | Meandering Way Property Park/Trail | Meandering way to Creekside Park      | Width: 10 Feet<br>Concrete<br>Length: 5,000' |          |  | Property is in the process of being dedicated to the Texas Land Conservancy.              |
| 10 | Fairview Community Park            | West of DART Line @ Historic overpass |                                              |          |  | Land Acquisition                                                                          |

# TOWN OF FAIRVIEW

## PARKS, OPEN SPACE AND TRAIL IMPLEMENTATION PLAN



|  | Project | Location | Design Notes | Status | Potential Funding Requirements | Comments<br>(item # corresponds to map) |
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|

### MID TERM (5-10 YEARS)

|    |                                                   |                                                                        |                                              |          |        |                                                           |
|----|---------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------|----------|--------|-----------------------------------------------------------|
|    |                                                   |                                                                        |                                              |          |        |                                                           |
| 11 | Country Club West Trail Connection                | South side of Country Club from Stoddard Rd. to Apple Crossing         | Width: 10 Feet<br>Concrete<br>Length: 400'   | Complete |        | Complete                                                  |
| 12 | HWY 5 North Trail                                 | East side of HWY 5 from Meandering Way to Sloan Creek                  | Width: 10 Feet<br>Concrete<br>Length: 1,500' |          | \$198k | Pedestrian bridge required at utility crossing, TxDOT ROW |
| 13 | HWY 5 Middle Trail                                | East side of HWY 5 from Meandering Way to Fire Station 1               | Width: 10 Feet<br>Concrete<br>Length: 2,200' |          | \$237k | TxDOT ROW                                                 |
| 14 | Sloan Creek Middle School Trail                   | East side of Country Club from Sloan Creek Middle School to Stacy Road | Width: 10 Feet<br>Concrete<br>Length: 800'   |          | \$136k | Construction timing with Country Club/Stacy intersection  |
| 15 | Country Club: Stacy Road intersection connections | East side of Country Club                                              | Width: 10 Feet<br>Concrete<br>Length: 1,100' |          | \$200k | TxDOT ROW                                                 |

## TOWN OF FAIRVIEW

### PARKS, OPEN SPACE AND TRAIL IMPLEMENTATION PLAN



|    | Project                      | Location                                                          | Design Notes                                 | Status | Potential Funding Requirements | Comments<br>(item # corresponds to map) |
|----|------------------------------|-------------------------------------------------------------------|----------------------------------------------|--------|--------------------------------|-----------------------------------------|
| 16 | Orr Road North Section       | West side of Orr Road north of Stacy Road                         | Width: 10 Feet<br>Concrete<br>Length: 2,770' |        | \$558k                         | Necessary ROW has been acquired.        |
| 17 | Orr Road South Section Trail | West side of Orr Rd. south of Stacy Road to Beaver Run connection | Width: 10 Feet<br>Concrete<br>Length: 1,600' |        | \$437k                         | Necessary ROW has been acquired.        |
|    | Mid Term Totals:             |                                                                   |                                              |        | \$1.8+ Mil                     |                                         |

#### LONG TERM (10+ YEARS)

|    |                          |                  |                                 |  |                                                                                     |                                                                   |
|----|--------------------------|------------------|---------------------------------|--|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 18 | Trinity Trail Connection | East of Orr Road | Natural Trail<br>Length: 2,200' |  | \$121k                                                                              | 30' Trail easement from NTMWD secured; potential parking location |
| 19 | Wilson Creek Trail       |                  | Natural/Concrete                |  | Funds reserved for pedestrian bridge; potential joint project with City of McKinney | Connection point at end of Red Oak Trail                          |

## TOWN OF FAIRVIEW

### PARKS, OPEN SPACE AND TRAIL IMPLEMENTATION PLAN



|  | Project | Location | Design Notes | Status | Potential Funding Requirements | Comments<br>(item # corresponds to map) |
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|
|--|---------|----------|--------------|--------|--------------------------------|-----------------------------------------|

