

**NOTICE OF STATED MEETING OF THE  
MEADOWLAKES CITY COUNCIL  
TUESDAY, FEBRUARY 10, 2015  
5:00 P.M.**

**~ STATED MEETING ~**

Notice is hereby given that a **STATED COUNCIL MEETING** of the Meadowlakes City Council will be held on **Tuesday, the 10<sup>th</sup> of February, 2015 at 5:00 p.m.** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

1. CALL TO ORDER AND QUORUM DETERMINATION
2. PLEDGE OF ALLEGIANCE
3. 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.*)
4. 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
5. 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. December 9th, 2014 Stated Meeting Minutes – Christy Fath, City Secretary
  - B. Ordinance Enforcement December 2014 and January 2015 Activity Report – Pat Preston
  - C. Animal Control December 2014 and January 2015 Activity Report - Robbie Galaway, Officer
  - D. Patrol Activity December 2014 and January 2015 Report - provided by Meadowlakes Patrol Officers
  - E. Vandalism/Incident December 2014 and January 2015 Activity Report – Christy Fath, City Secretary
  - F. City Building Committee December 2014 and January 2015 Activity Report – Blair Feller, Chairman
  - G. Public Works Department December 2014 and January 2015 Activity Report - Mike Williams, PWD
  - H. December 2014 and January 2015 Detailed Financials Report - Johnnie Thompson, City Manager
6. OLD BUSINESS
  - A. Action/Discussion/Status Update: Meadowlakes Public Facility Corporation operations and financial condition.

7. NEW BUSINESS

- A. Action/Discussion: Resolution 15-001-A RESOLUTION BY THE CITY OF MEADOWLAKES BURNET COUNTY, TEXAS, ACCEPTING THE FISCAL YEAR 2014 AUDIT, FINANCIAL STATEMENT AND OPINION FOR FISCAL YEAR ENDING SEPTEMBER 30, 2014, AS PREPARED BY NEFFENDORF, KNOPP, DOSS & COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS.-Thompson
- B. Action/Discussion: Resolution 15-002- A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS, RE-ADOPTING THE CITY OF MEADOWLAKES INVESTMENT POLICY-Thompson
- C. Action/Discussion: Contracting with the County of Burnet for election services for the May 9, 2015 General Election - Fath
- D. Action/Discussion: RESOLUTION 15-003 OF THE CITY OF MEADOWLAKES, TEXAS, CALLING/ORDERING THE GENERAL ELECTION FOR THE ELECTION OF THREE (3) CITY COUNCIL MEMBERS TO TWO-YEAR TERMS EACH FOR MAY 9, 2015 AND ESTABLISHING PROCEDURES FOR SUCH GENERAL ELECTION.
- E. Action/Discussion: Contracting with Fund Accounting Solution Technologies (FAST) for Court and Building permit software. – Fath
- F. Action/Discussion: Authorizing City Manager to make additional principal payment toward the Utility Fund's lease/purchase agreement with the Meadowlakes Property Owners Association for the recently completed water storage tank.-Thompson
- G. Action/Discussion: Participating with the Meadowlakes Property Owners Association in the purchase of additional speed control devices i.e., driver feedback radar equipment. Drummond-Thompson

8. COUNCIL & MAYOR ANNOUNCEMENTS about items of Community Interest

*(Announcements during this agenda item are limited to the following, as authorized under Section 551.0415, Tex. Gov't Code.)*

- *Expressions of thanks, congratulations, or condolence;*
- *An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding the change in the status of the person's public employment is not an honorary or salutary recognition for 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 March 10<sup>th</sup>, 2015 at 5:00 p.m.

9. 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 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 at the security gate and on our website, convenient to the public, on or before February 6<sup>th</sup>, 2015 by 5:00 p.m. and remained so posted continuously for at least 72 hours immediately preceding the day of said meeting.

