

NOTICE OF JOINT WORKSHOP & STATED MEETING OF THE MEADOWLAKES CITY COUNCIL

Notice is hereby given that a **JOINT WORKSHOP** of the Meadowlakes City Council and Meadowlakes Planning & Zoning Commission will be held on Tuesday, the 12th of June, 2012 at **2:30 PM to 3:00 PM** followed by a **WORKSHOP** of the Meadowlakes City Council from **3:00 PM to 5:00 PM** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

~ WORKSHOP ~

- I. CALL TO ORDER AND QUORUM DETERMINATION
- II. WORKSHOP DISCUSSION
 - A. Joint workshop between Council and Planning & Zoning Commission regarding proposed zoning ordinance modification to allow for specific use permits, discussion regarding a change in land use for Lot 1185, Section IV.
 - B. Establishment of procedures and guidelines for the selection of members to various “standing” Commission, Boards and Committees of the City.
 - C. Discussion of financing alternatives for the financing of the new water storage tank and related facilities.
 - D. Codification.
 - E. Comprehensive financial management policies.
 - F. Scheduling budget workshop dates and times.
- III. ADJOURNMENT OF WORKSHOP

~ STATED MEETING ~

Notice is hereby given that a **STATED COUNCIL MEETING** of the Meadowlakes City Council will be held on Tuesday, the 12th of June, 2012 at **5:00 PM** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- I. CALL TO ORDER AND QUORUM DETERMINATION
- II. PLEDGE OF ALLEGIANCE AND PRAYER
- III. MONTHLY STANDARD LIVE REPORTS (*Progress & Status Reports Only - Recommendations or action discussions not allowed*)
 - City Manager Activity Report - Johnnie Thompson
 - Consent Items as listed below
- IV. CONSENT ITEMS (*The items listed are considered to be routine and non-controversial by the Council and may be approved by one motion. No separate discussion or action on any of the items is necessary unless desired by a Council Member; at which time select item(s) may be discussed separately under consent items and separate motion(s).*)
 - A. May 8th and May 22nd, 2012 Meeting Minutes –Stephanie Littleton, City Secretary
 - B. Ordinance Enforcement May 2012 Activity Report – Pat Preston
 - C. Animal Control May 2012 Activity Report - Robbie Galaway, Officer
 - D. Patrol Activity May 2012 Report - provided by Meadowlakes Patrol Officers
 - E. Vandalism/Incident May 2012 Activity Report – Stephanie Littleton, Secretary
 - F. City Building Committee May 2012 Activity Report - Don Wheeler, Chairman
 - G. Public Works Department May 2012 Activity Report - Mike Williams, PWD
 - H. General Fund May 2012 Detailed Financials Report - Eileen Harrison, Treasurer
 - I. Utility Fund and Recreation and Country Club (RCC) May 2012 Detailed Financials Report

J. PFC Financials and Operation reports - Steve Hawkins, PFC President

V. CITIZEN COMMENTS *(Limited to 15 minutes total on general subjects and agenda items. Agenda Item specific comments should be made as part of agenda item council discussion.)*

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. Action/Discussion: Update on EMS operation within the City- Johnny Campbell, EMS Director
- B. Action/Discussion: Ordinance 2012-03 **“AN ORDINANCE ESTABLISHING APPOINTMENT OF MEMBERS TO STANDING COMMITTEES; STRUCTURE OF COMMITTEES; RULES OF COMMITTEES; REPORTING TO COUNCIL; AND PROVIDING AN EFFECTIVE DATE”**-Mayor Williams/Thompson
- C. Action/Discussion: Ordinance 2012-04 **“AN ORDINANCE ESTABLISHING A COMPREHENSIVE FINANCIAL MANAGEMENT POLICY FOR THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS; AND PROVIDING AN EFFECTIVE DATE”**
- D. Action/Discussion: Authorizing City Manager to search and negotiate for funding of the proposed water storage tank and related facilities, including authorization to retain legal counsel for drafting of required documents.-Williams
- E. Action/Discussion: Setting dates and times for upcoming budget workshops-Williams/Thompson

VIII. 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 salutory 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 salutory recognition for the purposes of 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.

A. The next regularly scheduled meeting will be held July 10th, 2012 at 5:00 p.m.

IX. ADJOURNMENT

(The City Council of Meadowlakes 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 Section 551.)

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 12:00 p.m. and 1:00 p.m. through 4:00 p.m. Monday through Friday.

THE PUBLIC IS INVITED TO CITY COUNCIL MEETINGS

We, the undersigned authorities, do certify that this Notice of Meeting was posted at Meadowlakes City Hall and on our website, convenient to the public, on or before June 8th, 2012 by 1:00 P.M. and remained so posted continuously for at least 72 hours immediately preceding the day of said meeting.

/s/Stephanie Littleton
Stephanie Littleton, City Secretary

/s/ Don Williams
Don Williams, 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.

Posting Removed: _____ **at** _____ **by** _____
(Above to be recorded upon removal, document retention at City Hall, date of removal will not be reposted via
website)

City of Meadowlakes

*177 Broadmoor Street
Meadowlakes, Texas 78654
(830) 693-6840*

COUNCIL MEMORANDUM-WORKSHOP SCHEDULED JUNE 12, 2012

Date: June 7, 2012

To: Honorable Mayor Don Williams and Council

From: Johnnie Thompson, City Manager

Subject: Council workshop scheduled for June 12, 2012 at 2:30 pm

The workshop that is scheduled for Tuesday June 12 will be very busy and include the following items for discussion. Please note we have moved the meeting back from 3:00 pm to 2:30 pm in order to provide some additional time to work on the items scheduled for your meeting.

- A. Joint workshop with the Planning and Zoning Commission regarding a language change in our existing zoning ordinance that would allow special use or conditional use permits to be issued by the Council. This discussion is due to a request from the owners of Lot 1185, Section 4 which has requested in the land use to allow for a public storage facility to be built.
- B. Discussion regarding establishing a written policy for the appointment of members to various standing commissions, boards, and committees, as well as establishing some basic procedures.
- C. Discussion on financing of the proposed new water storage tank and related facilities.
- D. Review of the draft codification document.
- E. Discussion on establishing a comprehensive financial management policy.
- F. Scheduling of budget workshop dates and times.

Please find attached a more detailed briefing along with supporting documentation. Should you have any questions please do not hesitate to give me a call.

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item A - Joint Workshop with Planning and Zoning Commission

Please find attached several documents pertaining to a request from the owners, Rick and Rhoda Coleman of Lot 1185, Section 4 for a change in land use of their property. It is currently zoned for single and multi-family residences. They are requesting a change in use to allow for public storage. It is my understanding that Mr. Brent Dalton will be present to review with you Mr. and Mrs. Coleman's plans for the property.

In investigating the requirements needed to allow the property to be utilized for the proposed purposes, it became evident that we did not have within our existing zoning ordinance a category that would allow for such a use. It appears that we have two options available. One would be to develop an additional zoning category which would allow for such a project. However, the zoning category would normally be broad enough to allow for other uses as well. The other option that I prefer would be to provide language within the zoning ordinance that would allow a special use or conditional use permits (SUP). It is common to see such a provision for such special permits in zoning language.

Adding language to our zoning ordinance that would allow a SUP to be granted would provide more versatility to our zoning ordinance. The mechanism provided would provide selective use of land within an existing zone boundary. This would provide the procedure for the pending request to be considered as well as establish a procedure for any future request that may arise. An SUP allows a land owner to request the use of land that doesn't fall directly under the permitted usage in the specifically zoned area. The SUP procedure is designed to provide both the Planning and Zoning Commission and the City Council the procedures for consideration of discretionary review and possible approval of request to utilize properties for purpose other than those it is specifically zoned for. Normally, SUPs are site restrictive, have limitations established regarding the use of the land, structure categories, landscaping and screening requirements, and a time limitation attached with regards to the completion of a proposed project. In general terms, it is a basic contract between the City and the landowner to develop a specific site for a specific purpose.

The requirements for the addition of language to our existing zoning ordinance and the issuing of an SUP are very similar to those related to a change in zoning for a particular parcel of land. This includes the following minimum requirements:

1. A written request from the property owner must be received.
2. The Planning and Zoning Commission (P&Z) would hold a public hearing regarding the request. (Notice of the hearing must be published at least 10 days prior to the hearing date.)
3. Prior to the hearing date, all property owners within 200 feet of the property must be notified of the pending hearing. (A copy of the published public notice is mailed to each effected property owner.)

4. After the P&Z hearing, the Commission shall vote on the request and make a recommendation to the Council regarding the requested SUP.
5. After the Council receives the P&Z recommendation, the Council must hold a public hearing. (Notice of the hearing must be published 15 days prior to the public hearing date.)
6. If the P&Z has voted against the proposed SUP or if a protest against the issuance of proposed SUP is signed by the owners of 20% or more of the property owners within the above referenced 200 foot area, it would require a three-fourths (3/4) positive vote by the Council to issue the SUP. If the P&Z recommend the issuance of the SUP and no protest is issued by the adjacent property owners, then it only takes a majority vote to approve the SUP.

I have attached for your review copies of the "Zoning Application Form" and "Land Use Statement" from Mr. and Mrs. Coleman as well as some additional information.

I hope that after the workshop to have some indication which direction you would like the staff to pursue with regards to this request. As indicated above, the procedure is rather lengthy and will likely take several months to complete.

City of Meadowlakes

Zoning Application Form

Personal Information

Name of Applicant: Richard J. Coleman Jr.
Address: 429 Meadowlakes Dr.
Phone No: Work () 693-1630 Home () 693-0345 Cell () 512 557-2434 Fax () _____
Status (check one): ☒ Owner ☐ Agent (if agent, attach notarized Letter of Authorization)

Property Description

Address: R30998 Meadowlakes
Legal Description: Lot 1185, 5.566 AC, Sec 4
Current Zoning: Multi-family Requested Zoning: _____
Existing Property Use or State None: None
Acreage and/or Square Footage: 5.566 acres
Does owner own adjacent property? ☐ Yes ☒ No
List Existing Structures: None
and/or
Existing Uses: None

I hereby certify that the above information to the best of my knowledge is true and correct. All provisions of law and ordinances governing this application will be complied with whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state, local law and/or deed restrictions regulating the use of the property.

Richard J. Coleman Jr.
Signature of Applicant

5/23/2012
Date

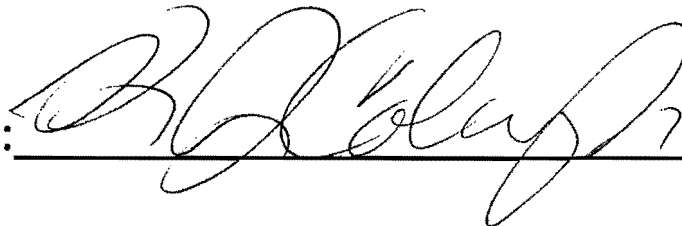
Land Use Statement

Phase 1 consists of constructing:

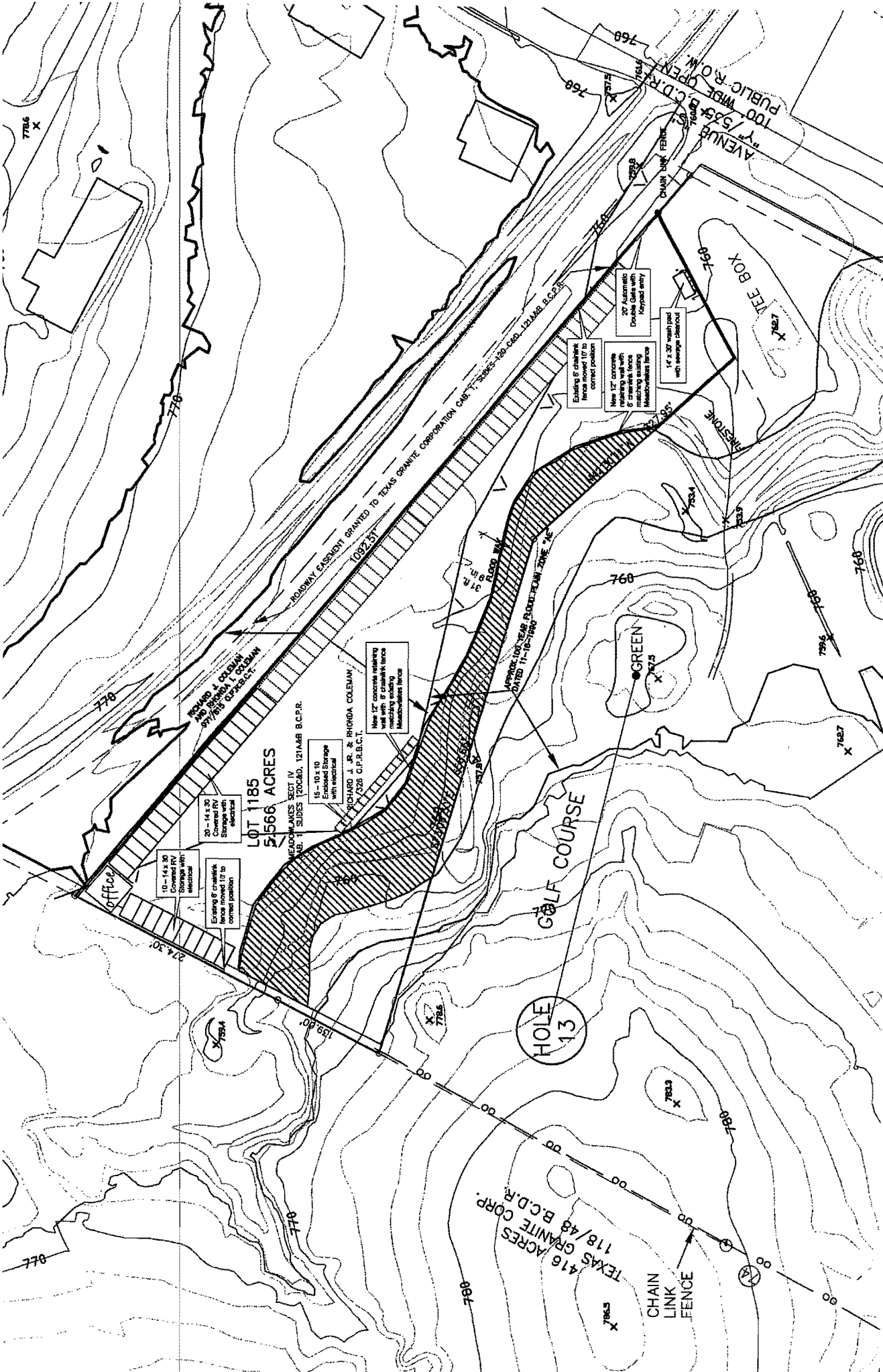
- A fence and security key entrance gate as requested by the city
- A circle drive composed of granite gravel or limestone-based material
- An owner maintenance building
- Covered storage that would accommodate up to 10 RVs/boats
- Up to 15 traditional storage units

*Future phases will follow

Signed: _____

 _____

Date: 5/25/12





Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Gov. C. §2501.102. The user is encouraged to independently verify all information contained in this product. The City of Burnet makes no representation or warranty as to the accuracy of this product or to its fitness for a particular purpose. The user: (1) accepts the product AS IS, WITH ALL FAULTS; (2) assumes all responsibility for the use thereof; and (3) releases the City of Burnet from any damage, loss, or liability arising from such use.



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CITY OF BURNET



1" = 224'

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item B – Establishment of procedures and guidelines for selection of member to various standing commission, boards, and committees

Please find attached for your review a draft “Procedure Policy” along with a draft ordinance adopting the policy. As you may recall we have several members on various commissions, boards, and committees whose terms expire on October 31 of this year. In the past we have not established any method on how these members were to be appointed. The Mayor and I have been working on the draft policy for the past few weeks and feel that we have it in a final format for your review and possible approval. Formal adoption of the policy is an action item under New Business should you desire to adopt it at your meeting after the workshop.

The proposed policy establishes the following:

- Eligibility requirements and term limits.
- Appointment process which includes the establishment of a three (3) person interview committee consisting of one (1) council member and two (2) members of the effected Commission, Board, or Committee (CBC)
- The interview committee will interview the applicants and make a recommendation of appointment to the Council.
- Establishes member conduct and procedure for removal as well as establish attendance requirements.
- Establishes the appointment procedures for the Chair and Vice-Chair, as well as duties.
- Establishes that all meetings must be in compliance with the Texas Open Meeting Act.

The following CBC’s members terms of office will expire on October 31st.

Building Committee

Tony Sosinski
Georgina Christy
Barbara Kast

Planning and Zoning Commission

Jack Sopel
Gene Gunstenson

Meadowlakes Public Facility Corporation

Steve Hawkins
David Dostal
Dale Fixsen

City of Meadowlakes

ORDINANCE NO. 2012-03

June 12, 2012

AN ORDINANCE ESTABLISHING APPOINTMENT OF MEMBERS TO STANDING COMMITTEES; STRUCTURE OF COMMITTEES; RULES OF COMMITTEES; REPORTING TO COUNCIL; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Meadowlakes has previously established several "standing committees" within the City's organization;

WHEREAS, the City currently has no established written policy on the selection of members to said "standing committees";

WHEREAS, the City Council has determined that it is the best interest of the citizens of the City of Meadowlakes to establish a written policy for selection of members to said "standing committees";

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

Section 1 Adoption

1. The City Council of the City of Meadowlakes, Burnet County, Texas does hereby adopt a policy for the appointment of members to "standing committees" of the City.
2. The policies adopted by the City of Meadowlakes, Burnet County, Texas are hereby contained in Exhibit "A", attached hereto and made a part of this Ordinance for all purposes.
3. Nothing in the "City Commissions, Boards and Committees Appointment Policy" hereto attached and marked Exhibit "A" and made a part of the Ordinance for all purposes shall be construed as being in conflict with any law or the State of Texas. In the case of a conflict of said policy and any law of the State of Texas, said state law shall prevail.

Section 2 All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 3 The City Council does hereby find and declare that sufficient written notice of the date, hour, place, and subject of the meeting adopting this Ordinance was posted at a designated place convenient to the public for the time required by law preceding the meeting, that such place of posting was readily accessible at all times to the general public, and that all of the foregoing was done as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The City Council further ratifies, approves, and confirms such written notice and the posting thereof.

Section 4 Should any paragraph, sentence, clause, phrase, or word of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of this Ordinance shall not be affected.

Section 5 This Ordinance will take effect immediately from and after its passage.

Passed and Approved this the ____ day of _____, 2012.

Don Williams, Mayor

Attest:

Stephanie Littleton, City Secretary

"Exhibit A"

CITY OF MEADOWLAKES CITY COMMISSIONS, BOARDS AND COMMISSIONS APPOINTMENTS AND PROCEDURES POLICY

1) INTENT

The purpose of this policy is to standardize procedures for the selection, appointment, membership, and dismissal for City Council appointed Commissions, Boards, and Committees.

2) POLICY

Members of the City Council have sought to standardize procedures among various City Commissions, Boards, and Committees (herein referred to as CBC). Several CBC's, including Planning and Zoning Commission, Board of Adjustments, Building Committee, and Board of Directors to the Meadowlakes Pubic Facility Corporation, have been established by City Ordinances, which may set forth many of the organizational procedures. However, no formal policy for the appointment of said members has been adopted by the Council.

Council has concerns that advertising and recruitment for each CBC has been varied, and interested residents may not have been given proper notice about upcoming vacancies. The City Council desires to establish standardized procedures for the appointment, membership, dismissal, and code of conduct for the City's CBC's.

3) PROCEDURES

I. Committees, Boards and Commissions

(1) The guidelines contained here within this policy shall apply to all Commissions, Boards, and Committees (CBC) created or formed by formal action of the City Council of the City of Meadowlakes:

- a. Planning and Zoning Commission*
- b. Building Committee*
- c. Board of Directors of the Meadowlakes Public Facility Corporation*

(2) All applicants must be eighteen (18) years of age and reside within the corporate limits of the City of Meadowlakes.

(3) A person serving on one CBC is not eligible to serve on another CBC simultaneously.

II. Appointments

(1) *CBC members may serve two (2) full terms. Current CBC members that wish to be reappointed and are in good standing, may be reappointed for an additional term (not to exceed two full terms) by majority consent of the City Council. Current CBC members who do not receive majority consent for reappointment by the City Council must complete an interview process for an additional term.*

“Good Standing-A member in good standing must maintain a good attendance record, be present throughout the entire meeting, contribute to the goals of the CBC, and represent the City of Meadowlakes in a positive manner.”

(2) *The term of each CBC member expires on October 31st of the second year following the member’s appointment, unless the member is appointed to fill a vacancy for an unexpired term.*

(3) *A person appointed to fill a vacancy on a CBC that occurs prior to the scheduled expiration of the incumbent member’s term shall serve for the remainder of the incumbent member’s term. For the purpose of reappointments, the term is not considered a full term.*

III. Applications and Interview Process

(1) *Prior to advertising, all CBC members whose term is expiring will be contacted in July on their intention to seek reappointment.*

(2) *Vacancies, whether they result from member resigning or term expiration, shall be advertised. Vacancies will be advertised to the community via news media, the City website, and City newsletters when possible. Advertising for vacancies will begin in July of each year after current CBC members have been contacted or on an as-needed basis.*

(3) *To be considered for an appointment to a City Board, Commission, or Committee, the interested person shall submit a completed “Application for Appointment” form to the City Secretary for submission to the selection committee. Applications will be due to the City by August 31st of each year.*

(4) *A subcommittee consisting of one (1) Council Member appointed by the Mayor and two (2) members of the CBC in which an vacancy exists who is appointed by majority vote of said CBC will interview any applicants. The subcommittee will interview the applicants and bring their recommendations to the City Council for appointment by resolution or other formal action of the City Council. Any City Council Member may independently interview any applicant. All interviews must be completed by September 30th of each year.*

96
97 (5) *In the event of a vacancy in a CBC within six (6) months of appointments*
98 *being made, the City Council may utilize the list of applicants from the*
99 *previous advertisement and interview process to fill the vacancy.*
100

101 **IV. Member Conduct and Removal**

102

103 (1) *CBC members are expected to conduct themselves at CBC meetings in a*
104 *fair, courteous, and understanding manner. Members of all CBC's serve*
105 *at the pleasure of the City Council and are subject to removal by a*
106 *majority vote and at the discretion of the City Council. Reasons for*
107 *removal may include, but are not limited to:*
108

- 109 a. *Excessive absences from CBC meetings. It is expected that*
110 *CBC members attend all regular and called meetings of the*
111 *CBC in which they are appointed. A member may be subject to*
112 *removal for missing more than three (3) consecutive regular or*
113 *called meeting in a roll.*
- 114 b. *Conviction of a felony will result in the member's immediate*
115 *dismissal.*
- 116 c. *If appointee moves his/her residence from the corporate limits of*
117 *the City of Meadowlakes, this constitutes resignation of*
118 *committee membership.*
119

120 (2) *Members of CBC's are required to contact the CBC Chair twenty four (24)*
121 *hours prior to any meeting at which they are expected to be absent or late.*
122 *At the discretion of the Chair and Vice Chair, a member can be considered*
123 *absent if not present for the entire meeting.*
124

125 **V. Election of Chair and Vice Chair**

126

127 (1) *The election of a Chair or Vice Chair of a standing committee of the City*
128 *shall be held at the first regular meeting of each year held after November*
129 *1st of each year. Nominations are made from the floor during the regular*
130 *meeting and the election shall be held thereafter. The CBC member*
131 *receiving a majority of the votes of those members present shall be*
132 *declared elected and shall have a term of one year. Vacancies in the*
133 *Chair or Vice Chair position shall be filled immediately by regular election*
134 *procedures. No member of a CBC shall hold the same office for more*
135 *than two (2) consecutive years.*
136

137 (2) *The City Manager with concurrence of the City Council shall appoint a*
138 *member of the City's staff to serve as the Secretary of all CBC's. This*
139 *appointee shall serve in an advisory capacity and shall have no voting*
140 *rights. The exception being the Meadowlakes Public Facility Corporation*
141 *who shall elect its Secretary from among its members as per the terms*
142 *and conditions of its By-Laws and State Statue.*
143

144 **VI. Chair and Vice Chair Duties and Expectations**

- 145
- 146 (1) *The Chair shall preside at all meetings and will have duties normally*
- 147 *conferred by parliamentary procedures on the Chair.*
- 148
- 149 (2) *The Vice Chair shall act for the Chair in the absence of the Chair.*
- 150
- 151 (3) *The Chair and Vice Chair shall be familiar with “Robert’s Rules of Order”*
- 152 *principals and procedures.*
- 153
- 154 (4) *The Chair shall, with the assistance of the Secretary, prepare the agenda*
- 155 *and shall be prepared at meetings and have a general knowledge of each*
- 156 *item on the agenda.*
- 157
- 158 (5) *The Chair shall facilitate open and fair discussions at all meetings.*
- 159
- 160 (6) *The Chair shall report member absences in excess of 20% to the City*
- 161 *Council at the time it occurs.*
- 162
- 163 (7) *The Chair shall serve as the official representative of the CBC.*
- 164

165 **VII. Operations of Commissions, Boards, and Committees**

- 166
- 167 (1) *Each CBC’s at a minimum shall present a quarterly report to the Council.*
- 168 *The Council reserves the right to require additional reporting. The report*
- 169 *may be in the form of a written report and shall contain such information*
- 170 *as may be deemed by the Council.*
- 171
- 172 (2) *A quorum shall consist of a majority of the members.*
- 173
- 174 (3) *All CBC meetings shall be duly posted and shall be open to the public in*
- 175 *accordance with the State of Texas Open Meetings Act Government Code*
- 176 *Chapter 551, et seq. All action and decisions must be made in*
- 177 *accordance with the Texas Open Meetings Act.*
- 178
- 179 (4) *All individuals appointed to any Commission, Board, or Committee must,*
- 180 *at a minimum, complete one hour of training relative to the Texas Open*
- 181 *Meetings Act.*
- 182
- 183 (5) *Parliamentary procedures in all CBC’s meeting shall be governed by*
- 184 *Robert Rules of Order, and other established procedures as may be*
- 185 *established.*
- 186
- 187 (6) *Minutes are required for all meetings of CBC’s. The Secretary shall*
- 188 *maintain minutes which adequately and appropriately reflect the CBC’s*
- 189 *meetings and approvals. Said minutes shall be approved at the following*
- 190 *meeting. The Chair shall review the minutes prior to distribution to the*

members to ensure accuracy. The approved minutes shall be available at the office of the City Secretary for public viewing during normal business hours. All CBC minutes shall be posted on the City's website.

VIII. Special Committees

“Ad Hoc” or “Special” Committees may be temporarily set up by the City Council to deal with specific short term items that cannot or may be impractical for a regular standing committee. These committees will be dissolved as soon as the purpose for which the committee was created has been fulfilled.

THE CITY OF MEADOWLAKES
Application for
Appointment to Commissions, Boards, or Committees
(Please Type or Print Clearly)

Name: _____

Address: _____, Meadowlakes, Texas 78654

Number of Years residing in Meadowlakes: _____ Phone: _____

Email Address: _____

Application to serve on: (Please list your preference in order from 1, 2, and 3.)

Planning and Zoning Commission _____

Building Committee _____

Meadowlakes Public Facility Corporation _____

Employer: (if applicable) _____

Would you be available to attend meetings (please check):

_____ in the evenings

_____ during the day

Do you serve on any other commission, board, or committee at this time? If so, please list: _____

If selected, I agree to serve to the position which I am appointed and that I am able to regularly attend meetings as maybe required.

Signature: _____ Date of Application: _____

Note: All information on this application is public information pursuant to the provisions of the Texas Pubic Information Act. Individuals appointed to serve on a commission; board or committee will be required to complete a minimum of one hour of training related to the Texas Open Meetings Act.

Please return this application along with the attached Biography form to:

City of Meadowlakes, Attention: City Secretary
177 Broadmoor Street
Meadowlakes, Texas 78654
Fax 830-693-2124
E-Mail: slittleton@meadowlakestexas.org

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item C – Possible financing of the proposed new water storage tank and related facilities.

