

City of Meadowlakes

WORKSHOP AGENDA

City Workshop Meeting

**Tuesday, January 16th, 2024 at 4:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS, WILL MEET IN A WORKSHOP SESSION ON TUESDAY JANUARY 16TH, 2024 AT 4:00 P.M IN TOTTEN HALL AT THE MEADOWLAKES CITY HALL, 177 BROADMOOR STREET, MEADOWLAKES, TEXAS. THE MEETING WILL BE OPEN TO THE PUBLIC, AND A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT.

During a City Council Workshop, the City Council does not take final action on the agenda items and any consideration of final action may be scheduled for the next regularly scheduled Council meeting or a Special City Council meeting.

Workshop on the following items:

- 1. Call to Order and quorum determination.**
- 2. General workshop with architects from the firm of SEAUX-PIERCE Architecture and representatives from Willis Environmental Engineering on proposed improvements City's golfing complex.**
- 3. Adjournment.**

THE PUBLIC IS INVITED TO CITY COUNCIL MEETINGS

I, Debbie Holley, 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 January 11th, 2024, at pm and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

/s/ Debbie Holley
Debbie Holley, City Secretary

/s/ Mark Bentley
Mark Bentley, 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

AGENDA

City Council Meeting

Tuesday, January 16th, 2024 – 6:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor St., Meadowlakes, Texas

Notice is hereby given that a Meeting of the City Council of the City of Meadowlakes, Texas, will be held on Tuesday, January 16, 2024, at 6:00 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 thirty (30) 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. Operations in general - City Manager Johnnie Thompson**
 - 1. Briefing on current utility operations**
 - 2. Ordinance and Animal Control Report**
 - 3. Patrol Activity Report**
 - 4. Building Committee Report**
 - B. Briefing on Golf-Klotz**
- 5. CONSENT ITEMS** *(The items listed are considered 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 the Council desires, at which time the select item(s) may be discussed separately under consent items and separate motion(s).*
 - A. Minutes of the prior Council Meetings/Workshops**
 - B. December 2023 Financial Statements**
- 6. OLD BUSINESS**
 - A. Discussion/Action: Update on Renovations of Wastewater Treatment Plant-Thompson**
 - B. Discussion/Action: City Council Rules & Procedures Policy adopted on March 8, 2016, and amended on April 12, 2016. – Thompson**

7. NEW BUSINESS

- A. **Discussion/Action:** Recommendation on closing pool for spring and summer of 2024. – Thompson
- B. **Discussion/Action:** Resolution 2024-01 – Calling May 4, 2024, General Election – Holley/Thompson
- C. **Discussion/Action:** Adjournment to executive session per 551.074 - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee - City Manager, Johnnie Thompson. - Mayor Bentley
- D. **Discussion/Action:** Reconvene in open session and action as may be required. – Mayor Bentley

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 citizens, 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 have arisen after posting the agenda.*

The next City Council meeting is Tuesday, February 20th, 2024.

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.

I, Debbie Holley, 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 January 11, 2024, 1:00 p.m and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

/s/ Debbie Holley

Debbie Holley, City Secretary

/s/ Mark Bentley

Mark Bentley, 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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City of Meadowlakes
Memorandum to Council

January 16th, 2024 Council Meeting

DATE: January 9, 2024

TO: Honorable Mayor Bentley and Councilmembers

FROM: Johnnie Thompson, City Manager

SUBJECT: AGENDA ITEM 5-Consent Items

SUBJECT:

1. Minutes - I am attaching the draft minutes from your workshop and meeting on December 11th for your review and possible approval. Please note that I misspoke regarding the commitment and the amount we have paid to the City of Marble Falls for the Avenue N bridge project. The minutes reflect the correct amounts. As of your meeting last month, we had paid Marble Falls approximately \$5,800 of the \$58,000 committed toward the project. If you have any questions or concerns about the minutes, don't hesitate to contact Debbie.

2. 1st Quarter of Fiscal Year 2023 Financial Statements: I have attached a copy of the abbreviated financial statements for December 2023. As December marks the end of the first quarter of our fiscal year, I would like to provide you with a more detailed review than last month. Please note that I have included one additional profit and loss statement that provides a snapshot review of all funds.

Despite combined revenues being approximately \$115,000 less than budgeted, all funds performed reasonably well in the first quarter of the fiscal year. Expenses were approximately \$131,000 less than budgeted, resulting in a net loss of about \$14,000 less than budgeted for the quarter for all funds.

Please find a more detailed review of each Fund below; I will concentrate my review mainly on the first quarter:

General Fund

Revenue - The decrease in the Fund's combined revenue was caused by lower ad valorem taxes collected in December compared to the budgeted amount. Predicting when these funds will be deposited in our accounts is complicated, and it depends on when the Burnet County Appraisal District deposits the tax funds collected into our accounts. In December, we collected \$89,000 less than the budgeted amount. However, we received over \$143,000 on January 2nd for the taxes collected in late December, which was considerably greater than the first deposit in January last year. The budgeted ad valorem tax revenue for January reflects the receipt of around \$186,000

from ad valorem tax revenue. Nevertheless, we have already received slightly more than this amount this month. Therefore, I expect that by the end of the month, the total ad valorem tax revenue will be back on track with what was budgeted.

During the first quarter of fiscal year 2024, the revenue collected was approximately \$108,000 less than that collected during the same time in fiscal year 2023. Out of the additional revenue collected in fiscal year 2023, approximately \$105,000 was due to increased ad valorem taxes collected.

Expenses – During the first quarter of the fiscal year, the Fund's expenses were 16% lower than what was budgeted. This helped in balancing out the decrease in the Fund's revenue. The Fund's expenditures were approximately \$37,000 less than what was budgeted for the quarter. The reduction in employee-related expenses accounted for about 50% of the decreased expenditures. Additionally, all of the Fund's expense categories had expenses lower than the budgeted amount for the quarter.

Net Income – Despite the Fund's quarterly revenue being lower than expected, it still managed to end the period with a net income. However, the net income was approximately \$52,000 lower than budgeted.

Cash on Deposit – At the end of December 2023, the Fund had approximately \$406,000 in deposits. This was about \$38,000 more than at the end of November 2023 but about \$101,000 less than the amount on deposit at the end of December 2022. It's important to note that the cash-on-deposit reduction of around \$75,000 between December 2023 and December 2022 was due to the loan provided to the Recreation Fund to purchase additional golf carts.

The table below briefly compares the Fund's performance in the first quarter of FY2024 against its budget and the first quarter of FY2023.

General Fund
1st Quarter Fiscal Year 2024 Revenue & Expenses Comparison

INCOME	1st Qtr. 2024	Budgeted 1st Qtr. 2024	% Diff. Actual vs Budgeted	1st Qtr. 2023	% Diff. 1st Qtr. 24 to 1st Qtr. 23
Ad Valorem Tax	\$118,278	\$206,711	-43%	\$221,272	-47%
Franchise Fees	\$17,652	\$16,519	7%	\$21,265	-17%
Contract Services	\$27,588	\$27,588	0%	\$27,588	0%
Miscellaneous	\$2,079	\$4,295	-52%	\$4,035	-48%
Transfers In	\$53,751	\$53,751	0%	\$53,751	0%
Total Income	\$219,348	\$308,864	-29%	\$327,911	-33%
EXPENSES					
Employee Expense	\$112,576	\$130,841	-14%	\$104,189	8%
Administrative Expenses	\$17,740	\$27,766	-36%	\$21,809	-19%
Operating Expenses	\$3,766	\$4,775	-21%	\$2,888	30%
Public Safety	\$19,295	\$26,780	-28%	\$22,592	-15%
Contract Emergency Services	\$21,012	\$21,005	0%	\$20,679	2%
Transfers Out	\$12,500	\$12,500	0%	\$0	0%
Capital Expenses	\$2,882	\$3,000	-4%	\$2,882	0%
Total Expenses	\$189,771	\$226,667	-16%	\$175,039	8%
Net Gain/Loss	\$29,577	\$82,197	-64%	\$152,872	-81%

Utility Fund

Revenue – The Utility Fund's revenue exceeded the budget by approximately \$8,000 (2%) during the first quarter of the fiscal year 2024. The increase in the revenues was primarily due to higher revenue from trash collection fees, which surpassed the budgeted amount by about \$6,000. Compared to the first quarter of fiscal year 2023, the Fund's revenue was around 5% higher than the total income for that period. The increase was mainly due to miscellaneous revenue.

