

City of Meadowlakes

AGENDA

Workshop

**Tuesday, June 19, 2018 – 4:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas**

Notice is hereby given that a Workshop of the City Council of the City of Meadowlakes, Texas will be held on Tuesday, June 19, 2018 at 4:00 p.m. at Totten Hall, Meadowlakes Municipal Building, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- 1. CALL TO ORDER AND QUORUM DETERMINATION.**
- 2. BUDGETING PROCESS AND CALENDAR FOR FISCAL YEAR 2019 BUDGET**
- 3. ADJOURNMENT**

City Council Meeting

**Tuesday, June 19, 2018 - 5:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas**

Notice is hereby given that a Meeting of the City Council of the City of Meadowlakes, Texas will be held on Tuesday, June 19th, 2018 at 5:00 p.m. at Totten Hall, Meadowlakes Municipal Building, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- 1. CALL TO ORDER AND QUORUM DETERMINATION**
- 2. PLEDGE OF ALLEGIANCE AND PRAYER**
- 3. CITIZEN COMMENTS** *(Limited to 15 minutes total on general subjects and agenda related items. Citizens wishing to address the Council must complete an "Application to Address" which must be submitted to the City Secretary at least ten (10) minutes before the commencement of the City Council Meeting, and each speaker will be limited to a maximum speaking time of three (3) minutes.*
- 4. MONTHLY STANDARD LIVE REPORTS** *(Progress and Status Reports Only.)*
 - A. Consent Items and operations in general - City Manager Johnnie Thompson
 1. Cart Path Improvements

- 2. Water Treatment Plant SCADA upgrades/renovation
- 3. Raw Water Intake renovations
- B. Briefing on Golf Operations – Panther
- C. Briefing on Food and Beverage – Ingalsbe
- D. Public Works - Mike Williams

5. CONSENT ITEMS *(The items listed are considered to be routine and non-controversial by the City Council and may be approved by a single motion of the Council. No separate discussion or action on any of the items is necessary unless desired by Council; at which time the select item(s) may be discussed separately under consent items and separate motion(s)).*

- A. Minutes of the prior Council Meeting and Workshop
- B. Standard Staff Reports for May 2018
 - 1. Ordinance and Animal Control Report
 - 2. Patrol Activity Report
 - 3. Building Committee Report
 - 4. Vandalism Report
 - 5. Public Works Report
- C. May 2018 Financial Statements

6. OLD BUSINESS

- A. Discussion/Action: Contractual agreements with the Meadowlakes Property Owners Association, Inc. i.e. "Contract for Services and Lease of agreement for recreational storage area" -Thompson

7. NEW BUSINESS

- A. Discussion/Action – Adjournment into executive session per Section 551.071 (Consultation with Attorney regarding contractual agreement(s) with the Meadowlakes Property Owners Association, Inc.); Section 551.074 (Personnel Matters - Review City Manager Johnnie Thompson)
- B. Reconvene into Open Session and action as may be required.
- C. Discussion/Action – Renewal/Extension of City Manager's employment contract. – Raesener
- D. Discussion/Action – Republic Services briefing on services and a request for an increase in solid waste collection fees. – Thompson
- E. Discussion/Action – Contract for Election Services, Joint Election Agreement with Burnet County. – Bauer

COUNCIL & MAYOR ANNOUNCEMENTS about Items of Community Interest

- *Announcements during this agenda item are limited to, the following, as authorized under Section 551.0415, Tex. Gov't Code.)*
- *Expressions of thanks, congratulations, or condolence;*
- *An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding the change in the status of the person's public employment is not an honorary or salutary recognition for this subdivision;*
- *A reminder regarding a social, ceremonial, or community event organized or sponsored by an entity governing body or an official or employee of the municipality; and*
- *Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.*

The next regularly scheduled City Council meeting is July 17th at 5:00 p.m.

8. ADJOURNMENT

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

An agenda packet is available for public inspection at City Hall, 177 Broadmoor, Suite A, Meadowlakes, between the hours of 8:00 a.m. through 4:00 p.m. Monday through Friday.

THE PUBLIC IS INVITED TO CITY COUNCIL MEETINGS

I, Evan Bauer, City Secretary for the City of Meadowlakes, Texas, do certify that this Notice of Meeting was posted at City Hall, in a place readily accessible to the general public at all times, on June 13th, 2018 at 4:00 p.m. and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

/s/ Evan Bauer
Evan Bauer, City Secretary

/s/ Mary Ann Raesener
Mary Ann Raesener, Mayor

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT (830) 693-6840 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME.
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Posting Removed: _____ **at** _____ **by** _____
(To be recorded upon removal, document retention at City Hall, posting removal date will not be reported via the website)

City of Meadowlakes

Mayor and Council Communication

COUNCIL ACTION: Agenda Item #5-Consent Items

DATE: June 11, 2018

REFERENCE: Agenda Item #5-Consent Items

Council Meeting Date: June 19, 2018

AGENDA ITEM: #5-Consent Items

FROM: Johnnie Thompson, City Manager

Approved by Counsel: N/A

SUBJECT:

Enclosed within your agenda packet, please find several items related to Consent Items. Please note that any item listed under consent can be pulled and deliberated as a separate item.

A. Minutes of prior meetings- Attached, please find a draft of the minutes of your meeting held on May 22nd, 2018. Should you have corrections, edits, or clarification, please contact Evan.

B. Staff Reports:

1. Ordinance Enforcement and Animal Control:

- 59 calls received
 - 71 warning letters or notices, mainly dealing with visible trash containers and lot/lawns in need of mowing
 - Issued 36 warning tickets, mostly for parking infractions
 - 12 verbal warnings issued
 - 2 warning notices issued
 - 1 Stop Work Order was issued along with a citation for violating the Stop Work Order and a citation was issued for building without a permit
 - Removed 9 trapped animals from the City
 - Picked up one dog which was returned to its owner and sent two kittens to the Animal Shelter
 - Picked up and removed six dead animals from the City
 - One skunk and one bat were submitted for rabies testing. The skunk came back negative and the bat tested positive for rabies, thus issuance of Rabies Alert.
-

2. A breakdown of the Patrol report for May is below:

- 49 hours logged, 221 miles
- Issued:
 - 3-citations
 - 7-warnings

Please refer to the enclosed patrol activity report for more detailed information.

3. Building Committee Report: six new permits were issued

The permits consisted of:

5 fences

1 pool

The City has 18 open permits.

4. No reports of vandalism were reported to City Hall.

5. Please see Mike Williams' report for detailed review of May public works activities.

C. May 2018 Financial Reports:

General Fund – The General Fund continues to perform better than anticipated with revenues for both the month and year-to-date exceeding those budgeted and expenses for both periods being less than those budgeted.

Revenues – The less than anticipated revenues from property tax income encountered last month were made up this month due to nearly three times the income from property taxes being collected in May than budgeted. May's total revenues were over twice those budgeted for the period (due to previously mentioned property tax income) and exceed those budgeted by about \$3,000. Comparing May and year-to-date revenues of this fiscal year to those for the like periods last fiscal year, May's total revenues exceeded that of last May by \$8,000 and year-to-date revenues exceeded those at this time last year by over \$42,000.

Operational Expenses – Operational expenses for May ended approximately 13% less than those budgeted for the month and year-to-date expenses were about 9% less. Compared to May of last year, expenses were just over 24%, while year-to-date expenses exceeded those for the same time last year by around 7%, mainly due to increased employee-related expenses. All major expense categories are below those budgeted for both the month of May as well as for the year-to-date.

Operational Net Gain/Loss – As expected, the Fund had an Operational net loss for May of just over \$26,000 (a loss of over \$39,000 was budgeted), however, the Fund had a net gain of nearly \$65,500 for the year-to-date (a net gain of \$24,400 was budgeted.) In

May of last year, the Fund experienced a loss of just over \$47,000 and had a net gain of just under \$45,600.

Nonoperational Revenues and Expenses – In addition to the operating revenues and expenses, the General Fund has both nonoperational related revenues and expenses. The Fund's nonoperational revenues are generated from transfers into the Fund from other sources, mainly the Utility Fund and the Recreation Fund, both transfers funds into their cover their prorated share of General Administration. Each month the Fund receives \$12,000 in transfers in from these two funds. In addition to transfers in from other Funds, \$101,500 in reserve Funds were also budgeted, however due to a positive cash flow so this fiscal have not been needed. The only nonoperational expense budgeted for FY18 is the transfer of approximately \$125,000 to the Recreation Fund for capital improvements which includes the ongoing cart path improvement project. To date, only \$25,000 has been transferred out.

The Fund had a nonoperational gain of \$12,000 for May and \$71,000 for the year-to-date.

Fund Net Gain/Loss – The Fund experienced a net loss of just over \$14,000 in May and had a year-to-date net gain of over \$135,000. (The Fund's Net Gain/Loss takes into consideration both Operational and Nonoperational revenues and expenses.)

Cash Flow – The vast majority of the Fund's income is derived from ad valorem taxes that are collected in the December to February time frame each year. Due to this the Fund normally experiences a negative cash flow the majority of the fiscal year, in May the Fund had a negative cash flow of \$7,500. Which was less than anticipated for the month. Even with the negative cash flows the past several months the Fund it still a positive cash flow of over \$114,000 for the fiscal year. It is anticipated that the Fund will continue to have a negative cash flow for the remainder of the fiscal year.

Cash In Bank – At the end of May, the General Fund had less than \$1,000 less on deposit than it did at the end of May last year. Please note that we have transferred \$25,000 from the General Fund to the Recreation Fund, which was not done last fiscal year.

Disbursements – The Fund had no out of the ordinary disbursements in May.

Utility Fund – The Utility Fund continues to perform slightly better than anticipated, with total revenues for both the month and year-to-date near or exceeding those budgeted. The Fund's expenses for both the month and year-to-date are below those budgeted.

Revenues – May revenues exceeded those budgeted by about 4.5% (\$5,000) and year-to-date revenues exceed its budget by 3.6% (\$30,500). While May water revenue exceeds that budgeted, year-to-date revenues are within a few hundred dollars of that

budgeted. Miscellaneous income and additional income from Garbage collection are the main contributors to the additional income for the year. Compared to May of last year, total revenues for the month were about \$2,000 less, however, year-to-date income exceeded those for the same period last year by about \$19,000.

Expenses – May expenses ended approximately 43% (\$62,300) less than budgeted mainly due to \$50,000 in water meters that was budgeted to be purchased but was not. All the major expense categories, except Garbage Service, ended the month well below their budgets. Year-to-date expenses followed the same trend as May's with total expenses being about 10.7% (\$96,000) less than budgeted, mainly due to fewer water meters being purchased than budgeted. Compared to the same period last year, May's expenses for 2018 were 18.8% less than those of May last year. This was mainly due to having three pay periods in May of last year compared to two in May 2018, and an increase in Garbage collection and employee-related expenses.

Net Gain – The Utility Fund had a net gain for May of \$32,370 when a net loss of nearly \$35,000 was budgeted. The year-to-date net gain stands at \$74,000 when a net loss of over \$52,600 was budgeted. This compared to a net gain of \$15,740 in May of last year and a year-to-date gain of \$89,240.

Cash Flow – The Fund had a positive cash flow of just over \$17,000 in May, bringing the year-to-date positive cash flow to just over \$60,400.

Disbursements – The Fund had no out of the ordinary disbursements in May.

Cash in Bank – The Utility Fund had approximately \$59,000 more on deposit than it had at the end of May last year.

Debt Service – The Debt Service Fund is performing as expected with May and year-to-date revenues exceeding those budgeted for the periods.

Recreation Fund – Overall, the Recreation Fund is doing reasonably with operating income exceeding operational expenses. The golf side of the operation is doing quite well while Food and Beverage (F&B) continues to lose money.

Revenues – Total revenues for May fell about 11.2% less than anticipated due to less income from F&B operations, which were down nearly 29% below those budgeted. Golfing related income for the month was down about \$2,000 while F&B revenues were about \$8,000 less. Total year-to-date revenues for the Fund are about \$35,000 less than budgeted, again, largely due to less F&B income than budgeted.

Revenues in May of this year exceeded those for the same period last year by \$4,000; F&B revenues exceed those for the May of last year by about \$2,000. Year-to-date revenues followed the same trend and ended the period about \$14,000 greater than for

the same period last year. Total F&B income for the period was about \$27,000 less, while golf related income was up about \$39,000 over those for the same period last fiscal year.

Operating Expenses – Total combined (golf related and F&B) expenses ended the month approximately 23% (\$18,700) less than those budgeted for the month and the year-to-date combined expenses 14.8% (\$109,000) less. Listed below, please find a brief narrative of each major expense category:

- Administrative expenses for both the month and year-to-date are below those budgeted. Year-to-date administrative expenses are considerably less than those budgeted for the period (\$25,000); partially due to less software maintenance expense and cleaning costs. Compared to the same period last year, each was below what was budgeted with May's expenses about \$2,500 less than May of last year and year-to-date expenses ending about \$1,000 less.
- Pro Shop expenses for May were about \$7,000 less and year-to-date expenses ending about \$18,000 less. The main contributing factor to expenses being less than anticipated are due a decrease in cart lease/purchase. The cost utilizing a temporary rental fleet is less than our prior cart lease/purchase expense.
- The vast majority of the remaining Pro Shop expenses are at or very near to those budgeted for both the month and year-to-date. Both the month and year-to-date Pro Shop expenses were below those for the same period last year.
- Grounds maintenance expenses for May were about \$6,500 less than those budgeted while the year-to-date expenses were down about \$39,000. Less than anticipated salary related expenses are the main contributing factor to the less than anticipated expense. Compared to the same period last year, May's expenses were about \$7,000 less and year-to-date expenses about \$9,000 less.
- Food and Beverage expenses for both the month and year-to-date were below those budgeted and below those for the same period last fiscal year.

Net Operational Gain/Loss – The combined operations of the Recreation Fund generated more income in May than operational expenses resulting in a net operational gain of nearly \$16,600 compared to a loss of nearly \$23,000 in May of last year. The Fund also had a net gain for the year for just under \$4,500 compared to a loss of \$36,000 last fiscal year at this time.

Nonoperational Income and Expenses - The Recreation Fund has two sources for nonoperational income in FY18; one being a monthly transfer of approximately \$7,700 from the Utility Fund to assist with operating expenses up to \$125,000 in transfers from the General Fund to fund capital purchases and improvements. At the end of May, only \$25,000 of the budgeted \$125,000 had been transferred into the Recreation Fund.

The only non-operating expenses the Recreation Fund will have during the fiscal year will be those associated with the capital purchases and improvements which mainly

entails the current cart path improvement project. To date, approximately \$21,400 of the \$25,000 transferred into the Fund has been disbursed.

At the end of May, the Fund had approximately \$65,300 more non-operational income than expenses, resulting in a net gain of this amount.

Fund Net Gain/Loss – The combined Fund net gain for May was just over \$9,000, compared to a loss of \$15,000 in May of last year. The Fund had a net gain of nearly \$70,000 for the year compared to \$26,000 for the same period last fiscal year.

Cash Flow – The Recreation Fund had a positive cash flow of over \$10,500 in May bringing the Fund's total positive cash flow to around \$255,000 of which \$197,001 is for the purchase of the golf cart fleet. The Fund had an actual positive operating cash flow of nearly \$56,000, compared to slightly less than \$43,000 at this time last fiscal year.

Cash on Deposit – At the end of May, the Fund had \$313,615 cash on deposit, with \$197,001 of it being held in escrow for the purchase of the new golf cart fleet, the remaining \$116,000 is uncommitted cash.

Disbursements – The vast majority of the Fund's Disbursements for May were the normal recurring ones with the following exceptions:

Ck. 2460 – Gulf Coast Bank and Trust – FBO Granite Trucking for \$6,081.24 which was for the purchase of base materials for the golf cart improvement project.

Ck. 2469 – City of Meadowlakes General Fund for \$455.00 - this is the first installment on the repayment of the advance to the Recreation Fund for reclaimed water purchased from Marble Falls.

Ck.2471 – Devin Cox for \$1,000 for consulting services for F&B.

Food and Beverage Operations – F&B operations continues to fail in generating adequate income to cover both its actual operational and administrative expenses. In May, we saw an operating loss of just under \$4,500 compared to nearly \$16,000 last May. The year-to-date loss for F&B operations is just under \$30,000 compared to \$14,000 for the same period last fiscal year. Factoring in Administrative expenses, F&B operations lost nearly \$6,300 in May and has lost nearly \$44,650 for the year-to-date. This is about \$13,000 less than for the same period last fiscal year.

F&B has failed to generate adequate income to cover those cost directly related to its operation such as labor and consumable supplies. While steps are being taken to help minimize losses incurred by F&B, it is expected that the operation will continue to operate in the red for the remained of the fiscal year.

Should you have any questions regarding the preceding, please do not hesitate to give me a call or drop me an email.

City of Meadowlakes

Workshop Minutes

May 22, 2018

The City Council of the City of Meadowlakes held a Workshop at Meadowlakes Municipal Building in Totten Hall on May 22, 2018, beginning at 4:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mary Ann Raesener, Mayor
Mike Barry, Councilmember
James Woods, Councilmember
Jerry Drummond, Councilmember
Ed O'Hayre, Councilmember
Bob Brown, Councilmember

Staff:

Johnnie Thompson, City Manager
Evan Bauer, City Secretary

- 1. CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Raesener called the workshop to order at 4:00 p.m. and announced the presence of a quorum.
- 2. BUDGETING PROCESS AND CALENDAR FOR FISCAL YEAR 2019 BUDGET.** Mr. Thompson discussed the budgeting process and how it relates to each of the City's funds. He also discussed requirements from the Local Government Code that must be followed during the process. The adopted budget must be filed by September 30th of the incoming fiscal year. Mr. Thompson provided a tentative calendar for future budgeting workshops that included one required public hearing regarding the budget and two required public hearings regarding the tax rate.
- 3. ADJOURNMENT.** Mayor Raesener adjourned the workshop at 4:53pm.

City of Meadowlakes

Stated Meeting Minutes

May 22, 2018

The City Council of the City of Meadowlakes held its Regular Meeting at Meadowlakes Municipal Building in Totten Hall on May 22, 2018, beginning at 5:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mary Ann Raesener, Mayor
Mike Barry, Councilmember
James Woods, Councilmember
Jerry Drummond, Councilmember
Ed O'Hayre, Councilmember
Bob Brown, Councilmember

Staff:

Johnnie Thompson, City Manager
Evan Bauer, City Secretary
Debbie Holley, City Treasurer

Guests:

Johnny Campbell, Executive Director of the Marble Falls EMS, Inc.

1. **CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Raesener called the meeting to order at 5:00 p.m. and announced the presence of a quorum.
2. **PLEDGE OF ALLEGIANCE & PRAYER.** Councilmember Woods led the Council and guests in the Pledge of Allegiance. Resident Franzella Jones led the Council and guests in prayer.
3. **CITIZEN COMMENTS.** Resident Linda Wier reported that she was pleased to see that after completing the beverage inventory for the month of April, she noticed the sales variance was much less than previous months. She contributed this to the bar staff being more aware of drink measurements. She also informed Council of a hole in the line of the tap beer that the delivery man discovered recently. It was repaired, and this is expected to result in a lower sales variance for future inventories of tap beer.
4. **MONTHLY STANDARD LIVE REPORTS:** The following live reports were given by staff:
 - A. **Current Operations and Consent items.** Mr. Thompson briefed the Council on operations in general, as well as consent items.
 1. **Cart Paths** – Mr. Williams reported that the back 9 holes are complete. Staff has been busy the past few weeks doing the required dirt work for the pavement of the

remaining cart paths. It is hoped that by the middle of next week all dirt work will be completed. It is anticipated that the County will pave the paths next month.

2. **Water Plant SCADA Upgrades and Improvements** – Mr. Thompson reported that all the details on the SCADA upgrades for the water treatment plant have been worked out and the contractor is currently in the process of doing the necessary design and related drawings. It is anticipated that actual onsite work will begin in about 45-60 days. This project is expected to carry over to the next fiscal year.
3. **Raw Water Intake Renovations** – Mr. Thompson reported that the contract for this project has been executed and the pumps and related controls have been ordered. We had hoped to have the project well under way by now, however, due to a delay in the delivery of the pumps, it is anticipated that the pumps will be installed in late June.

B. Briefing on Food and Beverage and Golf Operations – Mr. Panther was absent, so Mr. Thompson reported on golfing operations. He reported that we are on track for delivery of the new cart fleet June. It was discussed at the April Council meeting that delivery was being delayed approximately 30 days to obtain a fleet of 2019 carts instead of 2018. Regarding Food and Beverage operations, Mr. Thompson reported that Mr. Panther will be bringing on an employee for the purpose of assisting with marketing for the restaurant.

C. Public Works – Mr. Williams briefed the Council on current operations of the Public Works Department, including the regular recurring items.

5. CONSENT ITEMS:

- A. April 17th, 2018 City Council Meeting Minutes – Evan Bauer, City Secretary
- B. Standard Staff Reports for April 2018.
 1. Ordinance Enforcement & Animal Control April 2018 Activity Report – Pat Preston, Ordinance/Animal Control Officer
 2. Patrol Activity Report April, 2018 - provided by Meadowlakes Patrol Officer
 3. Building Committee April 2018 Activity Report – Steve Nash, Chairman
 4. Vandalism April 2018 Report – Evan Bauer, City Secretary
5. Public Works Department April 2018 Activity Report - Mike Williams, PWD
- C. Financial Reports for April 2018 - Johnnie Thompson, City Manager

After discussion, Councilmember Brown made a motion to approve the consent items as presented. The motion was seconded by Councilmember Woods and carried unanimously.