General Information

During the budgeting process for the City's fiscal year 2012, a request was made by Staff to fund an engineering study that would review and assess the City's potable water treatment and delivery systems. The Staff made this recommendation due to issues they have experienced in delivery of water during peak summer demands. They indicated that it often became difficult during these peaks to maintain adequate water storage levels. The Council approved funding the assessment and retained the engineering firm Southwest Engineers, Inc. of Gonzales. The engineering firm made a presentation to the Council on the results of their assessment at a Council workshop in April.

The assessment reviewed the City's entire water treatment, storage, and distribution systems. The assessment indicated that the City had adequate water treatment plants. However, it was noted in the study that the City lacks adequate water storage and that several improvements are needed to the City's water distribution system.

The study recommended looping several dead-end mains and providing a secondary main to help relieve the demand on the existing water main on Meadowlakes Drive. Staff feels that these improvements could be done at a future date and that funding for such projects could be accomplished through the City's budgeting process.

It was recommended that an additional 250,000 gallon water storage tank, similar to the existing tank, be built. The new tank would be constructed at the water treatment plant site adjacent to the existing ground storage tank. The new tank was recommended to resolve two main issues that the study noted with regards to storage and disinfection. The study indicated that during peak water demands in the summer, the system could experience some difficulty in maintaining adequate water supply to the distribution systems. This issue is very similar to the problems the Staff has encountered in past years. It was also noted that during peak winter months the system could encounter issues with providing the proper disinfection contact time. Another major concern addressed within the study was that the current treatment and storage configuration prevents the existing storage tank from being taken out of service for routine maintenance such as re-coating.

The new tank would provide additional water storage during peak summer demands and the installation of an internal baffling system would help meet the needed requirement of additional disinfection time needed during peak winter months.

The engineering firm estimated the cost of the proposed water storage tank to be about \$356,000. During an early May workshop, the Council discussed this proposed project and

felt that the City should begin working on possible financing means for the recommended water storage tank improvement.

Due to the Utility Fund not having adequate funds to fund the project from its reserves, other means of financing the proposed project were investigated. Due to statutory requirements, the City has limited avenues through which it can obtain financing for such a project. Among them are the following:

1. **Bonds** (General Obligation and Certificate of Obligations)-The City has utilized the issuance of bonds in the past for the purchase of the Golfing Complex as well as the refunding of an assumed revenue note of the dissolved Meadowlakes Municipal Utility District. The City could expect to pay between \$35,000 and \$50,000 in financial and legal expenses with the issuance of bonds. Bonds are the most secure for an investor since they are secured by the pledges of property taxes. Of the two main types of bonds, General Obligation Bonds, are the most secure and usually offer the lowest interest rates, but requires approval by a bond election. Certificate of Obligations may be issued by the Council and do not require a bond election, but they are subject to a possible vote by the citizens if so petitioned. Due to the size of the possible issue and the legal and financial cost of issuing bonds, this is not considered a very viable method to finance the proposed project.
2. **Loans**-State law is rather vague on whether a city can borrow funds from a bank for a period that exceeds the current fiscal year. While an Attorney General's ruling has ruled that a county cannot borrow funds from a bank for a period that exceeds the current fiscal year, the issue of whether a City can has not been addressed. It might be possible provided certain provisions are complied with by the City.
3. **Lease/Purchase Agreements**- Lease-Purchase agreements are becoming more and more popular due to their ease of issuance and typically have been used for purchases of equipment and vehicles over a shorter period of time, usually 3 to 15 years. In recent years this form of financing has also been utilized to acquire not only vehicles and equipment, but items such as jails, city halls, fire stations, etc. Title of the property is not passed to the City until the end of the lease term. The City then acquires the property for a minimal amount, usually one dollar (1). This is not considered a long term debt; therefore it is not subject to the same restrictions as the issuance of bonds, because it is a lease and does not obligate the City beyond the current fiscal year. The lease must contain a non-appropriation clause that allows the city to terminate the lease at the end of each budget year if funding for the lease is not budgeted. Utilization of a lease/purchase agreement by the City is not new, since we utilized such a method to acquire the golf course equipment when we purchased the golf course and just recently made the final payment on the lease.

With the cost of issuing bonds and uncertainty of the legality of the City borrowing funds from a bank, it appears that the most cost effective means of obtaining funding for the proposed water storage tank is by means of a lease-purchase agreement. In order for the Utility Fund to generate the needed additional revenues to provide for the retirement of the proposed lease, an increase in the City's water rates would be required. The increase in rates could be twofold; a portion borne by all customers and a portion being borne by higher customers that consume large amounts of water. This would involve an increase in the minimum billing as well as an increase in the per-thousand gallon rate. In general, depending on the terms of the lease a minimum use customer would see about a \$2.50-\$3.00 increase in rates while a larger water user could see a \$5-\$7 increase in rates per month. If spread over the entire customer base equally it would mean a \$4-5 increase in rates would be required.

Proposal to the Meadowlakes Property Owners Association

Mayor Williams and I met with the POA Board last week and discussed with them the possibility of the POA funding the cost of the proposed water storage tank. We discussed with them the financing options the City has and requested that they consider funding the proposed water storage tank via a lease/purchase agreement very similar to the one the City utilized with the purchase of the golf course equipment. We offered the following proposal for their consideration:

1. The POA fund the needed \$300,000 for construction of the proposed water storage tank via the use of a lease-purchase agreement. The POA would retain ownership to the tank until the end of the term of the lease-purchase agreement. At the end of the term of the agreement, the tank would be sold to the City for one dollar (1) and other consideration.
2. The term is for seven (7) years with semi-annual payments.

The interest rate tentatively offered by the POA was 2.25% for the seven year term. It is anticipated that the POA will take formal action accepting this rate at their next regularly scheduled meeting to be held on June 14th. If everyone is in general agreement with regards to the loan amount, interest and payment schedule, I will then proceed in authorizing our legal counsel to draw up the required documents. It is not anticipated that any funding will be required until after the first of the year. Also, once an established rate and an amortization schedule is approved, then Staff will begin preparing a decision package with regards to how to generate the additional revenues to retire the debt.

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item D – Codification

Attached is a copy of the first two chapters of the draft codification document. This is the same as the chapters provided earlier to you by Stephanie. Due to time limitations with regards to the other items on the workshop agenda this, item may be postponed to a later date.

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Chapter 1 GENERAL PROVISIONS

Title I.

Sec. 1-1. Title of Code.

This codification of ordinances by and for the ^{municipality} ~~City~~ of Meadowlakes, Texas shall be designated as the ~~Code~~ of Meadowlakes, Texas and may be so cited.

(Code 2006, § 10.01)

Sec. 1-2. Interpretation.

Unless otherwise provided herein, or by law or implication required, the same rules of construction, definition and application shall govern the interpretation of this ~~Code~~ as those governing the interpretation of state law.

(Code 2006, § 10.02)

Sec. 1-3. Application to future ordinances.

All provisions of ~~this chapter~~ ^{given the Chapter} compatible with future legislation, shall apply to ordinances hereafter adopted amending or supplementing this ~~Code~~ unless otherwise specifically provided.

(Code 2006, § 10.03)

Sec. 1-4. Captions.

Headings and captions used in this ~~Code~~ other than the title, chapter, and section numbers are employed for reference purposes only and shall not be deemed a part of the text of any section.

(Code 2006, § 10.04)

Sec. 1-5. Rules of interpretation.

The construction of all ordinances of this municipality shall be by the following rules, unless such construction is plainly repugnant to the intent of the legislative body or of the context of the same ordinance:

- (1) *And or or.* The terms "and" or "or" includes the other, as if written "and/or," if the sense requires it.
- (2) *Acts by assistants.* When a statute or ordinance requires an act to be done which, by law, an agent or deputy as well may do ^{as the principal} ~~as the principal~~, such requisition shall be satisfied by the performance of such act by an authorized agent or deputy.
- (3) *Gender; singular and plural; tenses.* Words denoting the masculine gender shall be deemed to include the feminine and neuter genders; words in the singular shall include the plural, and words in the plural shall include the singular; the use of a verb in the present tense shall include the future, if applicable.
- (4) *General term.* A general term following specific enumeration of terms is not to be limited to the class enumerated unless expressly so limited.

(Code 2006, § 10.06)

Sec. 1-6. Definitions.¹

(a) General rule. Words and phrases shall be taken in their plain, or ordinary and usual sense. However, technical words and phrases having a peculiar and appropriate meaning in law shall be understood according to their technical import.

(b) For the purpose of this Code, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

~~Subchapter~~^A~~Article~~. ~~The term "article" means~~ A division of a chapter, designated in this Code by a heading in the chapter analysis and a capitalized heading in the body of the chapter, setting apart a group of sections related by the subject matter of the heading. Not all chapters have ~~articles~~ subchapters.

~~City council~~^T. ~~The term "city council" means~~ The legislative body of the city. ~~The term "city council" includes the meaning of the term aldermen, and any reference to aldermen or "board" and of aldermen shall mean~~ the City Council of Meadowlakes, Texas.

~~City, municipal corporation or municipality~~^T. ~~The term "city," "municipal corporation" or "municipality" means~~ the City of Meadowlakes, Texas.

~~Code, this Code or this Code of Ordinances~~^T. ~~The term "Code," "this Code" or "this Code of Ordinances" means~~ the municipal Code as modified by amendment, revision and adoption of new titles, chapters or sections.

~~Councilmember~~^A. ~~The term "councilmember" means~~ A person elected to serve on the city council. ~~See Alderman.~~

~~County~~. ~~The term "county" means~~ Burnet County, Texas.

~~Manager~~. ~~Unless otherwise designated, such as the person who is head of a department, the term "manager" means~~ the city manager of Meadowlakes, Texas.

~~May~~^{The}. ~~The term "may" means an~~ act referred to ~~which~~ is permissive.

~~Month~~^A. ~~The term "month" means~~ A calendar month.

~~Oath~~. ~~The term "oath" means~~ an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the terms "swear" and "sworn" shall be equivalent to the terms "affirm" and "affirmed."

~~Person~~. ~~The term "person" extends to and includes a person, firm, corporation, copartnership, trustee, lessee or receiver. Whenever the term "person" is used in any clause prescribing and imposing a penalty, the terms "person" or "whoever," as applied to any unincorporated entity,~~ ^{shall} means the partners or members thereof, and as applied to corporations, the officers or agents thereof.

~~Preceding or following~~^N. ~~The term "preceding" or "following" means~~ Next before or next after, respectively.

~~Shall~~^{The}. ~~The term "shall" means an~~ act referred to ~~which~~ is mandatory.

~~Signature or subscription~~. ~~The term "signature" or "subscription" includes a mark when the person cannot write.~~

~~State~~^T. ~~The term "state" means~~ the State of Texas.

~~TAC; Tex. Admin. Code~~. These refer to the Texas Administrative Code.

¹ **10.05 Definitions:** We propose revising or adding a few definitions.

Written. ~~The term "written" means~~^{Px} any representation of words, letters, or figures, whether by printing or otherwise.

V.T.C.A. This ~~acronym~~ refers to Vernon's Texas Code Annotated.

Year. ~~The term "year" means~~^{Px} a calendar year, unless otherwise expressed; equivalent to the words year of our Lord.

(Code 2006, § 10.05)

Sec. 1-7. Severability.²

If any provision of this Code, as now or later amended, or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application. The sections, paragraphs, sentences, clauses and phrases of this Code are severable, and if any phrase, clause, sentence, paragraph or section of this Code shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, the unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Code.

(Code 2006, § 10.07)

Sec. 1-8. Reference to other sections.

Whenever in one section reference is made to another section hereof, such reference shall extend and apply to the section referred to as subsequently amended, revised, recodified, or renumbered unless the subject matter is changed or materially altered by the amendment or revision.

(Code 2006, § 10.08)

Sec. 1-9. Reference to offices.

Reference to a public office or officer shall be deemed to apply to any office, officer, or employee of this municipality exercising the powers, duties, or functions contemplated in the provision, irrespective of any transfer of functions or change in the official title of the functionary.

(Code 2006, § 10.09)

Sec. 1-10. Errors and omissions.

If a manifest error is discovered, consisting of:

- (1) The misspelling of any words;
- (2) The omission of any words necessary to express the intention of the provisions affected;
- (3) The use of a word^{or words} to which no meaning can be attached; or
- (4) The use of a word when another word^{or words} was clearly intended to express such intent;

such spelling shall be corrected and such^{word or} words supplied, omitted, or substituted as will conform with the manifest intention, and the provisions shall have the same effect as though the correct words were contained in the text as originally published. No alteration shall be made or permitted if any question exists regarding the nature or extent of such error.

(Code 2006, § 10.10)

² **10.07, Severability:** We propose adding to this section by adding some standard text which makes the severability clause more explicit.

Sec. 1-11. Official time.

The official time, as established by applicable state or federal laws, shall be the official time within this ~~city~~ ^{municipality} for the transaction of all ~~city~~ ^{municipal} business.
(Code 2006, § 10.11)

Sec. 1-12. Reasonable time.

(a) In all cases where an ordinance requires an act to be done in a reasonable time or requires reasonable notice to be given, reasonable time or notice shall be deemed to mean the time which is necessary for a prompt performance of such act or the giving of such notice.

(b) The time within which an act is to be done, as herein provided, shall be computed by excluding the first day and including the last. If the last day is Sunday, it shall be excluded.

(Code 2006, § 10.12)

Sec. 1-13. Ordinances repealed.

This ~~Code~~, from and after its effective date, shall contain all of the provisions of a general and permanent nature pertaining to the subjects herein enumerated and embraced. All prior ordinances pertaining to the subjects treated by this ~~Code~~ shall be deemed repealed from and after the effective date of this ~~Code~~.

(Code 2006, § 10.13)

Sec. 1-14. Ordinances unaffected.³

All ordinances of a temporary or special nature and all other ordinances pertaining to subjects not embraced in this ~~Code~~ shall remain in full force and effect unless herein repealed expressly or by necessary implication. Among the ordinances unaffected by adoption of this ~~Code~~ are:

- (1) Any ordinance or resolution promising or guaranteeing the payment of money for the city, or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness, or any contract or obligations assumed by the city;
- (2) The administrative ordinances or resolutions of the city not in conflict with the provisions of the Code;
- (3) Any ordinance or resolution fixing salaries of officers or employees of the city, unless superseded;
- (4) Any appropriation ordinance or resolution;
- (5) Any right of franchise granted by the council to any person, firm or corporation;
- (6) Any ordinance or resolution dedicating, naming, establishing, locating, relocating, closing, opening, paving, widening or vacating, etc., any street or public way in the city;
- (7) Any ordinance or resolution establishing and prescribing the street grades of any city streets;
- (8) Any ordinance or resolution providing for local improvements or assessing taxes therefor;
- (9) Any ordinance or resolution dedicating or accepting any plat or subdivision in the city, or providing regulations for the same;
- (10) Any ordinance annexing property to the city;

³ **10.14, Ordinances unaffected:** We propose listing several types of ordinances which remain valid, though excluded from the code, upon adoption of the new code.

- (11) Any ordinances or amendments thereto concerning zoning, subdivisions, or land development;
- (12) Any ordinance or resolution regulating the erection, alteration, repair, demolition, moving or removal of buildings or other structures;
- (13) Ordinances or resolutions prescribing traffic regulations for specific locations, prescribing through streets, parking limitations, parking prohibitions, one-way traffic, limitations on loads of vehicles or loading zones, not inconsistent with this Code;
- (14) Any ordinance or resolution fixing utility rates and charges, or any valid comprehensive fee schedule;
- (15) Any ordinance of agreement with another political subdivision;
- (16) Any ordinance concerning issuance of tax anticipation notes;
- (17) Any current ordinance concerning personnel benefits included but not limited to participation in the Texas Municipal Retirement System or the Texas Municipal League intergovernmental employee benefits pool;
- ~~(18) Any ordinance in effect which provides for regulation of adult entertainment or sexually oriented businesses;~~
- (19) Any ordinance or resolution of the city council abolishing the Meadowlakes Municipal Utility District (the MUD) and assuming the MUD's property, duties and obligations.
- (20) Any ordinance, resolution or order of the ^{governing body} ~~city council~~ accepting the designation by a state or federal entity to administer or enforce state or federal laws, regulations or orders.

(Code 2006, § 10.14)

Sec. 1-15. Effective date of ordinances.

All ordinances passed by the ~~city council~~ ^{legislative body} requiring publication shall take effect from and after the due publication thereof, unless otherwise expressly provided. Ordinances not requiring publication shall take effect from their passage, unless otherwise expressly provided.

(Code 2006, § 10.15)

Sec. 1-16. Repeal or modification of ordinance.

(a) Whenever any ordinance or part of an ordinance shall be repealed or modified by a subsequent ordinance, the ordinance or part of an ordinance thus repealed or modified shall continue in force until the due publication of the ordinance repealing or modifying it when publication is required to give effect thereto, unless otherwise expressly provided.

(b) No suit, proceedings, right, fine, forfeiture, or penalty instituted, created, given, secured, or accrued under any ordinance previous to its repeal shall in anyway be affected, released or discharged, but may be prosecuted, enjoyed, and recovered as fully as if the ordinance had continued in force unless it is otherwise expressly provided.

(c) When any ordinance repealing a former ordinance, clause or provision shall be itself repealed, the repeal shall not be construed to revive the former ordinance, clause or provision, unless it is expressly provided.

(Code 2006, § 10.16)

Sec. 1-17. Ordinances which amend or supplement Code.

(a) All ordinances passed subsequent to the adoption of this ~~Code~~ ^{Code}, which amend, repeal or in any way affect this ~~Code~~ ^{Code}, may be numbered in accordance with the numbering system of this ~~Code~~ ^{Code} and printed for inclusion therein. When subsequent ordinances repeal any chapter, section or

division or any portion thereof, those repealed portions may be excluded from the ~~Code~~ by omission from reprinted pages. The subsequent ordinances as numbered and printed, or omitted in the case of repeal, shall be prima facie evidence of those subsequent ordinances until such time that this ~~Code~~ and subsequent ordinances numbered or omitted are readopted as a new ~~Code~~ by the ~~City~~ Council.

(b) Amendments to any of the provisions of this ~~Code~~ shall be made by amending such provisions by specific reference to the section number of this Code in the following language: "The section ____ of the Code of Ordinances, City of Meadowlakes, Texas, is hereby amended to read as follows: . . ." The new provisions shall then be set out in full as desired.

(c) In the event a new section not heretofore existing in the code is to be added, the following language shall be used: "The Code of Ordinances, City of Meadowlakes, Texas, is hereby amended by adding a section, to be numbered ____, which said section reads as follows: . . ." The new section shall then be set out in full as desired.

(Code 2006, § 10.17)

~~§ 10.18 Section histories; statutory references.~~⁴

~~(A) As histories for the code sections, the specific number and passage date of the original ordinance, and the most recent three amending ordinances, if any, are listed following the text of the code section. Example: ('69 Code, § 1-2) (Ord. 10, 5-13-60; Ord. No. 15, 1-1-70; Ord. No. 20, 1-1-80; Ord. No. 25, 1-1-85)~~

~~(B) (1) If a statutory cite is included in the history, this indicates that the text of the section reads substantially the same as the statute. Example: (V.T.C.A., Local Government Code § 54.001) (Code 1969, § 1-2; Ord. 10, 1-17-1980; Ord. No. 20, 1-1-85).~~

~~(2) If a statutory cite is set forth as a "statutory reference" following the text of the section, this indicates that the reader should refer to that statute for further information.~~

~~(Code 2006, § 10.18)~~

~~Example:~~

~~§ 31.10 Ordinance violations.~~

~~This city has the authority to impose penalties for ordinance violations.~~

~~(Code 1969, § 1-5) (Ord. 10, 1-1-1980)~~

~~Statutory reference: General Municipality Penalty, see Tex. Loc. Gov't Code, § 54.00.~~

Sec. 1-18. General penalty.

(a) Whenever in this Code or in any ordinance of the city an act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in such ~~Code~~ or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, and no specific penalty is provided therefor, the violation of any such provision of this ~~Code~~ or any such ordinance shall be punished by:

- (1) A fine not to exceed \$2,000.00 in all cases arising under municipal ordinances that govern fire, safety, zoning, public health and sanitation, including dumping of refuse other than vegetation and litter violations;

⁴ **10.18, Section histories, statutory references:** The information in this section is better suited to be provided, if at all, as information within an editor's note, not as a code section.

- (2) ~~A fine not to exceed \$2,000 if a motor vehicle is used in illegal dumping or an offense under the law or city ordinance violated by illegal dumping.~~
- (2) A fine not to exceed \$200.00, ^(maximum allowed by law) ~~or the maximum otherwise permitted under state law,~~ for traffic offenses as defined in ~~Chapter 28, article II of this Code chapter 70 Traffic Rules or Title 7 of the Texas Transportation Code.~~ ^{Chapter 70 Traffic Rules of the City of meadowlakes}
- (3) A fine not to exceed \$500.00, ^(maximum allowed by law) ~~or the maximum otherwise permitted under state law,~~ in all other cases, provided, however, that no penalty shall be greater or less than the penalty provided for the same or a similar offense under the laws of the state.

(b) Each day any violation of this Code or any ordinance shall continue shall constitute a separate offense. In the event that any such violation is designated as a nuisance under the provisions of this Code, such nuisance may be summarily abated by the Mayor or assignee in accordance with state law or this Code, as applicable.

(c) Unless otherwise specifically set forth in this Code of Ordinances, or in state law as adopted, allegations and evidence of culpable mental state are not required for proof of an offense that carries a maximum fine of \$500.00 or less.

(Code 2006, § 10.99; Ord. No. 2005-9, § 1-3-06)

State law reference—Municipal penalties; V.T.C.A., Government Code § 54.001; traffic penalties, V.T.C.A., Transportation Code § 542.401.

Chapter 2

ADMINISTRATION*

*State law reference—Provisions and powers of ¹type A general law municipalities, V.T.C.A., Local Government Code § 51.011--51.018; type A municipality may adopt necessary ordinances not inconsistent with state law, V.T.C.A., Local Government Code § 51.011; Public Funds Investment Act, V.T.C.A., Local Government Code § 2256.001 et seq.; Local Government Records Act, V.T.C.A., Local Government Code § 201.001 et seq.

TITLE III.

ARTICLE I. IN GENERAL

Sec. 2-1. Council-manager form of government established.

In accordance with that certain election held within the ^Ccity on May 8, 2010, the position of city manager for the city and the council-manager form of government is hereby created, ratified, and confirmed. The municipal government of the city shall be known and referred to as the "council-manager" form of government.

(Ord. No. 2010-08, § 1, 5-17-2010)

Sec. 2-2. Municipal government; composition and responsibility.

The municipal government provided by this chapter shall consist of a mayor and councilmembers, elected by the people and responsible to the people. Pursuant to its provisions and subject only to the limitations imposed by applicable federal law, state law, and this chapter, all powers of the city shall be vested in the elected mayor and councilmembers, who shall enact local legislation, adopt budgets, and determine policies. All powers of the city shall be exercised in the manner as may be prescribed by applicable federal or state law and this chapter.

(Code 2006, § 30.01; Ord. No. 99-07-06, 7-6-1999)

Sec. 2-3. Membership; terms.

(a) The city council shall be composed of a mayor and five councilmembers. The mayor and all councilmembers shall be elected for a two-year term from the city at large, and each councilmember shall occupy a position on the city council, such positions being numbered 1 through 5, consecutively. A person serving on the city council is prohibited from serving concurrently as a member of the planning and zoning commission. A person serving on the city council is also prohibited from concurrent serving as a member of the building committee.

(b) The terms of the councilmembers shall be staggered and their elections shall occur in alternating years so that positions 2, 4, and 5 shall be filled by election at the same regular city election; and positions 1 and 3 shall be filled by election at the same regular city election as the position of mayor.

(c) If a city council member is serving on the board of the Property Owners' Association he may serve on the council without prejudice. Federal and state laws do not permit a public official to hold office for two governmental agencies at the same time ~~however, the Property Owners' Association is a non-profit private corporation, service for which does not constitute the holding of a governmental agency office.~~

and does not fall under this jurisdiction

(Code 2006, §§ 30.02, 30.04; Ord. No. 99-07-06, 7-6-1999; Ord. No. 2010-06, 5-11-2010)

Sec. 2-4. Qualifications; eligibility.

In addition to any ^{other} qualifications prescribed by law, the mayor and each councilmember shall at the time of his ^{own} election be eligible to be a registered voter of the city, and shall be at least 18 years of age. To be eligible for the office of mayor, a person shall have resided within the city

and shall be at least 18 years of age. To be eligible for the office of mayor, a person shall have resided within the city limits of the city, or within the confines of newly annexed areas, for at least 12 months next preceding his election. To be eligible for the office of councilmember, a person shall have resided within the city limits of the city, or within the confines of newly annexed areas, for at least six months next preceding his election. City,

(Code 2006, § 30.03; Ord. No. 99-07-06, 7-6-1999; Ord. No. 2006-29, 11-7-2006)

~~Sec. 2-5. Councilmember serving on board of POA.~~

~~If a city councilmember is serving on the board of the property owners' association he may do so without prejudice. Federal and state laws do not permit a public official to hold office for two governmental agencies at the same time. Therefore, since The property owners' association is a nonprofit corporation it does not fall under this jurisdiction.~~ (moved to 30:302 to make it read better)

(Code 2006, § 30.04; Ord. No. 98-02-14-A, 2-14-1998)

Sec. 2-6. Mayor; mayor pro tem.

(a) The mayor shall be the chief executive officer of the municipality. He shall be the chairperson and shall preside at all meetings of the city council. The mayor shall see that all ordinances, ^{by laws} and resolutions of the city council are faithfully obeyed and enforced. He shall, when authorized by the city council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, contracts and bonds. He shall perform such other duties consistent with this chapter, applicable law, and as may be imposed upon him by the city council. The mayor, as a member of the city council, shall be entitled to vote only in the case of a tie.

(b) The mayor pro tem shall be a councilmember elected to serve as the mayor pro tem for a term of one year by the city council at the first regular council meeting following each regular city election. The mayor pro tem shall act as mayor during the disability or absence of the mayor, and in this capacity shall have the rights and duties conferred upon the mayor. The mayor pro tem retains the privilege of voting when acting as mayor.

(Code 2006, § 30.05; Ord. No. 99-07-06, 7-6-1999; Ord. No. 2010-06, 5-11-2010)

Sec. 2-7. Vacancies.

(a) The office of a councilmember or office of the mayor shall become vacant upon his death, resignation, removal from office in any manner authorized by law or forfeiture of his office.

(b) ~~A councilmember or mayor shall forfeit his office if he fails to attend three consecutive regular Council meetings without being excused by the Council. If a councilmember or mayor is absent for three regular consecutive meetings, the member's office is considered vacant unless the member is sick or has first obtained a leave of absence at a regular meeting.~~

(c) In the event of a vacancy, the vacancy can be filled either by appointment of the city council or by a special election if there exists a single vacancy on the city council. If two or more vacancies on the governing body exist at the same time, a special election shall be ordered to fill the vacancies. When a vacancy is filled by appointment, the person appointed serves until the next regular municipal election. When a vacancy is filled by special election, the person elected serves out the remainder of the unexpired term of the vacancy being filled.

(Code 2006, § 30.06; Ord. No. 99-07-06, 7-6-1999)

Sec. 2-8. Compensation.

Members of the city council shall serve without compensation; provided, however, that they shall be entitled to all necessary expenses incurred in the performance of their official council duties upon approval by the city council.

(Code 2006, § 30.07; Ord. No. 99-07-06, 7-6-1999)

Sec. 2-9. Official newspaper.

The council hereby contracts with the ^(ital) Highland Lakes Newspaper d/b/a The Highlander for the purpose of serving as the official newspaper for the city until such time as another newspaper is selected. _{= of meadowlakes}

(Code 2006, § 30.08; Res. of 7-5-2000; Ord. No. 2010-10, § 2, 8-10-2010)

Sec. 2-10. Meetings.

The city council shall have monthly stated meetings, normally to be on the second Tuesday of each month at city hall at 5:00 p.m. The agenda for the meetings will be posted at least 72 hours in advance in accordance with state law.