Expenses – During the first quarter of the fiscal year, the Fund's expenses were \$64,000 lower than the budgeted amount. This reduction was mainly due to reduced employee-related expenses, which accounted for slightly less than half of the Fund's overall expense reduction. However, administrative expenses were the only major expense category that exceeded its budget for the quarter. Administrative expenses exceeded its budget primarily because insurance expenses were greater than budgeted.

When comparing the Fund's expenses in the first quarter of fiscal year 2024 to those of the first quarter of fiscal year 2023, it was observed that the expenses had increased by approximately \$100,000. The increase was primarily due to higher capital purchases in fiscal year 2024, which amounted to around \$62,000 more than in fiscal year 2023.

Net Gain – During the first quarter of the fiscal year, the Fund incurred a loss of approximately \$101,000. This loss was mainly due to the recent backhoe purchase, which cost just under \$113,000. However, it is worth noting that the Fund's actual loss was about \$70,000 less than what was budgeted for the quarter. In comparison, during the same period in the previous fiscal year, the Fund experienced a loss of just over \$15,000 but had \$62,000 less in capital purchases.

Cash on Deposit – The Fund had just under \$1.116 million deposited at the end of December 2023. This amount was about \$26,000 more than what was deposited at the end of November but about \$51,000 less than what was deposited at the end of December 2022. Out of the total deposit, approximately \$407,000 is restricted COVID funds. Additionally, the Fund had around \$25,000 more in unrestricted cash on deposit at the end of December 2023 compared to the same time in 2022.

Wastewater Treatment Plant Renovation Expenses – In December, just over \$10,000 was spent on the renovation of the wastewater treatment plant, bringing the total spent for this fiscal year to nearly \$76,000 out of the nearly \$507,000 budgeted for the project.

The table below summarizes the Fund's revenue and expenses for the first quarter of the fiscal year, comparing it to the first quarter of the previous fiscal year and budget.

Utility Fund
1st Quarter Fiscal Year 2024 Revenue & Expenses Comparison

	<i>1st Qtr. 2024</i>	<i>Budgeted 1st Qtr. 2024</i>	<i>% Diff. Actual vs Budgeted</i>	<i>1st Qtr. 2023</i>	<i>% Diff. 1st Qtr. 24 to 1st Qtr. 23</i>
INCOME					
Water Revenues	\$137,375	\$135,970	1%	\$135,998	1%
Sewer Revenues	\$152,923	\$152,747	0%	\$151,894	1%
Trash Collection Revenues	\$69,150	\$63,000	10%	\$64,902	7%
Miscellaneous Revenues	\$13,311	\$12,697	5%	\$3,440	287%
Total Income	\$372,759	\$364,414	2%	\$356,234	5%
EXPENSES					
Employee Expenses	\$129,260	\$157,989	-18%	\$112,301	15%
Administrative Expenses	\$41,094	\$35,066	17%	\$31,108	32%
Operating Expenses	\$76,487	\$96,299	-21%	\$60,388	27%
Trash Collection Expense	\$59,908	\$69,250	-13%	\$55,578	8%
Transfers Out	\$53,751	\$53,751	0%	\$61,125	-12%
Capital Expenses	\$112,911	\$125,000	-10%	\$51,201	121%
Total Expenses	\$473,411	\$537,355	-12%	\$371,701	27%
Net Gain/Loss	-\$100,652	-\$172,941	-42%	-\$15,467	551%

Recreation Fund

Revenues – The Recreation Fund's revenue for the first quarter didn't meet the budgeted amount by approximately \$34,000 (13%). However, it exceeded the revenue generated during the first quarter of the previous fiscal year by approximately \$21,000 (10%). This was mainly due to the \$12,500 transfer into the Fund in fiscal year 2024, which didn't happen in fiscal 2023.

The Fund's golf-related income for the quarter was around \$36,000 (14%) less than the budgeted amount. It was only slightly higher than the revenue generated during the first quarter of the previous fiscal year. You might notice that income from outside play was about 28% less than in the same period last year. However, some of it was offset by increased income from prepaid golf.

Expenses – During the first quarter, the Fund spent approximately \$29,000 (11%) less than what was budgeted. However, the expenses for the quarter were about \$25,000 more than those incurred for the same period last year. The expenses increased mainly due to purchasing a new replacement blower which cost \$10,514 and higher debt service which was around \$15,000 greater than the previous year.

Golf-related expenses for the quarter ended about \$27,500 less than budgeted. Less-than-budgeted employee-related expenses and decreased merchandise purchases led to lower-than-budgeted quarterly expenses.

Net Gain/Loss – During the first quarter of the current fiscal year, the Fund had a budgeted loss of approximately \$4,000; however, it incurred a net loss of almost \$9,500. In the first quarter of fiscal year 2023, the Fund had a net loss of just over \$5,200. Golf operations incurred a net loss of just over \$1,000 when a net gain of about \$6,000 was budgeted.

Cash on Deposit – At the end of December 2023, the Fund had \$290,000 on deposit, \$39,000 more than it had at the end of November. Furthermore, the Fund had \$110,000 more on deposit by the end of December 2023 compared to the same period in the previous year (December 2022). It is important to note that approximately \$172,000 of the funds on deposit are reserved for purchasing 20 new golf carts.

The table below gives you a brief snapshot of the Fund's revenue and expenses for the first quarter of the fiscal year. It compares the Fund's first quarter budget and the first quarter of the last fiscal year.

**Recreation Fund
1st Quarter Fiscal Year 2024 Revenue & Expenses Comparison**

INCOME	1st Qtr. 2024	Budgeted 1st Qtr. 2024	% Diff. Actual vs Budgeted	1st Qtr. 2023	% Diff. 1st Qtr. 24 to 1st Qtr.23
Prepaid Golf	\$60,956	\$60,030	2%	\$49,487	23%
Outside Sales	\$107,485	\$148,917	-28%	\$130,214	-17%
Merchandise Sales	\$39,989	\$36,461	10%	\$29,878	34%
Transfers In	\$12,500	\$12,500	0%	\$0	0%
Miscellaneous	\$4,422	\$1,872	136%	\$1,232	259%
Rental Income	\$9,300	\$9,000	3%	\$3,000	210%
Total Income	\$234,652	\$268,780	-13%	\$213,811	10%
EXPENSES					
Administrative/Miscellaneous	\$24,916	\$29,812	-16%	\$25,577	-3%
Golf Shop	\$79,781	\$95,991	-17%	\$95,009	-16%
Maintenance	\$96,416	\$102,418	-6%	\$80,925	19%
Debt Service	\$32,441	\$32,525	0%	\$17,520	85%
Capital Purchases	\$10,514	\$12,000	-12%	\$0	0%
Total Expenses	\$244,068	\$272,746	-11%	\$219,031	11%
Net Gain/Loss	-\$9,416	-\$3,966	137%	-\$5,220	80%

If you have any questions or concerns, please don't hesitate to call me.

RECOMMENDATION:

Staff recommends approving the minutes and financial statements for December as presented.

ATTACHMENTS:

December 11, 2023, Workshop and Council meeting minutes
December 2023 Financial Reports

City of Meadowlakes
City Council Stated Meeting Minutes
December 11, 2023 – 6:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas

The City Council of the City of Meadowlakes held their Regular Meeting at Meadowlakes Municipal Building in Totten Hall on December 11, 2023, beginning at 6:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mark Bentley, Mayor
Jess Lofgreen, Councilmember
Barbara Peskin, Councilmember
Jerry Drummond, Councilmember
Roxanne Morgan, Councilmember
Garrett Wood, Councilmember

Staff:

Johnnie Thompson, City Manager
Debbie Holley, City Secretary/Treasurer
Joanne Dixon, Accounts Payable Clerk
Baneza Solorzano, Utility Clerk
David Klotz, Golf Pro

1. **CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Bentley called the meeting to order at 6:02 pm and announced the presence of a quorum.
2. **PLEDGE OF ALLEGIANCE AND PRAYER.** Mayor Bentley led the Council and staff in the Pledge of Allegiance and Prayer.
3. **CITIZEN COMMENTS.** There were no Citizen Comments.
4. **MONTHLY STANDARD LIVE REPORTS** (*Progress and Status Reports Only.*)

A. Operations in general - City Manager Johnnie Thompson

1. Mr. Thompson met with the City of Marble Falls last week regarding the Avenue N Bridge project. They have received their commitment for funding from FEMA for the 3.6-million-dollar project. They indicated that they would start to solicit bids for the project early next spring; construction is anticipated to last a year and a half. Currently, the City of Meadowlakes has paid the City of Marble Falls around \$5,800.00 for the project, and we have committed to pay around \$58,000 over 20 years.
2. Current Utility Operations – City crews have been busy working on the Waste Treatment plant, doing repairs, and determining what kind of damage the coating system had on the interior of the tank. The tank is in better shape than was thought once it was drained; it will require some spot sandblasting and recoating of the interior. It is anticipated that we will do this in-house so we will be saving a considerable amount of money. The contractor

that we hired last month to remove the combination of grit and sludge completed their work the last week of November. The grit and sludge had to be hauled to a sanitary landfill on the other side of Georgetown. The total cost of this project was \$39,000. We will be taking the other plant down for a short period of time to determine how much grit it has because we found out that most of our problem with operation is a result of the amount of grit that has accumulated in the aeration basins. This will take place in January or February 2024. The crew has also been busy with a few minor water leaks. We are still short one employee.