/s/ Christy Fath

Christy Fath, City Secretary

/s/ Mary Ann Raesener

Mary Ann Raesener, Mayor

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT (830) 693-6840 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME.
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**Posting Removed:** \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_

(To be recorded upon removal, document retention at City Hall, posting removal date will not be reposted via website)

**City of Meadowlakes  
Stated Meeting Minutes  
December 9, 2014**

- I. CALL TO ORDER AND QUORUM DETERMINATION:** Mayor Mary Ann Raesener called the meeting to order at 5:01 p.m. declaring that a quorum was present at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas. Councilmembers present were Mike Barry, Barry Cunningham, Clancy Stephenson and Jerry Drummond. Also present was City Manager Johnnie Thompson, Mike Williams, Flood Plain Administrator and City Secretary Christy Fath. Councilmember Alton Fields was absent.
- II. PLEDGE OF ALLEGIANCE:** Councilmember Jerry Drummond led the Council and guests in the Pledge of Allegiance.
- III. CITIZEN COMMENTS:** Linda Wier spoke to council about changing name of golf club back to Meadowlakes Golf course or golf club.
- IV. MONTHLY STANDARD LIVE REPORTS:**  
City Manager Johnnie Thompson addressed the Council and citizens, summarizing the contents and major highlights of the monthly reports, including the patrol hours, ordinance and parking violations. He updated council on the City Hall parking lot and stated that the Water/Wastewater permit expires in 2019. Mr. Thompson updated Council on the holiday schedule stating that the City departments will be closed December 24<sup>th</sup> and 25<sup>th</sup>. He stated that staff would like to take December 26<sup>th</sup> off using their vacation time and field staff will have the option to take off or work. Mr. Thompson stated that the City departments will also be closed on New Year's Day, January 1<sup>st</sup>. He announced that the trash pickup will take place on Saturday instead of Friday for both Christmas and New Year's. Mike Williams spoke about the TCEQ samples not being done due to TCEQ mailing the sample requirements to the wrong address. He stated that the samples weren't due until 2018 but TCEQ changed the frequency. He read a notice which will notify residents of the violation and will be sent out with the newsletter tomorrow to recipients of the weekly newsletter. Mayor asked how much the samples cost the City and Mike Williams stated that 10 homes were selected to collect a sample and they cost approximately \$1,000. He discussed the samples frequency, requirements, procedures and the City's responsibilities with the audience and Council.
- VI. CONSENT ITEMS:**
- A.** November 12<sup>th</sup>, 2014 Stated Meeting Minutes –Christy Fath, City Secretary
  - B.** Ordinance Enforcement November 2014 Activity Report – Pat Preston
  - C.** Animal Control November 2014 Activity Report - Robbie Galaway, Officer
  - D.** Patrol Activity November 2014 Report - provided by Meadowlakes Patrol Officers
  - E.** Vandalism/Incident November 2014 Activity Report – Christy Fath, City Secretary

- 49 F. City Building Committee November 2014 Activity Report – Blair Feller,  
50 Chairman  
51 G. Public Works Department November 2014 Activity Report - Mike Williams,  
52 PWD  
53 H. November 2014 Detailed Financials Report - Johnnie Thompson, City  
54 Manager  
55

56 After Council discussion, Councilmember Mike Barry made a motion to approve  
57 the consent items as presented. Councilmember Jerry Drummond seconded the  
58 motion. It passed by a unanimous vote of the Councilmembers present.  
59

## 60 VII. OLD BUSINESS:

61 A. **Action/Discussion: Update on the establishment of a police department**  
62 **for the City of Meadowlakes.** Johnnie Thompson asked Carolyn Richmond  
63 to summarize the report submitted by the committee to the Council. Ms.  
64 Richmond discussed the results of the survey and research done by the  
65 committee. The committee recommended no change in the current  
66 enforcement and for the City to ask the POA to put up more traffic signs.  
67 Christine Forsyth thanked the council for getting public input and doesn't feel  
68 that Meadowlakes has a need for police department. She stated that more  
69 passive speed controls could be used. Larry Upton thanked the committee  
70 and Council for their work on the research. He read a Google research on  
71 the safety and crime in Meadowlakes. Mr. Upton stated that he prefers the  
72 City spend time on getting deputies in the area more often to control the  
73 speed. Johnnie Thompson recommended not pursuing the establishment of  
74 a police department and form a committee consisting of the City and  
75 Meadowlakes Property Owners Association to review the current level of  
76 traffic speed control in the City which includes the traffic enforcement as well  
77 as other traffic calming devices. He stated that he and Jim Woods would get  
78 together to follow up on the recommendations. Jim Woods suggested a joint  
79 committee be formed. Mayor Raesener will get with POA to see what they  
80 can do jointly together before the next meeting.  
81