Agenda item 7-B was taken out of order. Briefing from Johnny Campbell, Executive Director of the Marble Falls EMS, Inc. on EMS operations and children's car seat program. Since 2015, the City of Meadowlakes has helped fund the children's car seat program through a portion of the state's "Child Safety Fund". The goal of this program is to ensure the safety of every child by helping any parent/guardian properly install their child's car seat. Mr. Campbell reported that in 2017, it was found

that 78% of all seats encountered were improperly installed. In addition, this program provided 118 safety seats to children in need and provided 48 booster seats during the Back to School Blast. Mr. Campbell also gave an update on EMS operations for Meadowlakes. He reported that in fiscal year 2018 (October-April) there were 107 responses in Meadowlakes, with an average response time for life threatening calls being 6 minutes.

Agenda item 7-D was taken out of order. Adjournment into Executive Session per Section 551.071 (Consultation with Attorney regarding contractual agreement(s) with the Meadowlakes Property Owners Association, Inc.). Mayor Raesener adjourned Council to Executive Session at 6:00pm.

Reconvene into Open Session and action as may be required. Mayor Raesener called the City Council meeting back to order at 7:00pm. Councilmember O'Hayre made a motion to authorize Mayor Raesener and Johnnie Thompson, along with the Meadowlakes City Attorney, to discuss the contract for services between the City and the POA. The motion was seconded by Councilmember Brown and carried unanimously.

6. OLD BUSINESS ITEMS:

A. Discussion/Action: Briefing on contracting with YMCA for staffing and operating the City swimming pool. Mr. Thompson reported that the contract has been executed and that he met with a YMCA representative at the pool last Friday to discuss pool operations.

Mr. Thompson informed Council and guests that everyone wanting to enter the pool area will be required to sign in at the Pro Shop, where they will be given a wrist band and all swimmers under the age of 12 will be required to pass a swim test.

B. Discussion/Action: Food and Beverage Operation. Mr. Thompson reported that an outside consulting firm has reviewed Food and Beverage operations. He presented the requested position paper based on the consultant's comments and recommendations and made several recommendations of his own regarding how the building itself should be utilized. He acknowledged that the restaurant needs to improve their marketing, as well as keep a closer eye on food costs to prevent loss.

7. NEW BUSINESS ITEMS:

A. Discussion/Action: Swearing in of Incumbents and Election of Mayor-Tempore. City Secretary Evan Bauer swore in the three incumbents, Mayor Raesener, Councilmember Barry, Place 1 and Councilmember Drummond, Place 3. Each will serve another 2-year term. Councilmember Drummond made a motion to appoint Councilmember Barry as Mayor Pro Tempore. The motion was seconded by Councilmember Brown and carried unanimously.

B. Briefing from Councilmember Woods. Councilmember Woods requested to address Council on the possibility of extending the pecan orchard to northern boundaries of the City.

Councilmember Woods informed Council that there are about 413 homes currently in the orchard area and he proposed extending this area by adding pecan trees to cover the area around the remaining 600 homes. Councilmember Woods presented vendors, pricing, and warranty information, as well as details on when to plant. After discussion, it was determined that this item will be discussed during the budgeting process for fiscal year 2019.

8. COUNCIL & MAYOR ANNOUNCEMENTS:

A. The next Council meeting will be held Tuesday, June 19th, 2018 at 5:00 p.m.

9. ADJOURNMENT: Mayor Raesener adjourned the meeting at 7:57p.m.

Approved: /S/ Mary Ann Raesener
Mayor, Mary Ann Raesener

Date: June 11th, 2018

Attest: /S/ Evan Bauer
City Secretary, Evan Bauer

Date: June 11th, 2018

DRAFT

Ordinance Enforcement and Animal Control Report Summary for May 2018

Calls Received:	Ordinance line:	7
	Animal Control line:	40
	Security Gate:	2
	City Hall:	7
	State Health Dept	1
	Sherriff	2

71 warning letters or notices were issued during the month of May:

- 7 letters regarding Ordinance 4-75 – pets not registered with the City
- 5 letters regarding Ordinance 20-55 – debris on driveway
- 28 letters regarding Ordinance 20-55 – trash or recycle containers visible from the street
- 1 letter regarding Ordinance 20-55 – animal feces deposited on other's property
- 5 letters regarding Ordinance 20-55 – limbs on property over 14 days or grass clippings on the street
- 1 letter regarding Ordinance 22-6 - vehicle parked in drive with a "for sale" sign displayed
- 3 letters regarding Ordinance 22-7 - no street address displayed
- 2 letters regarding Ordinance 28-56 – vehicle or trailer parked on lot
- 2 letters regarding Ordinance 28-56 – boat or trailer parked on drive or street over 3 days in 7 days
- 2 letters regarding Ordinance 28-56 - golf cart stored on drive or porch
- 15 letters regarding PMC 302.4 – yard or lot needs mowing

36 Warning tickets were issued regarding Ordinance 28-55 – for parking infractions most of which were for parking on the wrong side of street, parking in a no parking area, parking on the street over the allowed time period or parking a trailer, RV or boat on street at night

2 Warning Notices were issued - one for failure to maintain back lot and the other for parking on the street over the allotted time period

1 Stop Work order posted for a fence without a permit

1 Citation issued for violating Stop Work Order and Building without a permit

1 Investigated one cat bite case for an unvaccinated pet

9 Picked up trapped animals and removed from City

1 Picked up two kittens and delivered to the Animal Shelter

1 Caught one loose dog and returned to owner

12 Verbal warnings were issued

6 Dead animals picked up and removed from City

2 One skunk and one bat picked up and delivered to Burnet for rabies testing

1 Advised City to issue a Rabies Alert after receiving notice from State of a positive rabies test on bat

Submitted by:

Pat Preston

Pat Preston

Ordinance Enforcement Officer & Animal Control Officer

June 4, 2018

MEADOWLAKES PATROL ACTIVITY REPORT May 2018

DATE	DAY	DEPUTY	TIME	TIME	HRS	CITATION	WARNING	VERBAL	OTHER	NOTES	Start Mile	End Mile	Total
5/1/2018	Tues	Koenning	6:45am	9:45am	3	0	0	0	0	6:50am - Monitor school bus loading. 7:25am - Monitor school bus loading.	104098	104113	15
5/1/2018	Tues	Koenning	2pm	6pm	4	0	2	0	0	3:15pm - Dispatched to residence on Mahan in reference to a 911 hang up. Resident was having problems with phone line, and was advised to contact the phone company. 3:30pm - Monitor school bus unloading. 4:05pm - Flagged down in parking lot of club house by a resident who stated she saw a skunk by the mailbox of a residence on Meadowlakes Dr. Area was checked but a skunk was not located. 4:25pm - Monitor school bus unloading.	104113	104132	19
5/2/2018													
5/3/2018													
5/4/2018													
5/5/2018													
5/6/2018													
5/7/2018													
5/8/2018													
5/9/2018	Wed	Koenning	6:45am	10:45am	4	1	1	0	0	6:50am - Monitor school bus loading. 7:25am - Monitor school bus loading.	104978	104994	16
5/9/2018	Wed	Koenning	3pm	6pm	3	1	0	0	0	3:30pm - Monitor school bus unloading. 4:25pm - Monitor school bus unloading.	104994	105010	16
5/10/2018	Thurs	Koenning	6:45am	8:45am	2	0	0	0	0	6:50am - Monitor school bus loading. 7:25am - Monitor school bus loading.	105010	105023	13
5/10/2018	Thurs	Koenning	3pm	6pm	3	0	0	0	0	3:30pm - Monitor school bus unloading. 4:25pm - Monitor school bus unloading.	105023	105038	15

MEADOWLAKES PATROL ACTIVITY REPORT May 2018

DATE	DAY	DEPUTY	TIME	TIME	HRS	CITATION	WARNING	VERBAL	OTHER	NOTES	Start Mile	End Mile	Total
5/11/2018													
5/12/2018													
5/13/2018													
5/14/2018	Mon	Koenning	6:45am	10:45am	4	0	0	0	0	6:50am - Monitor school bus loading. 7:25am - Monitor school bus loading. 10:03am - Dispatched to residence on St. Andrews in reference to phone harassment. Information only.	105046	105063	17
5/15/2018	Tues	Koenning	6:45am	9:15am	2.5	0	0	0	0	6:50am - Monitor school bus loading. 7:20am - Monitor school bus loading. 8:15am - Advised by Councilman Drummond to check a residence on Turkey Run in reference to phone harassment. Information only.			
5/16/2018													
5/17/2018	Thurs	Koenning	6:45am	9:45am	3	0	0	0	0	6:50am - Monitor school bus loading. 7:25am - Monitor school bus loading.	105076	105089	13
5/17/2018	Thurs	Koenning	3pm	6pm	3	0	1	0	0	3:30pm - Monitor school bus unloading. 4:25pm - Monitor school bus unloading. 5:05pm - Flagged down by motirost who was lost and trying to locate a residence. Assistance was provided by having them follow me to location.	105089	105104	15
5/18/2018	Fri	Koenning	6:45am	8:45am	2	0	2	0	0	6:50am - Monitor school bus loading. 7:20am - Monitor school bus loading.	105104	105113	9
5/19/2018													
5/20/2018													
5/20/2018													

MEADOWLAKES PATROL ACTIVITY REPORT May 2018

DATE	DAY	DEPUTY	TIME	TIME	HRS	CITATION	WARNING	VERBAL	OTHER	NOTES	Start Mile	End Mile	Total
5/21/2018	Mon	Koenning	7am	10:30am	3.5	1	0	0	0	7:05am - Dispatched by BCSO Communications to residence on San Saba in reference to medical call. MFEMS transported patient to hospital.	105113	105127	14
5/22/2018	Tues	Koenning	6:45am	9:45am	3	0	0	0	0	6:50am - Monitor school bus loading. 7:20am - Monitor school bus loading.	105136	105151	15
5/23/2018													
5/24/2018	Thurs	Koenning	6:45am	8:45am	2	0	0	0	0	6:50am - Monitor school bus loading. 7:20am - Monitor school bus loading.	105163	105176	13
5/25/2018													
5/26/2018													
5/27/2018													
5/28/2018	Mon	Koenning	2:45pm	6:45pm	4	0	1	0	0	Patrol and radar	105715	105731	16
5/29/2018	Tues	Koenning	6:45am	9:45am	3	0	0	0	0	6:50am - Monitor school bus loading. 7:20am - Monitor school bus loading.	105731	105746	15
5/30/2018													
5/31/2018													
TOTALS					49	3	7	0	0				221

Building Committee Report

May-18

Authorized By: Steve Nash,
Building Committee Chairman

Approved Permits

Issued

Outstanding Under Cons

Deck			
Fence	5		1
Remodel			4
New Home			8
Variance			
Patio Cover/Enclosure			1
Arbor/Pergola			1
Swimming Pool/Hot Tub	1		2
Play Scape			
Other- Boat Docks			1
Plat Amendment			
Consultation			
Permit Revision			
Total	6		18

Applications Denied

Deck			
Fence			
Remodel			
New Home			
Variance			
Patio Cover/Enclosure			
Arbor			
Swimming Pool/Hot Tub			
Play Scape			
Other- Boat Docks			
Plat Amendment			
Consultation			
Permit Revision			

City of Meadowlakes

VANDALISM/INCIDENTS – May 2018

There were no reports made to City Hall in May.

MEMORANDUM

Date: June 13, 2018
To: Honorable Mayor and Council
From: Mike Williams, Public Works Director
Subject: Public Works Activity Report

To follow is a list of some of the activities of the PWD the past month:

1. Tasks for the POA that were done include: Routine maintenance at the guard gate (weeding flower beds, mowing), mowing and cleaning of the lakeside pavilion and children's park as needed, 2 mowing cycles of the vacant lots, completed spraying curb lines with herbicide for weeds and grass, sprayed fence around the rv and boat storage area for weeds, routine maintenance at the military veterans park and the first responder park.
2. The following items were completed at the golf complex: Weekly cleaning and maintenance at the clubhouse, pro shop and pool, landscape work was completed around the entrance to the facility as well as around the pro shop with new plants and mulch.
3. Approximately 2 years ago FEMA began a process of updating the floodplain maps for the Lake Travis watershed. We have participated in several meetings regarding this and after input from Meadowlakes and other communities in the area FEMA has developed and sent out new preliminary floodplain maps. Our current maps were implemented in 2012 and there are very few changes on the new maps and a printed copy of the new maps are available for viewing at city hall. **The 90 day review period has begun and we can expect the new maps to become effective the latter part of this year.** I will be working with FEMA to draft an ordinance to adopt the new maps with provisions to allow boat docks to be built without a variance to the elevation requirement.
4. Preparation for paving the cart paths should be completed by the end of this week with the exception of some prep work that will be done just before paving.
5. The installation of pipe for the "purple pipe project" at our wastewater treatment plant has been completed and the tie-in with the City of Marble Falls will be completed after final approval from TCEQ. We met with TCEQ and hand delivered our application to receive water from the City of Marble Falls and expect final approval this month.
6. Changed out approximately 32 water meters with the new remote read meters.

Monthly Treated Water Totals (Million Gallons)

	2014	2015	2016	2017	2018
January	8.1	6.1	7	7.3	8.3
February	7.5	7	7.6	8.0	7.7
March	11.3	7.8	10.3	11.5	13.0
April	14.4	11.9	9.9	12.7	15.9
May	12	8.9	9.2	16.5	17.7
June	11.3	13	15	17.3	
July	15.2	24.3	24.8	22.0	
August	16.3	24.7	18.6	19.5	
September	15.3	21.8	17.9	19.0	
October	17.1	17.8	18.8	15.0	
November	9.2	7.7	10.5	13.6	
December	7.8	6.5	7.4	8.9	
Annual Total	145.5	157.5	157	171.3	

City of Meadowlakes

May 2018 Financial Reports

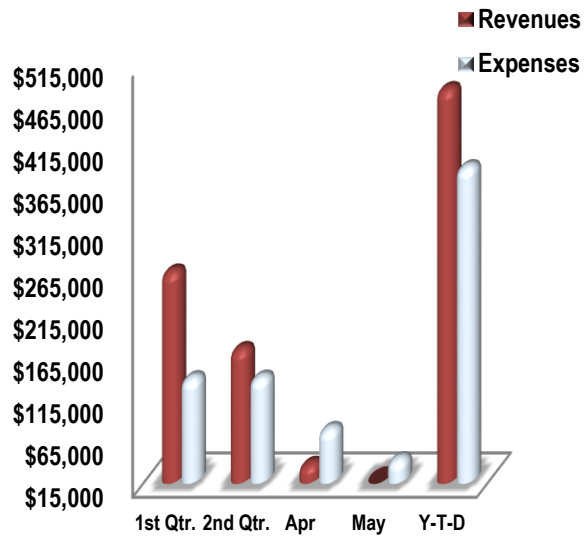
Run Date: 6/11/2018

Unaudited

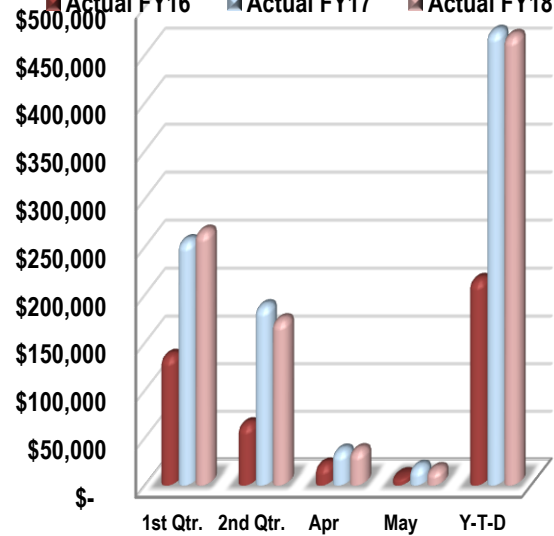
General Fund Snapshot

May-18

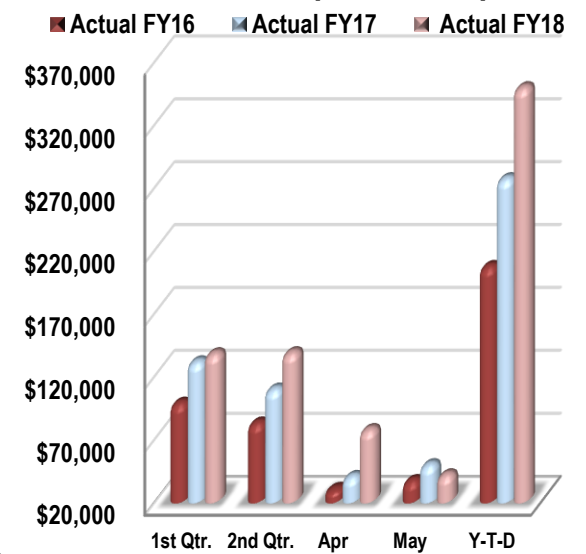
Income vs. Expense Trend



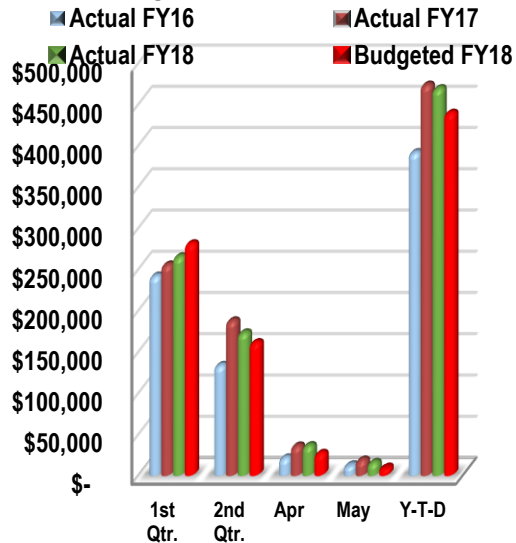
Prev Year Income Comparison



Prev Year Expense Comparison



Budgeted vs. Actual Revenues

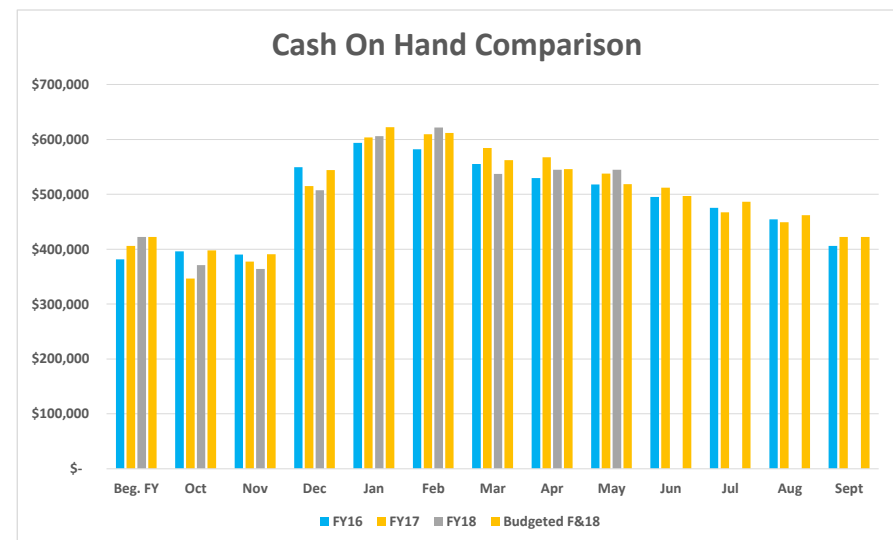
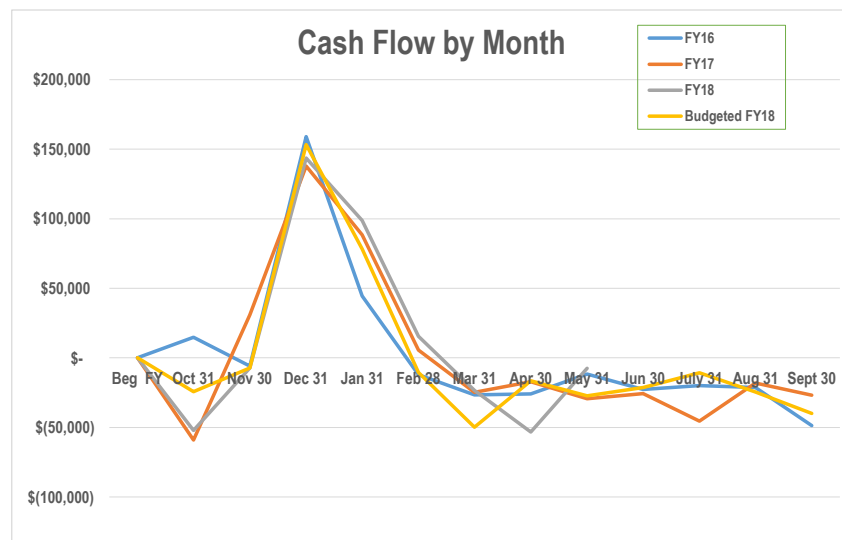


Account Balances

	May 31, 2018	May 31, 2017
Total Cash	\$ 537,478	\$ 538,176
Other Assets	\$ 15,610	\$ 16,186
Total Assets	\$ 553,088	\$ 554,362
Current Payables	\$ 6,758	\$ 7,229
Net Gain/(Loss)	\$ 135,434	\$ 133,332
Cash Flow (+/-) (FY to Date)	\$ 114,157	\$ 132,256