(Code 2006, § 30.09; Ord. No. 01-11, 1-8-2002; Ord. No. 04-03 7-6-04; Ord. No. 2008-18, 6-3-2008; Ord. No. 2008-27, § 2, 10-14-2008)

Secs. 2-11–2-38. Reserved.**ARTICLE II. CITY MANAGER****Sec. 2-39. Appointment.**

The city manager shall be appointed by majority vote of the city council and shall be responsible to the city council and subject to its supervision and direction. The city manager shall exercise those administrative powers and responsibilities set forth in this ^{Ordinance} ~~article~~. The city manager is appointed for an indefinite term and shall be subject to discharge at the will of the council. The manager shall be chosen by the council solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. The appointee need not be a resident of the city. No councilmember shall receive such appointment either during the term for which the councilmember shall have been elected or within two years after the expiration of the councilmember's term. ~~Subject to the terms of this ordinance, the appointment of the city administrator employed by the city on the effective date of this ordinance to the city manager position is hereby approved, and upon such confirmation the position of the city administrator is immediately abolished.~~

(Ord. No. 2010-08, § 2, 5-17-2010)

Sec. 2-40. Absence or disability of city manager.

By letter filed with the city secretary, the city manager shall designate, subject to approval of the council, a qualified city administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and appoint another officer of the city to serve until the city manager shall return or his disability shall cease.

(Ord. No. 2010-08, § 3, 5-17-2010)

Sec. 2-41. Power and duties of the city manager.

In addition to the enumerated powers and duties set forth in V.T.C.A., Local Government Code § 25.029, and consistent with statutorily compliant local policies and guidelines formally established by the city council, the city manager shall:

- (1) Devote all of his ^{or her} working time and attention to those affairs of the city under his ^{or her} supervision.
- (2) See that all applicable state laws and all ordinances of the city are obeyed and enforced.

- (3) Direct and coordinate all day-to-day administrative affairs of the city as well as direct, supervise, and coordinate the administration of all departments, offices and agencies of the city, except as otherwise provided by law and/or this article.
- (4) Appoint persons to fill budgeted positions and remove, suspend or discipline all city employees and appoint administrative officers to fill budgeted positions except when otherwise provided by law; save and except the appointment of a municipal judge, city attorney and city engineer, whom shall be appointed and removed by the city council on the recommendation of the city manager. The city secretary shall be appointed by the city manager with confirmation of such appointment by council. The city manager may authorize any administrative officer, subject to the manager's direction and supervision and subject to right of appeal to the manager, to exercise these powers with respect to subordinates in that officer's department, office or agency.
- (5) Prepare background, discussion material, and documents for consideration by the city council; draft agendas for city council meetings; attend all open meetings of the city council; brief council as needed on agenda items, and, when requested or authorized to do so by the city council, attends executive sessions of the city council.
- (6) In accordance with V.T.C.A., Local Government Code § 102.001(b), prepare and submit to the city council prior to each fiscal year a budget of proposed revenues and expenditures for the ensuing fiscal year, showing in as much detail as practicable the estimated amounts of money required for efficient operation of the city and each of its departments, and the reason for such estimated expenditures.
- (7) Make such other reports as the city council requires and make available to the public a complete report on the finances and administrative activities of the city departments, offices and agencies.
- (8) Keep the city council fully advised as to the present financial condition and future needs of the city.
- (9) Advise the city council on pending decisions of public policy and recommend to the council the adoption of such measures as the manager may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- (10) Be responsible for procurement of commodities and services for all city departments, offices, and agencies authorized in the budget, and promulgate purchasing rules which shall be followed by employees in the procurement of goods and services. The city manager shall prepare and submit to the city council for approval such rules governing purchasing procedures to be followed by the city as the city manager shall deem necessary and appropriate.
- (11) Propose to the city council such personnel rules and regulations as the manager deems necessary to manage the personnel policies of the city.
- (12) Provide staff support services for members of the city council and notify council members of any alleged violation by the city or any of its officers or employees of a federal, state, or city law, or regulation or of any cause of action or lawsuit against the city which may subject it to any civil, criminal or monetary liability.
- (13) Perform such other duties, as may be prescribed by the city council not inconsistent with the laws of the state, governing type A general law cities and/or ordinances of the city.

Sec. 2-42. Bond.

The city manager shall furnish a surety bond in the amount of \$10,000.00, said bond to condition on the faithful performance of all the manager's duties. The premium of the bond shall be paid by the city.

(Ord. No. 2010-08, § 5, 5-17-2010)

Sec. 2-43. Compensation.

The city manager shall receive such compensation as the city council shall fix from time to time, and shall be entitled to receive benefits provided to other fulltime employees of the city and such additional benefits as the city council may approve. As a minimum, compensation and benefits shall be provided as defined in the city manager employment contract or absent a contract, the city budget. ~~Effective immediately upon passage of this ordinance, the initial level of compensation for the current city manager shall be set and commence consistent with providing a ten percent salary increase over and above that provided by the current salary of the city administrator.~~

(Ord. No. 2010-08, § 6, 5-17-2010)

Sec. 2-44. Vacancy.

Any vacancy in the office of the city manager shall be filled within 120 ~~60~~ days after the effective date of such vacancy.

(Ord. No. 2010-08, § 7, 5-17-2010)

Secs. 2-45–2-61. Reserved.**ARTICLE III. CITY OFFICIALS AND EMPLOYEES****Chapter 31.****Sec. 2-62. Certified peace officers.**

(a) The position of certified peace officers is hereby created. The person ^(s) that serves in such position shall be referred to as a peace officer.

(b) The peace officers shall perform the duties prescribed by the laws of the state and the city. Detailed duties shall be further defined in a formal job position description, as required by the city personnel manual. *City of meadowlakes Personnel manual.*

(c) The peace officer position shall be classified as an regular, parttime employee of the city defined in the city personnel manual, current issue. ~~The allowed hours of service shall be limited to be less than 1,000 hours maximum per annum.~~ The planned hours to be served shall be governed by the job position description for the employee.

(d) In order to be qualified for the office hereby created, the peace officer must:

(1) Be certified as a peace officer by the state, ^{of Texas} compliant with all the standards and training required by the state for a certified peace officer.

(2) Maintain the rating of a certified peace officer during the entire period of employment by the city. ^{Burnet}

(3) Be an employee of the county sheriff's office with job duties of a deputy sheriff.

(4) Be in good standing with the county sheriff, carrying an endorsement of the sheriff to work for the city in the parttime capacity of a certified peace officer.

(e) Individuals to serve as peace officers shall be appointed ~~nominated~~ by the city manager, provided that the appointments of reserve peace officers shall be affirmed mayor and confirmed by

the city council. The peace officer shall administratively report to the office of the city manager mayer.

(Code 2006, § 31.01; Ord. No. 86-6-14, 6-14-1986; Ord. No. 00-08, 9-5-2000; Ord. No. 02-03, 2-5-2002, Ord. No. 2006-07, 5-2-2006; Ord. No. 2006-29, 11-7-2006)

Sec. 2-63. City secretary. ^{of the City of Meadowlakes, Texas}

(a) The office of city secretary ~~for the city~~ is hereby created. The person that serves in such office shall be referred to as the city secretary.

(b) In order to be qualified for the office hereby created, the city secretary, upon the date the appointment is made, must:

- (1) Be a citizen of the United States of America and the state, ^{of Texas}
- (2) Be a person of good moral character;
- (3) Be 21 years old or older;
- (4) Have resided continuously in the state for 12 months immediately preceding said date;
- (5) Not have been finally convicted of a felony from which the person has not been pardoned; and
- (6) Not have been found to be mentally incompetent by a final judgment of a court.

(c) The city secretary (and any replacement therefor) shall be appointed by the city manager mayer; however, for such appointment to be effective, it must be confirmed by the city council. The city secretary shall be entitled to compensation as set by the city council and may be removed by the city council with or without cause. ^{governing body}

(d) The city secretary shall attend every meeting of the city council and shall keep, in a record provided for that purpose, accurate minutes of the city council. ^{Manager or the governing body}

(e) The city secretary shall:

- (1) ~~Engross and enroll~~ Record and maintain all laws, resolutions and ordinances of the city council;
- (2) Keep the corporate seal;
- (3) Take charge of, arrange, and maintain the records of the city council;
- (4) Countersign all commissions issued to municipal officers and licenses issued by the mayor and keep a record of those commissions and licenses; and
- (5) Prepare all notices required under any regulation or ordinance of the municipality.

(f) The city secretary shall notify the state judicial council of the name of each person who is elected or appointed as mayor, municipal court judge or clerk of a municipal court of the city. The city secretary shall notify the state judicial council within 30 days after the person's election or appointment. ^{Texas} ^{municipality}

~~(G) The city secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.~~

~~(H) The city secretary serves as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements separately and under proper headings. The city secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The city secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The city secretary shall keep records of the accounts and other information covered by this division.~~

~~(g) The city secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the city, noting the relevant particulars and facts as they occur.~~

(g) The city secretary shall carefully keep all contracts made by the city council.

(h) The city secretary shall serve as municipal court clerk and keep minutes of the proceedings of the court, issue process, and generally perform the duties for a municipal court that a county clerk performs for a county court. In the event that a separate person is appointed municipal court clerk, the city secretary shall in that case serve as the deputy municipal court clerk.

(i) The city secretary shall perform, or cause to be performed, every administrative task relating to elections which is not performed by the mayor or city council.

(j) The city secretary shall perform all other duties required by law, ordinance, resolution or order of the city council.

(k) The city secretary may use their best efforts to become certified to serve as municipal clerk city secretary.

(Code 2006, § 31.02; Ord. No. 99-3-13-A, 3-13-1999; Ord. No. 00-10, 10-3-2000; Ord. No. 2006-29, 11-7-2006; Ord. No. 2006-33, 1-8-2007)

Sec. 2-64. Animal control officer.

(a) The office of animal control officer of the city^{of meadowlakes, Texas} is hereby established. The person that serves in this office shall be referred to as the animal control officer.

(b) In order to be qualified for the office hereby created, the person to be appointed animal control officer upon the date the appointment is made, must:

- (1) Be a citizen of the United States of America and the state^{of Texas};
- (2) Be a person of good moral character;
- (3) Be 21 years old or older;
- (4) Have resided continuously in the state for 12 months immediately preceding said date;
- (5) Not have been convicted of a felony from which the person has not been pardoned; and
- (6) Not have been found to be mentally incompetent by a final judgment of a court.

(c) The animal control officer (and any replacement thereof) shall be appointed by the city managemayor; ~~however, for such appointment to be effective, appointment and the term and conditions of appointment must be confirmed by the city council.~~

(d) Acting in the primary jurisdiction of, but not specifically limited to, animal control city ordinances, the animal control officer shall enforce the ordinances and ~~this~~ ^{the} Code by filing in the municipal court ^{of meadowlakes, Texas} a citation or citations charging, with a violation or violations, a person or persons alleged to have committed a violation or violations of the ordinances or this Code ^{of meadowlakes, Texas}.

(e) A lawfully appointed animal control officer shall have, and is hereby granted, full authority to issue a citation or citations ^{the} for an offense or offenses allegedly committed under an ordinance or ~~this~~ ^{the} Code; ^{of meadowlakes, Texas} however, such animal control officer does not have authority to arrest a person or persons, and none is here granted.

- (1) A citation issued under this section shall be:
 - a. ~~Be~~ ^{City of meadowlakes, Texas} Written, using the form furnished by the city; and

- b. ~~Be~~ ^{meadowlakes, Texas} Submitted to the clerk of the municipal court of record No. 1 in ~~the city~~ ^{meadowlakes, Texas} for handling according to law.

~~(2) A citation issued under this section shall not be presented by the animal control officer to the individual charged and named therein, unless ordered to do so by the municipal court.~~

(f) If the animal control officer services shall be acquired using the contract mechanism of an independent contractor contract executed between the individual and the city. The independent contractor, once selected, shall be required to acquire the services of other qualified individuals and provide equipment as required to fulfill the obligations of the contract. The city's contract management function shall be the responsibility of the office of city manager-mayor.

(Code 2006, § 31.03; Ord. No. 2006-08, 5-2-2006; Ord. No. 2006-27, 11-7-2006)

Sec. 2-65. Ordinance enforcement officer.

of meadowlakes, Texas

(a) The office of ordinance enforcement officer of the city is hereby established. The person that serves in this office shall be referred to as the ordinance enforcement officer.

(b) In order to be qualified for the office hereby created, the person to be appointed ordinance enforcement officer upon the date the appointment is made, must;

- (1) Be a citizen of the United States of America and the state of Texas,
- (2) Be a person of good moral character;
- (3) Be 21 years old or older;
- (4) Have resided continuously in the state for 12 months immediately preceding said date;
- (5) Not have been convicted of a felony from which the person has not been pardoned; and
- (6) Not have been found to be mentally incompetent by a final judgment of a court.

(c) The ordinance enforcement officer (and any replacement) shall be appointed by the city manager-mayor; however, for such appointment to be effective, appointment and the term and conditions of appointment must be confirmed by the city council.

municipal court in meadowlakes, Texas → (d) The ordinance enforcement officer shall enforce the ordinances and this Code by filing in the city municipal court a citation charging, with a violation, a person alleged to have committed a violation of the ordinances or this Code. The primary jurisdiction of the ordinance enforcement officer shall be, but not specifically limited to, all ordinances and this Code with the exception of animal control.

(e) A lawfully appointed ordinance enforcement officer shall have, and is hereby granted, full authority to issue a citation for an offense allegedly committed under an ordinance or this Code; however, such ordinance enforcement officer does not have authority to arrest a person, and none is hereby granted, except in the case where the particular individual ordinance enforcement officer is also a certified peace officer of the state of Texas with current qualifications and certification of same. The ordinance enforcement officer shall have authority to require persons reasonably suspected of violating a penal provision of this Code to provide proper identification when requested to do so by the officer. A person commits an offense if the person fails or refuses to provide identification in response to said request or provides identity information that is false.

(f) If the ordinance enforcement officer services shall be acquired using the contract mechanism, the independent contractor contract shall be executed by the contractor and the city. The independent contractor, once selected, shall be required to acquire the services of other qualified individuals and provide equipment as required to fulfill the obligations of the contract. The city's contract management function shall be the responsibility of the office of the city manager. The ordinance enforcement officer services may be provided by a parttime employee of the city or by hiring an independent contractor. For the case of the city's decision to use

~~independent contractor services, the contractor is required to acquire the services of other qualified individuals and provide equipment as required to fulfill the obligations of the contract.~~

- ~~(2) A citation issued under this section shall not be presented by the ordinance enforcement officer to the individual charged and named therein, unless ordered to do so by the city municipal court.~~

(Code 2006, § 31.04; Ord. No. 02-01, 2-5-2002; Ord. No. 2006-08, 5-2-2006; Ord. No. 2006-09, 5-2-2006; Ord. No. 2009-09, 2-9-2010; Ord. No. 2010-06, 5-11-2010)

~~§ 31.05 City administrator.~~⁵

~~The office of city administrator of the city, is hereby established. The person that serves in this office shall be referred to as the city administrator. To that end, the city administrator shall have the following authority, duties, and responsibilities.~~

- ~~(A) The city administrator shall direct, coordinate, and provide oversight over all departments of the city, and, in the event of a conflict between any matter of direction or oversight by the city administrator and the supervision undertaken by the mayor, the matter shall be referred to the city council for action.~~
- ~~(B) The city administrator shall perform administrative and management functions including, but not limited to, the following:

 - ~~(1) Ensure that all applicable laws and ordinances are enforced; and~~
 - ~~(2) Supervise and inspect the conduct of all subordinate officers, directors and employees of the city; and~~
 - ~~(3) Cause all negligence, carelessness, and violations of duty by the employees, directors and officers to be given appropriate consideration; and~~
 - ~~(4) Communicate and make recommendations to the city council for the administration and management of the city.~~~~
- ~~(C) The city administrator shall attend all meetings of the city council for which he is not excused, with the right to participate in the discussion but have no vote. city administrator may attend closed meetings of city council as required upon council's specific authorization.~~
- ~~(D) The city administrator shall, in consultation with the city secretary, city treasurer and the mayor as chief budget officer of the city, prepare, review, and submit to the city council prior to the beginning of each fiscal year a budget for proposed expenditures for the ensuing year together with a message describing the important features of said budget. The city staff, city secretary, city treasurer and city department heads shall render such assistance as the city administrator may find reasonably necessary in the preparation and submission of said budget. The city administrator shall, as directed by the city council, assist the city council with respect to its consideration of said budget and assure the proper administration of the budget after its adoption by the city council.~~
- ~~(E) The city administrator shall prepare and submit to the city council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year. The city administrator shall order an independent annual audit of city finances and shall coordinate and support requests from auditors in their preparation.~~

⁵ **31.05, City Administrator:** Of course, this section was implicitly repealed upon establishment of the city manager position and the change of form of government.

- ~~(F) The city administrator shall keep the city council advised of the financial condition and future needs of the city and provide such information and service as may be deemed reasonably necessary. The city administrator shall further advise and assist the city council to ensure the accomplishment of the annual audit of the city.~~
- ~~(G) The city administrator shall provide oversight of the purchase of all materials, supplies, and equipment for which funds are provided in the budget; oversee and/or perform purchasing of budgeted materials and supplies necessary for operation or maintenance of the city services. The city administrator may authorize city department directors to perform the actual purchases as deemed necessary, consistent with administrative guidelines and defined procedures. No purchase shall be made or obligation incurred for any item of service which exceeds the current departmental budget appropriation without approval by the council. No contract shall be let except by city council. The city administrator shall advise the city council on the advantages or disadvantages of contract and bid proposals. The city administrator may issue written rules governing procedures for purchasing consistent with the section and with applicable state law.~~
- ~~(H) The city administrator shall perform periodic and regular technical and administrative status reviews of city department projects, operations, and financials. Department directors shall support the city administrator as required for an effective review.~~
- ~~(I) The city administrator shall perform periodic and regular performance reviews of staff personnel and department directors, providing recommending performance evaluation and rating for council consideration and approval. The city administrator shall recommend salary levels and adjustments to council as deemed appropriate as part of personnel evaluations.~~
- ~~(J) The city administrator shall prepare job descriptions for approval by the city council, delegate duties to the officers, directors, and employees of the city, and appoint persons to fill the budgeted positions provided that such appointments or disciplinary actions shall, with respect to department directors, city secretary and city treasurer be with the city council's concurrence. The city administrator shall ensure personnel procedures and policies are in place and followed by department directors and staff.~~
- ~~(K) The city administrator shall serve as the primary day to day interface with city contractors, to ensure contract commitments are in compliance. The city administrator may assign such responsibility to city heads departments as appropriate and required.~~
- ~~(L) The city administrator shall serve as the chief personnel officer of the city, with authority to recommend personnel disciplinary action processing related to employee misconduct to department directors and city council. The city administrator shall administer drug and substance abuse testing policy and program of the city; and, as he may determine advisable from time to time, make recommendations to the city council on any and all personnel, performance, administration, management, financial, and general governance issues.~~
- ~~(M) In the event of accidents, disasters, or other circumstances creating a public emergency, the city administrator shall provide the mayor such assistance as may be necessary and may award contracts and make purchases for the purpose of meeting said emergency; but shall file within 72 hours with the city council a certificate describing any such emergency and show the necessary for such emergency purchases, together with an itemized account of all such expenditures.~~
- ~~(N) The city administrator shall have such further authority, duties, and responsibilities as may be reasonably implied from the terms of this ordinance and as heretofore or hereafter provided by the city council.~~

- ~~(O) The city administrator shall be bonded in an amount determined by the city council. The bond shall be conditioned upon the good and faithful performance of the duties, responsibilities, and performances of the office and position of city administrator. The bond premium shall be paid by the city.~~
- ~~(P) The city administrator shall also serve as the department head of the public works department, a dual assignment.~~
- ~~(Q) The limited administrative and personnel duties and responsibilities of the mayor statutorily assigned to the mayor, with respect to the day to day operation of the city, may be specifically assigned by the mayor to the city administrator during periods of absence of the mayor. The duties and responsibilities of the city administrator shall be in addition to, and not in lieu of, the day to day administrative and personnel duties of the mayor. To the fullest extent not in conflict with state law, this ordinance, or the express actions and directions by a majority vote of the city council, the city administrator shall have the responsibility for, and authority incident thereto, the day to day supervision and management of the city and the salaried officers, directors, employees, and personnel of the city.~~

(Code 2006, § 31.05; Ord. 2008-03, 2-8-2008)

Sec. 2-66. Peace officer charging ordinance violations and issuing citations.

A peace officer may charge a person, including a child, with committing an offense of one or more ordinances of the city. Instead of taking the person before a magistrate, the peace officer may issue a citation to the person that contains written notice of the time and place the person must appear before a magistrate, the name and address of the person charged, and the offense charged.

(Code 2006, § 31.06; Ord. No. 02-04, 4-2-2002; Ord. No. 2008-03, 2-8-2008)

State law reference—The police force of a type A general-law municipality, V.T.C.A., Local Government Code § 341.001 and V.T.C.A., Criminal Procedure Code § 14.06.

Sec. 2-67. Texas municipal retirement system (TMRS); election to participate; adoption by reference.

(a) *Election to participate in the TMRS.* On behalf of the city, the city council exercises its option and elects to have the city and all of the employees of all departments participate in the Texas Municipal Retirement System (hereafter "TMRS") as provided in V.T.C.A., ^{Tex.} Government Code § 851.001 et seq., as amended; and all of the benefits and obligations of such system are hereby accepted.

(b) *Election to participate in the TMRS supplemental benefits fund.* The city council elects to have the employees of all participating departments of the city participate in and be covered by the supplemental benefits fund of the TMRS, as provided by V.T.C.A., ^{Tex.} Government Code § 851.001 et seq.; and all the benefits and obligations of participation in said fund are hereby accepted by the city as to such employees.

(c) *Adoption by reference.* Ordinances effecting the plan for participation in the TMRS, employee contributions, updated service credits, increases in benefits and retirement annuities and any other applicable legislation of the city and state are adopted by reference into this Code of Ordinances, as if fully set forth herein and shall be kept on file in the office of the city clerk.

(Code 2006, § 31.06; Ord. No. 2006-08, 5-2-2006; Ord. No. 2008-03, 2-8-2008)

Secs. 2-68–2-92. Reserved.

ARTICLE IV. RECORDS MANAGEMENT*

***State law reference**—Local Government Records Act, V.T.C.A., Local Government Code § 201.001 et seq.; designation of records management officer, V.T.C.A., Local Government Code § 203.025.

~~Chapter 34.~~

Sec. 2-93. Definitions.

For the purpose of this article the following definitions shall apply, unless the context clearly indicates or requires a different meaning.

Department head means^T the officer who by ordinance or administrative policy is in charge of an office of the city that creates or receives records.

Essential record means^A any record of the city necessary to the:

- (1) Resumption or continuation of its operations in an emergency or disaster;
- (2) Re-creation of its legal and financial status; or
- (3) Protection and fulfillment of obligations to the people of the state.

Municipal records means^A all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the city or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the city and shall be created, maintained, and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner.

Permanent record means^A any record of the city for which the retention period on a records control schedule is given as permanent.

Records control schedule means^A a document prepared by or under the authority of the records management officer, listing the records maintained by the city, their retention periods, and other records disposition information that the records management program may require.

Records management means^T the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term "records management" includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence, and the management of micrographics and electronic and other records storage systems.

Records management officer means^T the person designated in section 2-96(a).

Records management plan means^T the plan developed under section 2-97.

Retention period means^T the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

(Code 2006, § 34.01; Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-94. Municipal records declared public property.

All municipal records, as defined in section 2-93^{of this article} are to be the property of the city. No municipal official or employee has, by virtue of his position, any personal or property right to such records, even though he may have developed or compiled them. The unauthorized destruction, removal from files, or use of any records is prohibited.

(Code 2006, § 34.02; Ord. No. 98-11-14A, 11-14-1998) ~~Penalty, see § 10-99~~

Sec. 2-95. Records policy.

It is hereby declared to be the policy of the city to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all municipal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with the requirements of the Local Government Records Act, V.T.C.A., ^{Texas} Local Government Code § 201.001 et seq., and accepted records management practice. In the event of a conflict between this article and applicable state law, applicable state law shall control.

(Code 2006, § 34.03; No. Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-96. Records management officer; duties.

(a) The city secretary, and the successive holders of that office, shall serve as records management officer for the city. As provided by state law, each successive holder of the office shall file his name with the director and librarian of the state library within 30 days of the initial designation or of taking up the office, as applicable. ^{Texas}

(b) In addition to other duties assigned in this article and state law, the records management officer shall do the following:

- (1) Administer the records management program and provide to department heads in its implementation.
- (2) Plan, formulate, and prescribe records disposition policies, systems, standards and procedures.
- (3) In cooperation with department heads to identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense.
- (4) Develop procedures to ensure the permanent preservation of the historically valuable records of the city.
- (5) Establish standards for filing and storage equipment and for recordkeeping supplies.
- (6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the city.
- (7) Monitor records retention schedules and administrative rules issued by the state library and archives commission to determine if the records management program and the municipality's records control schedules are in compliance with state regulations.
- (8) Disseminate to the city council and department heads information concerning state laws and administrative rules relating to local government records.
- (9) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the city are carried out in accordance with the policies and procedures of the records management program and the requirements of state law.

- (10) Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of disposal or disposition.
- (11) Report annually to the city council on the implementation of the records management plan in each department of the city, including summaries of the statistical and fiscal data compiled under subsection (b)(10) of this section.
- (12) Bring to the attention of the city council noncompliance by department heads or other municipal personnel with the policies and procedures of the records management program or the Local Government Records Act, V.T.C.A., ^{Texas} Local Government Code § 201.001 et seq.

(Code 2006, § 34.04; Ord. No. 98-11-14A, 11-14-1998)

State law reference—Records management officer, state law duties, V.T.C.A., Local Government Code § 203.023.

Sec. 2-97. Development of records management plan; authority.

(a) The records management officer shall develop a records management plan for the city for submission to the city council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the city, and to properly preserve those records of the city that are of historical value. The plan must be designed to enable the records management officer to carry out his duties prescribed by state law and this article effectively.

(b) Once approved by the city council, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees or similar entities of the city, and records shall be created, maintained, stored, microfilmed and disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this article and the records management plan adopted under it, and may not be used by the department head as a basis for refusal to participate in the records management program of the city.

(Code 2006, § 34.05; Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-98. Duties and responsibilities of department heads.

In addition to other duties assigned in this article department heads shall do the following:

- (1) Cooperate with the records management officer in carrying out the policies and procedures established in the city for the efficient and economical management of records and in carrying out the requirements of this article.
- (2) Adequately document the transaction of government business and the services, programs, and duties for which the department head and his staff are responsible.
- (3) Maintain the records in his ^{or her} care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the city and the requirements of this article.

(Code 2006, § 34.06; Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-99. Development of records control schedules.

(a) The records management officer, in cooperation with department heads, shall prepare records control schedules on a department-by-department basis, listing all records series created or received by the department and the retention period for each series. Records control schedules shall also contain such other information regarding the disposition of ~~city~~ ^{municipal} records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the records management officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the city.

(c) Before its adoption, a records control schedule or amended schedule for a department must be approved by the department head and the city council.

(d) Before its adoption, a records control schedule must be submitted to and accepted for filing by the director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The records management officer shall submit the records control schedules to the director and librarian.

(Code 2006, § 34.07; Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-100. Implementation schedules; destruction of records.

~~(a) Records control schedule; destruction conditions.~~

- (A) (1) A records control schedule for a department that has been approved and adopted under section 2-99 shall be implemented by department heads according to the policies and procedures of the records management plan.
- (2) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department head requests in writing to the records management officer that the record be retained for an additional period.
- (3) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the records management officer from the city council.

(b) A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule, and the records management officer has submitted to and received back from the director and librarian an approved destruction authorization request.

(Code 2006, § 34.08; Ord. No. 98-11-14A, 11-14-1998)

Sec. 2-101. Identify theft prevention of city records and related information.⁶

The city shall define, adopt and implement an identify theft prevention (ITP) program (the program) compliant with requirements of section 114 of the Fair and Accurate Credit Transactions Act of 2003, 16 CFR 681.2. The details of the program shall be documented, reviewed, adopted and maintained by city council resolution. The city manager-administrator shall be responsible for implementation and management of the program. In addition, to provide periodic oversight of the program an ITP oversight committee is hereby established, consisting of three committee members, chaired by the city manager-administrator with additional committee members

⁶ 34.09. ID theft prevention. Revise from "city administrator" to "city manager."

consisting of the mayor, pro tem and city secretary. The responsibilities of the ITP committee shall be defined and adopted by the city council.