82 B. **Action/Discussion/Status Update: Meadowlakes Public Facility Corporation**  
83 **operations and financial condition.** Barbara Peskin stated the she provided  
84 the Council with a more detailed summary. Councilmember Clancy Stephenson  
85 stated that members are paying the second installment of their dues and  
86 discussed the possibility of increasing member dues. He stated that if the PFC  
87 proposes to raise dues he wants it to be reviewed by council. MPFC President  
88 Larry Upton explained the dues to the Council.  
89

## 90 VIII. NEW BUSINESS:

- 91 A. **Action/Discussion: Appeal to allow construction of fence at 115**  
92 **Preston Trail.** Mayor stated that the fence permit application was approved  
93 by the building committee at their meeting yesterday. No action taken.  
94 B. **Action/Discussion: Investment of funds and possible principal payment**  
95 **toward the leased purchased water storage tank.** Johnnie Thompson  
96 discussed investments, CD's & Governmental pools that can be invested in.  
97 He stated that the City can save \$500 a year on the investment. Mr.

Thompson looked at other ways to possibly cut back on costs, such as the loan with the PFC on the water storage tank. He talked about paying more down on the interest. Mr. Thompson suggested no action be taken now and review the loan then take action at that time. Mike Barry stated that he agreed with his suggestion. Johnnie stated that this item would be placed on the February agenda. Barry Cunningham discussed the reserve fund. Johnnie Thompson stated that he can ask the auditor when he comes back and see what he suggests and possibly have a workshop with the auditor. No action taken.

- C. Action/Discussion: Interlocal Cooperation Agreement with Burnet County for housing of inmates.** Johnnie Thompson discussed the previous agreement with Burnet County. He stated that the current rate is \$48 to \$50 per day. Mr. Thompson recommends that the Mayor and he be authorized to execute the agreement. Councilmember Barry Cunningham made a motion to approve the Interlocal Agreement with Burnet County and authorize the Mayor and Johnnie Thompson to execute the agreement. Councilmember Mike Barry seconded the motion. It passed by a unanimous vote of the Councilmembers present.

#### **IX. COUNCIL & MAYOR ANNOUNCEMENTS:**

- A.** The next regularly scheduled meeting will be held January 13<sup>th</sup>, 2015 at 5:00 p.m.
- B.** Councilmember Clancy Stephenson asked for a new item to be placed on the next agenda about when golf members win and get awards as money or credits. Jeff Wilson said the cash/credit must be spent by end of year. Mr. Stephenson and Mr. Wilson discussed the cash/credit process. Larry Upton addressed council about that the auditor advised them to get those monies closed out by year end and how the book money works. Mayor Raesener said the item sounds like a PFC issue and needs to be placed on their agenda.
- C.** Santa at Club on the 14<sup>th</sup> with lunch - \$8.95 for adults and \$4.95 for children and reservations are required.

#### **X. ADJOURNMENT:** Mayor Raesener adjourned the meeting at 6:04 p.m.

#### **Approved:**

/s/ Mary Ann Raesener                      **Date:** \_\_\_\_\_  
Mayor, Mary Ann Raesener

#### **Attest:**

/s/ Christy Fath                      **Date:** \_\_\_\_\_  
City Secretary, Christy Fath

**Ordinance Enforcement Report  
Summary  
December 2014**

Calls Received: Ordinance line: 6  
Security Gate: 2  
City Hall: 2

42 warning letters or notices were issued during the month of December:

- 2 letters regarding Ordinance 6-49 – erosion protection required
- 32 letters regarding Ordinance 20-55 – trash containers visible from the street
- 2 letters regarding Ordinance 20-55 – property in need of mowing
- 1 letter regarding Ordinance 20-55 – bulk trash out
- 2 letters regarding Ordinance 28-56 – golf cart stored on drive or parked on lot
- 1 letter regarding Ordinance 28-56 – trailer, boat or RV parked on street overnight
- 2 letters regarding Mandatory Watering Restrictions – watering on the wrong day or at the wrong time