City of Meadowlakes-General Fund FY 18 Cash Flow

	Beginning FY	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
Cash on hand (beginning of month)	\$423,321	\$423,321	\$371,276	\$364,089	\$507,640	\$606,269	\$621,722	\$598,284	\$545,054	\$537,478	\$537,478	\$537,478	\$537,478	
Cash on hand (end of month)	\$423,321	\$371,276	\$364,089	\$507,640	\$606,269	\$621,722	\$598,284	\$545,054	\$537,478	\$537,478	\$537,478	\$537,478	\$537,478	
CASH RECEIPTS														Total
Ad Valorem Tax		\$972	\$37,220	\$169,276	\$111,568	\$38,532	\$3,822	\$4,120	\$10,677					\$376,187
Franchise Fee		\$14,428	\$1,065	\$0	\$7,555	\$5,224	\$0	\$14,611	\$924					\$43,807
Miscellaneous		\$1,363	\$598	\$1,581	\$4,355	\$2,981	\$2,622	\$4,630	\$5,256					\$23,386
Inspection/Bldg. Fee Deposits		\$4,141	\$0	\$1,450	\$3,600	\$1,570	\$2,425	\$5,500	\$1,990					\$20,676
Transfers in from other Funds		\$37,817	\$13,667	\$12,000	\$12,000	\$12,000	\$17,907	\$12,000	\$12,000					\$129,391
TOTAL CASH RECEIPTS		\$58,721	\$52,550	\$184,307	\$139,078	\$60,307	\$26,776	\$40,861	\$30,847	\$0	\$0	\$0	\$0	\$593,447
Total cash available	\$423,321	\$482,042	\$423,826	\$548,396	\$646,718	\$666,576	\$648,498	\$639,145	\$575,901	\$537,478	\$537,478	\$537,478	\$537,478	
CASH PAID OUT-OPERATIONAL														Total
Prior Months Payables/Miscellaneous/Prepaid		\$56,013	\$16,048	\$4,149	\$401	\$1,323	\$6,421	\$24,502	\$2,332					\$111,189
Employee Related Expenses		\$25,077	\$29,041	\$25,335	\$25,967	\$25,059	\$25,343	\$35,798	\$24,699					\$216,319
Administrative Expenses		\$14,671	\$4,208	\$1,473	\$4,151	\$8,079	\$8,383	\$1,882	\$1,297					\$44,144
Public Safety		\$15,005	\$10,440	\$9,799	\$9,930	\$10,393	\$10,067	\$6,909	\$10,095					\$82,638
														\$0
Total Cash Paid Out-Operational		\$110,766	\$59,737	\$40,756	\$40,449	\$44,854	\$50,214	\$69,091	\$38,423	\$0	\$0	\$0	\$0	\$454,290
CASH PAID OUT- NON -OPERATIONAL														Total
Transfer Out to Other Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0					\$25,000
Capital Expenditures over \$5000		\$0	\$0	\$0	\$0	\$0	\$0							\$0
Contingencies/Other		\$0	\$0	\$0	\$0	\$0	\$0							\$0
Total Cash Paid Out-Non-Operational		\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
TOTAL CASH PAID OUT		\$110,766	\$59,737	\$40,756	\$40,449	\$44,854	\$50,214	\$94,091	\$38,423	\$0	\$0	\$0	\$0	\$479,290
Cash on hand (end of month)	\$423,321	\$371,276	\$364,089	\$507,640	\$606,269	\$621,722	\$598,284	\$545,054	\$537,478	\$537,478	\$537,478	\$537,478	\$537,478	
Change in Cash														Total
Difference Beginning to End of Month		(\$52,045)	(\$7,187)	\$143,551	\$98,629	\$15,453	(\$23,438)	(\$53,230)	(\$7,576)	\$0	\$0	\$0	\$0	\$114,157
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		(\$52,045)	(\$59,232)	\$84,319	\$182,948	\$198,401	\$174,963	\$121,733	\$114,157	\$0	\$0	\$0	\$0	



City of Meadowlakes Summary Balance Sheet

	May 31, 2018	May 31, 2017
ASSETS		
Current Assets		
Checking/Savings	537,478	538,176
Other Current Assets	15,610	16,186
Total Current Assets	553,088	554,362
Fixed Assets	39,545	0
Other Assets	9,749	7,086
TOTAL ASSETS	602,382	561,448
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	6,758	7,229
Other Current Liabilities	58,578	55,263
Total Current Liabilities	65,336	62,492
Total Liabilities	65,336	62,492
Equity	537,046	498,956
TOTAL LIABILITIES & EQUITY	602,382	561,448

City of Meadowlakes

Profit & Loss Budget vs. Actual

Ordinary Income/Exp.

Income

	May-18	Budgeted May-18	Oct17-May- 18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
05-4120 · Ad Valorem Tax	10,677	3,693	376,187	369,793	2,937	340,939
05-4121 · Franchise Fees						
05-4140 · PEC Franchise Tax		0	26,851	25,460	0	25,005
05-4160 · Cable Franchise Tax		0	12,906	21,900	0	12,843
05-4170 · Telephone Franchise Tax	924	1,199	3,355	3,877	1,156	3,763
05-4121 · Franchise Fees - Other		0				
Total 05-4121 · Franchise Fees	924	1,199	43,112	51,237	1,156	41,611
05-4180 · Liquor Tax		0	1,002	986	0	1,044
05-4200 · City Bldg. Permits						
05-4220 · Home Permits		600	1,550	1,800	200	1,850
05-4240 · Remodeling Permits	100	0	1,075	1,100	0	1,350
05-4260 · Fence & Deck Permits	550	100	1,650	850	50	600
05-4290 · Misc. Bldg. Revenue	275	84	1,245	664	140	940
Total 05-4200 · City Bldg. Permits	925	784	5,520	4,414	390	4,740
05-4300 · Judicial						
05-4320 · Court Costs	0	0	0	0		
05-4340 · Court Fines	195	300	6,343	2,550	529	2,096
05-4380 · Administrative Fee	0	0	0	0		
Total 05-4300 · Judicial	195	300	6,343	2,550	529	2,096
05-4600 · Miscellaneous						
05-4400 · Interest Earned						
05-4440 · Money Market	270	0	1,333	0	20	22
Total 05-4400 · Interest Earned	270	0	1,333	0	20	22
05-4460 · Interest - Investments	0	0	0	0		
05-4620 · Pet Registration Fee	195	125	915	1,200	116	1,340
05-4630 · Miscellaneous	179	125	324	1,000	106	493
Total 05-4600 · Miscellaneous	644	250	2,572	2,200	242	1,855
Total Income	13,365	6,226	434,736	431,180	5,254	392,285
Gross Profit	13,365	6,226	434,736	431,180	5,254	392,285

Exp.

5000 · Administrative Expense

5001 · Employee Expense

05-6000 · Employee Expenditures

05-6010 · Salary - Exempt	11,131	11,125	95,568	94,575	16,407	96,970
05-6015 · Salary - Non-exempt Employees	8,023	8,500	69,234	72,400	11,068	62,435
05-6020 · Salary - Part time						
05-6025 · FICA/Medicare	1,455	1,600	12,910	13,750	2,102	12,473
05-6027 · Longevity Pay	0	0	4,090	4,300	0	
05-6030 · Overtime, Salary Adj., Vac BO		100	0	7,250	0	3,938
05-6040 · Retirement	481	540	4,183	4,580	262	1,629
05-6045 · Health Insurance	3,609	3,600	29,442	28,800	3,178	25,467
05-6070 · Unemployment Reserve Exp.	0	0	928	1,500	0	0
05-6071 · Training & Travel	0	250		1,000	100	560
05-6072 · Dues and Memberships	0	0		250	0	0
05-6075 · Miscellaneous	0	40	40	320	149	938
05-6000 · Employee Expenditures - Other				0	0	0
Total 05-6000 · Employee Expenditures	24,699	25,755	216,395	228,725	33,266	204,410
Total 5001 · Employee Expense	24,699	25,755	216,395	228,725	33,266	204,410

City of Meadowlakes

Profit & Loss Budget vs. Actual

	May-18	Budgeted May-18	Oct17-May- 18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
5010 · Administrative Expense						
05-5000 · Property Tax Collection Exp.						
05-5020 · Quarterly Exp.	3,051	3,175	9,153	9,525	2,885	8,655
05-5040 · Collection Exp.	0	0	0	0		
05-5000 · Property Tax Collection Exp.	0	0	0	0		
Total 05-5000 · Property Tax Collection Exp.	3,051	3,175	9,153	9,525	2,885	8,655
05-5100 · City Building Committee	0	0	0	500	0	53
05-5500 · Flood Plain/Emergency Mgt.	0	0	500	1,000	20	520
05-6100 · Professional Services						
05-6110 · City Attorney-General	0	417	6,850	3,332	855	5,310
05-6305 · Audit	0	0	15,000	16,000	0	14,500
05-6310 · Election	0	2,000	0	2,000	1,447	1,447
05-6366 · Codification Exp.	0	0	225	1,500		
Total 05-6100 · Professional Services	0	2,417	22,075	22,832	2,302	21,257
05-6320 · Office Exp./Supplies	217	402	4,070	3,061	469	3,175
05-6325 · Lease-Copier	190	234	1,797	1,864	246	1,720
05-6326 · Office Equipment Repair & Maint.	0	200	471	1,700	0	453
05-6327 · Cap Exp Under \$5000	0	500	0	2,500	0	0
05-6330 · Postage	0	250	437	1,500	163	654
05-6340 · Memberships-Various	0	0	160	750	0	160
05-6350 · Telephone	288	313	1,256	2,498	598	2,367
05-6355 · Miscellaneous	0	350	3,291	2,750	433	2,823
05-6365 · Website Hosting & Upgrade	600	100	2,133	2,100	1,200	1,673
Total 5010 · Administrative Expense	4,346	7,941	45,343	52,580	8,316	43,510
5020 · Insurance Exp.						
05-6050 · Insurance - Worker's Comp.	0	0	0	1,750	0	1,132
05-6210 · Liability	-399	0	7,294	3,500	0	2,941
05-6220 · Crime	0	0	0	550	0	500
05-6230 · Errors & Omissions	0	0	0	6,000	0	5,442
05-6235 · Auto Insurance	0	0	0	500	0	0
Total 5020 · Insurance Exp.	-399	0	7,294	12,300	0	10,015
5030 · Judicial Exp.						
05-5705 · Education	0	0	0	1,000	0	0
05-5710 · Membership	0	0	0	0	0	0
05-5720 · Prosecuting Attorney	300	300	3,188	2,400	300	2,400
05-5725 · Court Software	0	0	3,710	3,500	0	3,605
05-5727 · Office Lease - Judge	200	200	1,600	1,600	200	1,600
05-5730 · Administrative Exp.	0	100	407	700	0	461
Total 5030 · Judicial Exp.	500	600	8,905	9,200	500	8,066
5040 · Building and Facility Operation						
05-6360 · Office Maintenance-Cleaning	260	334	2,080	2,664	260	2,080
05-6410 · Maintenance & Repair	0	0	225	3,000	0	62
05-6420 · Electric Service	219	320	1,840	2,398	252	1,895
05-6430 · Ins-Real Estate & Pers Prop	0	0	0	1,600	0	916
Total 5040 · Building and Facility Operation	479	654	4,145	9,662	512	4,953
Total 5000 · Administrative Expense	29,625	34,950	282,082	312,467	42,594	270,954

City of Meadowlakes
Profit & Loss Budget vs. Actual

Page 7 of 39 Pages

	May-18	Budgeted May-18	Oct17-May- 18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
6000 · Public Safety						
6010 · Ordinance Enforcement						
05-5225 · Ordinance Employee	1,435	1,462	12,424	12,424	1,974	11,375
05-5226 · Ordinance FICA/Med.	110	116	950	987	151	821
05-5230 · Ordinance Misc. Exp.	0	50	203	250	70	718
05-5274 · Mileage	0	20	155	120	0	99
05-5280 · Supplies/Miscellaneous	0	175	135	1,550	30	2,059
6010 · Ordinance Enforcement - Other	0	0	936	0		
Total 6010 · Ordinance Enforcement	1,545	1,823	14,803	15,331	2,225	15,072
6030 · Traffic Control						
05-5610 · Salary & Wages	1,960	2,500	17,302	21,250	1,458	9,833
05-5615 · FICA/Med	161	200	1,334	1,650	112	775
05-5620 · Ins-Worker's Comp	0	0	0	1,000	0	0
05-5625 · Ins-Auto Liability	0	0	0	0	0	318
05-5630 · Ins-Law Enf Liability	0	0	0	1,200	0	1,122
05-5650 · Misc. Traffic Control Exp.	0	25	24	400	0	192
Total 6030 · Traffic Control	2,121	2,725	18,660	25,500	1,570	12,240
6050 · Contract Emergency Service						
05-6610 · Marble Falls EMS	3,125	2,960	25,000	23,660	2,958	23,667
05-6620 · Marble Falls Fire	3,095	3,105	29,757	29,830	3,095	24,757
Total 6050 · Contract Emergency Service	6,220	6,065	54,757	53,490	6,053	48,424
Total 6000 · Public Safety	9,886	10,613	88,220	94,321	9,848	75,736
Total Exp.	39,511	45,563	370,302	406,788	52,442	346,690
Net Ordinary Income	-26,146	-39,337	64,434	24,392	-47,188	45,595
Other Income/Exp.						
Other Income						
05-4650 · Transfer in from Other Funds						
05-4651 · Transfer in from Utility Fund	9,417	9,417	75,333	75,332	8,634	69,070
05-4653 · Transfer in from Reserves		0		101,500		0
05-4652 · Transfer in from Recreation Fund	2,583	2,584	20,667	20,664	2,458	19,667
Total 05-4650 · Transfer in from Other Funds	12,000	12,001	96,000	197,496	11,092	88,737
Total Other Income	12,000	12,001	96,000	197,496	11,092	88,737
Other Exp.						
7000 · Non-Operating Exp.						
05-8500 · Transfers Out						
05-8501 · Transfer to PWD Fund	0	0	0	500	0	500
05-8502 · Transfer to RCC Fund	0	0	25,000	125,000	0	500
05-8520 · Contingency Fund Exp.	0	0	0	0	0	0
Total 05-8500 · Transfers Out	0	0	25,000	125,500	0	1,000
Total 7000 · Non-Operating Exp.	0	0	25,000	125,500	0	1,000
Total Other Exp.	0	0	25,000	125,500	0	1,000
Net Other Income	12,000	12,001	71,000	71,996	11,092	87,737
Net Income	-14,146	-27,336	135,434	96,388	-36,096	133,332

City of Meadowlakes
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Ck.	EFT	05/01/2018	Marble Falls Area VFD	05-1035 · First State Bank		-3,094.58
				05-6620 · Marble Falls Fire	-3,094.58	3,094.58
TOTAL					-3,094.58	3,094.58
Ck.	EFT	05/01/2018	Adams, Don	05-1035 · First State Bank		-200.00
				05-5727 · Office Lease - Judge	-200.00	200.00
TOTAL					-200.00	200.00
Ck.	EFT	05/01/2018	Rebecca DyAnn Lange	05-1035 · First State Bank		-300.00
				05-5720 · Prosecuting Attorney	-300.00	300.00
TOTAL					-300.00	300.00
Ck.	EFT	05/01/2018	Marble Falls Area EMS Inc.	05-1035 · First State Bank		-3,125.00
				05-6610 · Marble Falls EMS	-3,125.00	3,125.00
TOTAL					-3,125.00	3,125.00
Bill Pmt -Ck.	15619	05/03/2018	Public Works Division	05-1035 · First State Bank		-776.00
Bill	Refund	05/03/2018		05-1652 · Receivables from Other Func	-776.00	776.00
TOTAL					-776.00	776.00
Bill Pmt -Ck.	15620	05/03/2018	Pat Preston	05-1035 · First State Bank		-74.67
Bill	Reimburse	04/30/2018		05-5274 · Mileage	-74.67	74.67
TOTAL					-74.67	74.67
Bill Pmt -Ck.	15621	05/03/2018	Pedernales Electric Coop	05-1035 · First State Bank		-185.83
Bill	4/25/18 Str	04/25/2018		05-6420 · Electric Service	-185.83	185.83
TOTAL					-185.83	185.83
Bill Pmt -Ck.	15622	05/10/2018	ATS	05-1035 · First State Bank		-213.50
Bill	I-758008	04/20/2018		05-2340 · Inspection Fees	-213.50	213.50
TOTAL					-213.50	213.50
Bill Pmt -Ck.	15623	05/10/2018	Bojorquez Law Firm, PC	05-1035 · First State Bank		-245.00
Bill	4/30/18 Str	04/30/2018		05-6110 · City Attorney-General	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Ck.	15624	05/10/2018	Burnet Vet Clinic Inc.	05-1035 · First State Bank		-135.00
Bill	88227	04/16/2018		05-5280 · Supplies/Miscellaneous	-135.00	135.00
TOTAL					-135.00	135.00

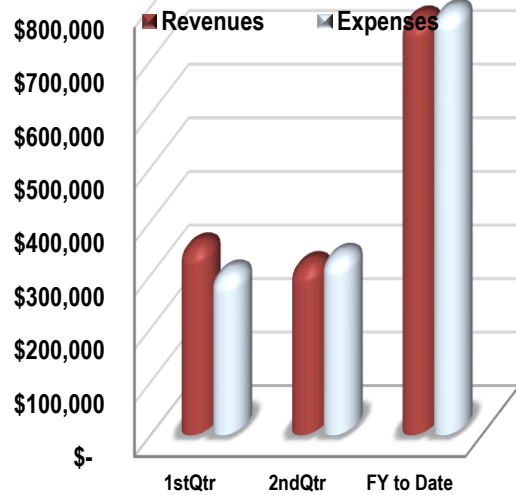
City of Meadowlakes
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck.	15625	05/10/2018	Quill Corporation	05-1035 · First State Bank		-165.38
Bill	6463738	04/18/2018		05-6320 · Office Expense/Supplies	-165.38	165.38
TOTAL					-165.38	165.38
Bill Pmt -Ck.	15626	05/17/2018	Revize, LLC	05-1035 · First State Bank		-600.00
Bill	6753	05/14/2018		05-6365 · Website Hosting & Upgrade	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Ck.	15627	05/18/2018	ATS	05-1035 · First State Bank		-198.00
Bill	I-760032	04/30/2018		05-2340 · Inspection Fees	-198.00	198.00
TOTAL					-198.00	198.00
Bill Pmt -Ck.	15628	05/24/2018	Marble Falls Area EMS Inc.	05-1035 · First State Bank		-744.86
Bill	1st Qtr. 201	05/16/2018		05-2160 · Special Restricted Funds	-744.86	744.86
TOTAL					-744.86	744.86
Total May 2017 General Fund Disbursements						10,057.82

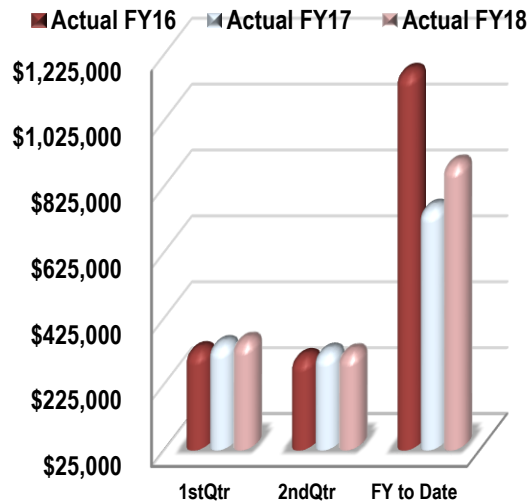
Utility Fund Snapshot

May 2018

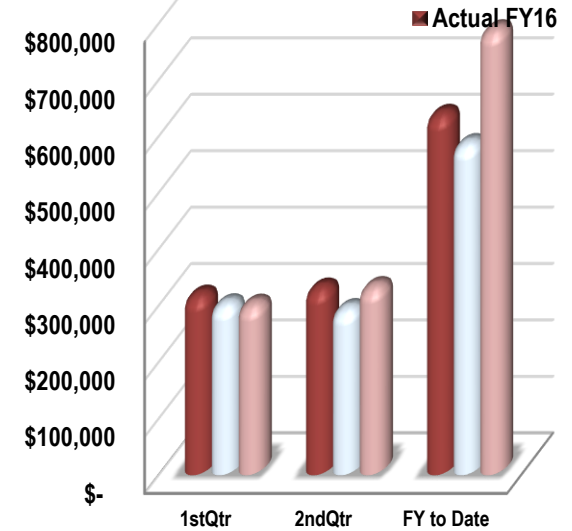
Income vs. Expense Trend



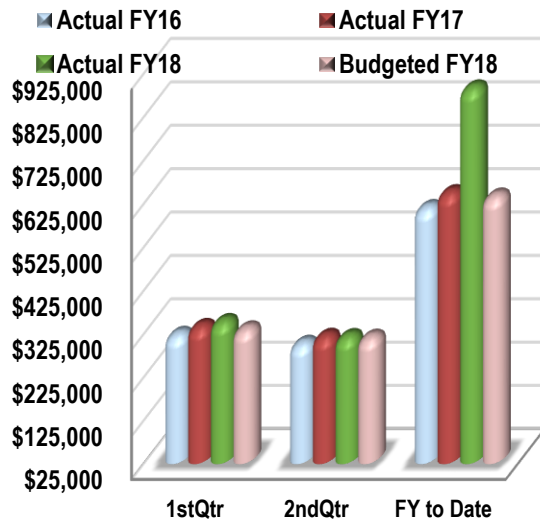
Prev. Year Income Comparison



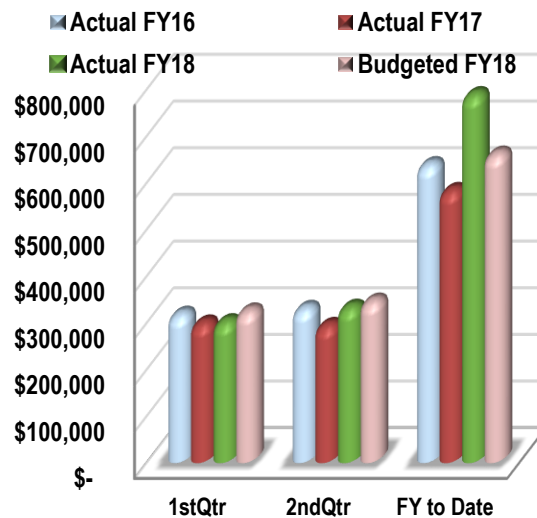
Prev. Year Expense Comparison



Budgeted vs. Actual Revenues



Budgeted vs. Actual Expenses



Account Balances

	May 31, 2018		May 31, 2017	
Cash	\$	602,537	\$	543,577
<u>Current Receivables</u>	\$	147,628	\$	135,843
<u>Current Payables</u>	\$	37,289	\$	42,472
<u>Net Gain/(Loss)</u>	\$	74,058	\$	89,244
<u>Cash Flow (+/-)</u> (FY to Date)	\$	60,403	\$	137,486