#### PROJECT DEPENDENT

|    |                                        |                                                         |                                               |             |                        |                                                                                                        |
|----|----------------------------------------|---------------------------------------------------------|-----------------------------------------------|-------------|------------------------|--------------------------------------------------------------------------------------------------------|
| 20 | Hart Road Trails                       | Hart Road from Country Club to Stoddard                 | Width: 10 Feet<br>Concrete<br>Length: 11,400' | 10 Year CIP | \$1.6 Mil              | Both sides; upon development where feasible; Eastern section (St. James to County Club) on 10-year CIP |
| 21 | HWY 5 South Trail                      | East side of HWY 5 from Fire Station 1 to Fairview Pkwy | Width: 10 Feet<br>Concrete<br>Length: 2,500'  |             | \$528k                 | TxDOT ROW, reconstruction of HWY 5/Fairview Parkway                                                    |
| 22 | Country Club Road Trails               |                                                         | Width: 10 Feet<br>Concrete                    |             | TxDOT                  | Both sides; excluding Town specific projects                                                           |
| 23 | Stacy Road East Trails                 | East section of Stacy Road to Orr Road                  |                                               | Complete    |                        |                                                                                                        |
| 24 | CPDD Trails                            | CPDD Framework Plan/Map                                 | Width: Min. 8 feet wide                       |             | Developer incurs costs | Installation with development                                                                          |
| 25 | Sloan Creek underpass trail connection | HWY 5 @ Sloan Creek                                     |                                               |             | \$1 Mil+               | TxDOT reconstruction of HWY 5                                                                          |
| 26 | Lakewood Park                          | Lakewood Dr @ Old Stacy Rd                              |                                               |             |                        |                                                                                                        |



## *Memorandum*

### *June 17, 2025*

TO: Mayor & Council

FROM: Steven Ventura, Chief Financial Officer  
Julie Couch, Town Manager

SUBJECT: **Town-Wide ERP System**

**BACKGROUND:** The Town's current Enterprise Resource Planning system (ERP) is Incode, a Tyler Technology product. We have used this system since 2007 in accounting/payroll, HR, utility billing, court and permitting. Within those departments, it is utilized for general ledger management, audit, budget, cashiering, project tracking among other functions. It is also available to other departments for information gathering and budget management.

**STATUS OF ISSUE:** The Town currently utilizes version 9 of Incode. Since our implementation in 2007, there have been upgrades and a newer version-version 10-released. Some of the current processes and newer software packages we utilize are not compatible with our version and often lead to manual workarounds. Staff would like to research an upgrade or look into a new system altogether. The cost will be dependent on what modules we purchase, how many users, etc. We would also like to contract with a project manager who specializes in these types of upgrades/implementations. Staff will put together product and cost information for future budget discussions.



## *Memorandum*

### *June 12, 2025*

---

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: Projected Personnel Needs 3-5 Years

When developing long range projections for revenues and expenses we need to include an analysis of future positions that will be needed to meet both current demands as well as future demands. This information is used to estimate future costs.

Below are staff projections for additional personnel. This information is considered as budgets are developed, however, funding for additional personnel is considered each year as a part of the budget process, and funding availability is always a part of that consideration. It is important for the Council to understand the needs of the departments as the budgets are developed. Projected positions by function are as follows:

**Administration** – There is a need for additional administrative work in the administrative functions. It is estimated that a budget analyst will be needed over the next 5 years.

**Finance/ Utility Billing** - There is no anticipated need for additional staff over the next 5 years.

**Public Works** – There are significant needs in the public works function given the growth in the workload. It is envisioned that the Town will need 4 supervisors that will manage the crews for general operations, water, street and parks operations. Additional maintenance staff will also be needed. The staff is currently at 19 positions and at build out the anticipated number of employees is 25. The number of employees to be considered over the next 5 years is one per year.

## Police Department –

### FY26 –

**Administrative Sergeant** – Will handle direct supervision of CID (Detectives), Training, Professional Standards (Internal Investigations), Hiring, and Evidence Room Backup.