24 warning tickets were issued regarding Ordinance 28-55 – for parking infractions most of which were for parking on the wrong side of street or parking on the street without a City permit  
5 verbal warnings were issued

Submitted by:

*Pat Preston*

Pat Preston  
Ordinance Enforcement Officer  
January 2, 2015

**Ordinance Enforcement Report  
Summary  
January 2015**

Calls Received: Ordinance line: 12  
Security Gate: 1  
City Hall: 0

63 warning letters or notices were issued during the month of January:

7 letters regarding Ordinance 20-55 – debris in drive or limbs & vines in City drainage areas

20 letters regarding Ordinance 20-55 – trash containers visible from the street

1 letter regarding Ordinance 20-55 – inoperable vehicle in drive

1 letter regarding Ordinance 20-55 – limbs on lot over 14 days

1 letter regarding Ordinance 28-56 – RV stored on drive over 72 hours

3 letters regarding Ordinance 22-7 – street address required

1 letter regarding Ordinance 6-41 – contractor sign required at new construction sight

2 letters regarding Ordinance 6-43 – bushes blocking line of sight

24 letters regarding Ordinance 22-3 – holiday lights displayed past allowed timeframe

3 letters regarding Mandatory Watering Restrictions – watering on the wrong day or at the wrong time

15 Warning tickets were issued regarding Ordinance 28-55 – for parking infractions most of which were

for parking on the wrong side of street or parking on the street without a City permit

5 Verbal warnings were issued

1 Warning Notice was issued regarding Ordinance 28-20 – for allowing an unlicensed operator to drive a golf cart on City streets and failure to register golf cart with City

Submitted by:

*Pat Preston*

Pat Preston  
Ordinance Enforcement Officer  
February 2, 2015



## **Animal Control Report**

**Meadowlakes, Texas**

**December, 2014**

- **Seven trapped raccoons were removed from the city**
- **A resident reported that his dog had been poisoned**
- **A resident had been keeping feral cats at her house. I informed her it was against city ordinances to harbor feral cats. She found a home for the cats and they have been moved from the city**
- **One trapped armadillo was picked up and removed from the city**
- **Three trapped skunks were removed from the city**
- **A resident reported that a neighbor's dog had been running loose on her street**
- **One report was received for dog barking**
- **The owner of a small black dog was given a verbal warning for her dog running lose and also for not registering her dog in the city**
- **A complaint was received for a raccoon perched on the roof over her front porch**
- **A golfer was bitten by a dog while he was looking for his ball on the golf course. The dog owner was contacted and the dog was placed on a 10-day quarantine**

*Robbie Galaway*

**Robbie Galaway**

## **Animal Control Report**

**Meadowlakes, Texas**

**January, 2015**

- **Three trapped skunks were removed from the city**
- **Two trapped raccoons were removed from the city**
- **Three complaints of dog barking**
- **Two raccoons were destroyed and were tested negative for rabies**
- **A sick fox was destroyed and was tested negative for rabies**
- **A dead raccoon, fox and armadillo were removed from the city**
- **A loose dog was picked up by a resident - I gave her the name and phone number for the dog owner from the pet register and she returned the dog to its owner**
- **Numerous complaints were received for a small black running loose on San Saba. The owner was issued a warning ticket**
- **A resident reported that a raccoon was nesting in a tree stump in the vacant lot next to her house, causing a commotion with her dog. I picked it up and removed it from the city.**