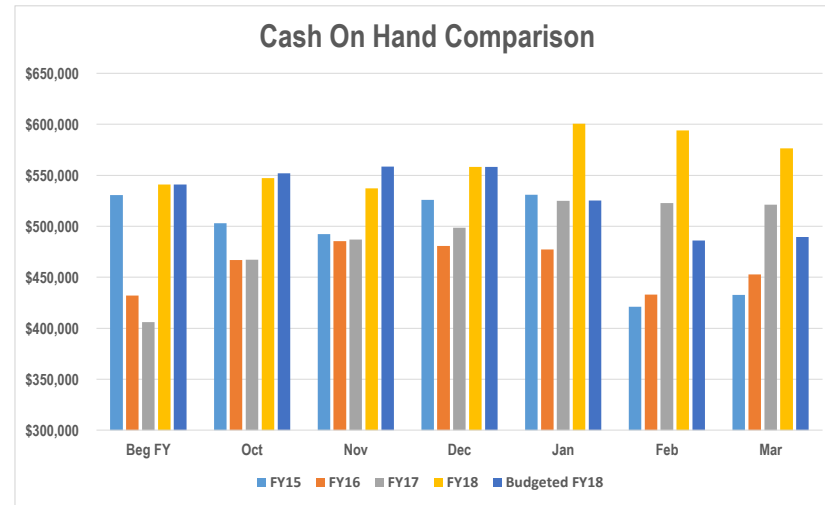
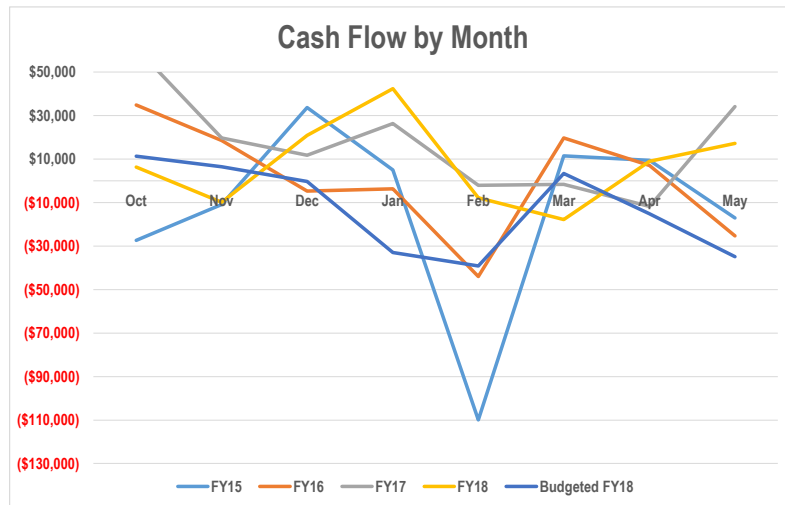
City of Meadowlakes-Utility Fund

Summary Balance Sheet

	<u>May 31, 2018</u>	<u>May 31, 2017</u>
ASSETS		
Current Assets		
Checking/Savings	602,537	543,577
Other Current Assets	<u>147,628</u>	<u>135,843</u>
Total Current Assets	<u>750,165</u>	<u>679,420</u>
Fixed Assets	3,568,730	3,613,747
Other Assets	<u>17,298</u>	<u>38,955</u>
TOTAL ASSETS	<u>4,336,193</u>	<u>4,332,122</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	37,289	42,472
Other Current Liabilities	<u>99,712</u>	<u>94,563</u>
Total Current Liabilities	<u>137,001</u>	<u>137,035</u>
Long Term Liabilities	<u>12,101</u>	<u>16,770</u>
Total Liabilities	<u>149,102</u>	<u>153,805</u>
Equity	<u>4,187,091</u>	<u>4,178,317</u>
TOTAL LIABILITIES & EQUITY	<u>4,336,193</u>	<u>4,332,122</u>

City of Meadowlakes-Utility Fund FY 18 Cash Flow

	Beginning FY	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
Cash on hand (beginning of month)	\$542,134	\$542,134	\$548,500	\$538,586	\$559,496	\$601,877	\$594,124	\$576,361	\$585,394	\$602,537	\$602,537	\$602,537	\$602,537	
Cash on hand (end of month)	\$542,134	\$548,500	\$538,586	\$559,496	\$601,877	\$594,124	\$576,361	\$585,394	\$602,537	\$602,537	\$602,537	\$602,537	\$602,537	\$0
CASH RECEIPTS														Total
Account Receivables		\$140,692	\$101,421	\$102,336	\$112,730	\$102,958	\$93,217	\$106,717	\$107,445					\$867,516
Contract Services		\$8,075	\$8,075	\$8,075	\$8,075	\$8,075	\$8,075	\$8,075	\$8,075					\$64,600
Customer's Deposits		\$400	\$500	\$500	\$800	\$200	\$300	\$500	\$200					\$3,400
Transfer in from other Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
Miscellaneous		\$2,685	\$14,811	\$264	\$5,304	\$1,751	\$88	\$1,809	\$1,232					\$27,944
TOTAL CASH RECEIPTS		\$151,852	\$124,807	\$111,175	\$126,909	\$112,984	\$101,680	\$117,101	\$116,952	\$0	\$0	\$0	\$0	\$963,460
Total cash available	\$542,134	\$693,986	\$673,307	\$649,761	\$686,405	\$714,861	\$695,804	\$693,462	\$702,346	\$602,537	\$602,537	\$602,537	\$602,537	
CASH PAID OUT-OPERATIONAL														Total
Prior Months Payables/Miscellaneous		\$18,297	\$31,953	\$5,195	\$2,387	\$6,160	\$9,680	\$1,241	\$10,942					\$85,855
Employee Related Expenses		\$37,971	\$37,142	\$30,243	\$29,036	\$28,480	\$27,590	\$42,760	\$28,525					\$261,747
Administrative Expenses		\$18,498	\$5,883	\$1,782	\$2,000	\$622	\$2,364	\$1,575	\$1,688					\$34,412
Operating Expenses		\$31,083	\$20,133	\$13,262	\$11,282	\$44,702	\$39,054	\$23,075	\$17,935					\$200,526
Solid Waste Collection Expense		\$15,637	\$15,610	\$15,783	\$15,823	\$16,773	\$16,755	\$15,417	\$16,719					\$128,517
Total Cash Paid Out-Operational		\$121,486	\$110,721	\$66,265	\$60,528	\$96,737	\$95,443	\$84,068	\$75,809	\$0	\$0	\$0	\$0	\$711,057
CASH PAID OUT- NON -OPERATIONAL														Total
Transfers to General Fund		\$9,417	\$9,417	\$9,417	\$9,417	\$9,417	\$9,417	\$9,417	\$9,417					\$75,336
Transfers to Debt Service		\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875					\$55,000
Transfers to Recreation Fund		\$7,708	\$7,708	\$7,708	\$7,708	\$7,708	\$7,708	\$7,708	\$7,708					\$61,664
Total Cash Paid Out-Non-Operational		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$0	\$0	\$0	\$0	\$192,000
TOTAL CASH PAID OUT		\$145,486	\$134,721	\$90,265	\$84,528	\$120,737	\$119,443	\$108,068	\$99,809	\$0	\$0	\$0	\$0	\$903,057
Cash on hand (end of month)	\$542,134	\$548,500	\$538,586	\$559,496	\$601,877	\$594,124	\$576,361	\$585,394	\$602,537	\$602,537	\$602,537	\$602,537	\$602,537	
Change in Cash														Total
Difference Beginning to End of Month		\$6,366	(\$9,914)	\$20,910	\$42,381	(\$7,753)	(\$17,763)	\$9,033	\$17,143	\$0	\$0	\$0	\$0	\$60,403
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		\$6,366	(\$3,548)	\$17,362	\$59,743	\$51,990	\$34,227	\$43,260	\$60,403	\$0	\$0	\$0	\$0	



City of Meadowlakes-Utility Fund

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17-May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
Ordinary Income/Expense						
Income						
5010 • Water Revenue	43,292	38,622	286,383	286,591	41,911	276,889
5020 • Sewer Revenue	43,910	43,547	350,580	346,898	43,299	344,866
5030 • Garbage Revenue	18,453	17,097	145,230	137,543	17,150	137,122
5110 • Contract Services	8,075	7,917	64,600	63,332	8,075	71,709
5120 • Water Connect Fee Revenue	0	875	6,275	2,625	825	6,600
5130 • Sewer Connect Fee Revenue	0	725	5,075	2,175	725	5,800
5140 • Transfer Fee	50	200	800	1,450	175	1,400
5150 • Penalty & Interest Earned	680	650	5,833	5,300	826	5,404
5170 • Miscellaneous Revenues	199	475	14,139	3,650	4,031	12,093
5181 • Non-Rev-Xfer In-General Fund	0		0	500		
5200 • Interest earned on Investments	363		1,690	0	19	20
Total Income	115,022	110,108	880,605	850,064	117,036	861,903
Gross Profit	115,022	110,108	880,605	850,064	117,036	861,903
Expense						
6100 • Employee Expenses						
6110 • Salaries & Wages						
6410 • Salaries Exempt Employees	5,027	5,231	42,726	44,464	7,540	42,726
6415 • Salaries & Wages-Non-Exempt	16,085	16,000	131,995	136,000	23,194	115,791
6416 • Overtime & Standby Pay	834	1,500	7,935	11,000	1,424	9,856
6417 • Longevity Pay-Exempt/Non-Exempt	0	0	3,848	5,000	0	3,554
Total 6110 • Salaries & Wages	21,946	22,731	186,504	196,464	32,158	171,927
6111 • Other Employee Expenses						
6116 • Unemployment Expense	0	0	3,500	3,500	0	3,774
6120 • FICA Expense	1,679	1,750	14,268	15,150	2,460	13,152
6140 • Worker's Compensation Insurance	-776	0	6,511	7,800	0	7,007
6150 • Employee Insurance Expenses	4,277	5,000	34,955	36,000	3,774	30,866
6160 • Employee Retirement Expense	551	600	4,617	5,200	466	2,494
6170 • Employee Uniform Expense	659	420	5,922	3,320	1,192	5,835
6180 • Employee Training & Travel Exp.	598	500	5,468	4,000	95	3,358
6560 • Miscellaneous Employee Expenses	207	0	246	0	0	131
Total 6111 • Other Employee Expenses	7,195	8,270	75,487	74,970	7,987	66,617
Total 6100 • Employee Expenses	29,141	31,001	261,991	271,434	40,145	238,544
6200 • Administrative Expenses						
6225 • Misc. Dues & Fees						
6226 • TECQ Fees			3,733	4,000	0	3,642
6227 • Other Misc. Dues & Fees	25	150	853	1,050	25	300
Total 6225 • Misc. Dues & Fees	25	150	4,586	5,050	25	3,942
6235 • Computer/Office Equip R&M	0	0	930	750	0	679
6240 • Software Update	0	0	3,197	3,500	0	3,340
6250 • Office Supplies	246	150	1,984	1,300	142	754
6255 • Postage Expense	58	200	2,673	1,700	132	1,994
6260 • Telephone Expense	26	300	1,867	2,400	212	2,160
6270 • Insurance - GL & Property	0	0	16,863	15,500	0	16,025
6282 • Administrative-Miscellaneous	43	25	487	200	1	1,745
Total 6200 • Administrative Expenses	398	825	32,587	30,400	512	30,639
6300 • Operating Expenses						

City of Meadowlakes-Utility Fund

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17-May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
6301 · Water Treatment Operational Exp						
6305 · Water Treatment Electrical	2,666	3,000	18,050	24,000	2,603	15,859
6310 · Heating Fuel-WTP	0	250	1,452	1,000		128
6314 · R&M-Plant & Pump Station	442	3,500	26,404	14,500	7,014	14,777
6316 · WTP Chemical Expense	335	2,000	7,747	13,000	1,125	11,169
6320 · Water Outside Testing Expense	322	250	2,427	2,500	345	1,666
6328 · Distribution Repair & Maint.	165	500	12,780	3,000	-2	6,846
6355 · Meter Purchased	0	50,000	22,633	100,000	0	21,482
6360 · Tap Materials-Water	2,700	0	2,700	5,000	0	
Total 6301 · Water Treatment Operational Exp	6,630	59,500	94,193	163,000	11,085	71,927
6302 · Wastewater Operational Expenses						
6304 · Wastewater Electrical	2,554	2,600	17,367	20,600	2,096	15,680
6311 · Propane-Wastewater	0	0	815	1,500	0	500
6317 · WWTP Chemicals	224	1,000	2,152	4,500	358	943
6318 · Outside Testing Wastewater	0	150	2,377	2,050	112	2,971
6321 · Collection System R&M	0					
63212 · Lift Station Repairs	0	0	33	7,500	1,513	2,579
6321 · Collection System R&M - Other		0	10,810	0		3,863
Total 6321 · Collection System R&M	0	0	10,843	7,500	1,513	6,442
6322-Irrigation Maintenance Expense			904			317
6327 · WWTP Repair & Maintenance	80		7,634	15,000	1,122	32,154
Total 6302 · Wastewater Operational Expenses	2,858	3,750	42,092	51,150	5,201	59,007
6303 · Other Operational Expenses						
63031 · Repair & Maintenance-Other						
6329 · R&M-Building/Misc.	335	1,000	11,604	10,500	1,513	7,851
63291 · Drainage Repair & Maintenance		5,000		10,000		10,743
Total 63031 · Repair & Maintenance-Other	335	6,000	11,604	20,500	1,513	18,594
6330 · Vehicle Repair & Maintenance	543	800	2,484	6,300	1,183	4,633
6335 · Mach/Equip Repair & Maintenance	462	1,000	9,366	12,000	466	11,219
6340 · Vehicle & Machinery Fuel						
6341 · Vehicle Fuel	886	1,000	5,718	8,000	749	6,185
6342 · Machinery Fuel	117	1,000	1,812	4,000	0	1,178
Total 6340 · Vehicle & Machinery Fuel	1,003	2,000	7,530	12,000	749	7,363
6345 · Equipment Lease/Rental	0	0	0			400
6350 · Miscellaneous Operational Exp.	368	350	8,732	2,600	493	4,781
6365 · Small Tools	194	375	5,547	3,000	756	3,188
6550 · Assets Purchased	0	0	7,500	15,000	0	9,615
Total 6303 · Other Operational Expenses	2,905	10,525	52,763	71,400	5,160	59,793
Total 6300 · Operating Expenses	12,393	73,775	189,048	285,550	21,446	190,727
6500 · Other Operational Expenses						
6510 · Garbage Service Expense	16,720	15,417	130,921	123,332	15,350	122,512
Total 6500 · Other Operational Expenses	16,720	15,417	130,921	123,332	15,350	122,512
8200 · Transfer to Other Funds						
8215 · Transfer to General Fund	9,417	9,417	75,333	75,332	8,634	68,570
8220 · Transfer to Debt Service Fund	6,875	6,875	55,000	55,000	7,500	60,000
8240 · Transfer to RCC Fund	7,708	7,708	61,667	61,664	7,708	61,667
Total 8200 · Transfer to Other Funds	24,000	24,000	192,000	191,996	23,842	190,237

City of Meadowlakes-Utility Fund
Profit & Loss Budget vs. Actual

	<u>May-18</u>	<u>Budget May-18</u>	<u>Oct17-May18</u>	<u>Budgeted Year-to-Date</u>	<u>May-18</u>	<u>Year-to-Date FY17</u>
8255 · Transfer to General Fixed Asset	0	0	0	0	0	0
Total Expense	<u>82,652</u>	<u>145,018</u>	<u>806,547</u>	<u>902,712</u>	<u>101,295</u>	<u>772,659</u>
Net Ordinary Income	<u>32,370</u>	<u>-34,910</u>	<u>74,058</u>	<u>-52,648</u>	<u>15,741</u>	<u>89,244</u>
Net Income	<u><u>32,370</u></u>	<u><u>-34,910</u></u>	<u><u>74,058</u></u>	<u><u>-52,648</u></u>	<u><u>15,741</u></u>	<u><u>89,244</u></u>

City of Meadowlakes-Utility Fund

Check Detail

May 2018					Paid	Original
Type	Num	Date	Name	Account	Amount	Amount
Ck.	EFT	05/10/2018	State Comptroller	1015 · Ck.ing-1st State Bank		-1,150.03
				3020 · Sales Tax Payable	-1,150.03	1,150.03
TOTAL					-1,150.03	1,150.03
Bill Pmt -Ck.	16548	05/03/2018	Associated Supply Company, Inc.	1015 · Ck.ing-1st State Bank		-117.32
Bill	C65433	04/25/2018		6314 · R&M-Plant & Pump Station	-117.32	117.32
TOTAL					-117.32	117.32
Bill Pmt -Ck.	16549	05/03/2018	Card Service Center	1015 · Ck.ing-1st State Bank		-2,986.90
Bill	4/27/18 Stmt - N	04/27/2018		6235 · Computer/Office Equip R&M	-278.47	278.47
				6180 · Employee Training & Travel	-111.00	111.00
				6170 · Employee Uniform Exp.	-34.62	34.62
				6350 · Miscellaneous Operational	-99.65	99.65
Bill	4/27/18 Stmt - J	04/27/2018		1515 · General Fund Receivables	-68.83	68.83
				1583 · RCC Receivable	-2,249.31	2,249.31
				6180 · Employee Training & Travel	-85.02	85.02
				6227 · Other Misc. Dues & Fees	-60.00	60.00
TOTAL					-2,986.90	2,986.90
Bill Pmt -Ck.	16550	05/03/2018	Central Texas Water Maintenance	1015 · Ck.ing-1st State Bank		-573.78
Bill	106213	04/04/2018		6328 · Distribution Repair & Maint.	-573.78	573.78
TOTAL					-573.78	573.78
Bill Pmt -Ck.	16551	05/03/2018	Debbie Holley	1015 · Ck.ing-1st State Bank		-23.38
Bill	Reimbursement	04/27/2018		6180 · Employee Training & Travel	-23.38	23.38
TOTAL					-23.38	23.38
Bill Pmt -Ck.	16552	05/03/2018	Fastenal	1015 · Ck.ing-1st State Bank		-149.60
Bill	TX001103011	04/11/2018		6350 · Miscellaneous Operational	-149.60	149.60
TOTAL					-149.60	149.60
Bill Pmt -Ck.	16553	05/03/2018	Ferguson Enterprises	1015 · Ck.ing-1st State Bank		-185.96
Bill	7/30/18 Stmt	04/30/2018		6328 · Distribution Repair & Maint.	-19.21	19.21
				6365 · Small Tools	-166.75	166.75
TOTAL					-185.96	185.96
Bill Pmt -Ck.	16554	05/03/2018	Ford & Crew Home	1015 · Ck.ing-1st State Bank		-392.48
Bill	4/25/18 Stmt	04/25/2018		6335 · Mach/Equip Repair & Maint	-11.16	11.16
				1583 · RCC Receivable	-163.48	163.48
				6328 · Distribution Repair & Maint.	-129.94	129.94
				6350 · Miscellaneous Operational	-31.79	31.79
				1584 · POA Receivables	-34.99	34.99
				6321 · Collection System R&M	-21.12	21.12
TOTAL					-392.48	392.48