3. Ordinance reports – The Ordinance Officer issued 25 warning notices and had several conversations regarding ordinance violations. Our current ordinance officer, Mike Ingalsbe, has resigned, and he will be replaced by Steve Koenning. Steve has the same approach as Mike by talking to the residents and explaining the violations and not doing it through citations unless it becomes necessary.
4. Animal Control Report - In November, our Animal Control Officer reported the normal calls. This year we have been fortunate not to have any rabies cases.
5. Patrol Activity Report – Officer Koenning and Ciolfi logged 48 hours in November. Officer Koenning retired from the Burnet County Sheriff's Department at the end of November after 36 years as a law enforcement officer. He worked for the City of Meadowlakes for 12 of those years. Officer Ciolfi was hired to replace Officer Koenning. He has already started working. We are actively looking for a second officer to try to fill out the schedule a little bit better.
6. Building Committee Report – The building committee issued 4 new permits in November: 2 remodel permits, 1 fence permit, and 1 deck permit. They have a total of 12 open permits.

B. Briefing on Golf Operations – Mr. Klotz reported that 5 pecan trees and one pine tree were removed in November. There are 7 more trees that are in question on #7, which is in the old pecan orchard, that will be coming down soon, and 1 tree in the parking lot that needs to be addressed immediately. The Pro Shop broke their November record of an average of 75-80 rounds per day to an average of 117 rounds of golf played daily in November, with almost 1000 rounds played the week of Thanksgiving. Two of those days had over 200 rounds per day (240 and 250 rounds). For the calendar year, if we do 2300 rounds of golf in December, we will go over 40,000 rounds of golf for the year. To put that into perspective, in 2019, we did 15,500 rounds of golf for the year.

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 the 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 Meetings/Workshops
- B. November 2023 Financial Reports

After discussion, Councilmember Lofgreen motioned to approve the minutes, as corrected, for the November 13th regular meeting as presented. The motion was seconded by Councilmember Wood and

carried unanimously. Councilmember Lofgreen motioned to approve the November 2023 financials as presented. The motion was seconded by Councilmember Peskin and carried unanimously.

6. OLD BUSINESS.

- A. Discussion/Action: Update on Renovations of Wastewater Treatment Plant.** Mr. Thompson reported that while the plant was down, city crews did some minor repairs that needed to be done. The aeration basin was installed and is now working. The guys said that a vital portion of the operation of a plant is the amount of oxygen in the aeration basin. We were having problems keeping that level up, but once the grit was removed and the new blowers were installed, that was no longer a problem. So, the grit was probably creating 90% of our problems with oxygen. We have currently used about \$90,000 of the approximately \$500,000 budget for the project. The City will be taking on the coating since Scott feels comfortable with the City doing the recoating of the tank.
- B. Discussion/Action: City Council Rules & Procedures Policy adopted on March 8, 2016, and amended on April 12, 2016.** Councilmember Peskin made a motion, once again, to table this item to review any updates and to correct grammar and punctuation. The motion was seconded by Councilmember Drummond and carried unanimously.

7. NEW BUSINESS

A. Briefing from Mr. Andrew Friedman with SAMCO CAPITAL, the City's Municipal Advisor, for the issuance of \$7.5 million in Certificates of Obligations. Mr. Friedman briefed the Council on the sale of the recently approved \$7.5 million in Certificates of Obligations. SAMCO proposed to delay the sale of the Certificates until June, with funding in July for the City to generate adequate funds from the ad valorem tax levied for 2024. In addition, they informed the Council on a resolution that would allow the City to recover any funds that were expended related to the proposed project before the sale of the Certificates.

B. Discussion/Action: Resolution 2023-11-A RESOLUTION ESTABLISHING THE CITY'S INTENTION TO REIMBURSE ITSELF IN THE MAXIMUM AMOUNT OF \$7,500,000 FOR PRIOR EXPENDITURES & FOR CAPITAL IMPROVEMENTS FROM THE PROCEEDS OF TAX-EXEMPT BONDS AND OTHER MATTERS IN CONNECTION THEREWITH. Per Mr. Thompson, we will use reserve funds to commit to an architectural agreement and engineering agreement which will total \$391,000. Technically we cannot execute those agreements without having the funding in place. We will be utilizing reserve funds mostly from the Utility Fund, which will be reimbursed at the bond closing. Councilmember Lofgreen made a motion that we accept the provisions of RESOLUTION 2023-11. The motion was seconded by Councilmember Morgan and carried unanimously.

C. Discussion/Action: Resolution 2023-10 – AN AMENDED RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF AN ELECTION TO AUTHORIZE THE ISSUANCE OF CERTIFICATES OF OBLIGATION; AND OTHER MATTERS IN CONNECTION THEREWITH. Mr. Thompson addressed the issue of amending Resolution 2023-09, which canvassed the election based on preliminary numbers. Resolution 2023-10 will correct the election results. There were two additional votes counted above the unofficial results, 1 for and 1 against, so it did not affect the outcome of the election. Councilmember Morgan made a motion to accept Resolution 2023-10. The motion was seconded by Councilmember Peskin and carried unanimously.

D. Briefing from Mr. Johnny Campbell, Executive Director of the Marble Falls Area EMS, Inc. – Quarterly Update on EMS Operations. Mr. Campbell briefed the Council on EMS operations for the past year. He reported that the EMS had responded to 5,236 calls in Fiscal Year 2023 (their fiscal year runs the same as the City’s, from October 1st of each year to September 30th of the following year). Of the 5,236 calls made, 266 were in Meadowlakes, which resulted in 160 individuals being transported. They transported 2,969 patients, 78% of them going to Baylor, Scott & White in Marble Falls.

E. Discussion/Action: Retaining the architectural firm of Seaux-Pierce Architecture of Austin, Texas, and the engineering firm of Willis Environmental Engineering of Marble Falls, Texas, for work related to constructing the new multipurpose building, pool and infrastructure improvements. Mr. Thompson suggested a motion be subject to final review by the City’s legal counsel. Councilmember Wood made a motion to retain Seaux-Pierce Architecture and Willis Engineering for work related to constructing the new multipurpose building, pool, and infrastructure improvements subject to final review by the City’s legal counsel. The motion was seconded by Councilmember Lofgreen and carried unanimously.

- 8. ADJOURNMENT/ANNOUNCEMENTS:** Mayor Bentley asked when leaf pickup would start. Mr. Thompson said that it will begin next week, starting on Tuesday morning, December 19th, and will probably run all week. A second leaf collection will be determined in early January. Councilmember Drummond made a motion to adjourn the meeting. The motion was seconded by Councilmember Lofgreen and carried unanimously.

Mayor Bentley adjourned the meeting at 6:45 pm.

Approved: _____
Mayor, Mark Bentley

Date: January 16, 2024

Attest: _____
City Secretary, Debbie Holley

Date: January 16, 2024

City of Meadowlakes
City Council Workshop Meeting Minutes
December 11, 2023 – 4:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas

The City Council of the City of Meadowlakes held a Workshop at Meadowlakes Municipal Building in Totten Hall on December 11, 2023, beginning at 4:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mark Bentley, Mayor
Jess Lofgreen, Councilmember
Barbara Peskin, Councilmember
Jerry Drummond, Councilmember
Garrett Wood, Councilmember
Roxanne Morgan, Councilmember

Staff:

Johnnie Thompson, City Manager
Debbie Holley, City Secretary/Treasurer
David Klotz – Golf Pro
Joanne Dixon – Accounts Payable
Baneza Solorzano – Utility Billing

1. **CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Bentley called the meeting to order at 4:00 pm and announced the presence of a quorum.
2. **Workshop on the following items:**
 - A. Discussed the proposed capital improvements project for the City’s municipal golf course. Said improvement may include a replacement restaurant building, golf shop, cart barn, restrooms, and pool.
3. **ADJOURNMENT/ANNOUNCEMENTS:**

Councilmember Drummond made a motion to adjourn the meeting. The motion was seconded by Councilmember Peskin and carried unanimously. Mayor Bentley adjourned the workshop at 5:10 pm.