*Robbie Galaway*

**Robbie Galaway**

# MEADOWLAKES PATROL ACTIVITY REPORT December 2014

DATE	DAY	DEPUTY	START TIME	END TIME	HRS	CITATION	WARNING	VERBAL	NOTES	Begin Mileage	End Mileage	Miles Driven
12/1/14												0
12/2/14												0
12/3/14	Wed	Bindseil	4:00 PM	8:00 PM	4:00					105142	105152	10
12/4/14	Thurs	Bindseil	8:00 AM	12:00 PM	4:00		4		Warnings for fail to signal right & left turns	105201	105217	16
12/5/14												0
12/6/14												0
12/7/14												0
12/8/14	Mon	Bindseil	4:00 PM	8:00 PM	4:00		3			105242	105257	15
12/9/14	Tues	Bindseil	8:00 AM	12:00 PM	4:00	3	5			105542	105557	15
12/9/14	Tues	Koenning	4:00 PM	7:00 PM	3:00			1		14757	14771	14
12/10/14	Wed	Wilson	11:00 AM	2:00 PM	3:00				11:00-11:20 am: HFGC spoke to J. Wilson re: trespassing issues, advised to call 911 if subject returns. Patrol & radar.	86501	86522	21
12/11/14												
12/12/14	Fri	Koenning	6:00 PM	10:00 PM	4:00			2	6:50 pm: Citizen assist on Broadmoor with jump starting vehicle	14988	15007	19
12/13/14												0
12/14/14												0
12/15/14	Mon	Wilson	7:30 AM	10:30 AM	3:00				Patrol, radar, extra patrol on Turkey Run re: speeders	86874	86892	18
12/16/14												0
12/17/14	Wed	Bindseil	8:00 AM	4:30 PM	7:00	2			Traffic enforcement on Mahan, Columbine & Meadowlakes. Misd. Arrest on Columbine & Colonial from traffic stop for Expired MVI, driver wanted out of Marble Falls for outstanding traffic warrant, issued 2 add'l citations.	106240	106260	20
12/18/14												0
12/19/14												0
12/20/14	Sat	Wilson	8:00 AM	11:00 AM	3:00				Patrol & radar	87182	87193	11
12/21/14												0
12/22/14	Mon	Denton	3:00 PM	6:00 PM	3:00					59068	59086	18
12/23/14	Tues	Denton	4:00 PM	8:00 PM	4:00					59087	59113	26
12/24/14												0
12/25/14	Thurs	Wilson	5:00 PM	8:00 PM	3:00				Patrol, monitor "Christmas Light viewing" traffic	87354	87377	23
12/26/14												0
12/27/14	Sat	Koenning	6:30 PM	10:30 PM	4:00			1		16290	16308	18
12/28/14	Sun	Denton	3:00 PM	7:00 PM	4:00				Turkey Run/Wichita - flagged down by ACO	59608	59623	15
12/29/14												0
12/30/14	Tues	Wilson	2:45 PM	5:45 PM	3:00				Report from City Hall: Complainant on Meadowlakes Dr. had station wagon pull up to mailbox & left quickly when she stepped outside. Did not believe anything was missing. Area searched & unable to locate, passed info to BCSO for close patrol. Patrol & radar.	87583	87602	19
12/31/14	Wed	Denton	7:47 PM	11:47 PM	4:00				8:46 PM - notified homeowner on Firestone they left parking lights on vehicle.	59874	59903	29

TOTALS:

64

5

12

4

307

# MEADOWLAKES PATROL ACTIVITY REPORT January 2015

DATE	DAY	DEPUTY	START TIME	END TIME	HRS	Citation	Warning	Verbal	Other	NOTES	Start Mile	End mile	Total
1/1/15	Thurs	Bindseil	3:00 PM	7:00 PM	4:00						106800	106821	21
1/2/15													0
1/3/15													0
1/4/15													0
1/5/15	Mon	Koenning	6:30 AM	9:30 AM	3:00						17108	17127	19
1/6/15	Tues	Bindseil	4:00 PM	8:00 PM	4:00			3		Verbal warnings for speeding on Turkey Run	106965	106984	19
1/7/15													0
1/8/15	Thurs	Wilson	4:30 PM	7:30 PM	3:00					Patrol, radar and check parks & boat storage	88121	88146	25
1/9/15	Fri	Denton	5:45 PM	8:45 PM	4:00					Patrol, radar, check clubhouse & river park	60679	60689	10
1/9/15													0
1/10/15													0
1/11/15	Sun	Bindseil	1:00 PM	5:00 PM	4:00			2		Verbal warnings for expired MVI	107221	107244	23
1/12/15													0
1/13/15	Tues	Wilson	3:30 PM	6:30 PM	3:00					Patrol & radar	88540	88561	21
1/14/15													0
1/15/15	Thurs	Denton	5:30 PM	8:30 PM	3:00					Patrol, radar, check clubhouse & Lakeside park	61254	61269	15
1/16/15													0
1/17/15													0
1/18/15													0
1/19/15	Mon	Koenning	3:00 PM	7:00 PM	4:00			3			17855	17872	17
1/20/15	Tues	Bindseil	1:00 PM	5:00 PM	4:00						107621	107645	24
1/21/15													0
1/22/15	Thurs	Wilson	3:00 PM	6:00 PM	3:00					Patrol & radar	89025	89046	21
1/23/15	Fri	Denton	4:47 PM	8:47 PM	4:00					Patrol, radar, check clubhouse, City Hall & Lakeside park	62212	62227	15
1/24/15	Sat	Koenning	6:00 PM	10:00 PM	4:00			2		8:35 pm - Advised resident on St. Andrews that headlights were left on	18200	18225	25
1/25/15	Sun	Bindseil	1:00 PM	5:00 PM	4:00						108021	108042	21
1/26/15													0
1/27/15													0
1/28/15													0
1/29/15	Thurs	Koenning	3:00 PM	7:00 PM	4:00					3:25 - 4:25 pm - Monitor school bus unloading in City	18537	18556	19
1/30/15	Fri	Wilson	8:15 AM	11:15 AM	3:00					Patrol & radar	89601	89624	23
1/31/15													0
Totals					58	0	0	10	0				318