City of Meadowlakes-Utility Fund

Check Detail

May 2018					Paid	Original
Type	Num	Date	Name	Account	Amount	Amount
Bill Pmt -Ck.	16555	05/03/2018	Hagerty Construction, Inc.	1015 · Ck.ing-1st State Bank		-65.75
Bill	Refund	04/27/2018		3010 · Service Deposits Payable	-65.75	65.75
TOTAL					-65.75	65.75
Bill Pmt -Ck.	16556	05/03/2018	Home Depot	1015 · Ck.ing-1st State Bank		-537.67
Bill	4/20/18 Stmt	04/20/2018		1583 · RCC Receivable	-276.35	276.35
				6329 · R&M-Building/Misc.	-115.80	115.80
				6335 · Mach/Equip Repair & Maintenance	-135.94	135.94
				6350 · Miscellaneous Operational	-9.58	9.58
TOTAL					-537.67	537.67
Bill Pmt -Ck.	16557	05/03/2018	Jessica Withrow	1015 · Ck.ing-1st State Bank		-44.73
Bill	REFUND	04/27/2018		3010 · Service Deposits Payable	-44.73	44.73
TOTAL					-44.73	44.73
Bill Pmt -Ck.	16558	05/03/2018	Kenneth & Patti Dollar	1015 · Ck.ing-1st State Bank		-5.60
Bill	Refund	04/27/2018		1510 · Service Receivables	-5.60	5.60
TOTAL					-5.60	5.60
Bill Pmt -Ck.	16559	05/03/2018	Magna-Flow Enviro	1015 · Ck.ing-1st State Bank		-761.88
Bill	51112	04/13/2018		6327 · WWTP Repair & Maintenance	-761.88	761.88
TOTAL					-761.88	761.88
Bill Pmt -Ck.	16560	05/03/2018	Marci Johnson	1015 · Ck.ing-1st State Bank		-9.78
Bill	REFUND	05/03/2018		3010 · Service Deposits Payable	-9.78	9.78
TOTAL					-9.78	9.78
Bill Pmt -Ck.	16561	05/03/2018	Texas Facilities Com	1015 · Ck.ing-1st State Bank		-795.00
Bill	1681154	04/26/2018		6335 · Mach/Equip Repair & Maintenance	-150.00	150.00
				6329 · R&M-Building/Misc.	-100.00	100.00
				6350 · Miscellaneous Operational	-515.00	515.00
Bill	1681155	04/26/2018		6350 · Miscellaneous Operational	-30.00	30.00
TOTAL					-795.00	795.00
Bill Pmt -Ck.	16562	05/03/2018	UniFirst Holdings, Inc.	1015 · Ck.ing-1st State Bank		-460.71
Bill	8222068901	04/16/2018		6170 · Employee Uniform Exp.	-153.57	153.57
Bill	8222071184	04/23/2018		6170 · Employee Uniform Exp.	-153.57	153.57
Bill	8222073403	04/30/2018		6170 · Employee Uniform Exp.	-153.57	153.57
TOTAL					-460.71	460.71
Bill Pmt -Ck.	16563	05/03/2018	US Postmaster	1015 · Ck.ing-1st State Bank		-700.00
Bill	PERMIT #6	04/27/2018		6255 · Postage Exp.	-700.00	700.00
TOTAL					-700.00	700.00

City of Meadowlakes-Utility Fund

Check Detail

May 2018					Paid	Original
Type	Num	Date	Name	Account	Amount	Amount
Bill Pmt -Ck.	16564	05/03/2018	Visa	1015 · Ck.ing-1st State Bank		-2,039.58
Bill	4/23/18 Stmt - J	04/23/2018		6365 · Small Tools	-184.97	184.97
				6335 · Mach/Equip Repair & Maintena	-460.92	460.92
				6365 · Small Tools	-77.51	77.51
				1515 · General Fund Receivables	-819.30	819.30
				1583 · RCC Receivable	-496.88	496.88
TOTAL					-2,039.58	2,039.58
Bill Pmt -Ck.	16565	05/08/2018	Card Service Center	1015 · Ck.ing-1st State Bank		-453.03
Bill	3/29/18 Stmt - C	03/29/2018		1515 · General Fund Receivables	-244.70	244.70
				1583 · RCC Receivable	-156.70	156.70
				6255 · Postage Exp.	-51.63	51.63
TOTAL					-453.03	453.03
Bill Pmt -Ck.	16566	05/10/2018	AT&T Mobility	1015 · Ck.ing-1st State Bank		-211.39
Bill	4/27/18 Stmt	04/27/2018		6260 · Telephone Exp.	-211.39	211.39
TOTAL					-211.39	211.39
Bill Pmt -Ck.	16567	05/10/2018	Dave Moore	1015 · Ck.ing-1st State Bank		-100.00
Bill	REFUND	05/01/2018		3010 · Service Deposits Payable	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Ck.	16568	05/10/2018	Foxworth-Galbraith	1015 · Ck.ing-1st State Bank		-2,917.20
Bill	4/30/18 Stmt	04/30/2018		1584 · POA Receivables	-2,917.20	2,917.20
TOTAL					-2,917.20	2,917.20
Bill Pmt -Ck.	16569	05/10/2018	Grainger	1015 · Ck.ing-1st State Bank		-75.70
Bill	9763023174	04/19/2018		6350 · Miscellaneous Operational	-26.14	26.14
Bill	9766676945	04/23/2018		6350 · Miscellaneous Operational	-49.56	49.56
TOTAL					-75.70	75.70
Bill Pmt -Ck.	16570	05/10/2018	Interstate Battery	1015 · Ck.ing-1st State Bank		-105.85
Bill	5/1/2018 Stmt	05/01/2018		6335 · Mach/Equip Repair & Maintena	-93.17	93.17
				6329 · R&M-Building/Misc.	-12.68	12.68
TOTAL					-105.85	105.85
Bill Pmt -Ck.	16571	05/10/2018	Lowe's	1015 · Ck.ing-1st State Bank		-519.80
Bill	5/2/18 Stmt	05/02/2018		1583 · RCC Receivable	-103.55	103.55
				1583 · RCC Receivable	-103.55	103.55
				1515 · General Fund Receivables	-113.05	113.05
				1515 · General Fund Receivables	-94.96	94.96
				1515 · General Fund Receivables	-94.96	94.96
				6329 · R&M-Building/Misc.	-9.73	9.73
TOTAL					-519.80	519.80

City of Meadowlakes-Utility Fund

Check Detail

May 2018					Paid	Original
Type	Num	Date	Name	Account	Amount	Amount
Bill Pmt -Ck.	16572	05/10/2018	PEC	1015 · Ck.ing-1st State Bank		-5,077.69
Bill	4/25/18 Stmt	04/25/2018		6305 · Water Treatment Electrical	-2,531.93	2,531.93
				6304 · Wastewater Electrical	-2,545.76	2,545.76
TOTAL					-5,077.69	5,077.69
Bill Pmt -Ck.	16573	05/10/2018	Quill	1015 · Ck.ing-1st State Bank		-130.46
Bill	6465082	04/18/2018		6250 · Office Supplies	-130.46	130.46
TOTAL					-130.46	130.46
Bill Pmt -Ck.	16574	05/10/2018	Republic Services	1015 · Ck.ing-1st State Bank		-16,719.53
Bill	0843-001455081	04/30/2018		6510 · Garbage Service Exp.	-53.93	53.93
Bill	0843-001457893	04/30/2018		6510 · Garbage Service Exp.	-16,665.60	16,665.60
TOTAL					-16,719.53	16,719.53
Bill Pmt -Ck.	16575	05/10/2018	Techline Pipe L.P.	1015 · Ck.ing-1st State Bank		-384.06
Bill	4/30/18 Stmt	04/30/2018		6328 · Distribution Repair & Maint.	-384.06	456.06
TOTAL					-384.06	456.06
Bill Pmt -Ck.	16576	05/10/2018	Visa	1015 · Ck.ing-1st State Bank		-63.98
Bill	4/23/18 Stmt	04/23/2018		6180 · Employee Training & Travel	-51.87	51.87
				6329 · R&M-Building/Misc.	-12.11	12.11
TOTAL					-63.98	63.98
Bill Pmt -Ck.	16577	05/10/2018	Wex Bank	1015 · Ck.ing-1st State Bank		-1,186.79
Bill	5/6/18 Stmt	05/06/2018		6341 · Vehicle Fuel	-886.77	888.68
				6342 · Machinery Fuel	-117.02	117.27
				1583 · RCC Receivable	-105.12	105.35
				1515 · General Fund Receivables	-77.88	78.05
TOTAL					-1,186.79	1,189.35
Bill Pmt -Ck.	16578	05/17/2018	DPC Industries, Inc.	1015 · Ck.ing-1st State Bank		-830.74
Bill	747002086-18	04/26/2018		6316 · WTP Chemical Exp.	-335.37	335.37
Bill	767002085-18	04/26/2018		6317 · WWTP Chemicals	-335.37	335.37
Bill	DE76000678-18	04/30/2018		6316 · WTP Chemical Exp.	-80.00	80.00
				6317 · WWTP Chemicals	-80.00	80.00
TOTAL					-830.74	830.74
Bill Pmt -Ck.	16579	05/17/2018	HACH	1015 · Ck.ing-1st State Bank		-373.27
Bill	10940065	04/30/2018		6316 · WTP Chemical Exp.	-373.27	373.27
TOTAL					-373.27	373.27
Bill Pmt -Ck.	16580	05/17/2018	NAPA-Third Coast	1015 · Ck.ing-1st State Bank		-305.57
Bill	4/30/18 Stmt	04/30/2018		6330 · Vehicle Repair & Maintenance	-26.75	26.75
				6335 · Mach/Equip Repair & Maintena	-144.95	144.95

City of Meadowlakes-Utility Fund

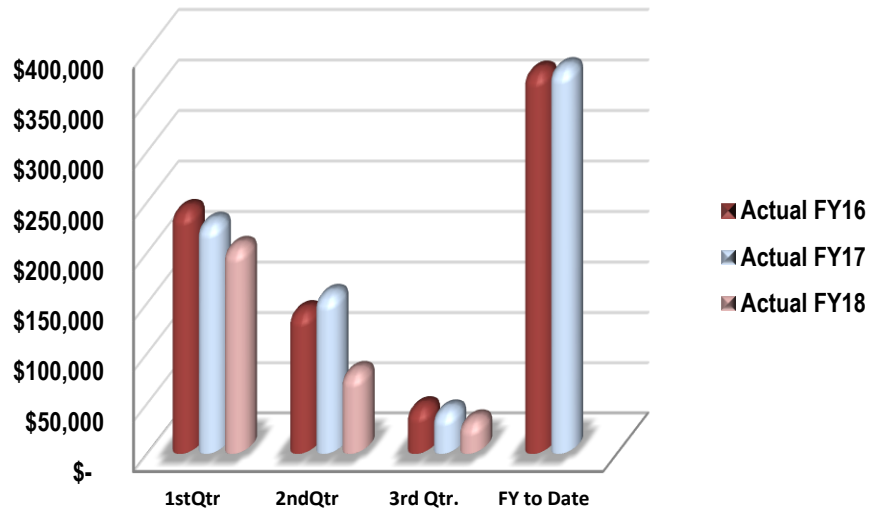
Check Detail

May 2018					Paid	Original
Type	Num	Date	Name	Account	Amount	Amount
				6350 · Miscellaneous Operational	-76.93	76.93
				6341 · Vehicle Fuel	-56.94	56.94
TOTAL					-305.57	305.57
Bill Pmt -Ck.	16581	05/17/2018	Pinnacle Propane, LLC	1015 · Ck.ing-1st State Bank		-1,621.08
Bill	4/30/18 Stmt	04/30/2018		6342 · Machinery Fuel	-1,621.08	1,621.08
TOTAL					-1,621.08	1,621.08
Bill Pmt -Ck.	16582	05/17/2018	S.W Paramedical	1015 · Ck.ing-1st State Bank		-35.00
Bill	C348	05/11/2018		6560 · Miscellaneous Employee Exp.s	-35.00	35.00
TOTAL					-35.00	35.00
Bill Pmt -Ck.	16583	05/17/2018	US Oxo, LLC	1015 · Ck.ing-1st State Bank		-7.70
Bill	7541	04/30/2018		6329 · R&M-Building/Misc.	-7.70	7.70
TOTAL					-7.70	7.70
Bill Pmt -Ck.	16584	05/17/2018	USA BlueBook	1015 · Ck.ing-1st State Bank		-4,237.50
Bill	55614	04/25/2018		6328 · Distribution Repair & Maint.	-191.84	191.84
Bill	556296	04/26/2018		6314 · R&M-Plant & Pump Station	-2,596.08	2,596.08
Bill	558825	04/30/2018		6314 · R&M-Plant & Pump Station	-1,449.58	1,449.58
TOTAL					-4,237.50	4,237.50
Bill Pmt -Ck.	16585	05/18/2018	Card Service Center	1015 · Ck.ing-1st State Bank		-423.72
Bill	4/27/18 Stmt - C	04/27/2018		1515 · General Fund Receivables	-125.15	125.15
				1584 · POA Receivables	-177.30	177.30
				6255 · Postage Exp.	-22.78	22.78
				6282 · Administrative-Miscellaneous	-55.74	55.74
				6250 · Office Supplies	-42.75	42.75
TOTAL					-423.72	423.72
Bill Pmt -Ck.	16586	05/23/2018	Petty Cash	1015 · Ck.ing-1st State Bank		-173.22
Bill	Reimb 5/23/18	05/23/2018		6255 · Postage Exp.	-57.91	57.91
				6250 · Office Supplies	-8.99	8.99
				6282 · Administrative-Miscellaneous	-29.32	29.32
				6330 · Vehicle Repair & Maintenance	-29.00	29.00
				6180 · Employee Training & Travel	-48.00	48.00
TOTAL					-173.22	173.22
Total Public Works Disbursements-May 2017						47,102.55

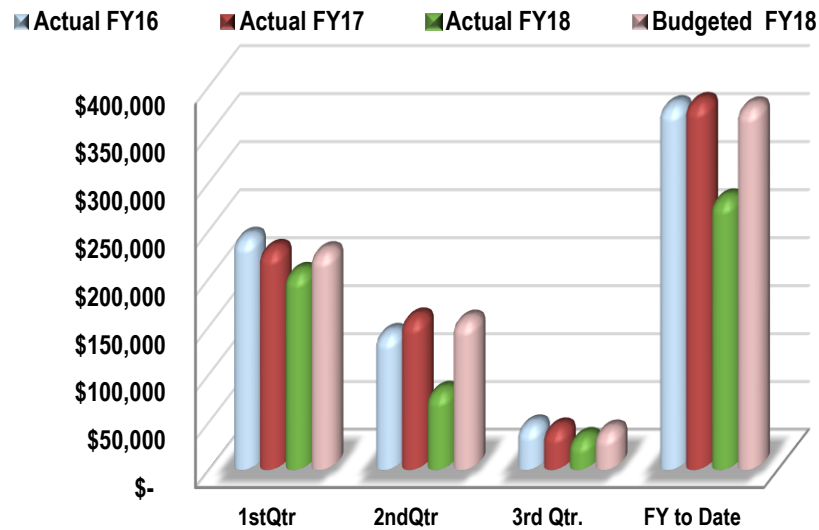
Debt Service Snapshot

May 2018

Prior Fiscal Year Income Comparison



Budgeted vs. Actual Revenues



Account Balances

<u>Cash</u>	May 31, 2018	May 31, 2017
Checking Account	\$ 394,129	\$ 387,372
CD's	\$ -	\$ -
Total Cash	\$ 394,129	\$ 387,372
 <u>Current Receivables</u>	 \$ -	 \$ -
 <u>Current Payables</u>	 \$ 12,290	 \$ 10,958
 <u>Net Gain/(Loss)</u>	 \$ 17,219	 \$ 10,556
 <u>Cash Flow (+/-)</u>	 \$ 378,957	 \$ 373,804
(FY to Date)		

City of Meadowlakes Debt Service Summary Balance Sheet

	<u>May 31, 2018</u>	<u>May 31, 2017</u>
ASSETS		
Current Assets		
Checking/Savings	394,129	387,372
Total Current Assets	394,129	387,372
Other Assets	12,289	10,958
TOTAL ASSETS	<u>406,418</u>	<u>398,330</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities	12,290	10,958
Total Current Liabilities	12,290	10,958
Total Liabilities	12,290	10,958
Equity	394,128	387,372
TOTAL LIABILITIES & EQUITY	<u>406,418</u>	<u>398,330</u>

City of Meadowlakes-Debt Service Fund FY 18 Cash Flow

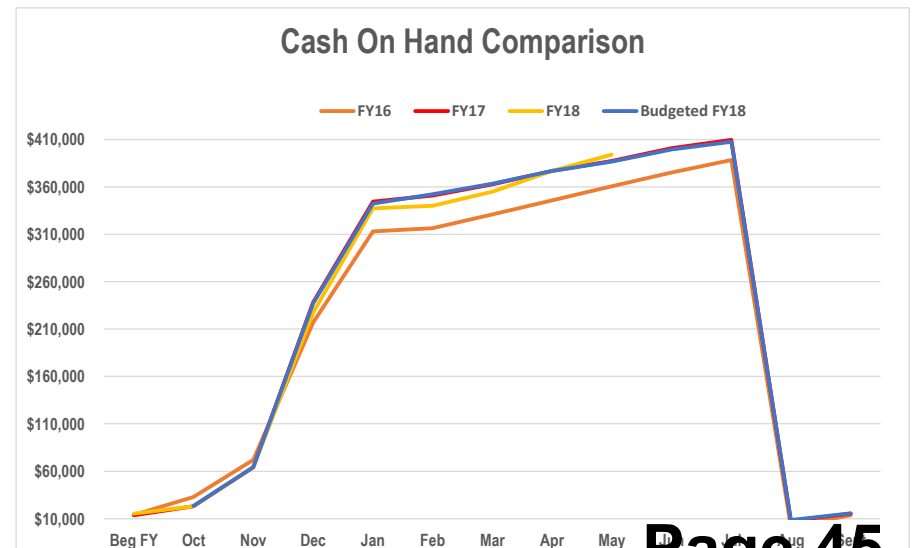
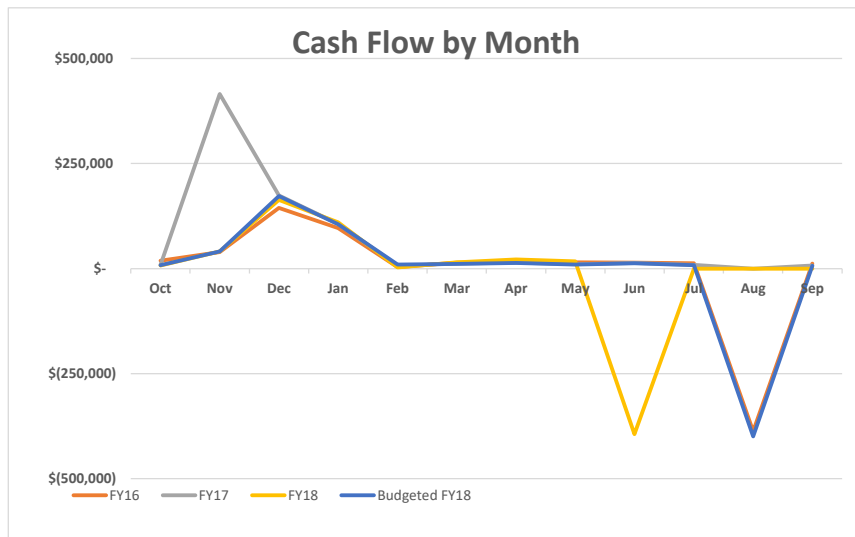
	Beginning FY	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
Cash on hand (beginning of month)	\$15,171	\$15,171	\$22,952	\$64,207	\$227,423	\$337,479	\$355,136	\$365,851	\$376,909	\$394,128	\$394,128	\$394,128	\$394,128	
Cash on hand (end of month)	\$15,171	\$22,952	\$64,207	\$227,423	\$337,479	\$355,136	\$365,851	\$376,909	\$394,128	\$394,128	\$394,128	\$394,128	\$394,128	\$0

CASH RECEIPTS														Total
Property Tax		\$897	\$34,357	\$156,258	\$102,965	\$35,215	\$3,499	\$3,806	\$9,918					\$346,915
Transfers In from Utility Fund		\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875					\$55,000
Interest Earned		\$9	\$23	\$83	\$216	\$269	\$341	\$377	\$426					\$1,744
														\$0
														\$0
TOTAL CASH RECEIPTS		\$7,781	\$41,255	\$163,216	\$110,056	\$42,359	\$10,715	\$11,058	\$17,219	\$0	\$0	\$0	\$0	\$403,659
Total cash available	\$15,171	\$22,952	\$64,207	\$227,423	\$337,479	\$379,838	\$365,851	\$376,909	\$394,128	\$394,128	\$394,128	\$394,128	\$394,128	

CASH PAID OUT-OPERATIONAL														Total
Prior Months Payables/Miscellaneous		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
Principal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
Interest		\$0	\$0	\$0	\$0	\$24,702	\$0	\$0	\$0					\$24,702
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
														\$0
Total Cash Paid Out-Operational		\$0	\$0	\$0	\$0	\$24,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,702

CASH PAID OUT- NON -OPERATIONAL														Total
														\$0
														\$0
														\$0
Total Cash Paid Out-Non-Operational		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL CASH PAID OUT		\$0	\$0	\$0	\$0	\$24,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,702
Cash on hand (end of month)	\$15,171	\$22,952	\$64,207	\$227,423	\$337,479	\$355,136	\$365,851	\$376,909	\$394,128	\$394,128	\$394,128	\$394,128	\$394,128	

Change in Cash														Total
Difference Beginning to End of Month		\$7,781	\$41,255	\$163,216	\$110,056	\$17,657	\$10,715	\$11,058	\$17,219	\$0	\$0	\$0	\$0	\$378,957
Increase/(Decrease) In Cash Since Beginning of Fiscal Year	\$7,781	\$49,036	\$212,252	\$322,308	\$339,965	\$0	\$11,058	\$28,277	\$28,277	\$28,277	\$28,277	\$28,277	\$28,277	