Approved: _____
Mayor, Mark Bentley

Date: January 16, 2024

Attest: _____
City Secretary, Debbie Holley

Date: January 16, 2024

City of Meadowlakes

December 2023 Abbreviated Financial Statements

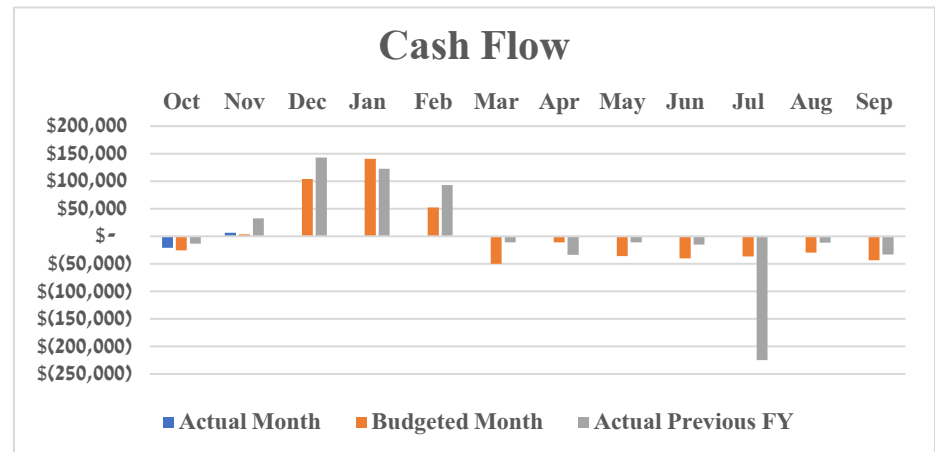
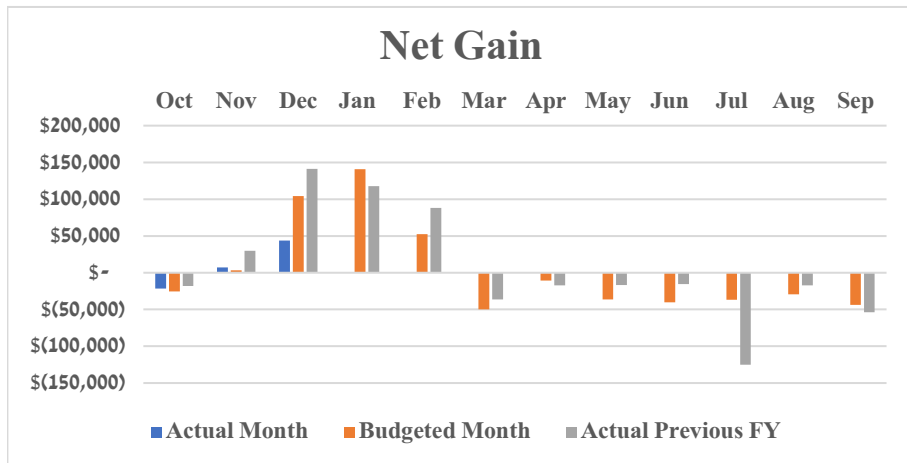
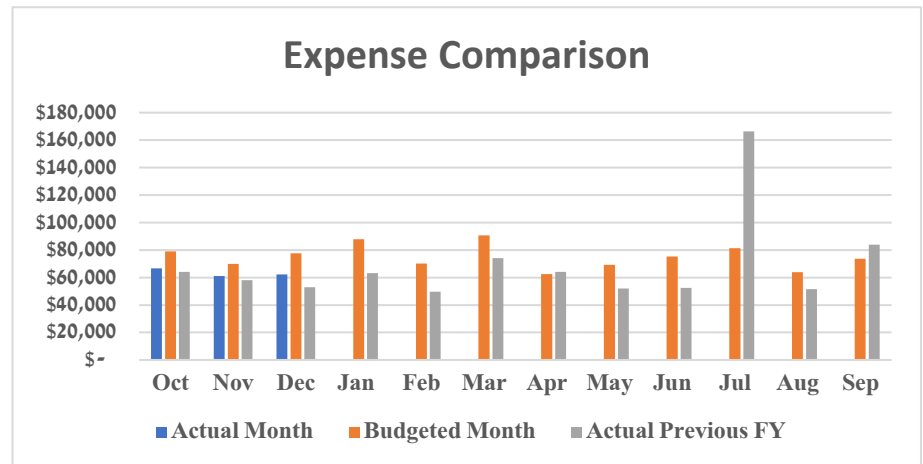
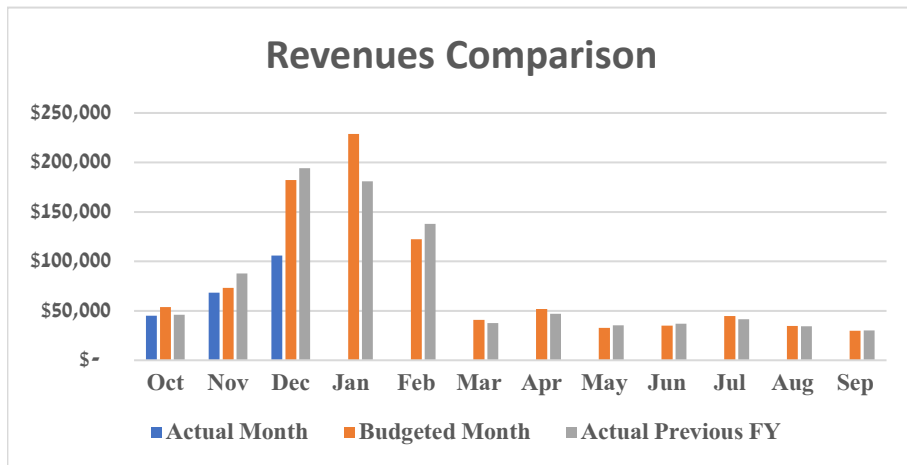
Run Date: 1/5/2024

City of Meadowlakes
Combined All Fund Profit and Loss
1st Qtr. FY24

First Quarter Fiscal Year 2024	General Fund	Utility Fund	Recreation Fund	Total All Funds	Budgeted 1st Qtr. FY24
INCOME					
<u>Operating Revenues</u>					
Utility Income (Water and Wastewater)	\$ -	\$ 290,298	\$ -	\$ 290,298	\$ 288,717
Ad Valorem Tax	\$ 118,278	\$ -	\$ -	\$ 118,278	\$ 206,711
Services Rendered-Golfing Complex	\$ -	\$ -	\$ 211,919	\$ 211,919	\$ 246,405
Solid Waste Collection	\$ -	\$ 69,150	\$ -	\$ 69,150	\$ 63,000
Contract Services	\$ 27,588	\$ -	\$ -	\$ 27,588	\$ 27,588
Franchise Fees	\$ 17,652	\$ -	\$ -	\$ 17,652	\$ 16,519
Miscellaneous Income	\$ 2,079	\$ 13,311	\$ 10,233	\$ 25,623	\$ 26,867
Total Operating Revenues	\$ 165,597	\$ 372,759	\$ 222,152	\$ 760,508	\$ 875,807
<u>Non-Operating Revenues</u>					
Transfers In from Other Funds	\$ 53,751	\$ -	\$ 12,500	\$ 66,251	\$ 66,251
Total Non-Operating Revenues	\$ 53,751	\$ -	\$ 12,500	\$ 66,251	\$ 66,251
TOTAL REVENUES	\$ 219,348	\$ 372,759	\$ 234,652	\$ 826,759	\$ 942,058
EXPENSES					
Employee Related Expenses	\$ 112,576	\$ 129,260	\$ 128,322	\$ 370,158	\$ 432,783
Administrative Expenses	\$ 17,740	\$ 41,094	\$ 24,801	\$ 83,635	\$ 91,344
Public Safety Expenses	\$ 40,307	\$ -		\$ 40,307	\$ 47,785
Operational Expenses	\$ 3,766	\$ 76,487	\$ 47,990	\$ 128,243	\$ 156,830
Solid Waste Collection Expense	\$ -	\$ 59,908		\$ 59,908	\$ 69,250
Total Operating Expenses	\$ 174,389	\$ 306,749	\$ 201,113	\$ 682,251	\$ 797,992
Net Operating Gain/Loss	\$ 44,959	\$ 66,010	\$ 33,539	\$ 144,508	\$ 144,066
NON-OPERATING EXPENSES					
Principal Due on Operating Debt	\$ -	\$ -	\$ 32,441	\$ 32,441	\$ 32,525
Interest Due on Operating Debt	\$ -	\$ -		\$ -	\$ -
Principal Due on Bond Debt	\$ -	\$ -		\$ -	\$ -
Interest Due on Bond Interest	\$ -	\$ -		\$ -	\$ -
Transfers Out to Other Funds	\$ 12,500	\$ 53,751		\$ 66,251	\$ 66,251
Capital Expenses/improvements	\$ 2,882	\$ 112,911	\$ 10,514	\$ 126,307	\$ 140,000
Total Other Expenses	\$ 15,382	\$ 166,662	\$ 42,955	\$ 224,999	\$ 238,776
TOTAL FUND EXPENSES	\$ 189,771	\$ 473,411	\$ 244,068	\$ 907,250	\$ 1,036,768
FUND NET GAIN/LOSS	\$ 29,577	\$ (100,652)	\$ (9,416)	\$ (80,491)	\$ (94,710)