**Patrol Officer X (4)** – These officers would work patrol and have that division where it could take PTO, attend training, and still maintain staffing levels. This would put one (1) additional officer on each of the four (4) shifts.

**Administrative Assistant** – This civilian position would report directly to the Chief of Police and be responsible for all department records (filing and retention), perform administrative duties as needed for the department, answer the department phone, be responsible for the department alarm program.

### FY27 –

**Patrol Officer X (4)** – These officers would work patrol and allow that division to handle the additional call load that will be coming from the apartments and commercial projects being built by the developers. This would put one (1) additional officer on each of the four (4) shifts.

### FY28 -

**Detective** – This position would report to the Administrative Sergeant and be responsible for case management/investigation. Their primary duty would be to investigate crimes, secure and process crime scenes, and identify and collect evidence at crime scenes.

## Fire Department – T Fire Department Staffing and Planning Overview

The fire department primarily operates under a full-time staffing model, supplemented by three part-time personnel and one volunteer (Admin Captain). Current staffing projections include plans to add a second medic unit in approximately 5 years. If call volume increases to a point where additional medic capacity is needed sooner than five years, a demand medic unit could be implemented. This unit would be staffed using overtime personnel during the department's statistically busiest days without having to purchase an additional vehicle.

As call volumes continue to grow and the complexity of emergency responses increases, there will be a need to add shift-based Battalion Chiefs to fully manage incident command responsibilities. These positions will also assume the current supplementary duties managed by Captains, such as equipment repairs, PPE management, station repairs, and maintenance. They would be added 1 each year beginning FY 29/30 with a total of 3 to go on shift FY31/32 (depending upon commercial growth)

Below is a breakdown of the anticipated personnel needed in the fire department over the next 6 years:

|                     | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 |
|---------------------|-------|-------|-------|-------|-------|-------|
| <b>Chief</b>        | 1     | 1     | 1     | 1     | 1     | 1     |
| <b>Asst Chief</b>   | 1     | 1     | 1     | 1     | 1     | 1     |
| <b>Admin. Asst.</b> | 1     | 1     | 1     | 1     | 1     | 1     |

|                                    |           |           |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Fire Marshal/<br/>Inspector</b> | 0         | 0         | 1         | 1         | 1         | 1         |
| <b>Support Services</b>            | 0         | 0         | 0         | 0         | 0         | 1         |
| <b>Battalion Chief</b>             | 0         | 0         | 0         | 0         | 1         | 2         |
| <b>Shift personnel</b>             | 27        | 27        | 27        | 30        | 33        | 33        |
| <b>Total FD staff</b>              | <b>30</b> | <b>30</b> | <b>31</b> | <b>34</b> | <b>38</b> | <b>40</b> |

# Town of Fairview

Prebudget Council Meeting  
Personnel Discussion  
June 17, 2025



# Headcount/Turnover/Current Vacancies

## FY24/25 Headcount

Fire - 29  
Police - 21  
Public Works - 19  
All other – 18.5

Total – 87.5 approved positions

## FY24/25 Turnover

Fire - 23.81%  
Police - 10.71%  
Public Works - 15.79%  
All other - 15.79%

Total Turnover - 16.3%

## Current Vacancies (5)

Fire - Firefighter/Paramedic  
Police - Police Officer  
Public Works - Maintenance Worker & Administrative Assistant  
Other - Customer Service Supervisor

# Challenges in Retention & Recruitment

- Compensation\*
- Medical Benefit Costs\*
- Work Schedule - Alternate Work Week Option\*
- Limited Advancement Opportunities/Train and Lose Cycle
- Challenges in Expanding Employee Benefits

\*Denotes top 3 focus items on Employee Engagement Survey

# Compensation Challenges

Maintaining competitive pay by benchmarking against peer cities, including Addison, Allen, Celina, Colleyville, Coppell, Frisco, Grapevine, McKinney, Murphy, Plano, Prosper, Richardson, and Southlake is an ongoing challenge.