City of Meadowlakes Debt Service Profit & Loss Budget vs. Actual

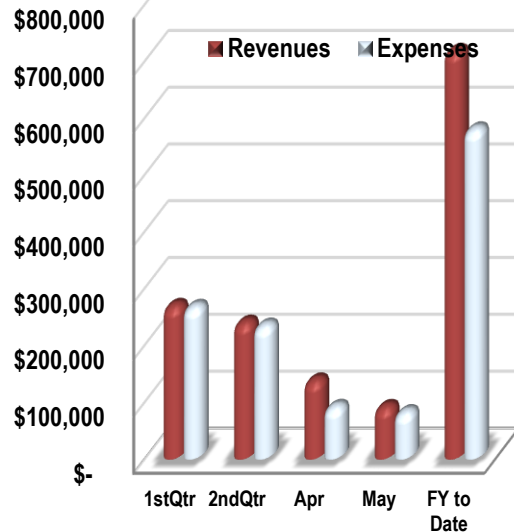
	May-18	Budget May-18	Oct17-May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
Ordinary Income/Expense						
Income						
06-4120 · Ad Valorem Tax	9,918	6,608	346,917	338,159	2,950	342,018
06-5440 · Interest Earned on Investments	426	24	1,742	168	106	270
Total Income	10,344	6,632	348,659	338,327	3,056	342,288
Expense						
06-9100 · 2013 Bond Expense						
06-9150 · 2013 Bond Principal	0	0	0	0	0	0
06-9100 · 2013 Bond Expense - Other	0	0	24,702	24,703	0	28,649
Total 06-9100 · 2013 Bond Expense	0	0	24,702	24,703	0	28,649
Total Expense	0	0	24,702	24,703	0	28,649
Net Ordinary Income	10,344	6,632	323,957	313,624	3,056	313,639
Other Income/Expense						
Other Income						
06-8200 · Transfer In from Other Funds	6,875	6,875	55,000	48,125	7,500	60,000
Total Other Income	6,875	6,875	55,000	48,125	7,500	60,000
Net Other Income	6,875	6,875	55,000	48,125	7,500	60,000
Net Income	17,219	13,507	378,957	361,749	10,556	373,639

Disbursements

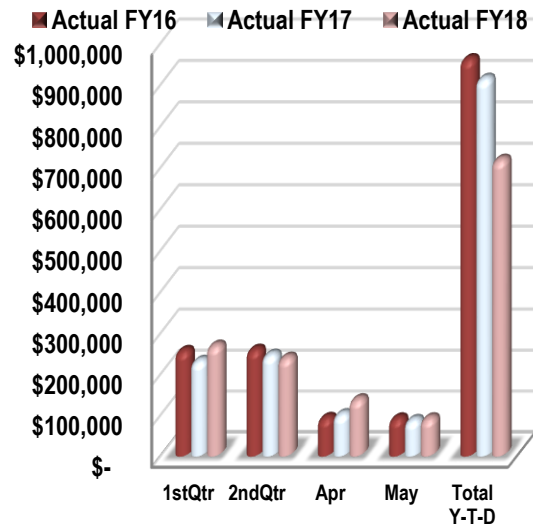
Recreation Fund Snapshot

May 2018

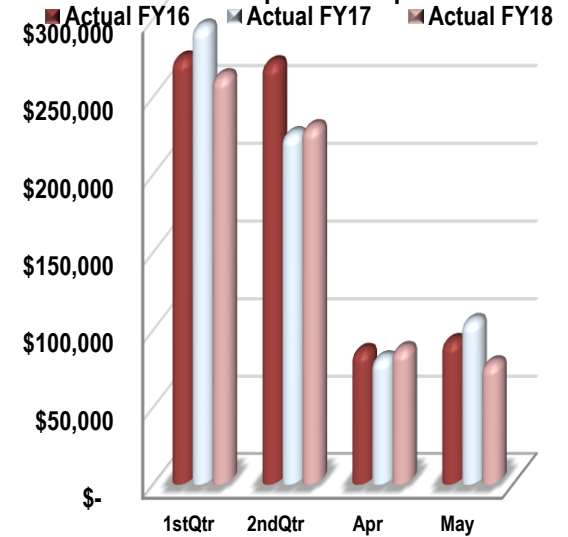
Income vs. Expense Trend



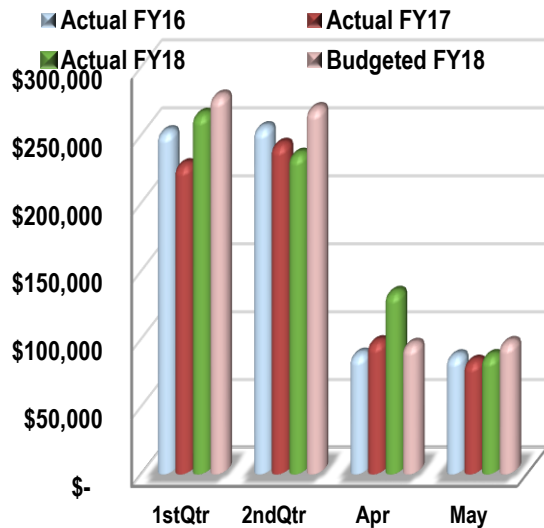
Prev Year Income Comparison



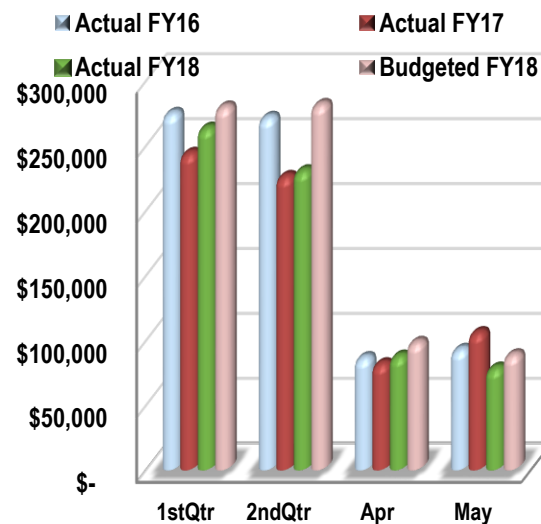
Prev Year Expense Comparison



Budgeted vs. Actual Revenues



Budgeted vs. Actual Expenses



Account Balances

	May 31, 2018		May 31, 2017	
Cash				
Checking Account	\$	116,614	\$	45,304
Restricted Cash	\$	197,001	\$	-
Other Assets	\$	-	\$	-
Total Assets	\$	313,615	\$	45,304
Current Receivables	\$	32,844	\$	23,324
Current Payables	\$	190,175	\$	143,478
Net Gain/(Loss)	\$	69,747	\$	26,124
(Based on Accrual Accounting)				
Cash Flow (+/-)	\$	57,732	\$	42,797
(Less Restricted Funds)				

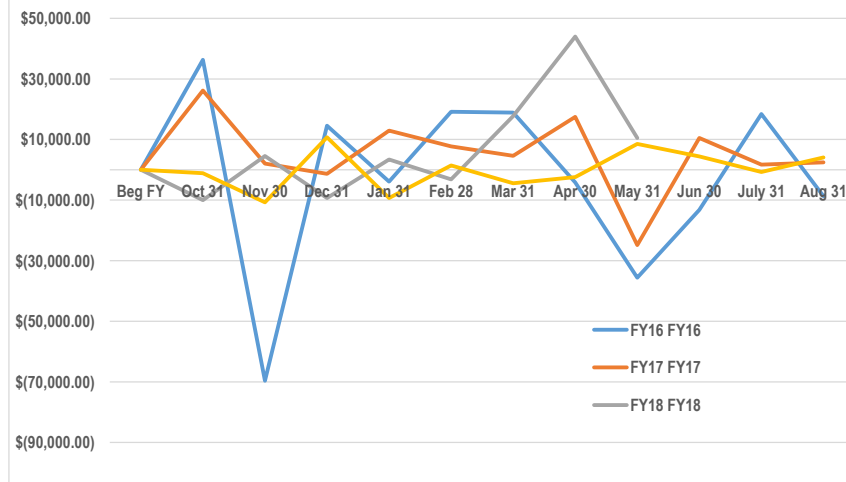
Recreation Fund Summary Balance Sheet

	May 31, 18	May 31, 17
ASSETS		
Current Assets		
Checking/Savings	\$ 116,614	\$ 45,304
Restricted Funds-Carts	\$ 197,001	\$ -
Other Current Assets	\$ 32,844	\$ 23,324
Total Current Assets	\$ 346,459	\$ 68,628
Fixed Assets	\$ 301,643	\$ 344,021
Other Assets	\$ 59,032	\$ 3,655
TOTAL ASSETS	\$ 707,134	\$ 416,304
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 116,691	\$ 70,391
Other Current Liabilities	\$ 73,484	\$ 73,087
Total Current Liabilities	\$ 190,175	\$ 143,478
Long Term Liabilities	\$ 313,615	\$ 147,854
Total Liabilities	\$ 503,790	\$ 291,332
Equity	\$ 206,345	\$ 124,972
TOTAL LIABILITIES & EQUITY	\$ 710,135	\$ 416,304

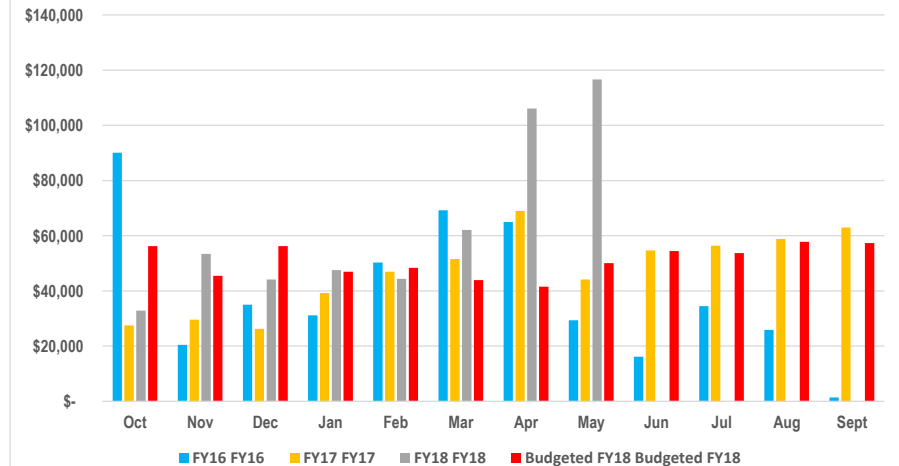
City of Meadowlakes-Recreation Fund FY 18 Cash Flow

	Beginning FY	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
Cash on hand (beginning of month)	\$58,882	\$58,882	\$48,868	\$53,411	\$44,131	\$47,519	\$44,354	\$259,117	\$303,098	\$313,615	\$313,615	\$313,615	\$313,615	
Cash on hand (end of month)	\$58,882	\$48,868	\$53,411	\$44,131	\$47,519	\$44,354	\$259,117	\$303,098	\$313,615	\$313,615	\$313,615	\$313,615	\$313,615	\$0
CASH RECEIPTS														
Prepaid Golf		\$37,592	\$29,630	\$19,579	\$14,080	\$18,707	\$25,716	\$17,574	\$15,704					\$178,582
Pro Shop Income		\$26,106	\$30,079	\$21,870	\$29,335	\$21,571	\$40,657	\$48,497	\$38,670					\$256,785
Food & Beverage Income		\$21,284	\$19,695	\$32,561	\$23,427	\$17,091	\$20,862	\$30,210	\$20,923					\$186,053
Miscellaneous/Sale Tax Payable		\$3,448	\$1,829	\$5,789	\$5,482	\$3,203	\$2,782	\$6,484	\$6,426					\$35,443
Lease/Purchase Funding Proceeds		\$0	\$0	\$0	\$0	\$0	\$197,001	\$0	\$0					\$197,001
Transfer in from Other Funds		\$7,708	\$7,708	\$7,708	\$7,708	\$7,708	\$7,708	\$32,708	\$7,708					\$86,664
TOTAL CASH RECEIPTS		\$96,138	\$88,941	\$87,507	\$80,032	\$68,280	\$294,726	\$135,473	\$89,431	\$0	\$0	\$0	\$0	\$940,528
Total cash available	\$58,882	\$155,020	\$137,809	\$140,918	\$124,163	\$115,799	\$339,080	\$394,590	\$392,529	\$313,615	\$313,615	\$313,615	\$313,615	
CASH PAID OUT- OPERATIONAL														
Prior Months Payables/Miscellaneous/Prepaid		\$4,463	\$749	\$20,493	-\$3,803	\$5,472	\$2,048	\$1,617	\$11,471					\$42,510
Administrative Expenses		\$7,471	\$9,154	\$8,763	\$8,637	\$6,789	\$6,239	\$9,497	\$7,905					\$64,455
Pro Shop Expense		\$30,445	\$18,815	\$13,214	\$15,084	\$15,554	\$14,460	\$21,499	\$14,914					\$143,985
Food & Beverage Expenses		\$24,386	\$30,316	\$30,296	\$26,246	\$23,335	\$25,141	\$29,928	\$24,535					\$214,183
Grounds Maintenance Expense		\$27,351	\$24,518	\$23,173	\$18,574	\$19,390	\$20,104	\$27,921	\$19,233					\$180,264
Tennis/Swim/Miscellaneous		\$197	\$0	\$0	\$0	\$54	\$0	\$176	\$0					\$427
Total Cash Paid Out-Operational		\$94,313	\$83,552	\$95,939	\$64,738	\$70,594	\$67,992	\$90,638	\$78,058	\$0	\$0	\$0	\$0	\$645,824
CASH PAID OUT- NON- OPERATIONAL														
Debt Service-POA		\$11,839	\$846	\$848	\$11,906	\$851	\$11,971	\$854	\$856					\$39,971
Transfers to Other Funds														\$0
Total Cash Paid Out-Non-Operational		\$11,839	\$846	\$848	\$11,906	\$851	\$11,971	\$854	\$856	\$0	\$0	\$0	\$0	\$39,971
TOTAL CASH PAID OUT		\$106,152	\$84,398	\$96,787	\$76,644	\$71,445	\$79,963	\$91,492	\$78,914	\$0	\$0	\$0	\$0	\$685,795
Cash on hand (end of month)	\$58,882	\$48,868	\$53,411	\$44,131	\$47,519	\$44,354	\$259,117	\$303,098	\$313,615	\$313,615	\$313,615	\$313,615	\$313,615	
Change in Cash														
Difference Beginning to End of Month		(\$10,014)	\$4,543	(\$9,280)	\$3,388	(\$3,165)	\$214,763	\$43,981	\$10,517	\$0	\$0	\$0	\$0	\$254,733
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		(\$10,014)	(\$5,471)	(\$14,751)	(\$11,363)	(\$14,528)	\$155,881	\$199,862	\$254,733	\$254,733	\$254,733	\$254,733	\$254,733	

Cash Flow by Month



Cash On Hand Comparison



Recreation Fund

Profit & Loss Budget vs. Actual

Ordinary Income/Exp

Income

03-5000 · Revenue

03-5010 · Membership Dues

03-5011 · Family Membership	0	0	0	0	0	0
03-5013 · Senior Couple Membership	0	0	0	0	0	0
03-5015 · Single Membership	0	0	0	0	0	0
03-5016 · Membership Non-Resident Dues	0	0	0	0	0	0
03-5017 · Social Membership	0	0	0	0	0	0
03-5021 · Membership Maintenance/Medical	0	0	0	0	0	0
03-5022 · Gold Key Membership	0	0	0	0	0	0
03-5024 · Trail Fees Prepaid	0	0	0	0	0	0
03-5031 · Initiation Fees	0	0	570			768
03-5010 · Membership Dues - Other	15,704	19,373	184,039	167,508	17,585	188,393
Total 03-5010 · Membership Dues	15,704	19,373	184,609	167,508	17,585	189,161

03-5023 · Golf Shop Revenues

03-5035 · Green Fees	18,270	21,840	108,565	150,634	20,114	123,999
03-5040 · Golf Cart Rental	10,339	6,615	58,762	42,584	6,975	39,025
03-5045 · Driving Range	3,726	2,732	28,646	18,267	3,396	16,367
03-5050 Tournament	5		17,180	0	18	0
03-5053 · Handicap	90	400	4,890	5,500	180	480
03-5060 · Pro Shop Sales	6,310	6,014	38,563	38,846	5,203	33,446
03-5023 · Golf Shop Revenues - Other	-29		218	0	-30	-108
Total 03-5023 · Golf Shop Revenues	38,711	37,601	256,824	255,831	35,856	213,209

03-5057 · Tennis & Swimming Revenues

03-5019 · Tennis Membership	0	0	0	0	0	0
03-5026 · Swimming Membership	1,542	1,000	1,767	1,000	3	632
03-5057 · Tennis & Swimming Revenues - Other	0	0	0	0	1,414	1,414
Total 03-5057 · Tennis & Swimming Revenues	1,542	1,000	1,767	1,000	1,417	2,046

03-5070 · Restaurant/Bar Sales

03-5072 · Restaurant Food Sales	11,899	20,344	117,283	166,961	10,124	142,846
03-5073 · Beverage Sales	1,094	1,080	7,116	9,915	924	8,546
03-5074 · Beer Sales	4,707	4,200	33,127	34,100	4,623	32,919
03-5075 · Other Food & Beverage Sales	0	0	0	750	0	
03-5076 · Liquor Sales	2,610	2,500	21,039	21,225	1,951	19,604
03-5077 · Wine Sales	617	750	7,179	8,675	492	8,191
Total 03-5070 · Restaurant/Bar Sales	20,927	28,874	185,744	241,626	18,114	212,106
03-5090 · Interest Earned	275	0	708	0	4	4
03-5096 · Miscellaneous Income	0	0	3,451	2,500	0	2,677
Total 03-5000 · Revenue	77,159	86,848	633,103	668,465	72,976	619,203
Total Income	77,159	86,848	633,103	668,465	72,976	619,203

Cash Basis

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17- May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
Exp						
03-6000 · Administrative Expenditures						
03-6039 · Other Administrative Exps						
03-6016-Unemployment Cost		0	2,000	2,000	0	1,854
03-6021 · Admin Exp.- Xfer out to General	2,583	2,580	20,667	20,680	2,458	19,667
03-6025 · Audit	0					
03-6030 · Insurance						
03-6019 · Worker's Comp	0					-314
03-6032 · Property Insurance	581	0	4,648	7,200	497	3,977
Total 03-6030 · Insurance	581	0	4,648	7,200	497	3,663
03-6040 · Office Supplies	0	168	1,522	1,344	71	954
03-6042 · Postage	0	150	183	640	206	443
03-6045 · Advertising	281	837	3,876	6,652	347	2,376
03-6047 · Dues & Subscriptions	0	0	150	500	0	150
03-6048 · Security	0	0	114	0	44	266
03-6049 · Miscellaneous Supplies	1,015	700	1,536	3,900	190	1,449
03-6062 · Credit Card Processing	1,603	1,250	10,315	10,000	1,399	10,939
03-6065 · Software Maintenance	0	1,000	0	8,000	2,970	3,563
03-6075 · Signage	0	0	236	0	0	
06-6063 · Cash Over/Under	75	50	-234	375	-202	-1,528
Total 03-6039 · Other Administrative Exps	6,138	6,735	45,013	61,291	7,980	43,796
03-6068 · House Maintenance Exps						
03-6050 · Telephone	154	167	1,141	1,332	173	1,472
03-6052 · Electric	1,227	1,250	9,720	10,000	1,174	6,577
03-6055 · Utilities-Water & Sewer	316	333	2,553	2,668	374	2,645
03-6060 · Pest Control - Club & Pro Shop	0	0	0	0	0	
03-6081 · Cleaning Service	0	1,000	2,895	8,000	1,055	7,345
03-6101 · Misc. House Exp	91	165	181	1,340	0	160
03-6102 · Building Repair & Maintenance	350	625	2,509	5,000	0	3,389
03-6105 · Security	0	0	76	0	0	0
03-6520 · Television-Clubhouse	26	30	208	230	26	208
Total 03-6068 · House Maintenance Exps	2,164	3,570	19,283	28,570	2,802	21,796
Total 03-6000 · Administrative Expenditures	8,302	10,305	64,296	89,861	10,782	65,592
03-6100 · Pro Shop Expenditures						
03-6110 · Payroll						
03-6111 · Wages - Full Time	0	4,615	24,170	39,225	6,440	32,810
03-6112 · Wages Part Time/Seasonal	8,583	5,150	62,418	45,780	7,948	41,025
03-6115 · Payroll Tax	657	770	6,660	6,540	1,101	5,648
03-6116 · Pro Shop Longevity	0		474	1,500	0	
03-6117 · Retirement	16	120	717	1,030	114	595
03-6118 · Health Care	-25	668	3,471	5,328	627	5,017
03-6119 · Worker's Comp	304		2,433	3,700	239	1,671
03-6155 · Training & Travel				500		
Total 03-6110 · Payroll	9,535	11,323	100,343	103,603	16,469	86,766
03-6121 · Other Pro-Shop Exps						
03-6120 · Driving Range		0	2,167	1,500	0	0
03-6122 · Miscellaneous and Supplies		200	1,388	1,600	73	1,266
03-6123 · Pro-Shop Consumable Supplies		60	0	510	0	0
03-6125 · Handicap		0	3,260	3,000	0	3,236
03-6130 · Tournament Exps		0	0	250	0	0
03-6140 · Office Supplies		50	644	430	185	476