CITY OF MEADOWLAKES GENERAL FUND SNAPSHOT

	<u>REVENUES</u>	<u>EXPENSES</u>	<u>NET GAIN/LOSS</u>
December 2023	\$105,908	\$62,178	\$43,730
Budgeted December 2023	\$182,060	\$77,708	\$104,352
December 2022	\$194,217	\$52,975	\$141,242
Year-to-Date	\$219,348	\$189,771	\$29,577
Budgeted Year-to-Date	\$308,864	\$226,667	\$82,197
Year-to-Date Last Fiscal Year	\$327,911	\$175,039	\$152,872



City of Meadowlakes

General Fund Profit Loss

<u>INCOME</u>	Dec-23	Budgeted Dec. 2023	Year-to-Date	Budgeted Year-to-Date
Ad Valorem Tax	\$ 78,168	\$ 153,572	\$ 118,278	\$ 206,711
Franchise Fees	\$ -	\$ -	\$ 17,652	\$ 16,519
City Building Permit Income	\$ -	\$ 850	\$ 300	\$ 2,450
Municipal Court Income	\$ -	\$ 100	\$ 315	\$ 300
Contract Services	\$ 9,196	\$ 9,196	\$ 27,588	\$ 27,588
Miscellaneous Income	\$ 627	\$ 425	\$ 1,464	\$ 1,545
Transfers in from Utility Fund	\$ 17,917	\$ 17,917	\$ 53,751	\$ 53,751
TOTAL INCOME	\$ 105,908	\$ 182,060	\$ 219,348	\$ 308,864
<u>EXPENSES</u>				
Employee Expenses	\$ 34,014	\$ 41,197	\$ 112,576	\$ 130,841
Miscellaneous Administrative Expenses	\$ 1,743	\$ 7,151	\$ 9,666	\$ 17,691
Insurance Expenses	\$ -	\$ -	\$ 3,571	\$ 4,800
Municipal Court Expenses	\$ 200	\$ 625	\$ 4,503	\$ 5,275
City Hall Operating Expense	\$ 599	\$ 1,650	\$ 3,766	\$ 4,775
Ordinance/Animal Control Expenses	\$ 2,863	\$ 4,180	\$ 11,412	\$ 12,830
Traffic Control	\$ 373	\$ 3,400	\$ 7,883	\$ 13,950
Contract Emergency Services	\$ 7,004	\$ 7,005	\$ 21,012	\$ 21,005
Non-Operating Expenses	\$ 15,382	\$ 12,500	\$ 15,382	\$ 15,500
TOTAL EXPENSES	\$ 62,178	\$ 77,708	\$ 189,771	\$ 226,667
NET INCOME	\$ 43,730	\$ 104,352	\$ 29,577	\$ 82,197

Cash On Deposit

	Dec. 31, 2023	Nov. 30, 2023	Dec. 31, 2022	Dec. 31, 2021
Checking & Savings	\$ 406,263	\$ 368,157	\$ 507,056	\$ 376,517

City of Meadowlakes

Utility Fund Snapshot

REVENUES

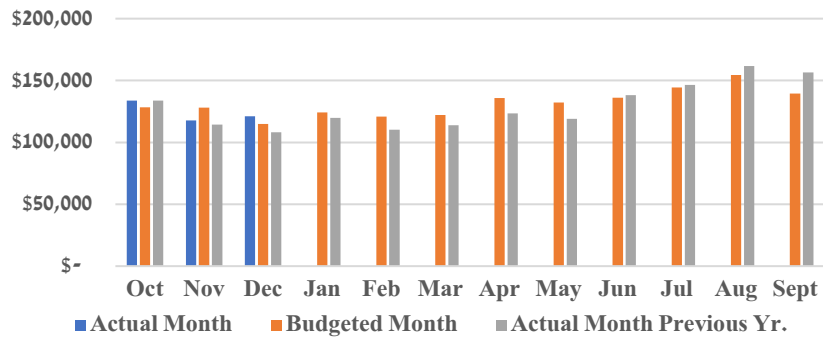
December 2023	\$121,005
Budgeted December 2023	\$114,934
December 2022	\$108,080
Year-to-Date	\$372,759
Budgeted Year-to-Date	\$364,414
Year-to-Date Last Fiscal Year	\$356,234

EXPENSES

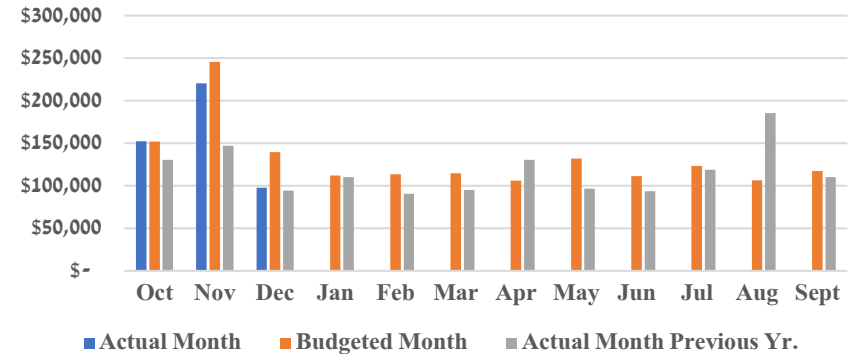
\$97,854	\$23,151
\$139,664	-\$24,730
\$94,458	\$13,622
\$473,411	-\$100,652
\$537,355	-\$172,941
\$371,701	-\$15,467

NET GAIN/LOSS

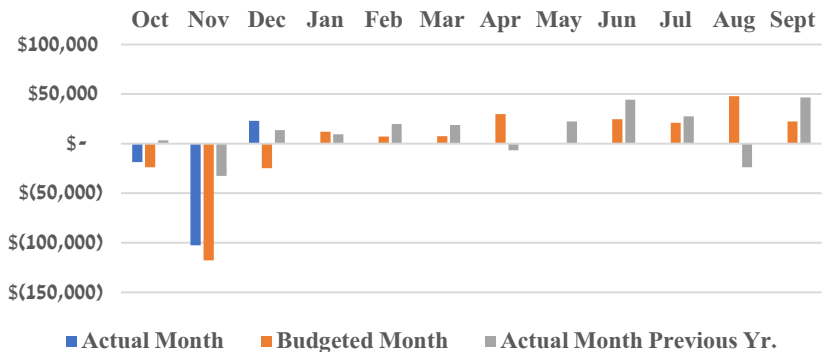
Revenues Comparison



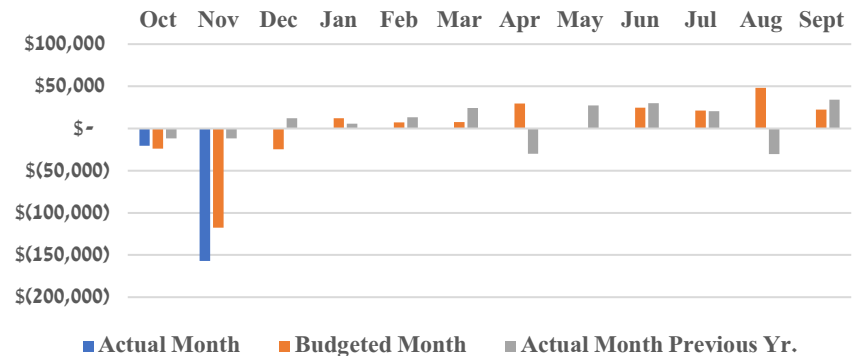
Expense Comparison



Net Gain Comparison



Cash Flow



City of Meadowlakes

Utility Fund Profit Loss

INCOME

	Dec-23	Budgeted Dec. 2023	Year-to-Date	Budgeted Year-to-Date
Water Revenue	\$ 37,875	\$ 37,000	\$ 137,375	\$ 135,970
Sewer Revenue	\$ 51,012	\$ 50,917	\$ 152,923	\$ 152,747
Trash Collection Revenue	\$ 23,082	\$ 21,000	\$ 69,150	\$ 63,000
Connect Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenues	\$ 9,036	\$ 6,017	\$ 13,311	\$ 12,697
COVID Funds Reimbursement	\$ -	\$ -	\$ -	
TOTAL INCOME	\$ 121,005	\$ 114,934	\$ 372,759	\$ 364,414