(Code 2006, § 34.09; Ord. No. 2009-05, § 2, 4-14-2009)

Secs. 2-102–2-130. Reserved.

ARTICLE V. FINANCE*

***State law reference**—Municipal budget, V.T.C.A., Local Government Code §§ 102.001--102.111; audit of municipal finances, V.T.C.A., Local Government Code §§ 103.001--103.004; Public Funds Investment Act, V.T.C.A., Local Government Code § 2256.001 et seq.

~~Chapter 35.~~

Sec. 2-131. Fiscal year.

A fiscal year has been established and shall commence on October 1 of each year. This fiscal year will continue through the next 12 consecutive months and conclude on September 30.

(Code 2006, § 35.0; Ord. No. 98-01-10, 1-10-1998)

Sec. 2-132. Budget.

~~(A) *Transitional budget and audit.* To facilitate the implementation of the new fiscal year, a one-time budget and audit period has been authorized by the city council to cover the nine months starting on January 1, 1998 through September 30, 1998.~~

(a) *Annual budget and audit.* A budget for the city treasury shall be prepared and adopted for each fiscal year prior to the commencement of the new fiscal year as required by law. Amending the budget during the course of the budget year will require city council approval. An annual audit of city records will be made by a competent accounting firm.

~~(b) *Draft signatures.* Two signatures will be required on each draft of the city treasury, subject to conditions and policies established by resolution of the city council. Authorized signatures will be that of the mayor, councilmembers and city treasurer.~~

(Code 2006, § 35.02; Ord. No. 98-01-10, 1-10-1998)

Secs. 2-133–2-162. Reserved.

ARTICLE VI. PLANNING AND ZONING COMMISSION*

***State law reference**—Zoning commission, V.T.C.A., Local Government Code § 211.007.

~~Chapter 36.~~

Sec. 2-163. Creation and purpose.

A planning and zoning commission is created in order to accomplish the following purposes:

- (1) To identify community needs and to advise the city council of their short-range and long-range implications for the total development of the city;
- (2) To recommend achievable community goals as a basis for long-range planning and development programs;
- (3) To recommend plans, programs and policies that will aid the entire community in achieving its defined goals; and
- (4) To interpret the adopted plans and programs to concerned citizens so that private activities and desires may be accomplished in harmony with public needs and policies.

(Code 2006, § 36.01; Ord. No. 2006-22, 9-5-2006)

Sec. 2-164. Membership and appointment.

The planning and zoning commission shall be composed of five⁵ persons with at least three being qualified electors of the city and two may be residents in the extraterritorial jurisdiction. The city council will consider for appointment to the commission only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, interest in planning and zoning, and availability to prepare for and attend meetings. It is the intent of the city council that members shall, by reason of diversity of their individual occupations, constitute a commission, which is broadly representative of the community. A person serving on the planning and zoning commission is prohibited from serving concurrently as a member of the city council. A person serving on the planning and zoning commission is also prohibited from serving concurrently as a member of the building committee.

(Code 2006, § 36.02; Ord. No. 2006-22, 9-5-2006; Ord. No. 2010-06, 5-11-2010)

Sec. 2-165. Terms of office; filling of vacancies.

The terms of three of the members of the planning and zoning commission shall expire on October 31 ~~August 31~~ of each odd-numbered year and the terms of two of the members shall expire on October 31 ~~August 31~~ of each even-numbered year. The members of the commission shall be identified by place numbers one through five. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years. Commission members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms, but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular commission meeting after their appointment. In the event the city council fails to appoint a member upon expiration of member's term, the affected member shall continue to serve until such time that the city council completes an appointment, or upon voluntary resignation by the member.

(Code 2006, § 36.03; Ord. No. 2006-22, 9-5-2006; Ord. No. 2006-23, 9-26-2006; Ord. No. 2006-23, 9-26-2006; Ord. No. 2010-06, 5-11-2010)

Sec. 2-166. Appointment of chairperson and vice-chairperson.

The chairperson and vice-chairperson of the planning and zoning commission shall be appointed by the mayor with approval of the city council.

(Code 2006, § 36.04; Ord. No. 2006-22, 9-5-2006)

Sec. 2-167. Organization; election of officers; record of proceedings.

The planning and zoning commission shall hold an organization meeting in October of each year. The commission shall elect a secretary and such other officers as it deems necessary either from its membership or from staff representatives assigned by the mayor to work with the commission. The commission shall meet regularly and shall designate the time and place of its meetings. The commission shall keep a record of its proceedings consistent with the provisions of this Code and the requirements of law.

(Code 2006, § 36.05; Ord. No. 2006-22, 9-5-2006)

Sec. 2-168. Duties and powers.

The planning and zoning commission is charged with the duties and invested with the authority to:

- (1) Inspect property and premises at reasonable hours when required to discharge its responsibilities under the laws of the state and of the city.
- (2) Formulate and recommend to the city council for its adoption a comprehensive plan for the orderly growth and development of the city and its environs, and from time to time

recommend such changes in the plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety, and general welfare of the citizens of the city.

- (3) Formulate a zoning plan as may be deemed best to carry out the goals of the comprehensive plan; hold public hearings and make recommendations to the city council relating to the creation, amendment, and implementation of zoning regulations and districts as provided by ordinance, V.T.C.A., Local Government Code, § 211.005 ~~as amended~~, ^{was amended} authorizing cities to pass regulations.
- (4) Exercise all the powers of a commission as to approval or disapproval of plans, plats, or replats and vacations of plans, plats or replats set out in ~~chapter 26, subdivisions ordinance and V.T.C.A., Local Government Code § 212.001 et seq., municipal regulation of subdivisions and property development.~~ ^{the subdivision ordinance and zoning ordinance}
- (5) Study and make recommendations on the location, extension, planning, vacating, and closing of public rights-of-way, public parks and other public places, if any.
- (6) Study and make recommendations concerning the capital improvements program, including the construction of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances, if any. Study and make recommendations on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the city.
- (7) Initiate, in the name of the city, for consideration at public hearings, all proposals for:
 - a. The opening, vacating, or closing of public rights-of-way, public parks or other public places, if any;
 - b. The original zoning of annexed areas; and
 - c. The change of zoning district boundaries on an areawide basis.

No fee shall be required for the filing of any such proposal in the name of the city.

- (8) Formulate and recommend to the city council policies and regulations consistent with the adopted comprehensive plan governing the location and/or operation of utilities, public facilities, and services owned or under the control of the city.
- (9) Review and make recommendations concerning annexation of land into the city.
- (10) Keep itself informed with references to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the city.
- (11) Submit an annual progress report to the city council each June that summarizes its activities, major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain the attendance record of all members and the identity of commission officers for the year.

(Code 2006, § 36.06; Ord. No. 2006-22, 9-5-2006)

Sec. 2-169. Meetings and quorum.

- (a) A motion may be made by any member other than the presiding officer.
- (b) A motion to approve any matter before the commission or to recommend approval of any request requiring city council action shall require a majority vote of the quorum of the members present. When fewer than all the members are present for the voting and when all motions to recommend on a given application fail to carry by a majority of the quorum of members present, consideration of the application shall be continued to the next regular meeting upon motion carried by a majority of those present. However, a request or application shall not be continued to the next

regular meeting and shall be recorded in the minutes as a denial if all the members are present for the vote and a motion fails to carry by a majority vote.

(c) The commission and the city council may hold joint public hearings regarding the adoption of or amendment to zoning regulations or zoning district boundaries after providing the notice required by V.T.C.A., Local Government Code § 212.001 et seq., as amended from time to time.

(Code 2006, § 36.07; Ord. No. 2006-22, 9-5-2006; Ord. No. 2006-32, 11-7-2006)

Sec. 2-170. Disqualification from voting.

(a) A member shall disqualify themselves from voting whenever they find that they have a personal or monetary interest in the property under appeal, or that they will be directly affected by the decision of the planning and zoning commission.

(b) A member may disqualify himself from voting whenever any applicant, or his agent, has sought to influence the vote of the member on the application, other than in the public hearing.

(Code 2006, § 36.08; Ord. No. 2006-22, 9-5-2006)

Sec. 2-171. Rules of procedure.

(a) *Organization and officers.* In the absence of both the chairperson and the vice-chairperson, the planning and zoning commission shall elect an acting chairperson.

(b) *Meetings.*

(1) *Quorum.* A quorum shall consist of three members.

(2) *Agenda.* The secretary shall prepare an agenda for each meeting of the commission, and shall attach to each agenda a report of matters pending further action by the commission. The secretary shall post a copy of the agenda in the city hall as required by law for a period of three full calendar days, not counting the day of posting, but which may count the day of the meeting. The agenda shall also be posted outside the city security gate and remain posted concurrent with city hall posting.

(3) *Regular meetings.* Regular meetings shall be in the council chambers of the city hall, unless otherwise determined by the commission.

(4) *Special meetings.* Special meetings for any purpose may be held:

a. On the call of the chairperson;

b. Upon request of two or more members and by giving notice to all members at least 72 hours before the meeting; or

c. As may be scheduled by a majority of the commission at any previous meeting.

The time and place of the special meeting shall be determined by the convening authority.

(5) *Public meetings.* Any party in interest may appear in his own behalf or be represented by council or agent.

(c) *Official records.*

(1) ~~Generally Official records~~ ^{official Records}. The official records shall be the minutes of the commission, together with all findings, decisions, and other official records of the commission.

(2) *Recording of vote.* The minutes of the commission's proceedings shall show the vote of each member, or indicate a member's absence or failure to vote.

- (3) *Files; retention.* All matters coming before the commission shall be filed in the city's records. Original papers of all requests and proposals shall be retained as a part of the permanent record.
- (4) *Public record.* The official records and citizen requests filed for commission action in regular or special meetings shall be on file in the city hall and shall be open to public inspection during customary working hours.
- (d) *Application procedures.*
 - (1) *Written request required.* Every proposal submitted for commission action shall be made in writing. Where appropriate, the city shall provide application forms. The proposal shall be filed on city-provided forms, shall be accompanied by all prescribed fees, and shall be complete in all respects before the city shall accept it for filing.
 - (2) *Schedules and instructions.* Every proposal or request for commission action or recommendation shall be filed, processed, and considered in accordance with this section.
 - (3) *Submission of supporting information.* Information supporting a request or recommendation to approve or disapprove any proposal before the commission shall be submitted through the secretary in writing or to the commission in public meeting.
 - (4) *Withdrawal of proposal.* When any applicant desires to withdraw his ^{or her} proposal he may do so by filing a written request with the secretary. Such request shall be effective upon the date of its official receipt, provided, however, that no such request shall be valid after notices have been mailed, except on action of the commission. Withdrawal of a proposal at any stage of its processing shall terminate all consideration of it by the city, and the case file shall be closed.
 - (5) Every proposal submitted for the purpose of amending zoning requirements shall be accompanied by a fee prior to the proposed being considered for processing by the city. The associated fee is defined in appendix A to this Code. The fee is nonrefundable subject to the time of city scheduling the amendment for review by either the planning and zoning commission or the city council, whichever occurs first.

(Code 2006, § 36.09; Ord. No. 2006-22, 9-5-2006; Ord. No. 2010-04, § 1, 2-9-2010)

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item E –Comprehensive Financial Management Policy

Please find attached for your review and discussion a copy of the “Comprehensive Financial Management Policy” draft and draft ordinance adopting such. As you may recall, a sample was provided for your review at our meeting on the May 8th workshop. An action item has been included for your consideration on your agenda for June 12th meeting.

This proposed policy was drafted in order for staff and council to have one document to refer to with regards to the City financial management. In reviewing our current policies and procedures, I had difficulty in finding some documents, especially anything related to establishing reserve funds and their balances. The accompanying draft document addresses the establishment of some existing and some proposed reserve funds and their targeted balances. Please note this is only a draft and will require considerably more work to get it into a final form. Your comments and suggestions are encouraged.

You will note reading through it that I have proposed several new reserve funds and have established some proposed balances.

To briefly recap these proposals:

1. In the General Fund I propose that we set the minimum unassigned fund balance at 25% which is basically a three month operating reserve. I believe this should be a minimum and would suggest that due to the funds size, we try and target a 50% reserve. Currently we began the fiscal year with about 70% reserves and it is anticipated that we will end the year at about the same amount of reserves. I have proposed two additional reserve funds within the General Fund. One being the Facilities Replacement and Major Repair Reserve Fund and the other being the Unemployment Payment Reserve Fund. The Facilities Replacement and Major Repair Reserve Fund would provide funds for major renovations and/or replacement of City Hall. It would be funded on an annual basis based on anticipated future needs. The Unemployment Payment Reserve Fund would be funded jointly by both the General Fund and the Utility Fund. It would be used to pay any unemployment claims that may be charged against the City. It would have a suggested maximum balance of five percent (5%) of the combined total of both funds' salaries and wages and would be funded by each fund at one-half ($\frac{1}{2}$) of one percent (1%) a year until the five percent (5%) cap is reached. This fund is needed to minimize the impact on funding unemployment cost. The City is a reimbursing contributor for unemployment benefits which means that we have to reimburse the state for any unemployment claims charged against the City. Private businesses pay an established percent of the employees first \$9,000 of salary. The percent is variable based on the businesses established unemployment history.

2. The Utility Fund has three (3) proposed reserves; Stabilization and Contingency, Infrastructure Replacement, and Equipment and Vehicle Replacement Fund. The Stabilization Fund and Contingency fund is the net working capital for the fund. It would provide working funds for the continuing operation of the City's water and wastewater systems during seasonal fluctuations as well as to provide funds for catastrophic losses of infrastructure. The proposed limit for this fund is a minimum of 25% with a 50% targeted upper limit. At the beginning of this fiscal year we had slightly more than 25% and it is expected to remain around this level during the fiscal year. The Infrastructure Replacement Fund is intended to be used to provide funding for future renovations and improvements to the City's aging infrastructure. At this time, no funds are available to be utilized for this reserve, but I feel that we should begin to start planning for future renovations and/or replacement of some of our aging infrastructure. The last reserve fund that I would recommend that we institute is an Equipment and Vehicle Replacement Fund which would be utilized to replace our fleet of trucks and mobile equipment such as backhoes, mowers, and other related equipment. Currently we have about \$18,000 in unutilized insurance funds in the General Fund that could be transferred into this fund.

We are currently reviewing our vehicle fleet in an effort to try and determine a replacement schedule.

City of Meadowlakes

ORDINANCE NO. 2012-04

June 12, 2012

AN ORDINANCE ESTABLISHING A COMPREHENSIVE FINANCIAL MANAGEMENT POLICY FOR THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Meadowlakes is accountable to the citizens of the City of Meadowlakes for the use of public funds, and to ensure that public resources are used wisely in order to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the needs of the community's present and future needs;

WHEREAS, the City Council finds and determines that in order to ensure accountability to the citizens of Meadowlakes, it is prudent to establish and assemble all of the City's financial policies into one document;

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

Section 1 Adoption

1. The City Council of the City of Meadowlakes, Burnet County, Texas does hereby adopt a policy for the management of all financial resources of the City.
2. The policies adopted by the City of Meadowlakes, Burnet County, Texas are hereby contained in Exhibit "A", attached hereto and made a part of this Ordinance for all purposes.
3. Nothing in "Comprehensive Financial Management Policies" hereto attached shall be construed as being in conflict with any law of the State of Texas. In the case of a conflict of said policy and any law of the State of Texas, said state law shall prevail.

Section 2 All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 3 The City Council does hereby find and declare that sufficient written notice of the date, hour, place, and subject of the meeting adopting this Ordinance was

posted at a designated place convenient to the public for the time required by law preceding the meeting, that such place of posting was readily accessible at all times to the general public, and that all of the foregoing was done as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The City Council further ratifies, approves, and confirms such written notice and the posting thereof.

Section 4 Should any paragraph, sentence, clause, phrase, or word of the Ordinance be declared unconstitutional or invalid for any reason, the remainder of this Ordinance shall not be affected.

Section 5 This Ordinance will take effect immediately from and after its passage.

Passed and Approved this the _____ day of _____, 2012.

Don Williams, Mayor

Attest:

Stephanie Littleton, City Secretary

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Exhibit “A”

**CITY OF MEADOWLAKES
COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES**

1) PURPOSE

The Comprehensive Financial Management Policies as set forth below provide guidelines and assembles all of the City’s financial policies into one document. This is necessary to achieve long term, stable financial conditions while providing the necessary tools to ensure that the City is financially able to meet its current and future service needs. The policies contained herein shall serve as guidelines for both the financial planning and internal management of the City’s funds.

The scope of these policies cover accounting, auditing, financial reporting, internal controls, operational and capital budgeting, revenue management, cash management, financial condition and reserves, expenditures, control, and debt management.

2) OBJECTIVES

The objectives of these policies are:

- Help guide the City Council and management with policy decisions that have significant fiscal impact on the City and its operations.*
- To employ balanced revenue policies that provide adequate funding for services and detail levels of service.*
- To maintain sufficient reserves for present and future needs.*
- To maintain sufficient reserves so as to maintain service levels during periods of economic downturn and/or natural disaster.*
- To promote sound financial management by providing accurate and timely information on the City’s financial condition.*
- To protect the City’s credit rating and provide for adequate resources to meet the provisions of the City’s debt obligations.*
- To insure the legal use of all financial resources of the City through effective use of internal controls.*

3) ACCOUNTING, AUDITING AND FINANCIAL REPORTING

A. Accounting Practices and Principals

The City will maintain accounting practices that conform to generally accepted accounting principles as set forth by the Government Accounting Standards (GASB) and standards as established by the City Council. The

47 City Manager is charged with the responsibility for establishing the chart of
48 accounts and insuring the proper recording of all transactions.
49
50

51 **B. Financial and Management Reporting**
52

- 53 1. Financial reports will be provided monthly to the City Council that
54 explain key fiscal developments and note any significant deviations
55 from the budget. These reports will be distributed with the Council's
56 monthly agenda packets.
57 2. A quarterly report will be submitted by the City Manager highlighting
58 any significant variations in the financial status compared to those
59 targeted or budgeted, and provide a prior year comparison.
60

61 **C. Annual Audit**
62

63 Pursuant to State of Texas statutes, the City shall have its records and
64 accounts audited annually by an outside independent certified public
65 accounting firm, licensed to practice in the State of Texas. The auditors
66 shall demonstrate significant experience in the field of local government
67 auditing. The audit shall be conducted in accordance with generally
68 accepted auditing standards. The annual audit along with the auditor's
69 opinion letter shall be filed with the City Council within 180 days after the
70 last day of the fiscal year.
71

72 The City will require requests for proposals for auditing services every five
73 (5) years.
74

75 **D. Signature of Checks**
76

77 The Mayor, City Manager, City Secretary or Treasurer shall be authorized
78 to serve as single signature on any check written for \$5,000 or less with
79 the exception being normal reoccurring operating expenses within the
80 Utility Fund for solid waste collection and electrical expenses. All other
81 checks in excess of \$5,000 shall require two signatures.
82

83 **C. Compliance with Council Policy Statements**
84

85 The Financial Management Policy Statements will be reviewed annually
86 and updated, revised or refined as deemed necessary by the Council.
87 Policy statements adopted by the City Council are guidelines; occasionally
88 exceptions may be appropriate and required. If an exception is to be
89 taken, the City Manager shall identify, document, and explain said
90 exception to the City Council.
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95 **4) BUDGETING**
96

97 **A. Preparation**
98

99 *The City's budget shall comply with Chapter 102 of the Texas Local*
100 *Government Code which requires, as a minimum, the following:*
101

- 102 • *The city's budget officer must prepare a proposed budget for the*
103 *city council's considerations;*
- 104 • *The city council must adopt an annual budget and conduct the*
105 *financial affairs of the city in strict conformance with the budget;*
- 106 • *The budget of each fiscal year must be adopted before the first day*
107 *of the fiscal year;*
- 108 • *The budget must include all expenditures proposed for the next*
109 *fiscal year and compare the proposed expenditures with*
110 *expenditures for the current and previous fiscal years; and*
- 111 • *The budget must contain a complete financial statement of the*
112 *municipality, which includes the outstanding obligations of the*
113 *municipality, the cash on hand to the credit of each fund, the total*
114 *revenue received from all sources during the previous fiscal year,*
115 *the estimated revenue for the current fiscal year, projected revenue*
116 *for the next fiscal year, and the estimated tax rate required to*
117 *provide for the proposed budget.*
118

119 *City Ordinance and state law establishes the City Manager as the City's Budget*
120 *Officer.*
121

122 **B. Balanced Budget**
123

124 *The City Budget shall be structurally balanced to ensure that reoccurring*
125 *revenues fund reoccurring expenditures and adhere to fund balance*
126 *polices as set forth.*
127

128 **C. Current Funding Basis**
129

130 *The City Budget shall be budgeted and operated on a current funding*
131 *basis. Current operating revenues shall be sufficient to support current*
132 *operating expenditures. Reoccurring expenses will be funded exclusively*
133 *with reoccurring revenue sources to facilitate operation on a current*
134 *funding basis. Capital improvements and debt service requirements shall*
135 *not be calculated in determining reoccurring expenditures. Debt or bond*
136 *financing will not be used to finance current expenditures.*
137

138 **D. Use of Non-Reoccurring Revenues**

139
140 *Non-reoccurring revenue sources, such as one-time revenue remittance of*
141 *fund balances in excess of established policy, can only be budgeted*
142 *and/or used to fund non-reoccurring expenditures, such as capital*
143 *purchases/improvements. This ensures that reoccurring expenditures are*
144 *not funded by non-reoccurring revenue sources.*

145
146 **E. Tax Rate**

147
148 *The City Manager will recommend a tax rate that the City requires in order*
149 *to operate efficiently yet effectively, and pays its debt.*

150
151 **F. Pay As You Go Capital Projects**

152
153 *The transfer of funds from the City's General Fund and Utility Fund may*
154 *be utilized to fund pay-as-you-go capital projects when they can be*
155 *budgeted in a financially feasible way. Transfer from the funds will be*
156 *based on maintaining the financial health of each fund.*

157
158 **G. Revenue Estimating for Budgeting**

- 159
160 1. *In order to protect the City from revenue shortfalls and to maintain a*
161 *stable level of service, the City shall use a conservative, objective,*
162 *reasonable, and analytical approach when preparing revenue*
163 *estimates. The process shall include historical collection rates, trends,*
164 *development, and probable economic changes. By utilizing this*
165 *approach the intention is to minimize the likelihood of revenues falling*
166 *short of those budgeted in an effort to prevent mid-year budgetary*
167 *changes.*
168 2. *The Utility Fund revenue will be budgeted based on the average*
169 *rainfall consumption over the last five years and will not include*
170 *drought or wet condition years. Such data will be removed from the*
171 *formula on which revenues are being based.*

172
173 **H. Performance, Longevity, Step and Merit Pool Increases**

174
175 *The budget shall include an amount as determined by Council with input*
176 *by the City Manager adequate enough to cover average performance,*
177 *longevity, step, and merit salary increases. This amount shall be*
178 *calculated for each fund, based on budgeted salaries for the year, and will*
179 *be placed in a longevity and payroll reserve for each fund. In addition,*
180 *funds may be budgeted when appropriate to bring identified jobs up to*
181 *market salary rates.*

182
183 **I. Budget Management**
184

185 *The City Council has delegated the authority to the City Manager in*
186 *managing the budget after its formal adoption by Council, including the*
187 *transfer of funds within departments, between divisions, and between*
188 *departments. The City Manager may further delegate levels of authority*
189 *for the daily operations of the budget. Expenditures/expenses should not*
190 *exceed the adopted budget, plus subsequent changes approved by the*
191 *City Council. The City Manager may transfer any unneeded surplus in the*
192 *amount budgeted from an account to another activity in which a deficiency*
193 *exists. If and when in the judgment of the City Manager, actual or*
194 *probable receipts are less than the amount(s) estimated and herein*
195 *appropriated for expenditures, the City Manager shall forthwith reduce*
196 *such expenditures within said departments*

197 198 **J. Budget Amendments**

199
200 *Texas Statutes provides for two kinds of expenditure budget amendments.*
201 *If the proposed amendment results in a transfer between existing line*
202 *items, with no increase in total spending, the Council must pass a*
203 *resolution or an ordinance to amend the budget. The City Secretary is*
204 *only required to file the resolution or ordinance with the regular Council*
205 *minutes.*

206
207 *If the proposed amendment will create a new line item, or increase the*
208 *total overall spending, the Council must declare an emergency prior to*
209 *passing the order to amend the budget. The emergency ordinance should*
210 *explain the emergency and show the revenue or expenditure items*
211 *affected. The City Secretary shall file the ordinance with original budget*
212 *documents and file a copy with the county clerk.*

213 214 **K. Operating Deficits**

215
216 *The City shall take immediate corrective actions if at any time during the*
217 *fiscal year based on informed estimates that the fiscal year's expenditures*
218 *and revenues are such that the anticipated "net income" is lower than*
219 *budgeted. Corrective actions may include but are not limited to:*

- 220
- 221 • *Deferral of capital equipment purchases*
- 222 • *Deferral of pay-as-you go capital improvements*
- 223 • *Expenditure reductions*
- 224 • *Deferral of certain positions*
- 225 • *Hiring freezes*
- 226 • *Freeze of merit increases*
- 227 • *Use of fund balance*
- 228 • *Use of volunteers*
- 229 • *Increase fees*

- *Reduce work hours with subsequent reduction in pay*
- *Eliminate positions which may require dismissal of employee if there are no vacant positions for which they are qualified.*

The use of fund balances, which is a one-time revenue source, may be utilized to fund an operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it lowered the established policy amount.

5) REVENUES

It is the intent of these policies to design, maintain, and administer a revenue system that will insure a simple, reliable, equitable and diversified revenue stream to support the desired City services.