- A formal third-party compensation study was completed in 2022.
- Peer towns/cities continuing to increase most compensation rates every year, especially for Public Safety.
- Despite two market adjustments since the formal compensation study, base pay remains below market levels. Example disparities include:
  - Firefighter/Paramedic Entry Level – 6.35% below peer average, only 3 out of 13 peer towns/cities pay less at entry level.
  - Police Officer Recruit – 14.36% below peer average, only 2 of 13 peer towns/cities pay less at entry level
  - Police Officer Entry Level – 7.70% below peer average, only 3 of out 13 peer towns/cities pay less at entry level
  - Public Works Maintenance – Entry level positions are at or slightly above average. Skilled positions are at least 2% below peer towns/cities.

# Benefit Cost Challenges

Medical insurance premiums are projected to increase by 15 to 30% in FY25/26, driven by current plan utilization trends.

- The Town currently offers four medical benefit plans. Two of these plans have a no premium cost for the employees enrolled at the employee only tier.
- Employee survey feedback indicates that dependent coverage is becoming increasingly unaffordable.
- Currently, employee premiums for family coverage range from \$683 to \$1,863 per month.
- For employee only coverage, the Town's monthly premium cost ranges from \$583 to \$689 per employee, depending on selected plan. For the family coverage tier, the Town contributes between \$1,020 and \$1,056 per month toward premiums.

# Work Schedule – Alternate Work Week

- Employees ranked moving to an alternate workweek in the top 3 priorities when asked which areas Town leaders should focus on. For Town Hall staff, specifically, this was the top priority, surpassing total pay and healthcare benefits.
- The Town has made changes to police and fire schedules over the past several years to respond to market changes and to remain competitive.
- Additional feedback was sought from Town Hall employees and the results were overwhelmingly for moving to a 4-day work week, recognizing that we would have longer hours the other four days.

# Work Schedule – Alternate Work Week

Considering the Town's small staff size, Town Hall hours would need to be adjusted for maximum efficiency if a 4 or 4 ½ day work week is implemented. Such a change would result in additional time being added to the 4 days to provide an opportunity for residents to come to Town Hall earlier or later in the day, which would provide greater flexibility to come in before or after work.

Analysis was done in regard to the number of walk ins each day over a 30-day period. The average number of walk ins for a week was 74 which equates to approximately 15 people per day. We receive an average of 34.8 calls on Friday. The number of calls are higher for the other days of the week. Should we choose to consider a change, an education of residents and customers would be needed to adjust to the new hours.

Consideration of a change to the Town Hall operating hours is something that has been done in many other cities and just as we have seen in public safety, competitive work hours has a role in recruitment and retention.

# Work Schedule – Alternate Work Week – Trends

Yellow reflects the Town's comparator cities

## 4-Day Workweek

- Allen
- **Celina\***
- Decatur
- Farmers Branch
- Forest Hill
- **Forney\***
- Garland
- Grand Prairie
- Highland Village
- Hurst
- Joshua
- **Keller\***
- Lewisville
- **Little Elm\***
- Mesquite
- Northlake
- **Prosper**
- Princeton
- **Richardson**
- **Richland Hills\***
- Rowlett
- **Southlake**
- Watauga
- Wylie

\* Town/City Hall closed on Friday

## 4 ½ Day Workweek (closed ½ day on Friday)

- Carrollton
- Farmersville
- Lewisville
- Melissa
- Sachse
- The Colony

## Hybrid Remote/WFH Schedule

- **Addison**
- **Frisco**
- Garland
- Highland Village
- Highland Park
- Irving
- **McKinney**
- Mesquite
- **Murphy**
- **Plano**
- **Prosper**
- **Richardson**
- **Southlake**
- + Many More

# Limited Advancement Opportunities/ “Train and Lose” Cycle

- Due to the Town’s smaller workforce, there are fewer supervisory and leadership roles available.
- Employees seeking career growth may become discouraged by lack of upward mobility.
- Due to compensation disparities reviewed in previous slides, lower pay may attract less experienced candidates who view Fairview as a temporary steppingstone.
- Entry level staff are hired and trained internally, often with significant investment in onboarding and professional development.
- Once equipped with experience and certifications, these employees seek out or are recruited by higher paying towns/cities or private sector employers.