Recreation Fund

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Cash Basis

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17- May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
03-6150 · Dues & Fees		250	160	350	0	50
03-6210 · Cart Lease/Purchase		2,700	15,335	24,200	2,717	23,851
03-6220 · Cart Maint & Repair	1,539	0	2,835	750	0	0
03-6225 · Electric	0	200	731	1,700	182	1,695
Total 03-6121 · Other Pro-Shop Exps	1,539	3,460	26,520	34,290	3,157	30,574
03-6160 · Inventory Purchased	459	4,000	16,829	24,000	5,728	31,206
03-6163 · Inventory/Cash Shortages	0	25	383	300	0	0
Total 03-6100 · Pro Shop Expenditures	11,533	18,808	144,075	162,193	25,354	148,546
03-6300 · Grounds Maintenance Expenditure						
03-6310 · Payroll						
03-6311 · Wages - Full Time	9,099	10,375	73,079	88,225	14,642	76,239
03-6312 · Wages - Part Time/Seasonal	1,647	2,000	15,901	16,500	496	14,107
03-6313 · Grounds O&M - Overtime/Bonus	0	450		3,300	0	0
03-6314 · Grounds O&M Longevity	0	0	1,556	3,000	0	0
03-6315 · Payroll Tax Exp	822	975	6,926	8,290	1,158	6,951
03-6317 · Retirement Exp	228	350	1,848	2,900	212	1,147
03-6318 · Health Care Exp	2,118	2,750	16,946	22,000	1,247	19,126
03-6319 · Worker's Comp	369	418	2,954	3,328	427	3,652
Total 03-6310 · Payroll	14,283	17,318	119,210	147,543	18,182	121,222
03-6321 · Other Golf Course Maint. Exp.						
03-6320 · Fuel & Lubricants	491	1,800	6,450	6,300	1,613	6,113
03-6322 · Fertilizer	0	500	1,649	5,475	0	2,507
03-6324 · Chemicals	0	1,000	8,637	8,375	658	6,319
03-6326 · Seed & Sod	0	0	1,303	5,000	0	1,179
03-6327 · Sand & Soil	0	0	440		0	
03-6329 · Equipment Maint & Repair	404	550	1,851	7,100	183	3,168
03-6332 · Irrigation Repair & Maint.	94	1,000	5,778	3,000	1,726	15,027
03-6335 · Landscape Materials & Supplies	0	500	0	2,000	362	362
03-6340 · Utilities						
03-6342 · Electric - Maintenance Building	244	325	1,987	2,550	247	2,246
03-6344 · Electric - Irrigation	675	700	2,394	5,200	635	4,349
03-6346 · Sewer & Water	511	375	2,488	3,000	246	1,899
03-6347 · Trash	0	0	0	0	144	1,155
03-6370 · Raw Water Purchase	455	550	3,506	4,500	456	3,628
Total 03-6340 · Utilities	1,885	1,950	10,375	15,250	1,728	13,277
03-6350 · Dues & Subscriptions	0	0	0	0	0	0
03-6354 · Small Tools	300	125	721	1,000	0	168
03-6380 · Other Grounds Maint Exp		50	4,689	300	114	1,188
03-6806 · Cart Path Improvements			1,896			
Total 03-6321 · Other Golf Course Maint. Exp.	3,174	7,475	43,789	53,800	6,384	49,308
03-6360 · Equipment Lease/Purchase						
03-6362 · Machinery Lease	856	856	39,127	40,224	838	39,095
03-6363 · Machinery Interest	26	26	2,525	2,310	44	3,438
Total 03-6360 · Equipment Lease/Purchase	882	882	41,652	42,534	882	42,533
Total 03-6300 · Grounds Maintenance Expenditure	18,339	25,675	204,651	243,877	25,448	213,063
03-6400 · Tennis Expenditures						
03-6430 · Maint & Repair	0	0				
03-6400 · Tennis Expenditures - Other	0	0	128	2,000	0	858
Total 03-6400 · Tennis Expenditures	0	0	128	2,000	0	858

Cash Basis

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17- May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
03-6500 · Food & Beverage Exps						
03-6510 · Payroll & Payroll Exp						
03-6413 · F&B Overtime/Bonus				2,500		
03-6414 · F&B Longevity			761	1,000		
03-6511 · Wages - Full Time	5,245	7,420	43,899	63,090	10,016	63,172
03-6512 · Wages - Part Time/Seasonal	5,602	4,225	52,919	36,475	8,359	50,141
03-6515 · Payroll Tax Exp	965	960	8,633	8,195	1,337	7,764
03-6517 · Retirement Exp	138	190	1,223	1,640	145	916
03-6518 · Health Care Exp	1,417	2,080	9,899	16,680	671	7,105
03-6519 · Worker's Comp	413	375	3,301	3,000	342	2,734
03-6510 · Payroll & Payroll Exp - Other		0		0		
Total 03-6510 · Payroll & Payroll Exp	13,780	15,250	120,635	132,580	20,870	131,832
03-6521 · Other Food & Beverage Exps						
03-6053 · Propane	0	875	4,655	4,825	525	4,602
03-6525 · Alcohol Tax	845	675	4,887	5,350	687	4,944
03-6540 · Supplies						
03-6545 · Restaurant-Consumable Supplies						
03-6547 · Beer/Wine	1,892	1,800	14,967	16,125	1,454	13,567
03-6548 · Liquor Exp	678	350	3,981	4,175	259	4,262
03-6549 · Food Exp	5,681	6,500	43,606	57,400	5,893	50,692
03-6550 · Beverage Exp	246	250	2,243	2,000	579	1,963
03-6552 · Other Food & Beverage Supplies	754	800	5,673	6,000	976	5,443
03-6572 · Other Misc. Restaurant Exps	1,042	200	3,801	1,700	217	2,321
03-6573 · Linen	210	300	2,638	2,800	290	2,210
03-6540 · Supplies - Other	198		2,537	0	77	388
Total 03-6540 · Supplies	10,701	10,200	79,446	90,200	9,745	80,846
03-6560 · Equipment Rental	70	85	774	660	70	490
03-6561 · Liquor License		0	2,910	0	0	-100
03-6565 · Equipment Maint & Repair			1,815	3,000	2,120	3,605
Total 03-6521 · Other Food & Beverage Exps	11,616	11,835	94,487	104,035	13,147	94,387
03-6500 · Food & Beverage Exps - Other	0		277		0	
Total 03-6500 · Food & Beverage Exps	25,396	27,085	215,399	236,615	34,017	226,219
03-6600 · Swimming Pool Expenditures						
03-6610 · Payroll & Payroll Exp				0		
03-6612 · Wages - Part Time/Seasonal	0	0	0	0	0	0
03-6614 · Payroll Exp	0	0	0	0	0	0
03-6616 · Worker's Comp	0	41	0	336	19	150
Total 03-6610 · Payroll & Payroll Exp	0	41	0	336	19	150
03-6620 · Supplies	0	200		1,300		164
03-6622 · Maint & Repair	0		84	0	328	449
03-6623 · Miscellaneous Pool Exp	0	200	18	1,700		205
Total 03-6600 · Swimming Pool Expenditures	0	441	102	3,336	347	968
03-6900 · Building Repairs & Maint.						
03-6915 · Bldg. Renovations/Repairs	0	0	0	0	0	0
Total 03-6900 · Building Repairs & Maint.	0	0	0	0	0	0
Total Exp	63,570	82,314	628,651	737,882	95,948	655,246
Net Ordinary Income	13,589	4,534	4,452	-69,417	-22,972	-36,043

Recreation Fund

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Cash Basis

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17- May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
Other Income/Exp						
Other Income						
03-8010 · Transfer In from other Funds						
03-8015 · Transfer in from General Fund	0	10,000	25,000	112,500	0	500
03-8020 · Transfer in from Utility Fund	7,708	7,710	61,667	61,660	7,708	61,667
03-8010 · Transfer In from other Funds - Other						
Total 03-8010 · Transfer In from other Funds	7,708	17,710	86,667	174,160	7,708	62,167
Total Other Income	7,708	17,710	86,667	174,160	7,708	62,167
Other Exp						
03-6865-Capital Purchases/Renovations						
03-6866-Resturant Purchases/Improvements	1,150		3,776	7,500	0	0
03-6867-Golf Course Improvements	11,087	10,000	17,596	105,000	0	0
Total Other Exp	12,237	10,000	21,372	112,500	0	0
Net Other Income	-4,529	7,710	65,295	61,660	7,708	62,167
	9,060	12,244	69,747	-7,757	-15,264	26,124
Net Income						
Food and Beverage						
Income						
03-5070 · Restaurant/Bar Sales						
03-5072 · Restaurant Food Sales	11,899	20,344	117,283	166,961	10,124	142,846
03-5073 · Beverage Sales	1,094	1,080	7,116	9,915	924	8,546
03-5074 · Beer Sales	4,707	4,200	33,127	34,100	4,623	32,919
03-5075 · Other Food & Beverage Sales	0	0	0	750	0	0
03-5076 · Liquor Sales	2,610	2,500	21,039	21,225	1,951	19,604
03-5077 · Wine Sales	617	1,000	7,179	8,675	492	8,191
Total 03-5070 · Restaurant/Bar Sales	20,927	29,124	185,744	241,626	18,114	212,106
Exp						
03-6500 · Food & Beverage Exps						
03-6510 · Payroll & Payroll Exp						
03-6413 · F&B Overtime/Bonus	0	0	0	2,500	0	0
03-6414 · F&B Longevity	0	0	761	1,000	0	0
03-6511 · Wages - Full Time	5,245	7,420	43,899	63,090	10,016	63,172
03-6512 · Wages - Part Time/Seasonal	5,602	4,225	52,919	36,475	8,359	50,141
03-6515 · Payroll Tax Exp	965	960	8,633	8,195	1,337	7,764
03-6517 · Retirement Exp	138	190	1,223	1,640	145	916
03-6518 · Health Care Exp	1,417	2,080	9,899	16,680	671	7,105
03-6519 · Worker's Comp	413	375	3,301	3,000	342	2,734
03-6510 · Payroll & Payroll Exp - Other	0	0	0	0	0	0
Total 03-6510 · Payroll & Payroll Exp	13,780	15,250	120,635	132,580	20,870	131,832
03-6521 · Other Food & Beverage Exps						
03-6053 · Propane	0	875	4,655	4,825	525	4,602
03-6525 · Alcohol Tax	845	675	4,887	5,350	687	4,944
03-6540 · Supplies	0	0	0	0	0	0
03-6545 · Restaurant-Consumable Supplies	0	0	0	0	0	0
03-6547 · Beer/Wine	1,892	1,800	14,967	16,125	1,454	13,567
03-6548 · Liquor Exp	678	350	3,981	4,175	259	4,262
03-6549 · Food Exp	5,681	6,500	43,606	57,400	5,893	50,692
03-6550 · Beverage Exp	246	250	2,243	2,000	579	1,963
03-6552 · Other Food & Beverage Supplies	754	800	5,673	6,000	976	5,443
03-6572 · Other Misc. Restaurant Exps	1,042	200	3,801	1,700	217	2,321

Cash Basis

Profit & Loss Budget vs. Actual

	May-18	Budget May-18	Oct17- May18	Budgeted Year-to-Date	May-18	Year-to-Date FY17
03-6573 · Linen	210	300	2,638	2,800	290	2,210
03-6540 · Supplies - Other	198	0	2,537	0	77	388
Total 03-6540 · Supplies	10,701	10,200	79,446	90,200	9,745	80,846
03-6560 · Equipment Rental	70	85	774	660	70	490
03-6561 · Liquor License	0	0	2,910	0	0	-100
03-6565 · Equipment Maint & Repair	0	0	1,815	3,000	2,120	3,605
Total 03-6521 · Other Food & Beverage Exps	11,616	11,835	94,487	104,035	13,147	94,387
03-6500 · Food & Beverage Exps - Other	0	0	277	0	0	0
Total 03-6500 · Food & Beverage Exps	25,396	27,085	215,399	236,615	34,017	226,219
Food & Beverage Operational Net Gain/Loss	-4,469	2,039	-29,655	5,011	-15,903	-14,113
Food and Beverage House Exp						
03-6000 · Administrative Expenditures						
03-6039 · Other Administrative Exps						
03-6062 · Credit Card Processing (30%)	481	375	3,095	3,000	420	3,282
03-6068 · House Maintenance Exps						
03-6050 · Telephone (33%)	51	55	377	440	57	486
03-6052 · Electric (50%)	614	625	4,860	5,000	587	3,289
03-6055 · Utilities-Water & Sewer (50%)	158	167	1,277	1,334	187	1,323
03-6081 · Cleaning Service (75%)	0	750	2,171	6,000	791	5,509
03-6520 · Television-Clubhouse (50%)	13	15	104	115	13	104
Total 03-6068 · House Maintenance Exps	1,316	1,987	11,883	15,889	2,055	13,991
Total Administrative Exps	1,797	2,362	14,977	18,889	2,475	17,273
Total Food and Beverage Exps with House Exp	27,193	29,447	230,376	255,504	36,492	243,492
Food and Beverage Net Gain/Loss with Admin Exp	-6,266	-323	-44,632	-13,878	-18,378	-31,386

Recreation Fund
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Ck.	EFT	05/10/2018	State Comptroller	03-1012 · FSB - Ck.ing Acct #1910		-2,447.76
				03-2026 · Sales Tax Payable	-2,447.76	2,447.76
TOTAL					-2,447.76	2,447.76
Ck.	EFT	05/10/2018	State Comptroller	03-1012 · FSB - Ck.ing Acct #1910		-845.30
				03-6525 · Alcohol Tax	-845.30	845.30
TOTAL					-845.30	845.30
Ck.	EFT	05/10/2018	State Comptroller	03-1012 · FSB - Ck.ing Acct #1910		-686.48
				03-2029 · Alcohol Tax Payable	-686.48	686.48
TOTAL					-686.48	686.48
Ck.	1328	05/02/2018	Hill Country Health Store	03-1010 · FSB - Petty Cash Ck.ing #3232		-136.08
				03-6160 · Inventory Purchased	-136.08	136.08
TOTAL					-136.08	136.08
Ck.	1329	05/02/2018	void	03-1010 · FSB - Petty Cash Ck.ing #3232		0.00
TOTAL					0.00	0.00
Ck.	1330	05/05/2018	Ben E Keith	03-1010 · FSB - Petty Cash Ck.ing #3232		-215.70
				03-6547 · Beer/Wine	-215.70	215.70
TOTAL					-215.70	215.70
Ck.	1331	05/18/2018	Keg 1	03-1010 · FSB - Petty Cash Ck.ing #3232		-334.20
				03-6547 · Beer/Wine	-334.20	334.20
TOTAL					-334.20	334.20
Bill Pmt -Ck 2455		05/03/2018	AlSCO, Inc.	03-1012 · FSB - Ck.ing Acct #1910		-339.99
Bill	April Stmt	04/27/2018		03-6573 · Linen	-339.99	339.99
TOTAL					-339.99	339.99
Bill Pmt -Ck 2456		05/03/2018	Amy McJunkins	03-1012 · FSB - Ck.ing Acct #1910		-89.89
Bill	Reimburse	05/03/2018		03-6540 · Supplies	-89.89	89.89
TOTAL					-89.89	89.89
Bill Pmt -Ck 2457		05/03/2018	Ben E. Keith	03-1012 · FSB - Ck.ing Acct #1910		-827.65
Bill	74662591	04/27/2018		03-6549 · Food Exp	-689.42	689.42
				03-6552 · Other Food & Beverage Supplie	-138.23	138.23
TOTAL					-827.65	827.65

Recreation Fund
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck	2458	05/03/2018	City of Meadowlakes - PWD	03-1012 · FSB - Ck.ing Acct #1910		-685.15
Bill	4/24/18 S	04/24/2018		03-6055 · Utilities-Water & Sewer	-177.03	177.03
				03-6055 · Utilities-Water & Sewer	-118.02	118.02
				03-6346 · Sewer & Water	-68.65	68.65
				03-6346 · Sewer & Water	-321.45	321.45
TOTAL					-685.15	685.15
Bill Pmt -Ck	2459	05/03/2018	Ford & Crew Home	03-1012 · FSB - Ck.ing Acct #1910		-14.57
Bill	4/25/18 S	04/25/2018		03-6332 · Irrigation Repair & Maint.	-14.57	14.57
TOTAL					-14.57	14.57
Bill Pmt -Ck	2460	05/03/2018	Gulf Coast B&Tt fbo Granite Truck	03-1012 · FSB - Ck.ing Acct #1910		-6,081.24
Bill	29686	04/11/2018		03-6867 · Course Improvements-Cart Pat	-5,815.59	5,815.59
Bill	29759	04/13/2018		03-6867 · Course Improvements-Cart Pat	-265.65	265.65
TOTAL				Base for Cart Paths	-6,081.24	6,081.24
Bill Pmt -Ck	2461	05/03/2018	Innovative Turf Supply, Inc.	03-1012 · FSB - Ck.ing Acct #1910		-401.94
Bill	15041	04/17/2018		03-6324 · Chemicals	-401.94	401.94
TOTAL					-401.94	401.94
Bill Pmt -Ck	2462	05/03/2018	Matt Turner Video Services	03-1012 · FSB - Ck.ing Acct #1910		-427.15
Bill	1/15/18 C	01/15/2018		03-6045 · Advertising	-226.92	484.10
				03-6045 · Advertising	-200.23	427.15
TOTAL					-427.15	911.25
Bill Pmt -Ck	2463	05/03/2018	Site One Landscape Supply	03-1012 · FSB - Ck.ing Acct #1910		-785.00
Bill	85266520	04/19/2018		03-6322 · Fertilizer	-785.00	785.00
TOTAL					-785.00	785.00
Bill Pmt -Ck	2464	05/03/2018	The Antigua Group, Inc.	03-1012 · FSB - Ck.ing Acct #1910		-334.98
Bill	AIN-0503	04/16/2018		03-6160 · Inventory Purchased	-334.98	334.98
TOTAL					-334.98	334.98
Bill Pmt -Ck	2465	05/03/2018	Wilson Sporting Goods	03-1012 · FSB - Ck.ing Acct #1910		-2,167.20
Bill	45245175	02/12/2018		03-6120 · Driving Range	-2,167.20	2,167.20
TOTAL				Practice Balls	-2,167.20	2,167.20
Bill Pmt -Ck	2466	05/10/2018	Board Tronics	03-1012 · FSB - Ck.ing Acct #1910		-658.76
Bill	8941703	04/23/2018		03-6332 · Irrigation Repair & Maint.	-658.76	658.76
TOTAL					-658.76	658.76

Recreation Fund
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck	2467	05/10/2018	Card Service Center	03-1012 · FSB - Ck.ing Acct #1910		-900.25
Bill	4/27/18 S	04/27/2018		03-6160 · Inventory Purchased	-708.08	708.08
				03-6140 · Office Supplies	-192.17	192.17
TOTAL					-900.25	900.25
Bill Pmt -Ck	2468	05/10/2018	City of Marble Falls	03-1012 · FSB - Ck.ing Acct #1910		-121.03
Bill	3/16-4/16	04/16/2018		03-6346 · Sewer & Water	-121.03	121.03
TOTAL					-121.03	121.03
Bill Pmt -Ck	2469	05/10/2018	City of M'lakes-General Fund	03-1012 · FSB - Ck.ing Acct #1910		-455.00
Bill	1	05/01/2018		03-6370 · Raw Water Purchase	-455.00	455.00
TOTAL			1st installment on advance for irrigation water from M'Falls		-455.00	455.00
Bill Pmt -Ck	2470	05/10/2018	Cleveland Golf/SRIXON	03-1012 · FSB - Ck.ing Acct #1910		-162.00
Bill	5337637-1	03/22/2018		03-6160 · Inventory Purchased	-162.00	162.00
TOTAL					-162.00	162.00
Bill Pmt -Ck	2471	05/10/2018	Devin Cox	03-1012 · FSB - Ck.ing Acct #1910		-1,000.00
Bill	RCCF&B1	05/01/2018		03-6572 · Other Misc. Restaurant Exp.	-1,000.00	1,000.00
TOTAL			Consulting Fees for F&B		-1,000.00	1,000.00
Bill Pmt -Ck	2472	05/10/2018	P & W Golf Supply, LLC	03-1012 · FSB - Ck.ing Acct #1910		-139.75
Bill	32723	04/18/2018		03-6122 · Miscellaneous and Supplies	-139.75	139.75
TOTAL					-139.75	139.75
Bill Pmt -Ck	2473	05/10/2018	Site One Landscape Supply	03-1012 · FSB - Ck.ing Acct #1910		-95.06
Bill	85351281	04/24/2018		03-6324 · Chemicals	-95.06	95.06
TOTAL					-95.06	95.06
Bill Pmt -Ck	2474	05/10/2018	Techline Pipe , LP	03-1012 · FSB - Ck.ing Acct #1910		-427.84
Bill	1085897-1	04/25/2018		03-6867 · Course Improvements-Cart Pat	-427.84	427.84
TOTAL			Covert pipe for drainage related to cart paths		-427.84	427.84
Bill Pmt -Ck	2475	05/10/2018	Willis Copy Account	03-1012 · FSB - Ck.ing Acct #1910		-13.00
Bill	287192	04/30/2018		03-6332 · Irrigation Repair & Maint.	-13.00	13.00
TOTAL					-13.00	13.00
Bill Pmt -Ck	2476	05/11/2018	Alex Tobar	03-1012 · FSB - Ck.ing Acct #1910		-1,150.00
Bill	1	05/11/2018		03-6866 · Restaurant Purchases/Improve	-1,150.00	1,150.00
TOTAL			Gazebo slab		-1,150.00	1,150.00