A. User Fees-General Fund

- 1. The City shall establish and collect fees to adequately recover the cost associated with providing services that benefit specific users. Where services provide a general benefit to the general public of the City, those services being provided through property taxes and/or sales taxes.*
- 2. The City at minimum strives to cover its direct costs.*
- 3. User fees should be reviewed bi-annually and adjusted to avoid sharp changes, at a minimum.*
- 4. Factors in setting fees shall include, but not be limited to; market and competitive pricing, effect of demand for said services, and the impact on the users which results in the City recovering something less direct, indirect and overhead costs associated with providing said service.*
- 5. User fees shall be adopted by the Council via Ordinance and shall be included in the Fee Schedule of the City.*

B. User Fees- Enterprises Funds

- 1. Utility rates and other Enterprise Fund user fees shall be established at a level sufficient to cover the funds operating expenditures (direct and indirect), meet debt requirements, and provide adequate funding for pay-as-you-go funding of capital improvements.*
- 2. The City may set a different fee for residents versus non-residents.*

C. One-Time/Unpredictable Revenue Sources

- 1. One-time, unpredictable revenue sources should not be used for ongoing expenses.*

- 275 2. *One-time, unpredictable revenue will be used for one-time purchases*
276 *such as increases in fund balance requirements, capital improvements,*
277 *and capital purchases.*
278

279 **D. Revenue Collection**
280

281 *The City shall maintain high collection rates for all revenues. The City*
282 *shall follow an aggressive, consistent, yet reasonable approach to*
283 *collecting revenues to the fullest extent allowed by law for delinquent*
284 *taxpayers and other revenues owed to the City.*
285

286 **E. Write-Off of Uncollectable Receivables**
287

- 288 1. *Receivables shall be considered for write-off as follows:*
289 a. *State statute authorizing the release of said debt by any court*
290 *having jurisdiction, the debt may be released in whole or part.*
291 b. *Accounts outstanding for three (3) years and identified as*
292 *uncollectible shall be written-off annually near the end of the fiscal*
293 *year.*
294 2. *The write-off of an uncollectable account is a bookkeeping entry only*
295 *and does not relieve the debtor of the outstanding debt owed to the*
296 *City.*
297

298 **6) EXPENDITURES**
299

300 *It is the intent of this policy to identify services and appropriate service levels and*
301 *to administer the expenditure of available resources to assure effective and*
302 *efficient delivery of those services in a method to assure fiscal stability.*
303

304 **A. Maintenance of Capital Assets**
305

306 *The City shall maintain capital assets and infrastructure at sufficient levels*
307 *to protect the City's investment, to minimize future replacement, and*
308 *maintenance costs, and to maintain service levels. This is to be*
309 *accomplished within the financial resources available each fiscal year.*
310

311 **B. Periodic Program and Services Reviews**
312

313 *The City Manager and staff shall undertake periodic reviews of programs*
314 *and services provided by the City to its residents to insure effective and*
315 *efficient operations of said programs and services. Programs or services*
316 *that are determined to be inefficient and/or ineffective shall be*
317 *recommended through the annual budgeting process to reduce, change,*
318 *or eliminate said program or service.*
319

320 **C. Purchasing**

321
322 All purchasing of goods or services shall be made in accordance with the
323 City's current Purchasing Policy.
324

325 **7) FUND BALANCES AND RESERVES**

326 Reserve funds will be established to ensure the continued delivery of City
327 services, to address emergencies, temporary revenue shortfalls or provide
328 stability during economic cycles. Sufficient reserve funds will be managed to
329 provide adequate cash flow and provide continuity in service delivery.
330

331 **A. Governmental Fund Reserves (Fund Balances)**

332
333 1. Types of Fund Reserves (Fund Balances) - For Governmental Fund,
334 the Governmental Accounting Standards Board ("GASB") defines five
335 (5) specific classifications of fund balances. The five (5) classifications
336 are intended to identify whether the specific components of the fund
337 balances are available for appropriations and are therefore "spendable."
338 The classifications are also intended to identify the extent to which a
339 fund balance is constrained by special restrictions, if any. (The City
340 does not currently utilize all of the fund types listed however this policy
341 addresses them in case they are utilized in the future.) Applicable to
342 government funds, the five (5) classifications are as follows:
343

- 344 • Non-spendable: Amounts that cannot be spent because they are
345 either not in a spendable form or they are legally or contractually
346 required to be maintained intact. Examples include inventories,
347 prepaid items and long-term receivables.
- 348 • Restricted: Amounts for which constraints have been placed on the
349 use of the funds either externally by creditors, grantors,
350 contributions, laws, or contractually. Examples include debt
351 service reserves, special court funds, and contributions for specific
352 purposes and unspent bond proceeds.
- 353 • Committed: Amounts that can only be used for specific purposes
354 pursuant to restraints imposed by formal action of the City Council.
355 The use of these funds cannot be used for any other purpose other
356 than those purposes as restricted unless such purposes have been
357 changed by formal action of the Council. Examples include
358 contingency reserves and facility replacement reserves.
- 359 • Assigned: Amounts that are constrained by the City's intent to be
360 used for specific purposes but are neither restricted nor committed.
- 361 • Unassigned: It the residual classification of the general fund and
362 includes all amounts not contained in other classifications.
363 Unassigned funds are technically available for any purpose.
364

365 2. General Fund Balances- The following reserve funds shall be
366 established:

- 367
- 368 a. General Fund Unassigned Fund Balance-The City shall maintain
- 369 the General Fund Unassigned fund balance equivalent to 25% of
- 370 the recurring operating expenditures, based on current year
- 371 expenditures. Appropriation and or access to these funds are
- 372 reserved for emergency situations only. Use of these funds must
- 373 be approved by the Council and the City Manager shall present a
- 374 plan to the City Council to replenish the reserve within three years.
- 375 If the fund balance exceeds this amount, funding for non-
- 376 reoccurring expenditures in the following fiscal year may be used to
- 377 draw down the balance, or at the Council's discretion the excess
- 378 funds may be added to the Fund Balance. (Item for discussion is
- 379 due to size of our General Fund budget and the possible
- 380 catastrophic loss that might occur in the City we might consider
- 381 increasing the fund balance to 50% over a period of years.)
- 382 b. Facilities Replacement and Major Repair Reserve-A sinking fund
- 383 shall be established to amortize the cost of critical City facilities
- 384 such as, but not limited to, City Hall and to provide funds for major
- 385 repairs or renovations of these facilities. The Council shall
- 386 establish a fund balance for this fund annually. Eligible uses of this
- 387 reserve fund include the cash funding of additional renovations or
- 388 major repairs.
- 389 c. Unemployment Payment Reserve Fund-A reserve fund shall be
- 390 established to provide the source of funds for payment of an
- 391 amount equivalent to the amount of benefits paid to claimants and
- 392 charged against the City by the Texas Workforce Commission or its
- 393 successors. Each Fund of the City shall contribute an amount equal
- 394 to one-half (1/2) of one percent (1%) of its annually budgeted wage
- 395 and salary expense until the said reserve reaches a reserve
- 396 equivalent of five percent (5%) of each funds' annually budgeted
- 397 wage and salary expense. If at the end of any fiscal year the
- 398 reserve fund balance exceeds the maximum established reserve
- 399 amount required to be maintained in the Reserve Fund and the
- 400 amounts required to pay any and all pending claims, the Council
- 401 may suspend additional payments into the reserve fund or may
- 402 apply any excess, or any part thereof to the budget appropriations
- 403 of the next succeeding year.
- 404

405 **B. Proprietary (Enterprise) Fund Reserves (Net Working Capital)**

406

407 In the case of Proprietary or Enterprise Funds, Generally Accepted

408 Accounting practices do not permit the reporting of reserves on the face of

409 the City financial statements. However, this does not preclude the City

410 from setting policies to accumulate financial resources for prudent

411 financial management of its proprietary fund operations. Since proprietary

412 funds may include both long-term and capital assets and long-term

liabilities, the most comparable measure of liquid financial resources that are similar to fund balances is Net Working Capital, which is the difference between current assets and current liabilities. In the proprietary fund any reference to reserves is intended to mean Net Working Capital.

1. *Utility (Public Works) Fund-* within this fund the following reserve funds are hereby established.

a. *Stabilization and Contingency Reserve:* This reserve fund is established to provide sufficient funds to support seasonal variations in cash flows and in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or to bring about a rate increase to offset sustained cost increases. The purpose of this reserve fund is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in an annual rate adjustment and is not intended to off-set ongoing long-term pricing changes. In case of catastrophic losses to the infrastructure, stabilization funds may be utilized to avoid disruption of services. The targeted upper limit of this reserve is 50% of the current fiscal year operating appropriations with a lower limit of 25%. The City Council must approve the utilization of these funds based on the City Manager recommendations. Funds collected in excess of the stabilization reserve target would be available for capital expenditures or to off-set future rate adjustments.

b. *Infrastructure Replacement Fund:* This fund is intended to be a temporary repository for cash flows associated with the funding of infrastructure replacement projects as deemed necessary by the City Council. The contribution rate is intended to level-amortize the cost of infrastructure replacement projects over a long period. The fund has no minimum or maximum balance established and annual funding is contingent on many factors and shall be established annually during the budgeting process.

c. *Equipment and Vehicle Replacement Fund:* This fund is intended to finance the acquisition of equipment and vehicles necessary for the performance of various functions of and services of the City. Equipment and vehicles shall mean machinery, mowers, vehicles, and other equipment or personal property, which has an estimated future purchase or replacement cost in excess of \$5,000 and life expectancy of not less than three (3) years.

i. Upon purchase of a car or pickup truck the annual depreciation value for the first five (5) years shall be deposited in the equipment and vehicle replacement fund. At the end of the five (5) years, the car or pickup, if deemed desirable and practical by management, shall be replaced

459 and the proceeds from the sale of the replaced vehicle shall
460 be deposited into the reserve fund and used to off-set the
461 cost of the purchase of the replacement vehicle.

- 462
- 463 ii. Upon the purchase of machinery or other equipment a
464 amortization schedule shall be established by management
465 ranging from three (3) to seven (7) years utilizing generally
466 accepted accounting practices. At the end of the established
467 amortization period, the machinery or other equipment if
468 deemed desirable and practical by management shall be
469 replaced and the proceeds from the sale of the replaced
470 machinery or equipment shall be deposited into the reserve
471 fund and used to off-set the cost of the replacement
472 machinery or other equipment.

473

474 2. Recreation and Country Club (RCC) Fund- Within the RCC Fund the
475 following special funds are hereby established:

476

477 A. Infrastructure Maintenance Fund: This Fund shall be funded from
478 the lease income derived by the leasing of the golfing facilities
479 owned by the City to the Meadowlakes Public Facility Corporation.
480 The Council shall establish a fund balance for this fund annually
481 Eligible uses of this reserve fund include the cash funding of
482 additional renovations or major repairs to the golfing facility
483 structures, pool, and tennis courts. The City Manager is authorized
484 to utilize the funds within the reserve for emergency repairs or
485 renovations; however he/she shall notify the Mayor and Council of
486 said funds use within 30 days. The goal of the fund is to achieve a
487 fund balance of \$36,000. However, it may be adjusted annually to
488 fund known future renovations and/or major repairs and
489 maintenance. In the event that said fund balance exceeds the
490 declared fund balance, the Council, at its sole discretion, may
491 suspend and/or reduce the lease charged to the Public Facility
492 Corporation, invest said excess in whole or any part to capital
493 improvement to said golfing facility, assist in retiring of debt
494 incurred by the City for said facility, or any lawful manner the
495 Council may deem prudent.

496 B. Golf Course Improvement Reserve Fund: This fund shall be
497 funded from donations, fundraisers, and contributions by the
498 citizens. The purpose of this fund is providing the necessary funds
499 to purchase items for the golfing complex which may include but
500 are not limited to furnishings, fixtures, cart paths, and other
501 improvements and used solely for the benefit of the City of
502 Meadowlakes golfing complex. Projects funded from this fund shall
503 be clearly identified so the contributors to the fund will know how
504 and where their contributions were spent.

505
506 **8) CASH MANAGEMENT AND INVESTMENTS**
507

508 *To maintain the City's cash in such a manner so as to ensure the absolute safety*
509 *of principal, to meet the liquidity needs of the City, and to achieve the highest*
510 *yield possible.*
511

512 **A. Investment Management**

- 513 1. *All aspects of cash/investment management shall be designed to*
514 *ensure safety and integrity of the City's financial assets.*
515 2. *Cash/Investments management activities shall be conducted in full*
516 *compliance with prevailing laws and the City's Investment Policy.*
517 3. *The City will do business with only previously Council approved*
518 *financial institutions who have executed a written certification of their*
519 *review of the City's Investment Policy.*
520

521 **B. Investment Strategy**

522 *The City maintains a consolidated portfolio in which it pools a portion of its*
523 *funds for investment purposes. The City's investment strategy is to*
524 *achieve safety of principal, adequate liquidity to meet the cash needs of*
525 *the city, and reasonable yields.*
526

527 **C. Interest Income**

528 *Interest earned from investments shall be distributed to the funds from*
529 *which the funds were provided.*
530

531 **D. Depository**

532 *The City will select its official bank through a formal bidding process in*
533 *order to provide the City with the most comprehensive, flexible, and cost-*
534 *effective banking services available. The City will, at a minimum, bid*
535 *depository services every five (5) years. The City will review the financial*
536 *health of the City's depository annually to include but not be limited to*
537 *earnings, assets, capital, and liquidity.*
538

539 **E. Collateralization of Deposits**

- 540 1. *The City shall have pledged collateral held at an independent third-*
541 *party institution and evidenced by a written receipt.*
542 2. *The value of the pledged collateral along with the any Federal Deposit*
543 *Insurance Corporation (FDIC) shall equal to 102% of the maximum*
544 *funds of the City held in deposits by the financial institution.*
545

ITEM FOR DISCUSSION-COUNCIL WORKSHOP JUNE 12, 2012

Workshop Item F – Budget workshop dates and times

As we discussed briefly at your meeting on the 22nd, it is time to begin our budgeting process. Below is a brief review of the deadlines and dates that are established by statute that must be complied with in order to set the City's fiscal year 2013 budget.

2012 Tax and Budget Deadlines (For Fiscal Year 2013)

- April 30th - Chief Appraiser must **certify the estimated taxable value.-Completed**
- May 30th – Last day for property owners to file a protest with the Appraisal Review Board-**Completed**
- July 25th – Last day for Chief Appraiser to **certify appraisal taxable value.**
- August 7th – (or as soon as possible thereafter) **publish effective and rollback rates** and other notices as required.
- August 29th-Last day for budget officer to **file proposed budget** with municipal clerk. Budget must be filed with the municipal clerk before the 30th day tax rates are adopted.
- September 16th – **publish notice of tax rate increase hearings** if needed (hearings only required if tax rate will exceed the lower of the rollback rate or the effective rate.) The notice must be published no less than 7 days before the first hearing on the proposed tax increase.
- September 18th – **last day to publish notice of budget hearing.** Notice must be published no more than the 30th day before the hearing or no less than 7 days before the first hearing date.
- September 23rd - last day for **first hearing on tax rate** if required.
- September 26th -last day for **second hearing on tax rate** increase if required. This hearing must be at least 3 days before the adoption of a tax rate, not on a weekend or holiday. The second hearing must be no more than 14 days prior to the adoption of the tax rate.
- September 28th -**last day for hearing on budget** and must be before the date of the tax levy. The hearing must be after the 15th day after the proposed budget was filed with the clerk. At the conclusion of this hearing the city must take some action on the budget which could be to adopt or postpone the final vote. General thoughts are that the city should adopt the budget at the end of the hearing.
- September 29th - the **budget and tax rate** should be adopted no later than this date.

I have attached calendars for June through September with recommended dates.

JUNE 2012

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JULY 2012

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1	2	3	4 Holiday	5	6 PFC's Budget Submittal Deadline	7																																																																																					
8	9	10 Regular Council Mtg. Proposed 2nd Budget Workshop prior to Mtg	11	12	13	14																																																																																					
15	16	17 3rd Proposed Work- shop	18	19	20	21																																																																																					
22	23	24 4th Proposed Work- shop if required	25 Appraised taxable value certified	26	27	28																																																																																					
29	30	31 Special called Council meeting to set proposed tax rate & time and dates of Public Hearings file w/City Secretary																																																																																									
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Monthly Calendar

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AUGUST 2012

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5	6	7 Backup date for special council mtg. Effective and rollback tax rates notice published	8	9	10	11																																																																																											
12	13	14 Council Meeting	15	16	17	18																																																																																											
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26	27	28 Proposed date 1st Public Hearing on Budget and Tax Rate	29 Last day for budget to be file with City Secretary	30	31																																																																																												
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Monthly Calendar

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SEPTEMBER 2012

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2	3	4 Proposed date for 2nd Public Hearing on Tax and Budget	5	6	7	8																																																																																				
9	10	11 Council Meeting Adopt Budget and Tax Rate	12	13	14 Last day to publish notice of tax rate increase hearing	15																																																																																				
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**City of Meadowlakes
Stated Meeting Minutes
May 8, 2012**

I. CALL TO ORDER AND QUORUM DETERMINATION: Mayor Don Williams called the meeting to order at 5:00 p.m. declaring that a quorum was present at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas. Council members present were Barry Cunningham, Franzella Jones, Rusty Crawford and Bill Pickard. Also present was City Manager Johnnie Thompson and City Secretary Stephanie Littleton.

II. PLEDGE OF ALLEGIANCE AND PRAYER: Barry Cunningham led the meeting members and guests in the Pledge of Allegiance. Bill Pickard led the meeting members and guests in prayer.

III. MONTHLY STANDARD LIVE REPORTS:

City Manager Activity Report – Johnnie Thompson

- Consent Items as listed below

City Manager Johnnie Thompson briefed Council on drainage issues on both Fairway Lane and Broadmoor that the Public Works Department is currently working on. Mr. Thompson stated that due to the increasing cost of repairs, it was necessary and fiscally prudent to purchase a new mower for the Public Works Department utilizing funds budgeted for capital expenditures within the fund. Mr. Thompson then summarized the contents of the monthly reports and noted that the patrol hours will increase during the summer months.

IV. CONSENT ITEMS:

- A.** April 10th, 2012 Meeting Minutes –Stephanie Littleton, City Secretary
- B.** Ordinance Enforcement April 2012 Activity Report – Pat Preston
- C.** Animal Control April 2012 Activity Report - Robbie Galaway, Officer
- D.** Patrol Activity April 2012 Report - provided by Meadowlakes Patrol Officers
- E.** Vandalism/Incident April 2012 Activity Report – Stephanie Littleton, City Secretary
- F.** City Building Committee April 2012 Activity Report - Don Wheeler, Chairman
- G.** Public Works Department April 2012 Activity Report - Mike Williams, PWD
- H.** General Fund April 2012 Detailed Financials Report - Eileen Harrison, Treasurer
- I.** Utility and Recreation and Country Club Funds April 2012 Detailed Financials Report including authorization to close the RCC Equipment Lease money market account - Johnnie Thompson, City Manager
- J.** PFC Financials and Operation reports- Steve Hawkins, PFC President

Mayor Williams inquired about how patrol hours will be concentrated now that school buses are no longer running. Johnnie Thompson replied

that Ricky Bindseil, the Sheriff's Office deputy in charge of scheduling will look at last year to help determine where the hours are needed, likely focusing on evenings and weekends. Mr. Thompson also mentioned that specifically, children on golf carts are an issue that needs to be targeted. Mayor Williams asked if we've seen any improvements in the Public Facility Corporation's financial reports. Mr. Thompson stated that he had talked to Jeff Wilson about specific report parameters that needed correction, namely Accrual vs. Cash. Councilmember Jones expressed her disappointment and requested further discussion next month. Council discussion ensued. Councilmember Cunningham made a motion to approve the consent items as presented; the motion was seconded by Councilmember Jones and carried by a unanimous vote of the Councilmembers present.

V. CITIZEN COMMENTS: There were no citizen comments.

VI. OLD BUSINESS:

A. Action/Discussion: Contracting with LCRA for acquisition of raw water. City Manager Johnnie Thompson introduced this item by providing Council the background of the history of this contract negotiation which included some legal changes that necessitated approval by both entities. He outlined a funding issue addressed in section 2.6 of the contract, which requires a non-appropriations clause. Council discussion ensued. Johnnie recommended approval of the current contract pending final legal approval. Councilmember Jones made a motion to approve the contract pending final legal approval; the motion was seconded by Councilmember Pickard and passed by a unanimous vote of the Councilmember present.

VII. NEW BUSINESS No new business was scheduled.

VI. COUNCIL & MAYOR ANNOUNCEMENTS:

- A. Election to be held Saturday, May 12th
- B. Canvass of Election Results and swearing in of new Councilmembers to be held Tuesday, May 22nd at 5:00 p.m.

IX. ADJOURNMENT:

Mayor Williams adjourned the meeting at 5:27 p.m.

Approved:

/s/ Don Williams **Date:** _____
Mayor, Don Williams

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Attest:

/s/ Stephanie Littleton **Date:** _____
City Secretary, Stephanie Littleton

DRAFT

City of Meadowlakes Called Meeting Minutes May 22nd, 2012

I. CALL TO ORDER AND QUORUM DETERMINATION:

Mayor Don Williams called the meeting to order at 5:00 declaring that a quorum for the Council acting as the Election Board was present at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas. Council members present were Barry Cunningham, Bill Pickard and Paul Sarcione. Also present were City Manager Johnnie Thompson, City Secretary Stephanie Littleton, and council elect members Mary Ann Raesener and Gary Hammond.

II. PLEDGE OF ALLEGIANCE AND PRAYER:

Mayor Don Williams led the meeting members and guests in the Pledge of Allegiance and the meeting members and guests in prayer.

III. NEW BUSINESS

- A. Action/Discussion: Canvass of Election. Mayor Williams opened the envelopes provided by the Burnet County Elections Administrator containing the canvass report, precinct report and cumulative report for the City's May 12 election. The materials were distributed to the Council for review and Mayor Williams read the final vote tallies for each candidate, which were: **FOR COUNCIL, PLACE 1:** Mary Ann Raesener, 251 early/absentee votes, 58 election day votes for a total of 309 votes. **FOR COUNCIL, PLACE 3:** Gary Hammond, 224 early/absentee votes, 54 election day votes for a total of 278. Georgina Christy, 101 early/absentee votes, 19 election day votes for a total of 120. **FOR MAYOR:** Don Williams, 237 early/absentee votes, 52 election day votes for a total of 289. After certifying that the figures on the tally sheets corresponded with the figures on the return, Mayor Williams signed the Canvass of General Election.
- B. Action/Discussion: Recognition of service for exiting Councilmembers. City Secretary Stephanie Littleton presented exiting Councilmember Bill Pickard with a plaque on behalf of the City and thanked him for his years of service. Exiting councilmember Rusty Crawford was not in attendance to receive his plaque.
- C. Action/Discussion: Recognition of incoming Councilmembers. Mayor Williams introduced incoming Councilmembers Mary Ann Raesener and Gary Hammond.
- D. Action/Discussion: Certificate of Election. City Secretary Stephanie Littleton presented certificates of election to Councilmembers Raesener and Hammond, and to Mayor Williams.
- E. Action/Discussion: Statement of Elected office & Oath of Office. City Secretary Stephanie Littleton gave the Statement of Elected Office and Oath of Office to Councilmembers Raesener and Hammond.
- F. Seating of new council and establishment of quorum for the record. At 5:10, Mayor Williams asked former Councilmember Pickard to join the audience and Councilmembers Raesener and Hammond were seated in their places, at which point Mayor Williams established that a quorum of the new Council was present.

- G. Dissemination of new council's publications/training guides and instructions. City Secretary Stephanie Littleton had previously presented incoming Councilmembers Raesener and Hammond with materials and required training information related to the Open Records and Public Information Act.
- H. Action/Discussion/Appointment: Nomination and selection of Mayor Pro Tem. After Council discussion, Councilmember Raesener nominated Councilmember Jones to serve as the Mayor Pro Tem. Councilmember Cunningham seconded the nomination. The motion passed by a unanimous vote of the Councilmembers present.

IV. COUNCIL & MAYOR ANNOUNCEMENTS:

- A. Mayor Williams publicly thanked Bill Pickard and Rusty Crawford for their years of service to the City.
- B. Discussion and action related to establishing workshop dates for June 2012. Mayor Williams confirmed a Public Workshop would be held at 3:00 p.m. prior to the Stated Meeting on June 12th.
- C. Next Stated Council meeting will be held on June 12th, 2012 at 5:00 p.m.

V. ADJOURNMENT:

Mayor Williams adjourned the meeting at 5:28 p.m.

Approved:

Mayor, Don Williams

Date: _____

Attest:

City Secretary, Stephanie Littleton

Date: _____

Ordinance Enforcement Report
May 2012
Summary

Calls Received: Ordinance line: 23
Security Gate: 0
City Hall: 4

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

- 3 letter regarding Ordinance 92.02 – vehicle, trailer or boat parked on lot
- 7 letters regarding Ordinance 92.02 – boat, trailer or RV parked on drive over 72 hours
- 2 letters regarding Ordinance 92.02 – boat, trailer or RV parked on street overnight
- 2 letters regarding Ordinance 92.02 – jet skis or golf carts stored on driveway
- 16 letters regarding Ordinance 130.02 – trash containers visible from the street
- 12 letters regarding Ordinance 130.02 – yard needs mowing
- 11 letters regarding Ordinance 130.02 – limbs or yard debris at curbside over 10 days
- 3 letter regarding Ordinance 130.02 – grass clippings or limbs in street
- 1 letter regarding Ordinance 152.14 – sign ordinance violation
- 1 letter regarding Maintenance Code Sec 302.7 – fence needing repair

15 warning tickets were issued regarding Ordinance 92.02 – parking on the wrong side of street
or in no parking area

1 warning ticket was issued regarding Ordinance 152.11 – sign ordinance violation

18 verbal warnings were issued

Submitted by:

Pat Preston

Pat Preston
Ordinance Enforcement Officer
June 1, 2012

Animal Control Report

Meadowlakes, Texas

May, 2012

- **Eight calls were received for loose dogs in running around in the city. One belonged to a Marble Falls resident and I turned the dog over to her. One was captured and delivered to the Marble Falls Animal Control Facility and the owner was given instructions on how to retrieve her dogs from the facility.**
- **One call was for a sick rabbit (mother had just given birth) in the front flower bed.**
- **One call was a complaint for barking dog.**
- **A call was received for a snake in the resident's garage.**
- **One rescue cat (mother) got loose.**
- **A resident called with a report that his cat had gotten loose.**
- **A resident trapped a feral cat. I delivered it to the Marble Falls Animal Control Facility.**
- **A loose cat had been picked up by a resident and placed in a cage. The owner claimed it and she was given instructions on how to retrieve it and also informed her of pet registration procedures.**

Robbie Galaway

Robbie Galaway

MEADOWLAKES PATROL ACTIVITY REPORT May 2012

DATE	DAY	DEPUTY	START TIME	END TIME	HRS	CITATION	WARNING	VERBAL	OTHER	NOTES	Begin Mileage	End Mileage	Miles Driven
5/1/10	Tue	Bindseil	5:00 PM	8:00 PM	3:00						37901	37914	13
5/2/10													0
5/3/10													0
5/4/10	Fri	Koenning	7:00 PM	10:00 PM	3:00			2		Two verbal warnings for juvenile on golf cart and headlights out	73052	73068	16
5/5/10													0
5/6/10													0
5/6/10													0
5/7/10	Mon	Koenning	3:00 PM	6:00 PM	3:00	1					73073	73088	15
5/8/10	Tue	Bindseil	7:00 PM	10:00 PM	3:00						38781	38797	16
5/9/10	Wed	Bindseil	9:30 AM	12:30 PM	3:00			1		1 verbal warning for driver not secured by seatbelt	38812	38828	16
5/10/10	Thu	Perez	7:00 AM	10:00 AM	3:00			1		Patrol	43582	43600	18
5/11/10	Fri	Wilson	7:30 PM	10:30 PM	3:00					Notified City manager that deer lick pump station alarm was was ringing, patrol, radar, checked rv storage, parks and city buildings	26209	26234	25
5/12/10													0
5/13/10	Sun	M. Bindseil	4:00 PM	7:00 PM	3:00					RV storage, City Hall, boat ramp, ran radar on meadowlakes Dr. and monitored stop signs at Meadowlakes & Columbine	143961	143989	28
5/14/10	Mon	Perez	7:15 AM	10:15 AM	3:00					Patrol, visited with City employee Jennifer Murril regarding grafitti.	44033	44045	12
5/15/10	Tue	Bindseil	8:00 AM	11:00 AM	3:00						39414	39435	21
5/16/10	Wed	Bindseil	12:00 PM	3:00 PM	3:00						39800	39812	12
5/17/10	Thu	Bindseil	12:00 PM	3:00 PM	3:00						39862	39889	27
5/18/10	Fri	Bindseil	6:00 PM	9:00 PM	3:00					Suspicious vehicle at City Hall--Colorado 936CEP, stopped golf cart with 3 girls and talked with the driver's father, checked RV storage and City Hall, ran radar on Meadowlakes Dr., talked to bartender at clubhouse about a suspicious male and gave her the sheriff's non-emergency line	144242	144270	28
5/19/10													0
5/20/10													0
5/21/10													0
5/22/10													0
5/23/10													0
5/24/10	Thu	Perez	7:15 AM	10:15 AM	3:00					Checked RV, boat storage, and boat ramp, monitored stop signs, checked on a complaint from Jennifer Virdell and advised a dispatch	44405	44418	13
5/25/10	Fri	Wilson	7:00 PM	10:00 AM	3:00					Patrol, checked parks, boat storage, and buildings, extra patrol and radar on Turkey Run per citizen complaints	26726	26745	19
5/26/10													0
5/27/10													0
5/28/10	Mon	Perez	7:00 AM	10:00 AM	3:00		3			Checked City Hall, boat ramp, and picnic area, issued 3 warnings (2 for parking violations and 1 for no stopping at a stop sign), checked speeders, monitored stop signs	44689	44709	20
5/29/10	Tues	Koenning	6:00 PM	9:00 PM	3:00					Checked out abandoned 9-1-1 call at 348 Stewart, assisted EMS at 120 Turkey Run with chest pain	74238	74255	17
5/30/10	Wed	Koenning	3:00 PM	6:00 PM	3:00						74260	74279	19
5/30/11													0
5/31/10	Thurs	Bindseil	7:00 PM	10:00 PM	3:00						40698	40713	15

TOTALS:

60

1

3

4

0

336

City of Meadowlakes

VANDALISM/INCIDENTS-May 2012

Date:	Address:	Incident:
5/12/12 (approx)	drainage ditch on Firestone	Graffiti
5/29/12	207 & 310 Firestone	2 mailboxes damaged

BUILDING COMMITTEE REPORT
May 2012
Don Wheeler – Building Committee Chairman

ACTIVE BUILDING PERMITS (under construction or review)24

May 2012 Approved Permits

<i>Deck</i>	
<i>Concrete Slab</i>	
<i>Fence</i>	<i>2</i>
<i>Swimming Pool/Hot Tub</i>	<i>2</i>
<i>Remodel</i>	<i>1</i>
<i>Variance</i>	
<i>New Homes</i>	
<i>Other</i>	
<i>Patio Cover</i>	
<i>Arbor</i>	
<i>Plat Amendment</i>	
<i>Consultation</i>	
<i>Playscape</i>	
<i>Permit Revisions</i>	
<i>Applications denied:</i>	<i>Arbor</i>
	<i>Fence</i>
	<i>New home</i>
	<i>Variance</i>
	<i>Remodel</i>
	<i>Patio Cover</i>
	<i>Playscape</i>
	<i>Detached Structure</i>
	<i>Carport</i>
	<i>Propane gas storage tank</i>
	<i>Roof replacement</i>
	<i>Other</i>

One CO issued 5/17/2012

MEMORANDUM

Date: June 5, 2012
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. Processed and treated 15.9 million gallons of drinking water compared to 21.7 million gallons for the same month in the previous year, for a decrease of 26.7%.
2. PWD employees have begun work on the drainage ditch on Fairway Lane. The existing grass lined ditch will be widened and a concrete bottom poured in order to reduce sediment buildup along the ditch.
3. Tasks for the POA that were done this month include: Completed 2 rounds of mowing vacant lots, weekly mowing at the guard gate and parks, cleaned the pavilion area for the Memorial Day celebration, pulled dead shrubs at the guard gate, painted sign posts at the guard gate
4. Mike attended a meeting in Burnet regarding aerial mapping of the county and how it might be of benefit to the City of Meadowlakes.
5. Weekly brush pickup – we would like to remind our residents to please call city hall to be put on the weekly pickup list and to review the guidelines for the items that can and cannot be picked up.
6. Cleaned, and assisted Burnet County with the recoating of the HFGC parking lot. The lot is scheduled to be swept on June 11 to remove any excess rock with restriping to follow. We will be changing the parking from 90 degree spaces to 45 degree angled spaces in order to make parking easier.
7. We had contracted with Prime Controls to replace the hardware in our SCADA system and 90% of that hardware has been replaced with the remainder scheduled within the next week. After the hardware replacement has been completed there will be some programming modifications made to the system. We anticipate that the work should be completed within 2 to 3 weeks.
8. Mike and Chelsea have begun working on the annual water quality report that is sent out to all of our residents by July 1 of each year. We will be updating the information to be included in the report and will have it ready to be mailed to our customers before the deadline of July 1.