# Challenges in Expanding Employee Benefits

- Implementing new or enhanced employee benefits remains difficult due to financial constraints and other competing priorities.
- For example, adding additional Town Observed Holidays, PTO buy back options, and increasing the Town's COLA through TMRS.



## *Memorandum*

### *June 12, 2025*

---

TO: Mayor & Council

FROM: Steven Ventura, CFO  
Julie Couch, Town Manager

SUBJECT: **Future Budget Impacts**

**BACKGROUND:** we have provided the Council with a number of items that will impact future budgets. Capital items are a significant component of any budget, but the operating costs provide the funds necessary to perform the work of the Town. Attached is a 5-year general fund budget projection as well as the 5-year projection for the utility fund.

#### General Fund

There are a number of items that will impact our ability to generate revenue in the general fund to pay for the future needs of the Town. This projection uses conservative revenue projections and it includes all of the identified new positions in the years requested. The purpose of this projection is not to reflect a balanced budget but instead to identify potential issues that may arise in future years. A discussion of the revenues and impacts to those revenues is as follows:

Property taxes – as we have discussed, residential development is now winding down. We will see the lots that have been platted being developed but no new significant single-family development. We were conservative in the estimate of new revenue. Over the past 15 years we have seen the property tax revenue increase by approximately 7.5% annually. The projection uses 4%-5% growth. What we don't know is exactly when the commercial property will develop. We also don't know what the state will do to us in terms of future property tax generation. The tax base for FY25-26 is projected at \$ \$3,570,000,000. This is 7.49% over the current tax base. The existing tax base is projected to increase by 4.83%.

Sales Taxes – we anticipate relatively slow growth in sales taxes. Over the past two years the sales taxes have increased by an average of 10.86%, however the past 8 years the average annual increase is 3.84%. We have projected the next 2 years at 5% and dropped the increase to 2.5% per year.

Franchise Fees - these have been projected as flat for the 5 years. Gas and electric franchises are relatively consistent, they are primarily contingent on weather. The two fees that we have seen reduced over the past 7 years are telecommunications and cable fees. They have been reduced by almost 50%. They are not a large component of the budget (we collected \$78,000 last year) but it continues to drop with state and federal legislation that reduces what we can receive and the drop in both the usage in land lines and cable services.

Licenses and Permits – the projected revenues for permits is projected to drop for several years as development has slowed down and then we have added a slight increase anticipating some commercial development in the latter years.

Other revenues - other revenues are projected to have relatively small increases.

The expenditures are projected with annual inflation factors that track what we have seen the last several years. The personnel expenditures reflect annual adjustments for salaries and benefits and they also reflect the estimated costs for the additional employees that have been outlined. Again, these numbers don't reflect what will be budgeted as the available revenues and actual needs will be considered each year.

As we budget each year, we evaluate available revenues and the balance the expenditures. This is provided to give us some projections as to what we may be looking at in the future and allowing us to plan for both revenues and expenditures.

#### Utility Fund

The cost of water and wastewater continues to increase, last year water increased by 6% while sewer increased 30%. Due to our positive position in this fund, no pass through increases were included in the FY25 budget. Water sales this year are projected to exceed budget but come in lower than FY24. As we go through the budget, we will determine what increases we may have to pass through to our customers in FY26. Our revenue projections include a 3% increase in water and wastewater revenue over the next few years. Additional revenues are minimal and are projected to remain flat or include a small increase.