Recreation Fund
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck	2477	05/15/2018	Allie Steward	03-1012 - FSB - Ck.ing Acct #1910		-117.81
Bill	W/E 5/9-5	05/15/2018		03-6512 - Wages - Part Time/Seasonal	-117.81	117.81
TOTAL					-117.81	117.81
Bill Pmt -Ck	2478	05/17/2018	Ben E. Keith	03-1012 - FSB - Ck.ing Acct #1910		-2,965.26
Bill	74671149	05/02/2018		03-6549 - Food Exp	-1,098.44	1,098.44
				03-6552 - Other Food & Beverage Supplie	-166.78	166.78
				03-6540 - Supplies	-48.75	48.75
Bill	74671147	05/02/2018		03-6552 - Other Food & Beverage Supplie	-52.64	52.64
Bill	98722236	05/07/2018		03-6560 - Equipment Rental	-70.00	70.00
Bill	74678606	05/09/2018		03-6549 - Food Exp	-1,484.85	1,591.43
				03-6552 - Other Food & Beverage Supplie	-43.80	46.95
TOTAL					-2,965.26	3,074.99
Bill Pmt -Ck	2479	05/17/2018	Card Service Center	03-1012 - FSB - Ck.ing Acct #1910		-1,827.81
Bill	4 /27/18 S	04/27/2018		03-6572 - Other Misc. Restaurant Exp.	-111.44	111.44
				03-6572 - Other Misc. Restaurant Exp.	-295.72	295.72
				03-6549 - Food Exp	-1,088.60	1,088.60
				03-6550 - Beverage Expense	-21.68	21.68
				03-6040 - Office Supplies	-11.20	11.20
				03-6565 - Equipment Maint & Repair	-195.28	195.28
Bill	4/27/18 S	04/27/2018		03-6324 - Chemicals	-103.89	103.89
TOTAL					-1,827.81	1,827.81
Bill Pmt -Ck	2480	05/17/2018	Debra Ingalsbe	03-1012 - FSB - Ck.ing Acct #1910		-18.61
Bill	Reimburs	05/15/2018		03-6549 - Food Exp	-18.61	18.61
TOTAL					-18.61	18.61
Bill Pmt -Ck	2481	05/17/2018	PEC	03-1012 - FSB - Ck.ing Acct #1910		-2,145.92
Bill	5/8/18 Str	05/08/2018		03-6052 - Electric	-802.00	802.00
				03-6052 - Electric	-385.55	385.55
				03-6342 - Electric - Maintenance Building	-243.77	243.77
				03-6332 - Irrigation Repair & Maint.	-675.29	675.29
				03-6052 - Electric	-39.31	39.31
TOTAL					-2,145.92	2,145.92
Bill Pmt -Ck	2482	05/17/2018	Picayune Area Wide Phone Bo	03-1012 - FSB - Ck.ing Acct #1910		-86.25
Bill	PAW17(C	05/01/2018		03-6045 - Advertising	-86.25	86.25
TOTAL					-86.25	86.25
Bill Pmt -Ck	2483	05/17/2018	Pinnacle Propane, LLC	03-1012 - FSB - Ck.ing Acct #1910		-2,341.67
Bill	9913	04/10/2018		03-6320 - Fuel & Lubricants	-1,542.22	1,542.22
Bill	9942	04/12/2018		03-6320 - Fuel & Lubricants	-799.45	799.45
TOTAL					-2,341.67	2,341.67

Recreation Fund
Check Detail
May 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck	2484	05/17/2018	Southwest Paramedical	03-1012 · FSB - Ck.ing Acct #1910		-210.00
Bill	C349	05/11/2018		03-6049 · Miscellaneous Exp.	-210.00	210.00
TOTAL					-210.00	210.00
Bill Pmt -Ck	2485	05/17/2018	Southwestern Petroleum	03-1012 · FSB - Ck.ing Acct #1910		-163.80
Bill	0404661-I	04/27/2018		03-6320 · Fuel & Lubricants	-163.80	163.80
TOTAL					-163.80	163.80
Ck.	5120	05/02/2018	Twin Liquors	03-1010 · FSB - Petty Cash Ck.ing #3232		-277.64
				03-6547 · Beer/Wine	-42.88	42.88
				03-6548 · Liquor Expense	-218.58	218.58
				03-6550 · Beverage Expense	-16.18	16.18
TOTAL					-277.64	277.64
Ck.	5121	05/04/2018	Keg 1	03-1010 · FSB - Petty Cash Ck.ing #3232		-229.70
				03-6547 · Beer/Wine	-229.70	229.70
TOTAL					-229.70	229.70
Total RCC Disbursements May 2018						33,515.10

Payroll All Funds for the Month of May 2018

Pay period: 4/27 to 5/11/18
 Pay Date: May 14, 2018

Fund:	<u>Utility</u>	
Payroll	\$	10,837.43
FICA	\$	829.06
TMRS	\$	272.02
Total Payroll	\$	11,938.51

Fund:	<u>General</u>	
Payroll	\$	11,282.72
FICA	\$	863.13
TMRS	\$	238.83
Total Payroll	\$	12,384.68

Fund:	<u>Recreation</u>	
Payroll	\$	15,743.16
FICA	\$	1,204.35
TMRS	\$	196.29
Total Payroll	\$	17,143.80

TOTAL THIS PAY PERIOD: \$ 41,466.99

Pay period: 5/12 to 5/25/18
 Pay Date: May 29, 2018

Fund:	<u>Utility</u>	
Payroll	\$	11,107.54
FICA	\$	849.73
TMRS	\$	278.80
Total Payroll	\$	12,236.07

Fund:	<u>General</u>	
Payroll	\$	11,267.19
FICA	\$	861.94
TMRS	\$	241.95
Total Payroll	\$	12,371.08

Fund:	<u>Recreation</u>	
Payroll	\$	16,197.80
FICA	\$	1,239.13
TMRS	\$	185.74
Total Payroll	\$	17,622.67

TOTAL THIS PAY PERIOD: \$ 42,229.82

Pay period:
 Pay Date:

Fund:	<u>Utility</u>	
Payroll		
FICA		
TMRS		
Total Payroll	\$	-

Fund:	<u>General</u>	
Payroll		
FICA		
TMRS		
Total Payroll	\$	-

Fund:	<u>Recreation</u>	
Payroll		
FICA		
TMRS		
Total Payroll	\$	-

TOTAL THIS PAY PERIOD: \$ -

Total December 2017 Payroll \$ 83,696.81

City of Meadowlakes

Mayor and Council Communication

COUNCIL ACTION: Agenda Item #6-A

DATE: June 14, 2018

REFERENCE: Agenda Item #6-A-Contractual Agreements
with the Meadowlakes POA

Council Meeting Date: June 19, 2018

AGENDA ITEM: #6-A-Contractual Agreements between the City and the Meadowlakes
Property Owners Association, Inc. (Contract for Services and Lease
agreement for property used for recreational storage)

FROM: Johnnie Thompson, City Manager

Approved by Counsel: N/A

SUBJECT:

Staff needs for guidance with regards to the possible negotiation with the Meadowlakes POA for services provided to the POA by the City and the lease of the property used by the POA for RV storage.

Agenda Item 7-A-provides for the adjournment to a closed session to consult with legal counsel regarding these issues.

City of Meadowlakes

Mayor and Council Communication

COUNCIL ACTION: Agenda Item #7-A & C

DATE: June 13, 2018

REFERENCE: Agenda Item #7-A&C City Manager Review

Council Meeting Date: June 19, 2018

AGENDA ITEM: #7-A &C Review of City Manager and possible extension of employment contract.

FROM: Johnnie Thompson, City Manager

Approved by Counsel: N/A

SUBJECT:

My employment contract will expire on September 30, 2018 and per the terms and conditions of the contract, I am to have an annual review by the Council. I have requested this item be place on the agenda with the possibility of renewing my contract for an additional two years and for you to formally review my job performance. You may adjourn to a closed session to “deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee” per Section 551.074 of the Texas Government Code. The second part of Agenda, Item A, relates to the adjournment into a closed session to discuss my job performance.

ATTACHMENTS:

I believe Mayor Raesener will be sending you additional information regarding my employment under separate cover.

City of Meadowlakes

Mayor and Council Communication

COUNCIL ACTION: Agenda Item #7-D

DATE: June 13, 2018

REFERENCE: Agenda Item #7-D-Republic Services

Council Meeting Date: June 19, 2018

AGENDA ITEM: #7-D-Breifing from Republic Waste regarding operation and an request for rate increase

FROM: Johnnie Thompson, City Manager

Approved by Counsel: N/A

SUBJECT:

Mr. Gary Gauci, Municipal Manager for Republic Services, which is our solid waste collection firm, will be present to brief you on current operations as well as request a very slight increase (\$0.08 per customer) in monthly collection fees to help offset additional recycling costs.

Our existing contract does allow them to request an increase and any increase will be at the sole discretion of the Council. In November of last year, you approved the extension of our existing contract with Republic for three years with a fixed 3% increase per year for year's two and three. Our rates increased \$1 in order to cover the cost of going from manual recycling to mechanized recycling collection and, based on the contract, our rates will increase an additional \$0.54 per month on January 1st 2019 followed by a \$0.56 per month increase on January 1st, 2020.

RECOMMENDATION:

While the requested rate increase is very minor in nature, I would not recommend that it be granted, however, if the rate increase is granted, it will have very minimum effect on the budget (less than \$500 for the remainder of the fiscal year) and could be absorbed without any rate increase to our customers.

City of Meadowlakes

Mayor and Council Communication

COUNCIL ACTION: Agenda Item #7-E

DATE: June 13, 2018

REFERENCE: Agenda Item #7-E-Contract for Election Services and Joint Election Agreement

Council Meeting Date: June 19, 2018

AGENDA ITEM: #7-E-Contract for Election Service and Joint Election Agreement with the Elections Administrator of Burnet County

FROM: Evan Bauer, City Secretary

Approved by Counsel: N/A

SUBJECT:

Attached for your review and consideration is a contract for election services, as well as a joint election agreement with the Elections Administrator of Burnet County. These relate to elections held for the remainder of 2018 and for 2019. In May of next year, we will have Council positions 2, 4, and 5 up for election.

The contract and agreement are very similar to our current ones. Should our election be cancelled, there is a \$75 administrative fee charge. If an election is held, the cost to the City will vary depending on the number of entities that participate in the election. This year, we were able to cancel our election due to unopposed candidates, but in previous years, the cost for conducting our election has been approximately \$1,500.

RECOMMENDATION:

It is recommend to authorize the Mayor to execute, on the behalf of the City, both the "*Contract of Election Services*" as well as the "*Joint Election Agreement 2018-2019*" as prepared by Burnet County.

ATTACHMENTS:

Contract for Election Services
Joint Election Agreement 2018-2019

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT FOR ELECTION SERVICES (this "Contract") is made and entered into by and between the ELECTIONS ADMINISTRATOR OF BURNET COUNTY, TEXAS ("Contracting Officer") and the Local Political Subdivision set forth on the signature page of this Contract (the "LPS") pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

WHEREAS, the LPS expects to order an election during the term of this Contract and during any renewal term of this Contract (the "Election");

WHEREAS, the LPS desires that certain election services for the Election be provided by the Contracting Officer pursuant to Chapter 31, Subchapter D of the Texas Election Code and;

WHEREAS, the Contracting Officer and the LPS desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, the parties to this Contract agree as follows with respect to the coordination, supervision, and conduct of the Election.

I. GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term "Election" will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
- B. The Contracting Officer is hereby appointed to serve as the LPS's Election Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located in Burnet County. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable law except as otherwise provided in this Contract.
- C. The LPS agrees to commit the funds necessary to pay for election-related expenses for the LPS's election.
- D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPSs holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code. The LPS agrees to enter into a joint election agreement required by Burnet County.

II. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

- A. ***Nomination of Presiding Judges and Alternate Judges.*** The Contracting Officer shall recruit and appoint Election Day presiding and alternate judges, central accumulation station

judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of which shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. *Notification to LPS.* The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges three weeks before the statutory deadline to order the election and again three weeks before Election Day. LPS acknowledges that the information provided may not be final or complete.

C. *Notification to Presiding and Alternate Judges; Appointment of Clerks.*

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election training(s), the date and time of the election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for election workers, and the name of the presiding or alternate judge as appropriate.
2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

D. *Election Training.* The Contracting Officer shall be responsible for conducting election training for the presiding judges, alternate judges, clerks, and Early Voting deputies in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, issuing ballot style codes, maintaining order at the polling location, conducting provisional voting and counting votes.

E. *Logic and Accuracy Testing.* In advance of Early Voting (including the sending out of any mail ballots), the Contracting Officer, the tabulation supervisor, and other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

F. *Election Supplies.* The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in the Judge's Booth Controllers (JBCs), batteries for use in the JBCs and eSlates, labels for the electronic poll books, and all consumable-type office supplies necessary to hold an election.

G. *Registered Voter List.* The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.

H. Notice at Previous Polling Place. The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas Election Code provides that the notice shall state the location has changed and give the location of the new polling place.

I. Election Equipment. The Contracting Officer shall prepare and distribute the Direct Record Electronic (DRE) voting system components from Hart InterCivic, Inc. ("Hart") for the election. This voting system includes the equipment referred to as "eSlates" and "Judge's Booth Controllers" (JBCs). Each polling location will have at least one voting machine that is accessible to disabled voters and provides a practical and effective means for voters with disabilities to cast a secret ballot.

J. Ballots. The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: DRE, paper and auditory.

K. Early Voting. In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.
3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Elections Office, located at 106 W. Washington St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.
4. Early voting ballots shall be secured and maintained at the Elections Office, located at 106 W. Washington St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

L. Election Day Polling Locations. The Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

M. Election Day Activities.

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of vote counting on Election Day to render technical support and assistance to voters and

election workers.

2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.

N. Election Night Reports. The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via e-mail as soon as they are prepared and may be released under law, but no earlier than 7:05 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the election.

O. Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code. The Contracting Officer, serving as voter registrar, shall retain the provisional voting affidavits and shall provide factual information on each of the provisional voters' status. The Contracting Officer shall reconvene the EVBB after the election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. Canvass Material Preparation. Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS. The reports will serve as the canvass materials for the LPS.

Q. Custodian of Election Records. The election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the JBCs and eSlates.

R. Recount.

1. If required by law, the Contracting Officer shall perform a partial manual count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code. A recount may also be requested in accordance with Chapter 212 of the Texas Election Code.
2. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is

to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such count which is not included in the original invoice.

S. *Schedule for Performance of Services.* The Contracting Officer shall perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

T. *Contracting with Third Parties.* In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. *Department of Justice Preclearance for General Elections.* If required by law, any changes to the general conduct of voting in Burnet County will be pre-cleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

III. RESPONSIBILITIES OF THE LPS. The LPS shall perform the following responsibilities:

A. *Applications for Mail Ballots.* The LPS shall date stamp and then as promptly as possible fax to the Contracting Officer all applications for mail ballots that it receives. Promptly thereafter, the LPS shall deliver or send by mail the original mail ballot applications to the Contracting Officer.

B. *Election Orders, Election Notices, and Canvass.* The LPS shall be responsible for preparing, adopting, publishing, and posting all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the governing authority of the LPS necessary to the conduct of the election. The LPS shall be responsible for conducting the official canvass of the election.

C. *Map/ Annexations.* The LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format and shall advise the Contracting Officer of any annexations or de-annexations.

D. *Department of Justice Preclearance for Special Elections.* If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

E. *Ballot Information.* The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to finalization and shall approve by e-mail or by signature in person.

F. *Precinct Reports to the Texas Secretary of State.* Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

G. **Annual Voting Report.** The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 *et seq.* of the Texas Election Code.

IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. **Number of Election Workers at Election Day Polling Locations.** It is agreed by the Contracting Officer and the LPS that there will be at least three election workers at each Election Day polling location: the presiding judge, an alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of elections at the poll and the number of registered voters for that poll.

B. **Compensation for Election Workers.** The Contracting Officer shall compensate all election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by Burnet County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling location unless a polling place is open for only one LPS holding an election. In this case, the LPS shall pay the election workers directly.

V. PAYMENT

A. **Charges and Distribution of Costs.** In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. A cost estimate shall be provided upon request only after all entities participating in the election are identified.

B. **Administrative Fee.** The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the election or a minimum of \$75.00.

C. **Equipment Rental Fee.** Per Section 123.032(d) of the Texas Election Code, the Burnet County Commissioners Court has set the equipment rental fee at \$150 per JBC and per eSlate. There is no charge for Early Voting rental of equipment. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Burnet County Commissioners Court.

D. **Fixed Lump Sum Price for Districts other than Cities, School Districts and Central Texas Groundwater Conservation District.** A LPS that is not a city, school district or the Central Texas Groundwater Conservation District shall pay the Contracting Officer a fixed lump sum price to administer its election. The only item not included in the lump sum price is the cost of any recount.

E. **Payment.** The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

VI. TERM AND TERMINATION

- A. **Initial Term.** The initial term of this Contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.
- B. **Renewal.** Subject to the termination rights set forth herein, this Contract shall automatically renew for a one-year term.
- C. **Termination.** If either party wishes to terminate this Contract for convenience or for cause the party must provide thirty (30) business days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VII. MISCELLANEOUS PROVISIONS

- A. **Nontransferable Functions.** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:
 - 1. The authority with whom or the place at which any document or record relating to the election is to be filed;
 - 2. The officers who conduct the official canvass of the election returns;
 - 3. The authority to serve as custodian of voted ballots or other election records; or
 - 4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.
- B. **Cancellation of Election.** If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **V. PAYMENT** above.
- C. **Contract Copies to Treasurer and Auditor.** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.
- D. **Election to Resolve a Tie.** In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:
 - 1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.
 - 2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.

3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. Amendment/ Modification. Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. Severability. If any provision of this Contract is found to be invalid, illegal, or unenforceable a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. Representatives. For purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Doug Ferguson
Elections Administrator, Burnet County
220 S. Pierce
Burnet, TX 78611
Tel: (512) 715-5288
Fax: (512) 715-5287
Email: electadmin@burnetcountytexas.org

For the LPS:

* * *

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

CONTRACTING OFFICER:

Doug Ferguson, Elections Administrator
Burnet County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTEST: _____

JOINT ELECTION AGREEMENT 2018-2019

FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the “LPSs”, each anticipate holding election(s) from August 2018 to July 2019; and

Whereas, each of the LPSs is located partially or entirely within Burnet County, Texas (the “County”); and

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS’s election(s) from August 2018 to July 2019; and

Whereas, the LPSs all desire to enter into a joint election agreement for the purpose of sharing election equipment, costs, services of election officials, and sharing precinct polling locations and election ballots where appropriate.

NOW THEREFORE, the LPSs agree as follows:

- I. **Scope of Joint Election Agreement.** The LPSs enter this Joint Election Agreement (“Agreement”) for the conduct of the elections to be held from August 2018 through July 2019.
- II. **Appoint Election Officer.** The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2018 through July 2019.
- III. **Early Voting Polling Locations.** The Early Voting locations for the elections will be at the main Burnet Courthouse, 220 S. Pierce, Burnet, TX 78611 and the Courthouse South Annex in Marble Falls, 810 Steve Hawkins Pkwy., Marble Falls, TX 78654. The costs incurred in connection with the Burnet Courthouse Early Voting location will be shared only by the Burnet Consolidated Independent School District, the City of Burnet, the City of Bertram, the Central Texas Groundwater Conservation District (CTGCD) and Burnet County. The costs incurred in connection with the Courthouse South Annex Early Voting location will be shared only by the Marble Falls Independent School District, the City of Marble Falls, the City of Granite Shoals, the City of Cottonwood Shores, the City of Meadowlakes, the City of Highland Haven, the City of Horseshoe Bay, the CTGCD and Burnet County.
- IV. **Election Day Polling Locations.** Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.
- V. **Cost Sharing.** The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of \$1,000 for their election.
- VI. **Effective Date.** This Agreement becomes effective upon execution by the participating LPSs.
- VII. **Amendments.** This Agreement may not be amended or modified except in writing and executed by each LPS.

COST SHARING – NOVEMBER UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. The county will bear at least 70% of these election costs at each voting location. The remaining 30% will be shared so that 20% is paid by the Independent School District (ISD) or CTGCD associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs. If both the ISD and CTGCD are holding elections, they each pay 10%, with any/all cities equally sharing the remaining 10%.
 - b. If there is no city election, the ISD or CTGCD associated with the polling place pays 20% or 10% each and the county the remaining 80%. Subsequently, if there is no ISD or CTGCD election, any/all cities pay 10% of the costs associated with the polling place and the county pays 90%.
 - c. If there is no city, no ISD and no CTGCD election, the county pays 100% of the costs.
- III. It is acknowledged that cost sharing expenses will fluctuate depending upon the number of required polling locations and poll workers required as General Elections, held on even-numbered years, typically require more resources than Constitutional Amendment elections, held on odd-numbered years.

COST SHARING – MAY UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. For polling locations conducting elections of the county: the county will bear 50% of the election costs at each voting location. The remaining 50% will be shared so that 40% is paid by the Independent School District (ISD) associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs.
 - b. If there is no city election, the ISD associated with the polling place pays 50%. Subsequently, if there is no ISD election, any/all cities pay 50% of the costs equally.
 - c. If there is no city or ISD election the county pays 100%.
 - d. For polling locations NOT conducting elections of the county: the ISD pays 80% and any/all cities pay 20% equally.
 - e. If there is no city election, the ISD pays 100%.
 - f. If there is no ISD election, any/all cities pay 100% equally.

A cost estimate for the LPS election will be submitted separately.

APPROVED BY THE GOVERNING BODY OF _____ in its meeting held the
_____ day of _____, 201_, and executed by its authorized representative.

By: _____
Name: _____
Title: _____

ACKNOWLEDGED BY:

Doug Ferguson
Elections Administrator, Burnet County, Texas

Date