City of Meadowlakes

Items for Consideration

City Council Meeting

June 12, 2012

Date: June 7, 2012

To: Honorable Mayor Williams and Council Persons

From: Johnnie Thompson, City Manager

Agenda Item: IV-H-General Fund Financial Statements

1. **Requested Council Agenda Date:** June 12, 2012
 2. **Contact Name & Number:** Johnnie Thompson, City Manager-830-693-2951
 3. **Place On:** ☒ Consent ☐ New Business ☐ Old Business
 4. **Budget Impact Statement Attached:** ☐ Yes ☐ No ☒ N/A
 5. **Original Copies of Documents Approved to from by City Attorney?** ☐ Yes ☐ No ☒ N/A
-

6. Background:

Please find attached a copy of the May 2012 General Fund financial reports as prepared by Eileen. I will briefly review them below.

Balance Sheet: We have nearly \$13,000 more cash on deposit than we did at this time last year. Slightly more than \$5,300 is due to donations held for cart path improvements, so in reality we have about \$7,700 in additional available cash than we did at this time last year.

Revenues: Overall revenues are about as anticipated for the year-to-date with about 96% of the budgeted income having been received and this mirrors last year at this time. I would anticipate that our revenues will end the year very near the amount budgeted.

Expenses: Since the General Fund expenses are basically fixed and normally about the same each month, with the exception of a few items such as legal and insurance, a good indicator on how our expenses are compared to those budgeted since May was the eighth month of the fiscal year our expenses should be very near 66% of those budgeted. In reviewing the year-to-date expenses the vast majority of them are below this target with the exception of Ordinance Enforcement with was 70%, this was due to having three pay periods in the month. Backing out the transfer to other funds our expenses are approximately \$7,000 more than at this time last year mainly due codification cost (approximately \$10,000) and additional traffic control expenses (approximately \$6,000).

Net Gain: Our net gain for the year stands at \$92,000 compared to \$130,000 at this time last year. This is mainly due to about \$35,000 in additional funds being transferred out to other funds (\$25,000 to Debt Service and \$10,000 to the RCC Fund). I would anticipate that we would end the fiscal year with a slight gain instead of a budgeted loss of \$50,095.

**CITY OF MEADOWLAKES
FINANCIAL POSITION
May 31, 2012**

FUND BALANCES

CASH FUNDS

<i>American Bank - Checking Account</i>	\$ 26,451	
<i>American Bank - Money Market Account</i>	\$ 255,938	
<i>Petty Cash</i>	\$ 150	
<i>Total Cash</i>		\$ 282,539

OTHER FUNDS

<i>Wells Fargo Money Market</i>	\$ 54,579	
<i>American Bank CD .355% matures 3/10/11</i>	\$ 50,557	
<i>Texas Dept Transportation - Escrow</i>	\$ 200	
<i>Total Other Funds</i>		\$ 105,336

TOTAL FUNDS AVAILABLE	\$ 387,875
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ALLOCATED FUNDS

<i>Cart Paths, etc</i>	\$ 5,386	
<i>Judicial - Security Fund</i>	\$ 120	
<i>Judicial - Technical Fund</i>	\$ 160	
<i>Court - Time Payment Plan</i>	\$ 1,305	
<i>Insurance - Storm Damage</i>	\$ 24,472	
<i>Clean-up Deposits</i>	\$ 1,500	
<i>Inspection Deposits</i>	\$ 1,095	
Total Allocated Funds		\$ 34,037

FUND BALANCE LESS ALLOCATED FUNDS	\$ 353,838
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RESERVE FUNDS

<i>Emergency Operating Expense-4 months</i>	\$ 130,000	
<i>Total Reserve Funds</i>		\$ 130,000

FUND BALANCE LESS ALLOCATED AND RESERVE FUNDS	\$ 223,838
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**CITY OF MEADOWLAKES
REVENUE & EXPENDITURES
October 1, 2011 - September 30, 2012
May 31, 2012**

	Current Month	YTD 5/31/2012	Budget 2011-2012	Difference
<u>REVENUE</u>				
TAXES				
Ad Valorem Tax	\$ 1,024	\$ 575,032	\$ 589,280	\$ (14,248)
PEC Franchise Tax		\$ 29,127	\$ 39,000	\$ (9,873)
Cable Franchise Tax		\$ 8,638	\$ 9,500	\$ (862)
Telephone Franchise Tax	\$ 1,722	\$ 5,382	\$ 8,500	\$ (3,118)
Liquor Tax		\$ 849	\$ 1,000	\$ (151)
Total Taxes	\$ 2,745	\$ 619,028	\$ 647,280	96%
CITY BUILDING PERMITS				
Home Permits	\$ -	\$ 400	\$ 1,200	\$ (800)
Commercial Permits	\$ -	\$ -	\$ -	\$ -
Remodeling Permits	\$ 100	\$ 600	\$ 750	\$ (150)
Fence & Deck Permits	\$ 100	\$ 800	\$ 1,000	\$ (200)
Hot Tubs/playscape	\$ -	\$ -	\$ -	\$ -
Pool Permits	\$ 135	\$ 135	\$ 300	\$ (165)
Replats	\$ -	\$ 100	\$ 100	\$ -
Total City Building Permits	\$ 335	\$ 2,035	\$ 3,350	61%
JUDICIAL				
Court Costs	\$ 270	\$ 270	\$ 4,000	\$ (3,730)
Judicial Fines	\$ 321	\$ 2,001	\$ 4,000	\$ (1,999)
Failure to Appear	\$ -	\$ -	\$ -	\$ -
OMNI	\$ -	\$ -	\$ -	\$ -
Administrative Fee		\$ 10	\$ 100	\$ (90)
Total Judicial	\$ 591	\$ 2,281	\$ 8,100	28%
DIVIDENDS & INTEREST EARNED				
Dividends & Interest	\$ -	\$ 700	\$ 1,500	\$ (800)
Total Dividends & Interest Earned	\$ -	\$ 700	\$ 1,500	47%
OTHER REVENUE				
Pet Registration Fee	\$ 110	\$ 1,165	\$ 1,300	\$ (135)
Sale-City Directory	\$ 20	\$ 52	\$ 50	\$ 2
Open Records Request	\$ -	\$ 7	\$ 50	\$ (43)
Total Other Revenue	\$ 130	\$ 1,224	\$ 1,400	87%
TOTAL REVENUE	\$ 3,801	\$ 625,268	\$ 661,630	95%

**CITY OF MEADOWLAKES
REVENUE & EXPENDITURES
October 1, 2011 - September 30, 2012
May 31, 2012**

	Current Month	YTD 5/31/2012	Budget 2011-2012	Difference
<u>EXPENDITURES</u>				
BCAD				
Quarterly Charges	\$ -	\$ 5,732	\$ 12,000	\$ 6,268
Legal & Collection	\$ 57	\$ 858	\$ 1,500	\$ 642
Interest & Income Credit	\$ -	\$ (880)	\$ -	\$ 880
Tax Hearing	\$ -	\$ -	\$ 500	\$ 500
Total BCAD	\$ 57	\$ 5,710	\$ 14,000	\$ 41%
CITY BUILDING COMMITTEE				
Membership	\$ -	\$ 125	\$ 200	\$ 75
Supplies/Expense	\$ -	\$ 24	\$ 300	\$ 277
Total City Building Committee	\$ -	\$ 149	\$ 500	\$ 30%
ORDINANCE ENFORCEMENT				
Employee	\$ 754	\$ 4,472	\$ 6,500	\$ 2,028
FICA/Med	\$ 58	\$ 342	\$ 500	\$ 158
Insurance - Workers' Comp	\$ -	\$ 170	\$ 300	\$ 130
Vehicle Operation	\$ 173	\$ 1,398	\$ 1,800	\$ -
Communications	\$ 27	\$ 186	\$ -	\$ (186)
Motor Vehicle Inquires	\$ 23	\$ 184	\$ -	\$ -
Supplies/Expense	\$ -	\$ -	\$ 525	\$ 525
Total Ordinance Enforcement	\$ 1,034	\$ 6,751	\$ 9,625	\$ 70%
ANIMAL CONTROL				
Contract Agreement	\$ 600	\$ 4,800	\$ 8,000	\$ 3,200
Insurance - Workers' Comp	\$ -	\$ 80	\$ 200	\$ 120
Pet Holding Fee/Rabies	\$ -	\$ 376	\$ 250	\$ (126)
Communications	\$ 17	\$ 158	\$ -	\$ (158)
Supplies/Expense	\$ -	\$ 71	\$ 750	\$ 679
Total Animal Control	\$ 617	\$ 5,485	\$ 9,200	\$ 60%
EMERGENCY MANAGEMENT/FLOOD PLAIN				
Training & Travel	\$ -	\$ -	\$ 800	\$ 800
Membership	\$ 500	\$ 585	\$ 300	\$ (285)
Expense	\$ -	\$ -	\$ 250	\$ 250
Total Flood Plain Administrator	\$ 500	\$ 585	\$ 1,350	\$ 43%
TRAFFIC CONTROL				
Salary & Wages	\$ 1,521	\$ 14,728	\$ 25,000	\$ 10,272
FICA/Med	\$ 116	\$ 916	\$ 1,925	\$ 1,009
Insurance-Workers' Comp	\$ -	\$ 300	\$ 500	\$ 200
Insurance - Law Enf Liability	\$ -	\$ 1,010	\$ 1,000	\$ (10)
Unemployment Expense	\$ -	\$ -	\$ 500	\$ 500
Misc	\$ -	\$ -	\$ 500	\$ 500
Total Traffic Control	\$ 1,637	\$ 16,954	\$ 29,425	\$ 58%

**CITY OF MEADOWLAKES
REVENUE & EXPENDITURES
October 1, 2011 - September 30, 2012
May 31, 2012**

EXPENDITURES-Page 2

	Current Month	YTD 5/31/2012	Budget 2011-2012	Difference
MUNICIPAL COURT				
Education	\$ 107	\$ 341	\$ 500	\$ 160
State Court Costs	\$ -	\$ -	\$ 3,000	\$ 3,000
Prosecuting Attorney	\$ -	\$ 125	\$ 2,000	\$ 1,875
Office Lease - Judge Adams	\$ 200	\$ 1,600	\$ 2,400	\$ 800
Bailiff Services	\$ -	\$ -	\$ 500	\$ 500
Child Safety & Seat Belt Fine	\$ -	\$ -	\$ 100	\$ 100
Administrative Expense	\$ 58	\$ 714	\$ 600	\$ (114)
Total Municipal Court	\$ 364	\$ 2,780	\$ 9,100	\$ 31%
LEGAL				
City Attorney - Codification	\$ -	\$ 2,114	\$ -	\$ (2,114)
City Attorney - General	\$ 476	\$ 2,843	\$ 7,500	\$ 4,657
Total Legal	\$ 476	\$ 4,957	\$ 7,500	\$ 66%
INSURANCE				
Liability	\$ -	\$ 629	\$ 2,200	\$ 1,571
Errors & Omissions	\$ -	\$ 926	\$ 200	\$ (726)
Crime	\$ -	\$ 164	\$ 450	\$ 286
Insurance - Worker's Comp Refund	\$ -	\$ -	\$ -	\$ -
Total Insurance	\$ -	\$ 1,719	\$ 2,850	\$ 60%
ADMINISTRATIVE				
EMPLOYEE EXPENDITURES				
Salary - Exempt Employee	\$ 10,298	\$ 61,788	\$ 89,250	\$ 27,462
Salary - Non-exempt Employees	\$ 5,785	\$ 29,947	\$ 52,500	\$ 22,553
FICA/Medicare	\$ 1,230	\$ 7,185	\$ 11,325	\$ 4,140
Longevity Pay	\$ -	\$ 2,257	\$ 4,200	\$ 1,943
Reserve - Payroll	\$ -	\$ -	\$ 4,000	\$ 4,000
Retirement	\$ 101	\$ 1,033	\$ 3,000	\$ 1,967
Health Insurance	\$ 998	\$ 8,585	\$ 15,000	\$ 6,415
Insurance - Worker's Comp	\$ -	\$ 178	\$ 700	\$ 522
Disability	\$ 76	\$ 678	\$ -	\$ (678)
Bond - Manager	\$ -	\$ 50	\$ -	\$ (50)
Payroll Expense	\$ 25	\$ 58	\$ -	\$ (58)
Drug Test	\$ -	\$ -	\$ -	\$ -
Other Benefits	\$ -	\$ 158	\$ 250	\$ 92
Training	\$ 450	\$ 450	\$ 1,000	\$ 550
Dues & Membership	\$ -	\$ 190	\$ 500	\$ 310
Mileage Allowance	\$ -	\$ -	\$ 350	\$ 350
Miscellaneous	\$ -	\$ -	\$ 650	\$ 650
Total Employee Training & Travel	\$ 18,965	\$ 112,557	\$ 182,725	\$ 62%
ADMINISTRATIVE OTHER				
Audit	\$ -	\$ 3,115	\$ 3,500	\$ 385
City Directory	\$ -	\$ -	\$ 1,500	\$ 1,500
Election	\$ 73	\$ 73	\$ 1,400	\$ 1,327
Gifts, Flowers, etc	\$ -	\$ 149	\$ -	\$ (149)
Office Supplies/Expense	\$ 66	\$ 1,128	\$ 4,000	\$ 2,872
Neighborhood Watch	\$ -	\$ 61	\$ 750	\$ 689
Copier - Lease	\$ 124	\$ 1,010	\$ 2,000	\$ 990
Postage	\$ 319	\$ 359	\$ 350	\$ (9)
Membership/Dues	\$ -	\$ 547	\$ 700	\$ 153
Telephone	\$ 55	\$ 469	\$ 750	\$ 281
Miscellaneous	\$ -	\$ -	\$ 1,200	\$ 1,200
Office Equip Repair & Maint	\$ -	\$ -	\$ 500	\$ 500
Office Maintenance	\$ 520	\$ 2,080	\$ 4,000	\$ 1,920
Email Service	\$ -	\$ 336	\$ -	\$ (336)
Website Hosting & Update	\$ -	\$ -	\$ 2,000	\$ 2,000
Codification Expense	\$ -	\$ 7,840	\$ 10,000	\$ 2,160
Total Administrative Other	\$ 1,157	\$ 17,167	\$ 32,650	\$ 53%
Total Administrative Expense	\$ 20,121	\$ 129,724	\$ 215,375	\$ 60%

**CITY OF MEADOWLAKES
REVENUE & EXPENDITURES
October 1, 2011 - September 30, 2012
May 31, 2012**

	<u>Current Month</u>	<u>YTD 5/31/2012</u>	<u>Budget 2011-2012</u>	<u>Difference</u>
<u>EXPENDITURES-Page 3</u>				
MUNICIPAL BUILDING				
Maintenance & Repair	\$ -	\$ 802	\$ 2,500	\$ 1,698
Electric Service	\$ 180	\$ 1,741	\$ 3,500	\$ 1,759
Insurance - Real Estate & Pers Prop	\$ -	\$ 826	\$ 1,000	\$ 174
Total Municipal Building	\$ 180	\$ 3,369	\$ 7,000	48%
CONTRACT SERVICES				
Marble Falls Area EMS Inc	\$ 2,792	\$ 22,333	\$ 33,500	\$ 11,167
Marble Falls Area Fire Dept Inc	\$ 2,343	\$ 18,746	\$ 27,300	\$ 8,554
Total Contract Services	\$ 5,135	\$ 41,079	\$ 60,800	68%
CAPITAL OUTLAY				
Office Accessories	\$ -	\$ -	\$ 5,000	\$ 5,000
Land Acquisition	\$ -	\$ -	\$ 25,000	\$ 25,000
Total Capital Outlay	\$ -	\$ -	\$ 30,000	0%
CONTINGENCY FUND				
Transfer to RCC Fund 4/10/12	\$ -	\$ -	\$ (5,000)	
General	\$ -	\$ -	\$ 20,000	\$ 20,000
Total Contingency Fund	\$ -	\$ -	\$ 15,000	0%
DEBT SERVICE				
Transfer from Contingency Fund 4/10/12	\$ -	\$ -	\$ 5,000	\$ -
Transfer to RCC Fund	\$ -	\$ 10,000	\$ 5,000	\$ (5,000)
Transfer to PWD Debt Service	\$ 1,487	\$ 303,920	\$ 290,000	\$ (13,920)
Total Transfer to Debt Service	\$ 1,487	\$ 313,920	\$ 300,000	105%
TOTAL EXPENDITURES	\$ 31,608	\$ 533,182	\$ 711,725	
REVENUE LESS EXPENDITURES	\$ (27,807)	\$ 92,086	\$ (50,095)	

City of Meadowlakes

Items for Consideration

City Council Meeting

June 12, 2012

Date: June 7, 2012, 2012

To: Honorable Mayor Williams and Council Persons

From: Johnnie Thompson, City Manager

Agenda Item: IV-I-Public Works, Recreation and Country Club and Debt Service Funds May 2012 Financial Reports

1. Requested Council Agenda Date: June 12, 2012
 2. Contact Name & Number: Johnnie Thompson, City Manager-830-693-2951
 3. Place On: ☒ Consent ☐ New Business ☐ Old Business
 4. Budget Impact Statement Attached: ☐ Yes ☐ No ☒ N/A
 5. Original Copies of Documents Approved to from by City Attorney? ☐ Yes ☐ No ☒ N/A
-

6. Background:

Please find below a review of the Utility, Recreation and Country Club financial reports along with other supporting documents.

Utility (Public Works) Fund (Pages 1 through 6)

Balance Sheet

In reviewing the Balance Sheet for the fund you will note that we have approximately \$150,844 more on deposit in operating cash than we did at the end of May last year and that we have approximately \$16,600 in additional debt service cash on hand. The Net Income for the fund stands at \$343,993 and is derived by adding the net income from operations (\$28,317) and the net income from the debt service fund (\$315,675). Our total net gain for the year is \$3,852 less than at this time last year.

Profit and Loss

- Revenues-Water Revenues for the month are slightly below those budgeted for May and about \$10,000 less than May of last year. However, year-to-date water revenues still remain above those budgeted for the reference period. Total Revenues as shown indicate about \$43,000 less than budgeted for the year-to-date. This is slightly misleading since \$63,325 in reserves was budgeted and has not been needed to date. In reality our revenues are about \$20,000 greater than those budgeted for the period.

- Expenses- Total Expenses for the month are about \$8,000 less than those budgeted and for the year-to-date the total expenses are nearly \$140,000 less than those budgeted. All major expense line items for the year are below those budgeted with the exception of transfer out to debt service which is at its budgeted amount.
- Net Gain-The Net Gain for the Operating portion of the Utility Fund shows a gain of \$5,919 for the month compared to a budgeted net gain of \$3,102; the fund has a net gain of slightly more than \$28,000 for the year compared to a budgeted loss of nearly \$68,629 and this was with the \$63,000 transfer in from reserves.

During the upcoming budgeting process I will update you with the anticipated performance of this fund in more detail.

Cash Flow Analysis (Pages 7 and 8)

Utility Fund- the Operating cash flow for the month had a positive cash flow of \$15,684 compared to last month's negative cash flow of \$13,371. For the fiscal year the fund has a positive cash flow in excess of \$26,300.

Debt Service Fund-the Debt Service cash increased by \$14,841 in May and should increase by about \$14,500 a month for the next four months at which time we have an approximately \$355,000 principal and interest payment due. It is anticipated that the fund should have an approximate \$16,000 carry-over into the next fiscal year.

Recreation and Country Club Fund (RCC) (Page 9)

Please find attached a copy of the Recreation and Country Club (RCC) Fund financial statement for May and year-to-date. In reviewing, it you will not find much activity for the month. The only outstanding expense related item is the floor covering which a maximum of \$1000 has been committed and the PFC has committed a like amount and Jeff is in charge getting the floor covering purchased and installed.

Debt Service Fund (Page 10)

The Debt Service fund is performing as anticipated. Revenues for the month were slightly less than those budgeted and about \$20,000 greater than those budgeted for the year-to-date. As mentioned earlier the fund will continue to be on the positive side in order to have adequate funds to cover the approximate \$355,000 principal and interest that will be due in August.

Checks Issued in Excess of \$2,500 (Page 11)

Attached you will find a listing of all checks issued in excess of \$2,500 in the month of May. Most were the normal re-occurring.

7. Recommendation- I would recommend that the financial reports as prepared be approved.

City of Meadowlakes-Utility Fund
Balance Sheet Prev Year Comparison
As of May 31, 2012

ASSETS

Current Assets

Checking/Savings

1000 - Operating Cash

1010 - Petty Cash

\$ 400 \$ 400

1020 - American Bk Operating Checking

\$ 5,423 \$ 36,161

1030 - American Bk - Operating MM

\$ 398,928 \$ 216,987

1340 - American Bank - I&S

\$ - \$ 359

Total 1000 - Operating Cash

\$ 404,751 \$ 253,907

1100 - Construction Cash

1110 - American Bank - Construction

\$ - \$ 479

1122 - 2008 Construction Fund Account

\$ - \$ -

Total 1100 - Construction Cash

\$ - \$ 479

1300 - Debt Service

1341 - Series 2008 Debt Service Account

\$ 332,276 \$ 315,678

Total 1300 - Debt Service

\$ 332,276 \$ 315,678

Total Checking/Savings

\$ 737,027 \$ 570,065

Accounts Receivable

1601 - Loan to RCC Division

\$ 289,394 \$ 303,392

1500 - Operating Receivables

\$ 72,602 \$ 100,636

Total Accounts Receivable

\$ 361,996 \$ 404,028

1800 - Operating Inventories

\$ 29,301 \$ 25,276

Total Current Assets

\$ 1,128,325 \$ 999,369

Fixed Assets

1900 - Fixed Assets

Total 1900 - Fixed Assets

\$ 6,529,232 \$ 9,818,575

1990 - Accumulated Depreciation

\$ (2,969,399) \$ (2,862,173)

1983 - Golf Irrigation Improvements

\$ 272,352 \$ 219,772

Total Fixed Assets

\$ 3,832,185 \$ 7,176,174

TOTAL ASSETS

\$ 4,960,509 \$ 8,175,542

City of Meadowlakes-Utility Fund
Balance Sheet Prev Year Comparison
As of May 31, 2012

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	\$ 21,817	\$ 25,622
3210 - Current Portion of Bonds Payable	\$ 250,000	\$ 265,000
Total Accounts Payable	\$ 271,817	\$ 290,622

Other Current Liabilities

2100 - Payroll Liabilities	\$ -	\$ 21
3000 - Operating Accounts Payable	\$ -	\$ 287
3010 - Service Deposits Payable	\$ 73,715	\$ 67,438
3020 - Sales Tax Payable	\$ 910	\$ 911
3155 - Employee Retirement Payable	\$ -	\$ 372
3200 - Accrued Interest Payable	\$ 1,408	\$ 15,845
3560 - Deferred Operating Tax Revenue	\$ 3,147	\$ 3,147
3700 - Prior Period Adjustments	\$ 296,586	\$ -
Total Other Current Liabilities	\$ 375,765	\$ 88,019

Total Current Liabilities	\$ 647,583	\$ 378,641
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Long Term Liabilities

3600 - Long Term Debt

3611 - 2008 Certificates Obligations	\$ -	\$ 3,555,000
3612 - 2008 General Obligations Bonds	\$ 260,000	\$ 510,000
Total 3600 - Long Term Debt	\$ 260,000	\$ 4,065,000

Total Long Term Liabilities	\$ 260,000	\$ 4,065,000
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Total Liabilities	\$ 907,583	\$ 4,443,641
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Equity

3900 - Retained Earnings	\$ 173,350	\$ 406,098
4000 - General Fund Balance	\$ 180,682	\$ 180,682
4010 - Reserved for Inventories	\$ 21,711	\$ 21,711
4020 - General Fund-Fixed Assets	\$ 3,316,343	\$ 2,752,834
4100 - Debt Service Fund	\$ 16,367	\$ 20,614
4200 - Capital Projects Fund	\$ 480	\$ 18,944
Net Income	\$ 343,993	\$ 331,019

Total Equity	\$ 4,052,926	\$ 3,731,902
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TOTAL LIABILITIES & EQUITY	\$ 4,960,509	\$ 8,175,542
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City of Meadowlakes-Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through May 2012