Expenditures are reflected with the estimated percentages and salary increases are included with an average of 5.5% increase for step and market increases. Water is projected to increase 5% and sewer to increase 10%.

| <b>Fiscal Year</b> | <b>GF Debt</b> | <b>W/S Debt</b> | <b>ST Debt</b> | <b>Total Debt</b> |
|--------------------|----------------|-----------------|----------------|-------------------|
| FY25-26            | \$15,537,560   | \$5,197,440     | \$275,649      | \$21,010,649      |
| FY26-27            | 13,680,192     | 4,634,808       | 199,887        | 18,514,887        |
| FY27-28            | 11,810,000     | 4,145,000       | 121,766        | 16,076,766        |
| FY28-29            | 10,010,000     | 3,865,000       | 41,213         | 13,916,213        |
| FY29-30            | 8,675,000      | 3,570,000       |                | 12,245,000        |
| FY30-31            | 7,485,000      | 3,265,000       |                | 10,750,000        |
| FY31-32            | 7,315,000      | 2,950,000       |                | 10,265,000        |
| FY32-33            | 6,665,000      | 2,620,000       |                | 9,285,000         |
| FY33-34            | 6,090,000      | 2,280,000       |                | 8,370,000         |
| FY34-35            | 5,490,000      | 1,930,000       |                | 7,420,000         |

| Fiscal year | Total Tax Base<br>(Projected) | Projected<br>Increase | Tax Collections |
|-------------|-------------------------------|-----------------------|-----------------|
| FY23-24     | \$2,971,150,228               | 8%                    | \$ 6,129,452.52 |
| FY24-25     | \$3,309,791,448               | 4%                    | \$ 6,374,630.62 |
| FY25-26     | \$3,375,987,277               | 2%                    | \$ 6,502,123.23 |
| FY26-27     | \$3,443,507,022               | 2%                    | \$ 6,632,165.70 |
| FY27-28     | \$3,512,377,163               | 2%                    | \$ 6,764,809.01 |
| FY28-29     | \$3,582,624,706               | 2%                    | \$ 6,900,105.19 |
| FY29-30     | \$3,654,277,200               | 2%                    | \$ 7,038,107.30 |
| FY30-31     | \$3,727,362,744               | 2%                    | \$ 7,178,869.44 |
| FY31-32     | \$3,801,909,999               | 2%                    | \$ 7,322,446.83 |
| FY32-33     | \$3,877,948,199               | 2%                    | \$ 7,468,895.77 |

General Fund Operating Projections

| Revenues             | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. | Projected<br>FY26 | Projected<br>FY27 | Projected<br>FY28 | Projected<br>FY29 |               |
|----------------------|----------------|-----------------|-----------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| PROPERTY TAX         | 6,387,492      | 7,065,000       | 7,070,000             | 7,282,100         | 7,500,563         | 7,725,580         | 7,957,347         | Est. 3.0%     |
| SALES/MIX BEV TAX    | 2,241,935      | 2,200,000       | 2,310,500             | 2,426,025         | 2,547,326         | 2,611,009         | 2,676,285         | Est. 2.5%     |
| FRANCHISE FEES       | 732,810        | 637,000         | 745,000               | 673,825           | 663,718           | 653,762           | 643,955           | Est. -1.5%    |
| LICENSES & PERMITS   | 378,243        | 279,200         | 300,000               | 255,000           | 258,825           | 262,707           | 266,648           | -1.5 then 1.5 |
| CHARGES FOR SERVICES | 389,109        | 280,500         | 350,000               | 353,500           | 357,035           | 360,605           | 364,211           | Est. 1%       |
| FINES & FORFEITURES  | 213,357        | 215,300         | 200,000               | 205,000           | 210,125           | 215,378           | 220,763           | Est. 2.5%     |
| MISC REVENUE         | 185,587        | 691,815         | 135,000               | 100,000           | 100,000           | 100,000           | 100,000           | Flat          |
| FISCAL REVENUE       | 1,758,729      | 1,302,600       | 1,102,600             | 1,119,139         | 1,135,926         | 1,152,965         | 1,170,259         | Est. 1.5%     |
| Totals               | 12,287,262     | 12,671,415      | 12,213,100            | 12,414,589        | 12,773,518        | 13,082,007        | 13,399,469        |               |
|                      |                |                 | 99%                   | 102%              | 103%              | 102%              | 102%              |               |