EXPENSES

Operating Expenses

Total Employee Expense	\$ 34,326	\$ 56,241	\$ 129,260	\$ 157,989
Total Administrative Expenses	\$ 2,143	\$ 2,359	\$ 41,094	\$ 35,066
Total Water Treatment Exp.	\$ 3,977	\$ 11,948	\$ 21,915	\$ 36,845
Total Wastewater Treatment Exp.	\$ 5,156	\$ 5,852	\$ 26,653	\$ 25,352
Total Other Operational Expenses	\$ 14,345	\$ 22,347	\$ 27,919	\$ 34,102
Garbage Collection Expense	\$ 19,990	\$ 23,000	\$ 59,908	\$ 69,250
Total Operating Expenses	\$ 79,937	\$ 121,747	\$ 306,749	\$ 358,604

Non-Operating Expenses

Assets Purchased	\$ -	\$ -	\$ 112,911	\$ 125,000
Transfer to General Fund	\$ 17,917	\$ 17,917	\$ 53,751	\$ 53,751
Total Non-Operating Expenses	\$ 17,917	\$ 17,917	\$ 166,662	\$ 178,751

TOTAL EXPENSE	\$ 97,854	\$ 139,664	\$ 473,411	\$ 537,355
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NET GAIN/LOSS	\$ 23,151	\$ (24,730)	\$ (100,652)	\$ (172,941)
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Cash On Deposit

	Dec. 31, 2023	Nov. 30, 2023	Dec. 31, 2022	Dec. 31, 2021
Checking/Savings	\$ 1,115,964	\$ 1,089,002	\$ 1,166,776	\$ 891,537

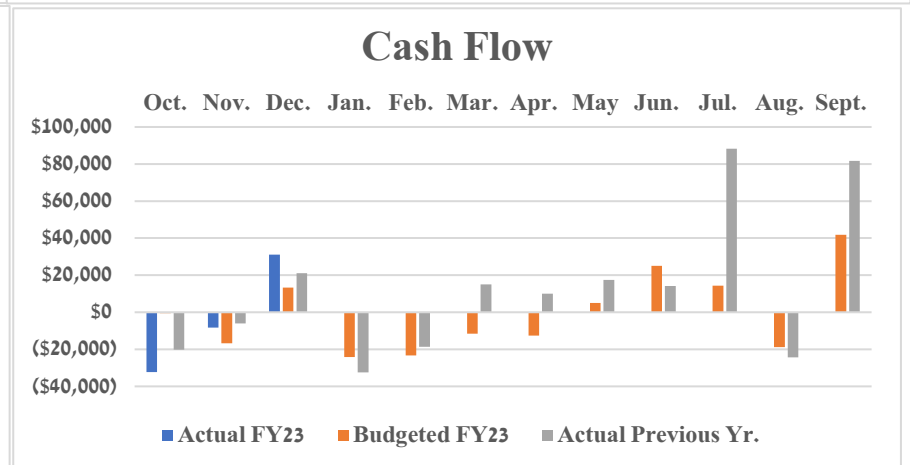
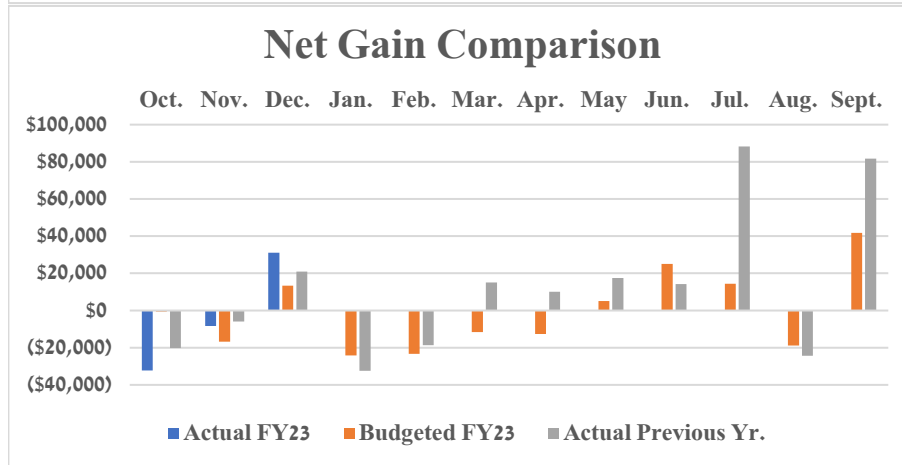
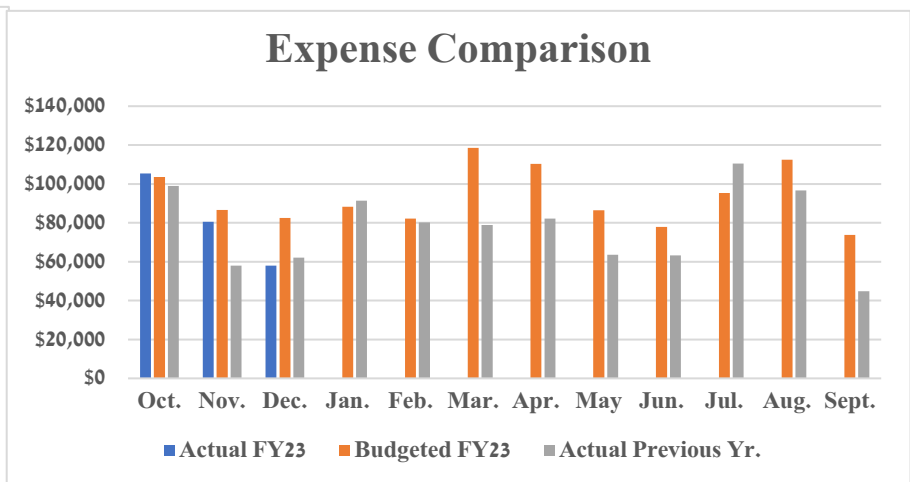
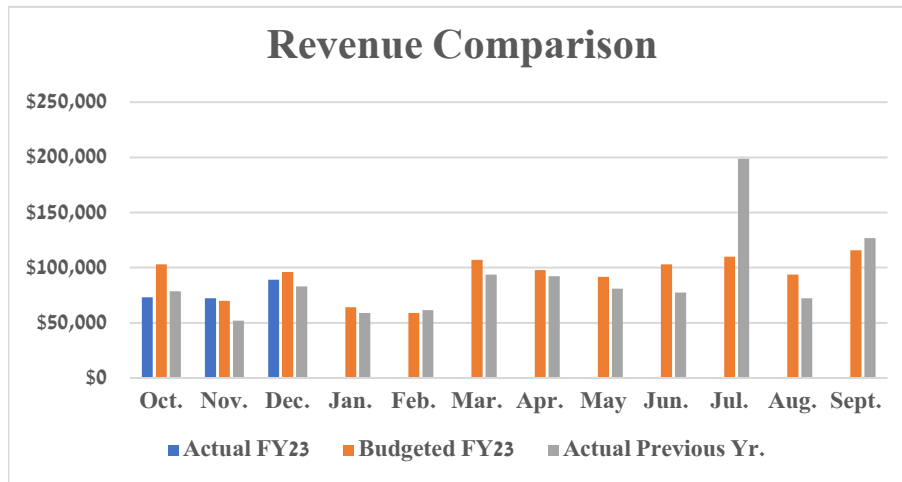
City of Meadowlakes
Utility Fund Profit Loss