	Oct '11 - May 12	Budget Oct- May 12	May 12	Budget May FY12	May 11	Oct '10 - May 11
Ordinary Income/Expense						
Income						
5010 · Water Revenue	\$ 198,489	\$ 188,000	\$ 28,775	\$ 32,000	\$ 38,861	\$ 215,902
5020 · Sewer Revenues	\$ 298,928	\$ 298,328	\$ 37,237	\$ 37,291	\$ 37,280	\$ 298,283
5030 · Garbage Revenue	\$ 129,817	\$ 129,332	\$ 16,185	\$ 16,167	\$ 16,177	\$ 127,578
5040 · Pump Fee Revenue	\$ 4	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 4
5110 · Contract Services	\$ 53,333	\$ 53,334	\$ 6,667	\$ 6,666	\$ 6,667	\$ 53,333
5120 · Water Connect Fee Revenue	\$ 1,450	\$ 1,450	\$ -	\$ -	\$ 725	\$ 2,900
5130 · Sewer Connect Fee Revenue	\$ 1,450	\$ 1,450	\$ -	\$ -	\$ 725	\$ 2,900
5140 · Transfer Fee	\$ 1,675	\$ 1,666	\$ 350	\$ 208	\$ 75	\$ 1,675
5150 · Penalty & Interest Earned	\$ 4,407	\$ 4,166	\$ 438	\$ 521	\$ 480	\$ 4,020
5170 · Miscellaneous Revenues	\$ 11,739	\$ 1,168	\$ 72	\$ 146	\$ 828	\$ 7,629
5181 · Transfer in from Reserves	\$ -	\$ 63,325	\$ -	\$ -	\$ -	\$ -
5200 · Interest earned on Investments	\$ 1,703	\$ 1,666	\$ 225	\$ 208	\$ 747	\$ 5,815
Total Income	\$ 702,994	\$ 745,885	\$ 89,948	\$ 95,207	\$ 102,564	\$ 720,038
Gross Profit	\$ 702,994	\$ 745,885	\$ 89,948	\$ 95,207	\$ 102,564	\$ 720,038
Expense						
Total Employee Expenses	\$ 241,090	\$ 285,866	\$ 38,832	\$ 44,150	\$ 26,750	\$ 235,033
Total Administrative Expenses	\$ 36,708	\$ 42,215	\$ 2,044	\$ 2,000	\$ 1,785	\$ 40,039
Total Operating Expenses	\$ 123,170	\$ 151,769	\$ 15,103	\$ 15,672	\$ 58,506	\$ 170,316
Total POA Contract Mowing Expense	\$ 4,738	\$ 5,000	\$ 668	\$ 950	\$ 98	\$ 1,371
Total Other Expenses-Garbage	\$ 114,021	\$ 120,664	\$ 14,131	\$ 15,083	\$ 14,165	\$ 113,325
Total Capital Expenditures	\$ 48,949	\$ 103,000	\$ -	\$ 1,000	\$ -	\$ 9,078
Total Transfers Out	\$ 106,000	\$ 106,000	\$ 13,250	\$ 13,250	\$ 14,345	\$ 114,550
Total Other Expense	\$ 674,677	\$ 814,514	\$ 84,029	\$ 92,105	\$ 115,650	\$ 683,713
Net Total Income-Operations	\$ 28,317	\$ (68,629)	\$ 5,919	\$ 3,102	\$ (13,086)	\$ 36,325

City of Meadowlakes-Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through May 2012

	Oct '11 - May 12	Budget Oct- May 12	May 12	Budget May FY12	May 11	Oct '10 - May 11
Expense						
6100 · Employee Expenses						
6110 · Salaries & Wages						
6410 · Salaries Exempt Employees	\$ 40,273	\$ 42,643	\$ 7,106	\$ 7,108		
6415 · Salaries & Wages-Non-Exempt	\$ 139,285	\$ 169,040	\$ 24,244	\$ 28,000		
6416 · Overtime & Standby Pay	\$ 6,757	\$ 6,928	\$ 1,063	\$ 1,154		
6417 · Longevity Pay-Exempt/Non-Exempt	\$ 3,925	\$ 4,000	\$ -			
Total 6110 · Salaries & Wages	\$ 190,239	\$ 222,611	\$ 32,412	\$ 36,262	\$ 21,216	\$ 184,569
6111 · Other Employee Expenses						
6120 · FICA Expense	\$ 14,455	\$ 17,300	\$ 2,480	\$ 2,800	\$ 1,623	\$ 14,120
6140 · Worker's Compensation Insurance	\$ 5,037	\$ 5,000	\$ -	\$ -	\$ -	\$ 3,418
6150 · Employee Insurance Expenses	\$ 24,470	\$ 30,665	\$ 3,142	\$ 3,833	\$ 2,934	\$ 25,143
6160 · Employee Retirement Expense	\$ 2,064	\$ 5,550	\$ 208	\$ 650	\$ 368	\$ 3,040
6170 · Employee Uniform Expense	\$ 2,333	\$ 2,340	\$ 369	\$ 290	\$ 191	\$ 1,789
6180 · Employee Training & Travel Exp	\$ 2,302	\$ 2,300	\$ 185	\$ 300	\$ 410	\$ 2,948
6560 · Payroll Expenses	\$ 188	\$ 100	\$ 36	\$ 15	\$ 8	\$ 8
Total 6111 · Other Employee Expenses	\$ 50,850	\$ 63,255	\$ 6,420	\$ 7,888	\$ 5,534	\$ 50,465
Total 6100 · Employee Expenses	\$ 241,090	\$ 285,866	\$ 38,832	\$ 44,150	\$ 26,750	\$ 235,033
6200 · Administrative Expenses						
6210 · Auditing Expense	\$ 5,193	\$ 6,000	\$ -	\$ -	\$ -	\$ 5,000
6225 · Misc. Dues & Fees						
6226 · TECQ Fees	\$ 3,368	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,368
6227 · Other Misc. Dues & Fees	\$ 1,387	\$ 1,700	\$ -	\$ 200	\$ 35	\$ 1,748
Total 6225 · Misc. Dues & Fees	\$ 4,755	\$ 5,100	\$ -	\$ 200	\$ 35	\$ 5,116
6235 · Computer/Office Equip R&M	\$ 1,804	\$ 1,400	\$ -	\$ 150	\$ 272	\$ 2,386
6240 · Software Update	\$ 1,269	\$ 2,200	\$ -	\$ 100	\$ -	\$ 3,760
6245 · Office Equipment Rental	\$ 673	\$ 800	\$ 96	\$ 100	\$ 96	\$ 769
6250 · Office Supplies	\$ 2,737	\$ 3,400	\$ 431	\$ 400	\$ 389	\$ 2,168
6255 · Postage Expense	\$ 1,964	\$ 2,900	\$ 13	\$ 400	\$ -	\$ 1,966
6260 · Telephone Expense	\$ 3,175	\$ 4,000	\$ 461	\$ 500	\$ 441	\$ 3,114
6270 · Insurance - GL & Property	\$ 13,621	\$ 15,000	\$ -	\$ -	\$ -	\$ 14,591
6280 · Bad Debts	\$ 2	\$ 250	\$ -	\$ -	\$ -	\$ 79
6282 · Miscellaneous	\$ 1,516	\$ 1,165	\$ 1,042	\$ 150	\$ 552	\$ 1,090
Total 6200 · Administrative Expenses	\$ 36,708	\$ 42,215	\$ 2,044	\$ 2,000	\$ 1,785	\$ 40,039

City of Meadowlakes-Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through May 2012

	Oct '11 - May 12	Budget Oct- May 12	May 12	Budget May FY12	May 11	Oct '10 - May 11
6300 · Operating Expenses						
6301 · Water Treatment Operational Exp						
6305 · Water Treatment Electrical	\$ 16,781	\$ 22,200	\$ 2,786	\$ 4,200	\$ 2,650	\$ 17,906
6310 · Heating Fuel-WTP	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 500
6313 · Raw Water Purchase-LCRA	\$ 10,696	\$ 5,175	\$ -	\$ -	\$ -	\$ 829
6314 · R&M-Plant & Pump Station	\$ 3,609	\$ 10,000	\$ 577	\$ 1,250	\$ 110	\$ -
6316 · WTP Chemical Expense	\$ 9,087	\$ 10,000	\$ 94	\$ 1,500		\$ 6,939
6320 · Water Outside Testing Expense	\$ 1,381	\$ 1,334	\$ 694	\$ 167		\$ 750
6328 · Distribution Repair & Maint.	\$ 2,444	\$ 5,500	\$ -	\$ 500	\$ 109	\$ 165
6331 · Water Plant Repair & Maint.	\$ 6,700	\$ 20,000	\$ 2,652	\$ -	\$ 48,685	\$ 55,561
6355 · Meter Purchased	\$ 3,642	\$ 3,500	\$ -	\$ -	\$ -	\$ 9,109
6360 · Tap Materials-Water	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 86
Total 6301 · Water Treatment Operational Exp	\$ 54,341	\$ 81,209	\$ 6,802	\$ 7,617	\$ 51,554	\$ 91,845
6302 · Wastewater Operational Expenses						
6304 · Wastewater Electrical	\$ 17,674	\$ 18,700	\$ 2,189	\$ 2,400	\$ 2,871	\$ 19,397
6311 · Propane-Wastewater	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 500
6317 · WWTP Chemicals	\$ 3,521	\$ 6,000	\$ 1,371	\$ 750	\$ 192	\$ 3,012
6318 · Outside Testing Wastewater	\$ 724	\$ 1,550	\$ 104	\$ 150	\$ 114	\$ 1,001
6321 · Collection System R&M	\$ 1,707	\$ 1,700	\$ 30	\$ 200	\$ -	\$ -
6322 · Irrigation Maintenance Expense	\$ 1,435	\$ 3,400	\$ 641	\$ 400	\$ 1,012	\$ 2,958
6324 · Irrigation Electric Subsidy	\$ 6,875	\$ 5,000	\$ -	\$ 625	\$ -	\$ 5,625
6327 · WWTP Repair & Maintenance	\$ 11,207	\$ 11,000	\$ 1,000	\$ 1,000	\$ 55	\$ 19,297
6361 · Tap Materials-Wastewater	\$ 38		\$ 38	\$ -	\$ -	\$ -
Total 6302 · Wastewater Operational Expenses	\$ 43,181	\$ 48,350	\$ 5,374	\$ 5,525	\$ 4,244	\$ 51,790
6303 · Other Operational Expenses						
63031 · Repair & Maintenance-Other						
6329 · R&M-Building/Misc	\$ 3,233	\$ 3,400	\$ 237	\$ 400	\$ 753	\$ 7,210
63291 · Drainage Repair & Maintenance	\$ 3,612		\$ 109	\$ -		\$ -
Total 63031 · Repair & Maintenance-Other	\$ 6,845	\$ 3,400	\$ 346	\$ 400	\$ 753	\$ 7,210
6330 · Vehicle Repair & Maintenance	\$ 2,341	\$ 3,400	\$ 478	\$ 400	\$ 77	\$ 3,680
6332 · Mahan Property Upkeep	\$ 500	\$ 750	\$ -	\$ 250	\$ 120	\$ 120
6335 · Machinery Repair & Maintenance	\$ 3,813	\$ 5,350	\$ 543	\$ 670	\$ 117	\$ 5,865
6340 · Vehicle & Machinery Fuel						
6341 · Vehicle Fuel	\$ 5,078	\$ 5,360	\$ 586	\$ 660	\$ 1,151	\$ 5,098
6342 · Machinery Fuel	\$ 1,083	\$ 1,500				\$ 1,902
Total 6340 · Vehicle & Machinery Fuel	\$ 6,161	\$ 6,860	\$ 586	\$ 660	\$ 1,151	\$ 7,000
6345 · Equipment Lease/Rental	\$ 275	\$ 400	\$ -	\$ -	\$ -	\$ 330
6350 · Miscellaneous Operational Exp.	\$ 4,515	\$ 1,300	\$ 501	\$ 150	\$ 80	\$ 1,738

City of Meadowlakes-Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through May 2012

	Oct '11 - May 12	Budget Oct- May 12	May 12	Budget May FY12	May 11	Oct '10 - May 11
6365 · Small Tools	\$ 1,200	\$ 750	\$ 474	\$ -	\$ 410	\$ 738
Total 6303 · Other Operational Expenses	\$ 25,649	\$ 22,210	\$ 2,928	\$ 2,530	\$ 2,708	\$ 26,681
 Total 6300 · Operating Expenses	 \$ 123,170	 \$ 151,769	 \$ 15,103	 \$ 15,672	 \$ 58,506	 \$ 170,316
 6400 · POA Contract Mowing Expense						
6420 · POA Equipment R&M	\$ 3,262	\$ 2,300	\$ 111	\$ 400	\$ -	\$ 594
6430 · Consumable Supplies - POA	\$ 178	\$ 200	\$ 134	\$ 50	\$ -	\$ -
6450 · Fuel - POA	\$ 746	\$ 2,000	\$ 198	\$ 500	\$ 98	\$ 777
6460 · Small Tools - POA	\$ 552	\$ 500	\$ 224	\$ -	\$ -	\$ -
 Total 6400 · POA Contract Mowing Expense	 \$ 4,738	 \$ 5,000	 \$ 668	 \$ 950	 \$ 98	 \$ 1,371
 6500 · Other Expenses-Garbage						
6510 · Garbage Service Expense	\$ 114,021	\$ 120,664	\$ 14,131	\$ 15,083	\$ 14,165	\$ 113,325
 Total 6500 · Other Expenses-Garbage	 \$ 114,021	 \$ 120,664	 \$ 14,131	 \$ 15,083	 \$ 14,165	 \$ 113,325
 6650 · Capital Expenditures						
6651 · TX Water Dev Board Grant - MF	\$ 5,000	\$ 5,000	\$ -	\$ -		
6652 · Assets Purchased						
66550 · Equipment Purchased	\$ 11,000		\$ -			
66551 · Building Addition @ STP	\$ 6,956		\$ -			
6652 · Assets Purchased - Other	\$ -	\$ 12,000	\$ -	\$ 1,000		\$ 9,078
Total 6652 · Assets Purchased	\$ 17,956	\$ 12,000	\$ -	\$ 1,000	\$ -	\$ 9,078
 6654 · Engineering Study	\$ 25,993	\$ 26,000	\$ -	\$ -		
6655 · Raw Water Pump	\$ -	\$ 25,000	\$ -	\$ -		
6656 · SCADA Upgrades / Replacement	\$ -	\$ 35,000	\$ -	\$ -		
 Total 6650 · Capital Expenditures	 \$ 48,949	 \$ 103,000	 \$ -	 \$ 1,000	 \$ -	 \$ 9,078
 8200 · Total Transfers Out	 \$ 106,000	 \$ 106,000	 \$ 13,250	 \$ 13,250	 \$ 14,345	 \$ 114,550
 Total Expense	 \$ 674,677	 \$ 814,514	 \$ 84,029	 \$ 92,105	 \$ 115,650	 \$ 683,713
 Net Ordinary Income	 \$ 28,317	 \$ (68,629)	 \$ 5,919	 \$ 3,102	 \$ (13,086)	 \$ 36,325

City of Meadowlakes - Utility (Public Works) Fund

Operating Cash Flow Analysis

	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12
Beginning Cash Balance	\$378,405	\$384,429	\$ 413,118	\$409,351	\$417,100	\$405,038	\$402,437	\$ 389,066	\$404,751	\$404,751	\$404,751	\$404,751
Cash Inflows (Income)												
Account Receivables	\$138,131	\$103,719	\$ 78,706	\$ 78,000	\$ 78,835	\$ 71,686	\$ 63,769	\$ 96,733				
Loan Proceeds	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Services	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667				
Miscellaneous/Other	\$ 1,900	\$ 8,842	\$ 11,671	\$ 2,236	\$ 1,196	\$ 5,511	\$ 675	\$ 1,951				
Total Cash Inflows	\$148,698	\$119,228	\$ 99,044	\$ 86,903	\$ 86,697	\$ 83,864	\$ 71,111	\$ 105,351	\$ -	\$ -	\$ -	\$ -
Available Cash Balance	\$527,103	\$503,657	\$ 512,162	\$496,254	\$503,798	\$488,902	\$473,548	\$ 494,417	\$404,751	\$404,751	\$404,751	\$404,751
Cash Outflows (Expenses)												
Prior Months Payables/Misc.	\$ 28,320	\$ 15,587	\$ 11,348	\$ 2,603	\$ 7,305	\$ 1,062	\$ 1,339	\$ 4,384				
Employee Expenses	\$ 29,964	\$ 25,457	\$ 42,210	\$ 27,370	\$ 27,348	\$ 23,379	\$ 26,712	\$ 39,327				
Administrative Expenses	\$ 15,310	\$ 3,913	\$ 1,909	\$ 2,415	\$ 1,416	\$ 7,793	\$ 1,595	\$ 2,556				
Operating Expenses	\$ 33,864	\$ 15,829	\$ 11,144	\$ 13,463	\$ 20,003	\$ 22,238	\$ 16,476	\$ 14,272				
Mowing Contract Expenses	\$ 16	\$ 114	\$ 475	\$ -	\$ 1,238	\$ 671	\$ -	\$ 1,537				
Solid Waste Collection Expense	\$ 15,011	\$ 14,165	\$ 14,250	\$ 14,250	\$ 14,250	\$ 14,334	\$ 14,301	\$ 14,340				
Subtotal	\$122,485	\$ 75,065	\$ 81,336	\$ 60,100	\$ 71,560	\$ 69,477	\$ 60,423	\$ 76,416	\$ -	\$ -	\$ -	\$ -
Other Cash Outflows:												
Capital Expenses	\$ 6,938	\$ 2,224	\$ 8,225	\$ 5,804	\$ 13,950	\$ 3,738	\$ 10,809	\$ -				
Debt Service Transfer	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250				
Subtotal	\$ 20,188	\$ 15,474	\$ 21,475	\$ 19,054	\$ 27,200	\$ 16,988	\$ 24,059	\$ 13,250	\$ -	\$ -	\$ -	\$ -
Total Cash Outflows	\$142,674	\$ 90,539	\$ 102,811	\$ 79,154	\$ 98,760	\$ 86,465	\$ 84,482	\$ 89,666	\$ -	\$ -	\$ -	\$ -
Ending Cash Balance	\$384,429	\$413,118	\$ 409,351	\$417,100	\$405,038	\$402,437	\$389,066	\$ 404,751	\$404,751	\$404,751	\$404,751	\$404,751
Difference Beginning to End Cash	\$ 6,024	\$ 28,689	\$ (3,767)	\$ 7,749	\$ (12,062)	\$ (2,601)	\$ (13,371)	\$ 15,684	\$ -	\$ -	\$ -	\$ -
Total Cash Increase/(Decrease) since beginning of Fiscal Year								\$ 26,346				

(Please note that monthly cash beginning balance may differ slightly from previous months reports due to interest earned not being posted)

City of Meadowlakes

Debt Service Cash Flow Analysis

	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12
Beginning Cash Balance	\$ 16,008	\$ 35,804	\$ 64,878	\$ 130,650	\$ 285,829	\$ 280,924	\$ 300,062	\$ 317,435	\$ 332,276	\$ 332,276	\$ 332,276	\$ 332,276
Cash Inflows (Income)												
Transfer in from PWD-Operating	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250				
Transfer in from General-Tax Rev	\$ 6,542	\$ 15,810	\$ 52,489	\$ 141,844	\$ 75,964	\$ 5,777	\$ 4,008	\$ 1,487				
Miscellaneous/Other	\$ 4	\$ 14	\$ 33	\$ 85	\$ 126	\$ 112	\$ 114	\$ 105				
Total Cash Inflows	\$ 19,796	\$ 29,074	\$ 65,772	\$ 155,179	\$ 89,340	\$ 19,139	\$ 17,372	\$ 14,841	\$ -	\$ -	\$ -	\$ -
Available Cash Balance	\$ 35,804	\$ 64,878	\$ 130,650	\$ 285,829	\$ 375,169	\$ 300,062	\$ 317,435	\$ 332,276	\$ 332,276	\$ 332,276	\$ 332,276	\$ 332,276
Cash Outflows (Expenses)												
Interest-2008 CO Bonds	\$ -				\$ 85,320							
Interest-200 GO Bonds	\$ -				\$ 8,925							
Principal 2008 CO Bonds	\$ -											
Principal 2008 GO Bonds	\$ -											
Miscellaneous	\$ -											
Total Cash Outflows	\$ -	\$ -	\$ -	\$ -	\$ 94,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Cash Balance	\$ 35,804	\$ 64,878	\$ 130,650	\$ 285,829	\$ 280,924	\$ 300,062	\$ 317,435	\$ 332,276	\$ 332,276	\$ 332,276	\$ 332,276	\$ 332,276
Difference Beginning to End Cash	\$ 19,796	\$ 29,074	\$ 65,772	\$ 155,179	\$ (4,905)	\$ 19,139	\$ 17,372	\$ 14,841	\$ -	\$ -	\$ -	\$ -
Total Cash Increase/(Decrease) since beginning of Fiscal Year								\$ 316,268				

(Approximately \$355,000 in principal and interest will be made in August 2012.)

October 2011 through May 2012 RCC Fund

	May-12	Oct '11 - May 12
Ordinary Income/Expense		
Income		
03-5000 · Revenue		
03-5100 · Donation-Property Owners Assoc.	0.00	28,820.04
03-5110 · General Fund Transfer In	0.00	10,000.00
Total 03-5000 · Revenue	<u>0.00</u>	<u>38,820.04</u>
03-5091 · Revenue-Public Facilities Corp.		
03-5090 · Interest Earned	0.00	12.53
03-5092 · Lease Income	380.30	10,130.30
03-5094 · Reimbursement-Equip Lease/Purch	66.38	12,666.38
03-5096 · Miscellaneous Income	7.91	17.66
03-5091 · Revenue-Public Facilities Corp. - Other	0.00	0.00
Total 03-5091 · Revenue-Public Facilities Corp.	<u>454.59</u>	<u>22,826.87</u>
Total Income	<u>454.59</u>	<u>61,646.91</u>
Expense		
03-6000 · Administrative Expenditures		
03-6068 · House Maintenance Expenses		
03-6102 · Building Repair & Maintenance	0.00	257.94
Total 03-6068 · House Maintenance Expenses	<u>0.00</u>	<u>257.94</u>
Total 03-6000 · Administrative Expenditures	<u>0.00</u>	<u>257.94</u>
03-6800 · Public Facilities Expenses		
03-6801 · Equipment Lease/Purchase Exp.	0.00	74,803.22
Total 03-6800 · Public Facilities Expenses	<u>0.00</u>	<u>74,803.22</u>
03-6900 · Building Repairs & Maint.		
03-6095 · Pro-Shop Bathroom Renovations	385.41	15,868.39
Total 03-6900 · Building Repairs & Maint.	<u>385.41</u>	<u>15,868.39</u>
Total Expense	<u>385.41</u>	<u>90,929.55</u>
Net Ordinary Income	<u>69.18</u>	<u>-29,282.64</u>
Net Income	<u><u>69.18</u></u>	<u><u>-29,282.64</u></u>
	March 31, 2012	April 30, 2012
Cash In Bank:		
<i>Checking Account</i>	6021.99	5760.72
<i>Lease Payment Account</i>	0.00	-7.91
Total Available Cash	<u><u>6021.99</u></u>	<u><u>5752.81</u></u>

Profit & Loss Budget vs. Actual

October 2011 through June 2012

Debt Service Fund

	May-12	May 12 Budget	Oct '11 - May 12	Oct'11-May 12 Budget	May-11	Oct'10-May 11
Other Income						
9000 · Debt Service Rev. (Transfers)						
9001 · Transfer in from Operating	\$ 13,250	\$ 13,250	\$ 106,000	\$ 106,000	\$ 14,345	\$ 114,550
9002 · Transfer in from General	\$ 1,487	\$ 3,600	\$ 303,920	\$ 283,600	\$ 2,847	\$ 279,125
Total 9000 · Debt Service Rev. (Transfers)	<u>\$ 14,737</u>	<u>\$ 16,850</u>	<u>\$ 409,920</u>	<u>\$ 389,600</u>	<u># \$ 17,192</u>	<u>\$ 393,675</u>
Total Other Income	<u>\$ 14,737</u>	<u>\$ 16,850</u>	<u>\$ 409,920</u>	<u>\$ 389,600</u>	<u># \$ 17,192</u>	<u>\$ 393,675</u>
Other Expense						
9010 · Debt Service Expenses						
9020 · 2008 Certificate of Obligations						
9025 · 2008 CO's- Interest			\$ 85,320	\$ 85,320	\$ -	\$ 85,680
Total 9020 · 2008 Certificate of Obligations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,320</u>	<u>\$ 85,320</u>	<u># \$ -</u>	<u>\$ 85,680</u>
9030 · 2008 General Obligations Bonds						
9035 · 2008-GO's-Interest	\$ -	\$ -	\$ 8,925	\$ 8,838	\$ -	\$ 13,300
Total 9030 · 2008 General Obligations Bonds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,925</u>	<u>\$ 8,838</u>	<u>\$ -</u>	<u>\$ 13,300</u>
Total 9010 · Debt Service Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 94,245</u>	<u>\$ 94,158</u>	<u>\$ -</u>	<u>\$ 98,980</u>
Total Other Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 94,245</u>	<u>\$ 94,158</u>	<u>\$ -</u>	<u>\$ 98,980</u>
Net Gain/(Loss)	<u>\$ 14,737</u>	<u>\$ 16,850</u>	<u>\$ 315,675</u>	<u>\$ 295,442</u>	<u>\$ 17,192</u>	<u>\$ 294,695</u>

City of Meadowlakes-Utility Fund
Checks in Excee of \$2,500 Issued Report
May, 2012

Date	Num	Name	Amount	Description
UTILITY FUND				
05/10/2012	12949	Allied Waste Services #843	\$ 14,339.99	Solid waste collection-May 12
05/10/2012	12960	PEC	\$ 4,874.87	Electricity-plants May 12
05/24/2012	12978	ChemEquip Services LLC	\$ 2,506.00	Repair to chlorination equipment
GENERAL FUND				
05/02/2012	5938	Marble Falls Area EMS Inc.	\$ 2,791.67	May 12 Contract

Hidden Falls Golf Club (New)
Balance Sheet
As of May 31, 2012

	<u>May 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · DBA Hidden Falls Checking	
03-1016 · Operating Account - Checking 57	2,311.18
03-1020 · Operating Account - MM 00	55,408.79
03-1022 · TABC Security Bond	5,000.00
03-1100 · Petty Cash	650.00
Total 1000 · DBA Hidden Falls Checking	<u>63,369.97</u>
Total Checking/Savings	63,369.97
Accounts Receivable	
11000 · Accounts Receivable	
03-1520 · Other Receivables	3,215.32
Total 11000 · Accounts Receivable	<u>3,215.32</u>
Total Accounts Receivable	3,215.32
Other Current Assets	
03-1991 · Good Will, Net	-70,519.94
1800 · Inventory	
1807 · Food & Beverage Inventory	
1810 · Food Inventory	4,725.68
1815 · Beer Inventory	975.91
1816 · Wine Inventory	186.71
1817 · Liquor Inventory	718.94
1820 · Beverage Inventory	999.33
Total 1807 · Food & Beverage Inventory	<u>7,606.57</u>
Total 1800 · Inventory	7,606.57
1812 · Pre-Paid License	3,826.50
Total Other Current Assets	<u>-59,086.87</u>
Total Current Assets	7,498.42
Fixed Assets	
1900 · Fixed Asset	
03-1950 · Equipment - Maintenance	18,484.99
03-1955 · New Course Construction	4,878.69
03-1956 · Accum Depreciation Improvements	-1,267.36
03-1965 · Capital Repair	4,626.51
03-1966 · Accum Depreciation M&E	-4,382.97
03-1990 · Good Will	193,929.82
Total 1900 · Fixed Asset	<u>216,269.68</u>
Total Fixed Assets	216,269.68
Other Assets	

Hidden Falls Golf Club (New)

Balance Sheet

As of May 31, 2012

	<u>May 31, 12</u>
1500 · Golf Fund Receivables	
1510 · Member Dues-Receiveables	14,680.16
1520 · Other Receivables	<u>-3,215.32</u>
Total 1500 · Golf Fund Receivables	<u>11,464.84</u>
 Total Other Assets	 <u>11,464.84</u>
 TOTAL ASSETS	 <u><u>235,232.94</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
03-2041 · Tips Payable	-1.00
2000 · Accounts Payable - Other	<u>12,445.39</u>
Total 2000 · Accounts Payable	<u>12,444.39</u>
 Total Accounts Payable	 12,444.39
 Other Current Liabilities	
03-2000 · Current Liabilites	
03-2024 · Alcohol Tax Payable	1,277.36
03-2025 · Credit Book Payable	5,989.93
03-2026 · Sales Tax Payable	<u>1,469.76</u>
Total 03-2000 · Current Liabilites	<u>8,737.05</u>
 Total Other Current Liabilities	 <u>8,737.05</u>
 Total Current Liabilities	 21,181.44
 Long Term Liabilities	
03-3550 · Short Term Debt	
03-3555 · Loan Payable From Utility Fund	293,385.69
03-3556 · Cash Advance from Gen Fund	<u>-0.01</u>
Total 03-3550 · Short Term Debt	<u>293,385.68</u>
 Total Long Term Liabilities	 <u>293,385.68</u>
 Total Liabilities	 314,567.12
 Equity	
40000 · Retained Earnings	-132,287.71
Net Income	<u>52,953.53</u>
Total Equity	<u>-79,334.18</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>235,232.94</u></u>