| Expenses             | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. | Projected<br>FY26 | Projected<br>FY27 | Projected<br>FY28 | Projected<br>FY29 |           |
|----------------------|----------------|-----------------|-----------------------|-------------------|-------------------|-------------------|-------------------|-----------|
| PERSONNEL            | 8,611,161      | 9,243,243       | 9,310,569             | 10,531,633        | 11,585,986        | 12,398,145        | 13,434,043        | Est. 5.5% |
| MATERIALS & SUPPLIES | 796,999        | 889,200         | 889,200               | 915,876           | 943,352           | 971,653           | 1,000,802         | Est. 3.0% |
| PURCHASED SERVICES   | 1,669,407      | 1,611,352       | 1,611,352             | 1,659,693         | 1,709,483         | 1,760,768         | 1,813,591         | Est. 3.0% |
| REPAIR & MAINTENANCE | 486,428        | 416,800         | 416,800               | 429,304           | 442,183           | 455,449           | 469,112           | Est. 3.0% |
| GENERAL & ADMIN SVCS | 173,546        | 250,600         | 250,600               | 256,865           | 263,287           | 269,869           | 276,616           | Est. 2.5% |
| CAPITAL              | 34,585         | -               | -                     | -                 | -                 | -                 | -                 | -         |
| UTILITY SERVICES     | 15,700         | 18,975          | 18,975                | 19,639            | 20,326            | 21,038            | 21,774            | Est. 3.5% |
| FISCAL CHARGES       | -              | 100,000         | 100,000               | 100,000           | 150,000           | 150,000           | 150,000           |           |
| TRANSFERS            | 693,300        | 140,000         | 140,000               | 100,000           | 100,000           | 100,000           | 100,000           |           |
| Totals               | 12,481,126     | 12,670,170      | 12,737,496            | 14,013,010        | 15,214,618        | 16,126,921        | 17,265,938        |           |
|                      |                |                 | 102%                  | 110%              | 109%              | 106%              | 107%              |           |

| Debt            | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. | Projected<br>FY26 | Projected<br>FY27 | Projected<br>FY28 | Projected<br>FY29 |                   |
|-----------------|----------------|-----------------|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| GENERAL FUND    | 18,568,443     | 16,874,198      | 17,547,846            | 15,537,560        | 13,680,192        | 11,810,000        | 10,010,000        | 2024 ST Note Inc. |
| WATER & SEWER   | 6,422,154      | 5,770,802       | 5,770,802             | 5,197,440         | 4,634,808         | 4,145,000         | 3,865,000         |                   |
| SHORT TERM DEBT | 420,377        | 349,122         | 349,122               | 275,649           | 199,887           | 121,766           | 41,213            |                   |
| Totals          | 25,410,975     | 22,994,122      | 23,667,770            | 21,010,649        | 18,514,887        | 16,076,766        | 13,916,213        |                   |

General Fund Operating Projections

|                    | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. End | Projected<br>FY26 | Projected<br>FY27 |
|--------------------|----------------|-----------------|---------------------------|-------------------|-------------------|
| Revenues           |                |                 |                           |                   |                   |
| WATER SERVICE      | 8,721,352      | 7,626,000       | 8,500,000                 | 8,755,000         | 9,017,650         |
| SEWER SERVICE      | 2,320,314      | 2,275,000       | 2,300,000                 | 2,369,000         | 2,440,070         |
| LEASES             | 198,846        | 200,000         | 200,000                   | 200,000           | 200,000           |
| INVESTMENT REVENUE | 32,768         | 10,000          | 29,000                    | 10,000            | 10,000            |
| TRANSFERS          | 20,000         | 20,000          | 20,000                    | 20,000            | 20,000            |
| MISC REVENUE       | 132,961        | 106,000         | 114,000                   | 110,000           | 112,750           |
| Totals             | 11,426,241     | 10,237,000      | 11,163,000                | 11,464,000        | 11,800,470        |
|                    |                |                 | 98%                       | 103%              | 103%              |