Wastewater Treatment Plant Renovation Expenses

	Dec-23	Total Expense FY24	Total To Date Expense	Total Budgeted Expense
Engineering	\$ -	\$ -	\$ -	\$ 42,000
Grant Management	\$ 1,500	\$ 3,000	\$ 14,000	\$ 42,000
Sewer Treatment Plant Expense	\$ 8,520	\$ 73,655	\$ 85,277	\$ 422,813
Total Expenses	\$ 10,020	\$ 76,655	\$ 99,277	\$ 506,813

City of Meadowlakes Recreation Fund Snapshot

	Revenues	Expenses	Net Gain/Loss
December 2023	\$89,082	\$58,012	\$31,070
Budgeted December 2023	\$95,911	\$82,532	\$13,379
December 2022	\$83,091	\$62,073	\$21,018
Year-to-Date	\$234,652	\$244,068	-\$9,416
Budgeted Year-to-Date	\$268,780	\$272,746	-\$3,966
Year-to-Date Last Fiscal Year	\$213,811	\$219,031	-\$5,220



City of Meadowlakes
Recreation Fund Profit and Loss

Page 9 of 10 Pages

	Dec. 2023	Budgeted Dec 2023	Year-to-Date	Budgeted Year- to-Date
<u>INCOME</u>				
Golf Shop Revenues				
Prepaid Golf	\$20,592	\$15,721	\$60,956	\$60,030
Green Fees	\$24,206	\$31,274	\$70,831	\$92,726
Golf Cart Rental	\$8,735	\$18,201	\$26,056	\$47,523
Driving Range	\$1,382	\$796	\$3,079	\$3,060
Snacks & Beverages	\$2,299	\$1,649	\$6,387	\$4,701
Merchandise Sales	\$12,558	\$11,468	\$33,602	\$31,760
Tournament Income	\$0	\$860	\$7,519	\$5,608
Handicap Services	\$2,670	\$0	\$2,910	\$500
Miscellaneous Income	\$230	\$167	\$579	\$497
Total Golf Shop Income	\$72,672	\$80,136	\$211,919	\$246,405
Other Revenues				
Interest Earned	\$810	\$0	\$933	\$0
Miscellaneous Income	\$100	\$275	\$300	\$875
Rental Income	\$3,000	\$3,000	\$9,000	\$9,000
Transfers in from General Fund	\$12,500	\$12,500	\$12,500	\$12,500
Total Other Revenues	\$16,410	\$15,775	\$22,733	\$22,375
TOTAL INCOME	\$89,082	\$95,911	\$234,652	\$268,780
<u>EXPENSES</u>				
Administrative Expenses	\$3,381	\$5,532	\$24,801	\$28,512
Golf Shop Expenses				
Payroll Expenses	\$15,021	\$23,789	\$53,068	\$63,377
Operating Expenses	\$5,776	\$11,124	\$26,713	\$32,614
Cart/Equipment Principal Paid	\$7,500	\$7,500	\$22,500	\$22,500
Total Golf Shop Expense	\$28,297	\$42,413	\$102,281	\$118,491
Grounds Maintenance Expenses				
Payroll Expenses	\$22,320	\$25,148	\$75,254	\$80,576
Operating Expenses	\$3,976	\$8,339	\$21,162	\$21,842
Cart/Equipment Principal Paid	\$0	\$0	\$9,941	\$10,025
Total Grounds Maintenance Expense	\$26,296	\$33,487	\$106,357	\$112,443
Tennis/Pool Expenses	\$38	\$1,100	\$115	\$1,300
TOTAL OPERATING EXPENSES	\$58,012	\$82,532	\$233,554	\$260,746
CAPITAL EXPENSE	\$0	\$0	\$10,514	\$12,000
TOTAL EXPENSE	\$58,012	\$82,532	\$244,068	\$272,746
NET GAIN/LOSS	\$31,070	\$13,379	(\$9,416)	(\$3,966)

City of Meadowlakes
Recreation Fund Profit and Loss
Cash on Deposit

Page 10 of 10 Pages

	Dec. 31, 2023	Nov. 30, 2023	Dec. 31, 2022	Dec. 31, 2021
Checking/Savings	\$289,875	\$251,134	\$179,773	\$190,706

Golf Operations Profit & Loss

	Dec 2023	Budgeted Dec 2023	Year-to-Date	Budgeted Year-to-Date
INCOME				
Golf Shop Revenues				
Prepaid Golf	\$20,592	\$15,721	\$60,956	\$60,030
Green Fees	\$24,206	\$31,274	\$70,831	\$92,726
Golf Cart Rental	\$8,735	\$18,201	\$26,056	\$47,523
Driving Range	\$1,382	\$796	\$3,079	\$3,060
Snacks & Beverages	\$2,299	\$1,649	\$6,387	\$4,701
Merchandise Sales	\$12,558	\$11,468	\$33,602	\$31,760
Tournament Income	\$0	\$860	\$7,519	\$5,608
Handicap Services	\$2,670	\$0	\$2,910	\$500
Miscellaneous Income	\$230	\$167	\$579	\$497
TOTAL GOLF OPERATIONS INCOME	\$72,672	\$80,136	\$211,919	\$246,405
GOLF OPERATIONS EXPENSES				
Administrative Expenses				
Office Supplies	\$0	\$25	\$297	\$150
Postage	\$0	\$0	\$0	\$138
Advertising	\$645	\$830	\$1,290	\$2,494
Credit Card Processing	\$1,136	\$2,250	\$2,733	\$6,750
Total Golf Related Admin. Expenses	\$1,781	\$3,105	\$4,320	\$9,532
Golf Shop Expenses				
Payroll Expenses	\$15,021	\$23,789	\$53,068	\$63,377
Operating Expenses	\$5,776	\$11,124	\$26,713	\$32,614
Cart/Equipment Principal Paid	\$7,500	\$7,500	\$22,500	\$22,500
Total Golf Shop Expenses	\$28,297	\$42,413	\$102,281	\$118,491
Grounds Maintenance Expenses				
Payroll Expenses	\$22,320	\$25,148	\$75,254	\$80,576
Operating Expenses	\$3,976	\$8,339	\$21,162	\$21,842
Cart/Equipment Principal Paid	\$0	\$0	\$9,941	\$10,025
Total Grounds Maintenance Expense	\$26,296	\$33,487	\$106,357	\$112,443
TOTAL GOLF OPERATING EXPENSE	\$56,374	\$79,005	\$212,958	\$240,466
GOLF OPERATIONS NET GAIN/LOSS	\$16,298	\$1,131	-\$1,039	\$5,939

City of Meadowlakes
Memorandum to Council

DATE: January 9, 2024

TO: Honorable Mayor Bentley and Councilmembers

FROM: Johnnie Thompson, City Manager

SUBJECT: 6-A-Update on Renovations of Wastewater Treatment Plant

SUBJECT:

There has been little progress made in the last month with regard to the renovations and improvements to the wastewater facilities. As mentioned last month, the company hired to remove the grit from the plant to be renovated has successfully removed the grit, and the plant is now back online. The plant can now produce high-quality effluent and maintain adequate dissolved oxygen levels, which was challenging to achieve before the grit removal.

We still face issues with maintaining adequate oxygen levels in our second plant. As a result, the plant will be taken offline later this month to remove any accumulated grit in it. We hope that oxygen levels will be easier to maintain once the accumulated grit has been removed. The estimated cost of removing the grit is around \$40,000. We are still determining whether or not we can use the COVID-19 funds for this project. If we can't, we will have to revise the budget of the Utility Fund.

RECOMMENDED ACTION:

No action is anticipated at this time. I just wanted to inform you that operating revenue may need to cover the cost of removing the grit from the second plant. I will contact our grant administrator and inquire if this project is eligible for COVID-19 funds.

City of Meadowlakes
Memorandum to Council

January 16th, 2024 Council Meeting

DATE: January 10, 2024

TO: Honorable Mayor Bentley and Councilmembers

FROM: Johnnie Thompson, City Manager

SUBJECT: 6-B- City Council Rules & Procedures Policy

SUBJECT:

Action on this item was tabled in November, and no action was taken in December. Councilmember Peskin is reviewing the document and is finalizing a draft copy for your review and consideration. The finalized draft document won't be ready for your consideration at the meeting on the 16th.

RECOMMENDATION:

It is recommended that this item be tabled for one additional month to prepare a final clean draft for your review and possible consideration.