Hidden Falls G.C.
FY 2012 Actual v. Budget
Summary

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 May Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>		<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<u>Revenue</u>										
<i>Total Golf Revenue</i>	\$62,833.32	\$69,824.43	\$68,666.00	\$65,934.40	-\$2,731.60	-3.98%		\$534,532.00	\$496,724.17	-\$37,807.83
<i>Total F & B Revenue</i>	\$16,366.65	\$17,721.25	\$18,900.00	\$19,907.50	\$1,007.50	5.33%		\$168,100.00	\$151,188.37	-\$16,911.63
<i>Total Tennis/Swim Revenue</i>	\$1,083.33	\$1,397.00	\$1,400.00	\$1,527.50	-\$87.00	-43.50%		\$2,550.00	\$2,310.50	-\$367.00
<i>Total Other Revenue</i>	\$0.00	\$2.37	\$2.00	\$4.26	\$2.26	113.00%		\$2,514.00	\$282.91	-\$2,231.09
Total Revenue	\$80,283.30	\$88,945.05	\$88,968.00	\$87,373.66	-\$1,594.34	-1.79%		\$707,696.00	\$650,505.95	-\$57,190.05
<u>Expenses</u>										
<i>Total G & A Expenses</i>	\$6,789.08	\$8,970.87	\$8,690.00	\$8,766.48	\$76.48	0.88%		\$99,296.90	\$92,976.60	-\$6,320.30
<i>Total Pro Shop Expenses</i>	\$19,556.63	\$26,548.08	\$21,135.00	\$20,599.29	-\$535.71	-2.53%		\$168,490.00	\$169,100.02	\$610.02
<i>Total Maint. Expenses</i>	\$29,724.94	\$36,995.04	\$32,125.00	\$27,512.52	-\$4,612.48	-14.36%		\$230,280.00	\$174,387.73	-\$55,892.27
<i>Total F & B Expenses</i>	\$17,295.78	\$15,826.61	\$17,313.00	\$20,514.28	\$3,201.28	18.49%		\$149,575.00	\$151,769.42	\$2,194.42
<i>Total Pool Expenses</i>	\$1,912.49	-\$152.46	\$2,340.00	\$987.59	-\$1,352.41	-57.80%		\$5,840.00	\$4,992.69	-\$847.31
<i>Total Tennis Expenses</i>	\$83.33	\$134.10	\$125.00	\$0.00	-\$125.00	-100.00%		\$1,000.00	\$325.96	-\$674.04
<i>Loan Principal Payable</i>	\$2,484.00	\$2,490.20	\$2,000.00	\$0.00	-\$2,000.00			\$16,000.00	\$4,000.00	-\$12,000.00
<i>Capital Expenditures</i>	\$166.66	\$0.00	\$333.33	\$0.00	-\$333.33			\$2,666.66	\$0.00	-\$2,666.66
Total Expenses	\$78,012.91	\$90,812.44	\$84,061.33	\$78,380.16	-\$5,681.17	-6.76%		\$673,148.56	\$597,552.42	-\$75,596.14
Net Income / Loss	\$2,270.39	-\$1,867.39	\$4,906.67	\$8,993.50	\$4,086.83	83.29%		\$34,547.44	\$52,953.53	\$18,406.09

**Hidden Falls G.C.
FY 2012 Actual v. Budget**

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 May Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>	<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<u>Golf Revenue</u>									
<i>Membership</i>	\$35,416.66	\$31,200.73	\$32,000.00	\$30,029.67	-\$1,970.33		\$272,000.00	\$245,887.22	-\$26,112.78
<i>Initiation Fee</i>	\$250.00	\$150.00	\$166.00	\$240.00	\$74.00		\$1,332.00	\$1,061.00	-\$271.00
<i>Green Fees</i>	\$8,833.33	\$13,912.77	\$14,000.00	\$16,079.72	\$2,079.72		\$94,500.00	\$99,580.42	\$5,080.42
<i>Cart Rental</i>	\$7,250.00	\$9,365.05	\$8,500.00	\$9,828.73	\$1,328.73		\$63,000.00	\$61,452.02	-\$1,547.98
<i>Range</i>	\$2,000.00	\$2,486.15	\$3,000.00	\$1,913.48	-\$1,086.52		\$25,400.00	\$22,278.09	-\$3,121.91
<i>Merch.</i>	\$6,000.00	\$8,907.50	\$7,500.00	\$7,241.31	-\$258.69		\$57,000.00	\$52,027.42	-\$4,972.58
<i>Tournament</i>	\$3,083.33	\$3,802.23	\$3,500.00	\$601.49	-\$2,898.51		\$21,300.00	\$14,438.00	-\$6,862.00
<i>Total Golf Revenue</i>	\$62,833.32	\$69,824.43	\$68,666.00	\$65,934.40	-\$2,731.60	-3.98%	\$534,532.00	\$496,724.17	-\$37,807.83
<u>F & B Revenue</u>									
<i>Food</i>	\$9,000.00	\$10,670.24	\$11,000.00	\$11,430.81	\$430.81		\$103,000.00	\$90,246.54	-\$12,753.46
<i>Beverage</i>	\$266.66	\$564.00	\$600.00	\$629.80	\$29.80		\$3,600.00	\$3,675.89	\$75.89
<i>Liquor</i>	\$1,916.66	\$1,385.35	\$2,000.00	\$1,728.60	-\$271.40		\$16,600.00	\$13,892.00	-\$2,708.00
<i>Beer</i>	\$4,500.00	\$4,674.60	\$4,800.00	\$5,699.22	\$899.22		\$38,000.00	\$37,437.44	-\$562.56
<i>Wine</i>	\$683.33	\$427.06	\$500.00	\$419.07	-\$80.93		\$6,900.00	\$5,936.50	-\$963.50
<i>Total F & B Revenue</i>	\$16,366.65	\$17,721.25	\$18,900.00	\$19,907.50	\$1,007.50	5.33%	\$168,100.00	\$151,188.37	-\$16,911.63
<u>Tennis/Swim Revenue</u>									
<i>Tennis Fees</i>	\$208.33	\$121.00	\$200.00	\$147.50	-\$52.50		\$1,350.00	\$930.50	-\$419.50
<i>Swim Fees</i>	\$875.00	\$1,276.00	\$1,200.00	\$1,380.00	\$180.00		\$1,200.00	\$1,380.00	\$180.00
<i>Total Tennis/Swim Revenue</i>	\$1,083.33	\$1,397.00	\$1,400.00	\$1,527.50	\$127.50	9.11%	\$2,550.00	\$2,310.50	-\$239.50
<i>Other Revenue</i>	\$0.00	\$2.37	\$2.00	\$4.26	\$2.26	113.00%	\$2,514.00	\$282.91	-\$2,231.09
Total Revenue	\$80,283.30	\$88,945.05	\$88,968.00	\$87,373.66	-\$1,594.34	-1.79%	\$707,696.00	\$650,505.95	-\$57,190.05

**Hidden Falls G.C.
FY 2012 Actual v. Budget**

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 May Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>	<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<u>Gen. & Admin. Expenses</u>									
Accounting	\$83.33	\$0.00	\$83.33	\$0.00	-\$83.33		\$666.64	\$0.00	-\$666.64
Advertising	\$750.00	\$646.67	\$833.33	\$986.25	\$152.92		\$6,666.64	\$7,284.26	\$617.62
Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00	\$5,192.50	\$192.50
Bank Charges	\$41.66	\$0.00	\$41.67	\$0.00	-\$41.67		\$333.32	\$5.00	-\$328.32
Cash Over/Short	\$0.00	\$139.07	\$0.00	-\$19.02	-\$19.02		\$0.00	\$165.31	\$165.31
Cleaning	\$250.00	\$435.00	\$250.00	\$321.75	\$71.75		\$2,000.00	\$2,630.06	\$630.06
Bookkeeping	\$208.33	\$426.00	\$225.00	\$432.00	\$207.00		\$1,800.00	\$1,704.00	-\$96.00
Credit Card Discount	\$833.33	\$1,317.04	\$1,100.00	\$1,361.13	\$261.13		\$7,900.00	\$7,672.64	-\$227.36
Dues & Subscriptions	\$83.33	\$0.00	\$100.00	\$110.00	\$10.00		\$800.00	\$773.65	-\$26.35
Insurance - Health	\$916.66	\$1,286.26	\$1,333.00	\$1,299.55	-\$33.45		\$10,666.00	\$9,948.32	-\$717.68
Insurance - Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,700.00	\$4,770.00	\$70.00
Insurance - Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,500.00	\$3,591.00	-\$1,909.00
Insurance - WC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,000.00	\$9,978.06	-\$2,021.94
Interest	\$600.00	\$509.80	\$458.33	\$0.00	-\$458.33		\$3,666.66	\$0.00	-\$3,666.66
Lease - Facility	\$10.00	\$10.00	\$1,000.00	\$1,000.00	\$0.00		\$8,000.00	\$8,000.00	\$0.00
Lease - Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Member Relations	\$83.33	\$24.50	\$100.00	\$0.00	-\$100.00		\$800.00	\$285.40	-\$514.60
Misc.	\$125.00	\$0.00	\$125.00	\$0.00	-\$125.00		\$1,000.00	\$746.02	-\$253.98
New Hire	\$125.00	\$65.00	\$125.00	\$0.00	-\$125.00		\$1,000.00	\$0.00	-\$1,000.00
Office Supplies	\$375.00	\$526.23	\$350.00	\$209.26	-\$140.74		\$2,800.00	\$1,781.61	-\$1,018.39
Pest Control	\$33.33	\$0.00	\$0.00	\$0.00	\$0.00		\$300.00	\$0.00	-\$300.00
Postage	\$183.33	\$132.00	\$175.00	\$90.00	-\$85.00		\$1,400.00	\$759.00	-\$641.00
Repair & Maint.	\$416.66	\$779.86	\$500.00	\$609.98	\$109.98		\$4,000.00	\$5,888.08	\$1,888.08
Security	\$29.16	\$31.64	\$32.00	\$31.64	-\$0.36		\$256.00	\$253.12	-\$2.88
Signage	\$25.00	\$0.00	\$50.00	\$0.00	-\$50.00		\$400.00	\$13.53	-\$386.47
Software Maint.	\$166.66	\$1,542.22	\$50.00	\$388.57	\$338.57		\$2,200.00	\$2,184.11	-\$15.89
Supplies	\$375.00	\$164.28	\$600.00	\$1,157.14	\$557.14		\$4,800.00	\$6,529.40	\$1,729.40
Training & Travel	\$83.33	\$0.00	\$175.00	\$0.00	-\$175.00		\$1,400.00	\$150.00	-\$1,250.00
Unemployment	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,250.00	\$6,743.41	\$4,493.41
Utilities - Electric	\$166.66	\$134.01	\$150.00	\$121.35	-\$28.65		\$1,325.00	\$1,017.27	-\$307.73
Utilities - Phone	\$191.66	\$155.44	\$166.67	\$152.28	-\$14.39		\$1,333.32	\$1,214.25	-\$119.07
Utilities - Trash	\$166.66	\$156.95	\$166.67	\$156.95	-\$9.72		\$1,333.32	\$1,098.65	-\$234.67
Utilities - Sewer/Water	\$216.66	\$488.90	\$500.00	\$357.65	-\$142.35		\$3,000.00	\$2,597.95	-\$402.05

**Hidden Falls G.C.
FY 2012 Actual v. Budget**

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 May Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>	<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<i>Total G & A Expenses</i>	\$6,789.08	\$8,970.87	\$8,690.00	\$8,766.48	\$76.48	0.88%	\$99,296.90	\$92,976.60	-\$6,320.30
<u>Pro Shop Expenses</u>									
<i>Wages</i>	\$9,250.00	\$12,985.81	\$9,000.00	\$9,339.27	\$339.27		\$76,000.00	\$77,694.20	\$1,694.20
<i>Payroll Tax</i>	\$708.33	\$971.46	\$750.00	\$729.36	-\$20.64		\$6,050.00	\$5,577.80	-\$472.20
<i>Cart - Lease</i>	\$2,410.83	\$2,410.80	\$2,410.00	\$2,531.35	\$121.35		\$19,280.00	\$21,619.63	\$2,339.63
<i>Cart - Repair</i>	\$83.33	\$0.00	\$75.00	\$0.00	-\$75.00		\$600.00	\$0.00	-\$600.00
<i>Cart - Utilities</i>	\$183.33	\$203.39	\$200.00	\$181.94	-\$18.06		\$1,470.00	\$1,458.53	-\$11.47
<i>Consumable Supplies</i>	\$316.66	\$165.97	\$400.00	\$94.96	-\$305.04		\$2,600.00	\$1,612.29	-\$987.71
<i>Merch. Reimbursement</i>	\$6,000.00	\$8,963.98	\$7,500.00	\$7,241.31	-\$258.69		\$57,000.00	\$52,027.42	-\$4,972.58
<i>Misc. Supplies</i>	\$83.33	\$0.00	\$100.00	\$0.00	-\$100.00		\$680.00	\$1,818.09	\$1,138.09
<i>Tournament Expense</i>	\$20.83	\$304.87	\$50.00	\$0.00	-\$50.00		\$400.00	\$319.00	-\$81.00
<i>Utilities</i>	\$416.66	\$541.80	\$600.00	\$481.10	-\$118.90		\$4,010.00	\$3,643.06	-\$366.94
<i>Dues & Fees</i>	\$83.33	\$0.00	\$50.00	\$0.00	-\$50.00		\$400.00	\$3,330.00	\$2,930.00
<i>Total Pro Shop Expenses</i>	\$19,556.63	\$26,548.08	\$21,135.00	\$20,599.29	-\$535.71	-2.53%	\$168,490.00	\$169,100.02	\$610.02
<u>Maintenance Expenses</u>									
<i>Wages</i>	\$13,500.00	\$13,233.66	\$12,000.00	\$11,477.70	-\$522.30		\$97,000.00	\$85,314.45	-\$11,685.55
<i>Payroll Tax</i>	\$1,041.66	\$995.74	\$1,000.00	\$912.87	-\$87.13		\$8,000.00	\$6,663.38	-\$1,336.62
<i>Contract Labor</i>	\$125.00	\$341.25	\$250.00	\$331.63	\$81.63		\$2,000.00	\$4,919.74	\$2,919.74
<i>Chemicals</i>	\$750.00	\$2,005.15	\$1,000.00	\$183.28	-\$816.72		\$7,000.00	\$4,368.65	-\$2,631.35
<i>Dues & Subscriptions</i>	\$41.66	\$0.00	\$300.00	\$0.00	-\$300.00		\$600.00	\$75.00	-\$525.00
<i>Equipment Lease</i>	\$6,100.00	\$6,300.00	\$6,300.00	\$0.00	-\$6,300.00		\$50,400.00	\$12,600.00	-\$37,800.00
<i>Equipment Repair</i>	\$1,250.00	\$2,814.73	\$1,400.00	\$4,572.48	\$3,172.48		\$11,400.00	\$12,217.84	\$817.84
<i>Equipment Rental</i>	\$125.00	\$0.00	\$50.00	\$45.59	-\$4.41		\$350.00	\$208.53	-\$141.47
<i>Course Accessories</i>	\$333.33	\$158.93	\$300.00	\$631.54	\$331.54		\$2,700.00	\$1,298.35	-\$1,401.65
<i>Fertilizer</i>	\$1,750.00	\$3,985.17	\$4,000.00	\$6,249.20	\$2,249.20		\$12,500.00	\$13,031.77	\$531.77
<i>Fuel & Lubricants</i>	\$1,166.66	\$3,164.40	\$2,000.00	\$348.37	-\$1,651.63		\$11,800.00	\$8,804.71	-\$2,995.29
<i>Irrigation Repair</i>	\$750.00	\$191.09	\$600.00	\$721.83	\$121.83		\$3,700.00	\$3,044.96	-\$655.04
<i>Landscape Supplies</i>	\$25.00	\$550.00	\$50.00	\$0.00	-\$50.00		\$300.00	\$251.33	-\$48.67
<i>Misc.</i>	\$225.00	\$232.11	\$200.00	\$144.32	-\$55.68		\$1,400.00	\$1,010.24	-\$389.76
<i>Sand & Soil</i>	\$458.33	\$839.11	\$800.00	\$0.00	-\$800.00		\$1,600.00	\$121.25	-\$1,478.75

**Hidden Falls G.C.
FY 2012 Actual v. Budget**

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 April Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>	<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<i>Seed & Sod</i>	\$416.66	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00	\$4,674.14	-\$3,325.86
<i>Small Tools</i>	\$83.33	\$169.00	\$125.00	\$857.81	\$732.81		\$1,000.00	\$1,516.20	\$516.20
<i>Supplies</i>	\$416.66	\$530.12	\$500.00	\$435.31	-\$64.69		\$3,100.00	\$2,526.84	-\$573.16
<i>Tree & Shrub</i>	\$0.00	\$0.00	\$100.00	\$0.00	-\$100.00		\$1,400.00	\$0.00	-\$1,400.00
<i>Utilities - Bldg.</i>	\$141.66	\$166.12	\$150.00	\$118.20	-\$31.80		\$1,080.00	\$1,199.72	\$119.72
<i>Utilities - Irrigation</i>	\$250.00	\$937.10	\$200.00	\$125.58	-\$74.42		\$700.00	\$1,231.38	\$531.38
<i>Utilities - LCRA</i>	\$500.00	\$0.00	\$500.00	\$0.00	-\$500.00		\$2,000.00	\$7,878.48	\$5,878.48
<i>Utilities - Sewer/Water</i>	\$233.33	\$373.21	\$250.00	\$356.81	\$106.81		\$1,850.00	\$1,430.77	-\$419.23
<i>Vehicle Repair</i>	\$41.66	\$8.15	\$50.00	\$0.00	-\$50.00		\$400.00	\$0.00	-\$400.00
<i>Total Maint. Expenses</i>	\$29,724.94	\$36,995.04	\$32,125.00	\$27,512.52	-\$4,612.48	-14.36%	\$230,280.00	\$174,387.73	-\$55,892.27
<u>F & B Expenses</u>									
<i>Wages</i>	\$7,083.33	\$6,517.51	\$6,000.00	\$8,138.57	\$2,138.57		\$56,000.00	\$55,149.34	-\$850.66
<i>Payroll Tax</i>	\$541.66	\$460.17	\$500.00	\$449.44	-\$50.56		\$4,200.00	\$3,370.98	-\$829.02
<i>Contract Labor</i>	\$333.33	\$1,059.63	\$1,000.00	\$1,598.64	\$598.64		\$11,000.00	\$16,299.94	\$5,299.94
<i>Beer/Wine</i>	\$2,333.33	\$2,018.99	\$2,500.00	\$2,596.48	\$96.48		\$19,000.00	\$18,221.17	-\$778.83
<i>Beverage</i>	\$366.66	\$68.48	\$300.00	\$463.04	\$163.04		\$2,600.00	\$2,964.56	\$364.56
<i>Liquor</i>	\$458.33	\$439.93	\$500.00	\$425.06	-\$74.94		\$4,900.00	\$3,987.53	-\$912.47
<i>Food</i>	\$3,550.00	\$3,131.25	\$4,000.00	\$3,514.57	-\$485.43		\$29,600.00	\$29,002.29	-\$597.71
<i>Linen</i>	\$366.66	\$738.58	\$400.00	\$702.51	\$302.51		\$3,800.00	\$4,062.11	\$262.11
<i>Other Supplies</i>	\$375.00	\$496.68	\$600.00	\$774.95	\$174.95		\$4,600.00	\$7,541.09	\$2,941.09
<i>Equipment Repair</i>	\$62.50	\$0.00	\$50.00	\$0.00	-\$50.00		\$400.00	\$0.00	-\$400.00
<i>Equipment Rental</i>	\$62.50	\$60.70	\$63.00	\$151.38	\$88.38		\$500.00	\$333.48	-\$166.52
<i>Licenses & Permits</i>	\$291.66	\$0.00	\$0.00	\$0.00	\$0.00		\$1,375.00	\$1,275.50	-\$99.50
<i>Music</i>	\$83.33	\$0.00	\$50.00	\$200.00	\$150.00		\$600.00	\$600.00	\$0.00
<i>Propane</i>	\$333.33	\$0.00	\$500.00	\$756.00	\$256.00		\$4,500.00	\$3,316.00	-\$1,184.00
<i>Television</i>	\$25.00	\$21.98	\$25.00	\$21.98	-\$3.02		\$200.00	\$180.84	-\$19.16
<i>Utilities - Electric</i>	\$1,000.00	\$812.71	\$800.00	\$721.66	-\$78.34		\$6,100.00	\$5,464.59	-\$635.41
<i>Utilities - Water/Sewer</i>	\$29.16	\$0.00	\$25.00	\$0.00	-\$25.00		\$200.00	\$0.00	-\$200.00
<i>Total F & B Expenses</i>	\$17,295.78	\$15,826.61	\$17,313.00	\$20,514.28	\$3,201.28	18.49%	\$149,575.00	\$151,769.42	\$2,194.42

**Hidden Falls G.C.
FY 2012 Actual v. Budget**

	<i>FY2011 May Budget</i>	<i>FY2011 May Actual</i>	<i>FY2012 May Budget</i>	<i>FY2012 May Actual</i>	<i>FY12 May Var.</i>	<i>%</i>	<i>FY2012 YTD Budget</i>	<i>FY2012 YTD Actual</i>	<i>FY12 YTD Var.</i>
<u>Pool Expenses</u>									
<i>Wages</i>	\$1,050.00	\$126.63	\$1,200.00	\$46.80	-\$1,153.20		\$1,200.00	\$46.80	-\$1,153.20
<i>Payroll Tax</i>	\$87.50	\$1.27	\$90.00	\$3.58	-\$86.42		\$90.00	\$3.58	-\$86.42
<i>Contract Labor</i>	\$83.33	\$284.01	\$150.00	\$0.00	-\$150.00		\$250.00	\$0.00	-\$250.00
<i>Repair & Maint.</i>	\$541.66	-\$375.00	\$600.00	\$500.00	-\$100.00		\$3,000.00	\$3,795.95	\$795.95
<i>Supplies</i>	\$150.00	-\$189.37	\$300.00	\$437.21	\$137.21		\$1,300.00	\$1,146.36	-\$153.64
<i>Total Pool Expenses</i>	\$1,912.49	-\$152.46	\$2,340.00	\$987.59	-\$1,352.41	-57.80%	\$5,840.00	\$4,992.69	-\$847.31
<u>Tennis Expenses</u>									
<i>Repair & Maint.</i>	\$62.50	\$134.10	\$63.00	\$0.00	-\$63.00		\$500.00	\$262.74	-\$237.26
<i>Supplies</i>	\$20.83	\$0.00	\$62.00	\$0.00	-\$62.00		\$500.00	\$63.22	-\$436.78
<i>Total Tennis Expenses</i>	\$83.33	\$134.10	\$125.00	\$0.00	-\$125.00	-100.00%	\$1,000.00	\$325.96	-\$674.04
<u>Operational Expenses</u>									
<i>Loan Principal Payable</i>	\$2,484.00	\$2,490.20	\$2,000.00	\$0.00	-\$2,000.00		\$16,000.00	\$4,000.00	-\$12,000.00
<i>Capital Expenditures</i>	\$166.66	\$0.00	\$333.33	\$0.00	-\$333.33		\$2,666.66	\$0.00	-\$2,666.66
<i>Total Oper. Expenses</i>	\$2,650.66	\$2,490.20	\$2,333.33	\$0.00	-\$2,333.33	-100.00%	\$18,666.66	\$4,000.00	-\$14,666.66
<i>Total Expenses</i>	\$78,012.91	\$90,812.44	\$84,061.33	\$78,380.16	-\$5,681.17	-6.76%	\$673,148.56	\$597,552.42	-\$75,596.14
Net Income / Loss	\$2,270.39	-\$1,867.39	\$4,906.67	\$8,993.50	\$4,086.83	83.29%	\$34,547.44	\$52,953.53	\$18,406.09
<i>Transfers to Reserves</i>	\$0.00	\$0.00	\$2,000.00	\$0.00			\$500.00	\$0.00	

**Hidden Falls Golf Club
Cash Flow Budget
FY 2012**

	Actual Feb. '12	Budget Mar. '12	Actual Mar. '12	Budget Apr. '12	Actual Apr. '12	Budget May '12	Actual May '12	Budget Jun. '12	Actual Jun. '12
<i>Beginning Cash</i>	\$18,938.28	\$59,183.50	\$28,865.11	\$68,279.15	\$36,857.87	\$82,607.82	\$55,595.45	\$86,014.49	\$57,719.97
<i>Cash Inflows</i>									
<i>Golf Revenue</i>	\$52,503.47	\$75,166.00	\$76,447.62	\$68,367.00	\$67,535.97	\$68,666.00	\$65,934.40	\$65,667.00	
<i>F & B Revenue</i>	\$16,476.28	\$19,300.00	\$17,047.85	\$23,300.00	\$23,531.35	\$18,900.00	\$19,907.50	\$16,100.00	
<i>Swim/Tennis Rev</i>	\$101.00	\$200.00	\$121.00	\$200.00	\$113.00	\$1,400.00	\$1,527.50	\$1,600.00	
<i>Other</i>	<u>\$269.69</u>	<u>\$2.00</u>	<u>\$2.78</u>	<u>\$2.00</u>	<u>\$3.29</u>	<u>\$2.00</u>	<u>\$4.26</u>	<u>\$2.00</u>	
<i>Total Inflows</i>	\$69,350.44	\$94,668.00	\$93,619.25	\$91,869.00	\$91,183.61	\$88,968.00	\$87,373.66	\$83,369.00	
<i>Cash Before Outflows</i>	\$88,288.72	\$153,851.50	\$122,484.36	\$160,148.15	\$128,041.48	\$171,575.82	\$142,969.11	\$169,383.49	
<i>Cash Outflows</i>									
<i>Expenses</i>	\$58,837.01	\$76,926.51	\$78,486.09	\$78,207.00	\$83,989.32	\$81,728.00	\$78,380.16	\$82,425.53	
<i>Debt Service</i>	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	
<i>Cap. Ex.</i>	\$0.00	\$333.34	\$0.00	\$333.33	\$0.00	\$333.33	\$0.00	\$333.34	
<i>Payables</i>	\$586.60	\$7,000.00	\$7,827.90	-\$3,000.00	-\$11,543.29	\$1,500.00	\$6,868.98	-\$1,000.00	
<i>Prepays</i>	\$0.00	-\$687.50	-\$687.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$687.50	
<i>Total Outflows</i>	\$59,423.61	\$85,572.35	\$85,626.49	\$77,540.33	\$72,446.03	\$85,561.33	\$85,249.14	\$83,071.37	
<i>Ending Cash</i>	\$28,865.11	\$68,279.15	\$36,857.87	\$82,607.82	\$55,595.45	\$86,014.49	\$57,719.97	\$86,312.12	

**Hidden Falls Golf Club
Cash Flow Budget
FY 2012**

	Budget Jul. '12	Actual Jul. '12	Budget Aug. '12	Actual Aug. '12	Budget Sep. '12	Actual Sep. '12
<i>Beginning Cash</i>	\$86,312.12		\$66,409.77		\$57,593.42	
<i>Cash Inflows</i>						
<i>Golf Revenue</i>	\$63,767.00		\$60,367.00		\$61,667.00	
<i>F & B Revenue</i>	\$15,200.00		\$14,400.00		\$17,200.00	
<i>Swim/Tennis Rev</i>	\$1,400.00		\$1,100.00		\$350.00	
<i>Other</i>	<u>\$2.00</u>		<u>\$2.00</u>		<u>\$2.00</u>	
<i>Total Inflows</i>	\$80,369.00		\$75,869.00		\$79,219.00	
<i>Cash Before Outflows</i>	\$166,681.12		\$142,278.77		\$136,812.42	
<i>Cash Outflows</i>						
<i>Expenses</i>	\$96,438.02		\$83,352.02		\$75,216.53	
<i>Debt Service</i>	\$2,000.00		\$2,000.00		\$2,000.00	
<i>Cap. Ex.</i>	\$333.33		\$333.33		\$333.34	
<i>Payables</i>	\$1,500.00		-\$1,000.00		-\$1,000.00	
<i>Prepays</i>	\$0.00		\$0.00		-\$687.50	
<i>Total Outflows</i>	\$100,271.35		\$84,685.35		\$75,862.37	
<i>Ending Cash</i>	\$66,409.77		\$57,593.42		\$60,950.05	