|                      | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. End | Projected<br>FY26 | Projected<br>FY27 |
|----------------------|----------------|-----------------|---------------------------|-------------------|-------------------|
| Expenses             |                |                 |                           |                   |                   |
| PERSONNEL            | 1,382,287      | 1,590,647       | 1,496,000                 | 1,678,133         | 1,770,430         |
| MATERIALS & SUPPLIES | 4,021,984      | 4,292,600       | 4,292,600                 | 4,507,230         | 4,732,592         |
| PURCHASED SERVICES   | 346,858        | 364,250         | 364,250                   | 375,178           | 386,433           |
| REPAIR & MAINTENANCE | 539,261        | 517,500         | 517,500                   | 527,850           | 538,407           |
| GENERAL & ADMIN SVCS | 11,516         | 14,800          | 14,800                    | 14,800            | 15,000            |
| UTILITY SERVICES     | 1,432,885      | 1,837,900       | 1,837,900                 | 2,021,690         | 2,223,859         |
| CAPITAL OUTLAY       | 7,039          | -               | -                         | -                 | -                 |
| FISCAL CHARGES       | 877,524        | 781,596         | 781,596                   | 745,955           | 647,825           |
| TRANSFERS            | 764,670        | 1,036,456       | 1,036,456                 | 1,236,456         | 1,225,000         |
| VEH/CAP REPLMNT XFER | 150,000        | 150,000         | 150,000                   | 150,000           | 279,475           |
| Totals               | 9,534,024      | 10,585,749      | 10,491,102                | 11,257,291        | 11,819,020        |
|                      |                |                 | 110%                      | 107%              | 105%              |

|                 | Actual<br>FY24 | Adopted<br>FY25 | Projected<br>FY25 Yr. End | Projected<br>FY26 | Projected<br>FY27 |
|-----------------|----------------|-----------------|---------------------------|-------------------|-------------------|
| Debt            |                |                 |                           |                   |                   |
| GENERAL FUND    | 18,568,443     | 16,874,198      | 17,547,846                | 15,537,560        | 13,680,192        |
| WATER & SEWER   | 6,422,154      | 5,770,802       | 5,770,802                 | 5,197,440         | 4,634,808         |
| SHORT TERM DEBT | 420,377        | 349,122         | 349,122                   | 275,649           | 199,887           |
| Totals          | 25,410,975     | 22,994,122      | 23,667,770                | 21,010,649        | 18,514,887        |

| Projected<br>FY28 | Projected<br>FY29 |
|-------------------|-------------------|
| 9,288,180         | 9,566,825         |
| 2,513,272         | 2,588,670         |
| 200,000           | 200,000           |
| 10,000            | 10,000            |
| 20,000            | 20,000            |
| 115,569           | 118,458           |
| 12,147,020        | 12,503,953        |
| 103%              | 103%              |

Est. 3.0%

Est. 3.0%

Flat

Unknown

Flat

Est. 2.5%

56,000.00

5,000.00

1,000.00

40,000.00

12,000.00

| Projected<br>FY28 | Projected<br>FY29 |
|-------------------|-------------------|
| 1,867,804         | 1,970,533         |
| 4,969,221         | 5,217,682         |
| 398,026           | 409,967           |
| 549,175           | 560,159           |
| 15,000            | 15,000            |
| 2,446,245         | 2,690,869         |
| -                 | -                 |
| 415,400           | 417,500           |
| 990,000           | 990,000           |
| 191,760           | 187,440           |
| 11,842,630        | 12,459,149        |
| 100%              | 105%              |

Est. 5.5%

Est. 5.0%

Est. 3.0%

Est. 2.0%

Flat

Est. 10.0%

-

includes AMI and annual transfer to capital account

| Projected<br>FY28 | Projected<br>FY29 |
|-------------------|-------------------|
| 11,810,000        | 10,010,000        |
| 4,145,000         | 3,865,000         |
| 121,766           | 41,213            |
| 16,076,766        | 13,916,213        |

2024 ST Note Inc.