City of Meadowlakes
Memorandum to Council

DATE: January 9, 2024

TO: Honorable Mayor Bentley and Councilmembers

FROM: Johnnie Thompson, City Manager

SUBJECT: 7-A-Recommendation of Swimming Pool Closure

SUBJECT:

Mike Shaw, the person who oversaw the pool operations for the POA, and I have been discussing the opening of the pool for the spring and summer of this year. We have both concluded that the pool should not open. There are several factors that we considered before arriving at this conclusion, which I will briefly review below:

- Operational Issues – Over the past year, the plaster has deteriorated to the point that it is tough to keep the pool clean and sanitized. In addition, the plaster being released into the water has taxed the pool's filtration system to the point that if the pool is opened this summer, we would probably have to replace the filter media in both filters. In addition, we had to devote over twice the amount of labor required to keep the pool in operation than in previous years. In addition to the issues with the plaster deterioration, the deck around the pool has deteriorated to the point that it is a safety issue due to the uplifting of the concrete walk areas.
- Effect of the Plan New Multipurpose Building – The footprint of the new multipurpose building reflects the pool just about in the center of the new building. At this time, the date that actual construction on the new building will begin has not been determined, but it will likely begin in late summer or early fall; thus, the pool may have to be closed earlier than usual to allow construction to begin.

RECOMMENDED ACTION:

It is recommended that the pool not be opened this spring and summer and be drained and prepared for demolition.

City of Meadowlakes
Memorandum to Council

January 16th, 2024 Council Meeting

DATE: January 10, 2024

TO: Honorable Mayor Bentley and Councilmembers

FROM: Johnnie Thompson, City Manager

SUBJECT: 7-B-Resolution 2024-01 – Calling May 4, 2024 General Election

SUBJECT:

Resolution 2024-01 calls/orders the May 4, 2024 General Election for the City. Mayor Bentley's and Councilmember Drumond's (Place 3) and Councilmember Lofgreen's (Place 1) terms of office all expire in May.

The first day to file for a place on the ballot is January 17th, and the last day to file is February 16, 2024. Drawing for the place on the ballot will be held on February 26th, 2024.

The election will be held on Saturday, May 4th, 2024, with early voting beginning April 22nd and running until April 30th.

As in the past, the Burnet County Elections Administrator will serve as our election administrator and is responsible for conducting the election. Our election will be held in conjunction with other local entities.

RECOMMENDATION:

Staff recommends the approval of Resolution 2024-01.

ATTACHMENTS:

Resolution 2024-01
Order of Election

City of Meadowlakes

Resolution No. 2024-01

January 16, 2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEADOWLAKES CALLING FOR AND ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 4, 2024, FOR THE PURPOSE OF ELECTING TWO COUNCIL MEMBERS AND MAYOR FOR TWO (2) YEAR TERMS EACH; PROVIDING FOR CONDUCT OF THE ELECTION AND AN EFFECTIVE DATE.

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

- Section 1. General Election Ordered. A general municipal election is hereby ordered to be held on the 4th day of May 2024 for the purpose of electing (2) council members and mayor for two (2) year terms each by the qualified voters of the City of Meadowlakes to be conducted as prescribed herein.
- Section 2. Filing Period. The filing period for Candidates to file their application began at 8:00 a.m., Wednesday, January 17, 2024, and will end at 5:00 p.m., Friday, February 16, 2024. Applications are filed with the City Secretary at Meadowlakes City Hall, 177 Broadmoor, Suite A, Meadowlakes, Texas, during normal business hours, which are from 8:00 a.m. to 4:00 p.m. and 5:00 p.m. on February 16, 2024. Applications submitted are on a form provided by the City Secretary.
- Section 3. Drawing. The order in which the names of the candidates are to be printed on the general election ballot will be determined by a drawing that will be conducted by the City Secretary at 3:00 p.m. at Meadowlakes City Hall, 177 Broadmoor Street, Meadowlakes, Texas, on Monday, February 26, 2024.
- Section 4. Contract Agent to Hold City Election. The Mayor of the City of Meadowlakes is authorized to enter into a contractual agreement with the Elections Administrator of Burnet County, Burnet, Texas, to serve as the Elections Administrator for the City and to conduct said election in accordance with the rules and regulations set out in the Texas Election Code.
- Section 5. Election Judge and Alternate. As contained in the contractual agreement, the Burnet County Elections Administrator will recruit the presiding election judges and the alternate presiding judges and workers for the polling places and for the early voting ballot board.
- Section 6. Early Voting. Early voting by personal appearance shall begin Monday, April 22, 2024, and end Tuesday, April 30, 2024, and shall be conducted at the:

Marble Falls Texas Tech
806 Steve Hawkins Pkwy.
Marble Falls, Texas 78654

~ or ~

AgriLife Auditorium
607 N. Vandever St.
Burnet, Texas 78611

Early Voting shall remain open for eight (8) hours each day that is not a Saturday, a Sunday, or an official holiday, between the hours of 8:00 a.m. and 5:00 p.m. from April 22, 2024, through April 30, 2024. Early voting shall be conducted for 12 hours on Monday, April 22, 2024, and Monday, April 29, 2024, from 7:00 a.m. to 7:00 p.m. each day.

- Section 7. Ballot by Mail. Applications for ballot by mail can be requested from the Elections Administrator and shall be mailed to and received by the Burnet County Elections Administrator, 220 S. Pierce, Burnet, Texas 78611, no later than April 22, 2024.
- Section 8. Election Day. Election Day voting shall be on May 4, 2024, from 7:00 a.m. to 7:00 p.m. and shall be held at the Marble Falls Texas Tech building, 806 Steve Hawkins Pkwy, Marble Falls, Texas 78654.
- Section 9. Voting System. In accordance with state law, the Hart Intercivic Verity Touch 2.0.3. with Access Direct Record Electronic (DRE) and Verity Controller Voting System, approved by the Secretary of State, shall be used for the general election. Each polling place must provide at least one accessible voting station for voters with physical disabilities to cast a ballot.
- Section 10. Ballots. Ballots shall be electronic except paper ballots for ballots by mail.
- Section 11. Notice of Election. Notice of said election as provided in the attached "Order of Election" shall be issued by the Mayor and posted by the City Secretary.
- Section 12. General. Qualified resident voters of the City shall be eligible to vote at the election. Votes shall be tabulated at the central counting station designated by the Burnet County Elections Administrator in the contractual agreement. Returns of said election shall be made known as soon as possible after the closing of the polls and as upon contractually agreed.
- Section 13. Severability. Should any part, section, subsection, paragraph, sentence, clause or phrase contained in this resolution be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this resolution, but in all respects said remaining portion shall be and remain in full force and effect.
- Section 14. Effective Date. This Resolution shall be effective upon approval and passage.

Execution Page Follows

PASSED AND APPROVED THIS THE 16th DAY OF JANUARY, 2024.

CITY OF MEADOWLAKES

Mark Bentley, Mayor

ATTEST:

Debbie Holley, City Secretary

ORDER OF ELECTION FOR THE CITY OF MEADOWLAKES
ORDEN DE ELECCION PARA LA CIUDAD DE MEADOWLAKES

An election is hereby ordered to be held on **May 4, 2024** for the purpose of electing (2) Council Members and Mayor of the City Council of the City of Meadowlakes, Texas.

Las elecciones generales son pospuestas y serán el 4 de mayo del 2024(con el propósito de dos (2) miembros del Concilio y el alcalde, de La Ciudad de Meadowlakes, Texas.

Early voting by personal appearance will be conducted every weekday, 8:00 a.m. and 5:00 p.m., beginning on April 22, 2024 and ending on April 30, 2024 at:

La votación adelantada en persona se llevará acabo de lunes a viernes, 8:00 a.m. and 5:00 p.m. desde el 22 de abril, 2024 y terminando el 30 de abril, 2024 en:

Marble Falls Texas Tech
806 Steve Hawkins Pkwy.
Marble Falls, Texas 78654

~ or ~

AgriLife Auditorium
607 N. Vandever
Burnet, Texas 78611

Additional hours for early voting will be on the following two days:

Horas adicionales para la votación adelantada en persona para los siguientes dos días serán:

April 22, 2024	22 de abril, 2024	7:00 a.m. – 7:00 p.m.
April 30, 2024	30 de abril, 2024	7:00 a.m. – 7:00 p.m.

Applications for ballots by mail should be mailed to and must be received no later than the close of business on April 23, 2024 at:

Las solicitudes para boletas que se votarán por correo deberán enviarse y recibido para el fin de las horas de negocio el 23 de abril, 2024 a:

Burnet County Elections Administrator
220 S. Pierce
Burnet, Texas 78611

Issued this the 16th day of February, 2024.

Emitida este día el 16 de febrero, 2024.

Signature of Mayor
Firma del Alcalde