# City of Meadowlakes

## Items for Consideration

### City Council Meeting

### February 10, 2015

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Consent Item 5-E  
Vandalism Report

**Date:** February 3, 2015

**To:** Honorable Mayor Raesener and Councilmembers

**From:** Johnnie Thompson, City Manager

**Agenda Item:** Consent Item 5-E-Vandalism Report

**Requested Council Agenda Date:** February 10, 2015

**Contact Name & Number:** Johnnie Thompson, 830-693-2951

1. Place On: ☒ Consent    ☐ New Business    ☐ Old Business
2. Budget Impact Statement Attached: ☐ Yes    ☒ No    ☐ N/A
3. Reviewed by City Attorney? ☐ Yes    ☐ No    ☒ N/A
- 

#### 4. Background/Review:

No vandalism was reported to City Hall in December or January.

BUILDING COMMITTEE REPORT  
**December 2014**  
**Blair Feller – Building Committee Chairman**

ACTIVE BUILDING PERMITS (under construction or review) .....13  
(adjusted for the completion of several projects)

December 2014 Approved Permits

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

BUILDING COMMITTEE REPORT  
**January 2015**  
**Blair Feller – Building Committee Chairman**

ACTIVE BUILDING PERMITS (under construction or review) .....15  
(adjusted for the completion of several projects)

January 2015 Approved Permits

Deck	
Fence	3
Swimming Pool/Hot Tub	
Remodel	1
Variance	
New Homes	1
Other	
Patio Cover	
Arbor	
Plat Amendment	
Consultation	
Playscape	
Permit Revisions	
Applications denied:	Arbor
	Fence
	New home
	Variance
	Remodel
	Patio Cover
	Playscape
	Detached Structure
	Carport
	Propane gas storage tank
	Roof replacement
	Other

## MEMORANDUM

Date: January 6, 2015  
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. There were 7.8 million gallons of water treated in the month of December.
2. Tasks for the POA that were done this month include: Routine maintenance at the guard gate (weeding flower beds, mowing), Mulched leaves at the parks, Picked up 7 loads of leaves using the street sweeper.
3. The Christmas lighting display at the clubhouse has been removed until next Christmas. We will begin planning the display for next year and hopefully it will be bigger and better.
4. 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. We are seeing more limbs that are being put out for us to chip that are smaller than the required diameter per our ordinance. A door hangar is left at any home that have items that do not meet the requirements of the ordinance.
5. All prep work for the parking lot expansion at city hall has been completed and the paving crew is here today and will be laying the asphalt. The parking lot will be striped after a curing time for the new asphalt.
6. The new storage tank located at the water treatment plant has been drained for inspection. This is being done as a warranty item and is part of the normal process of new tank construction. The inspection will be on Wednesday, January 7 at 1:00pm and any necessary repairs will be scheduled by the tank manufacturer. Once all repairs have been made, the tank will be refilled and put back into service. This inspection was included in the contract for the construction of the tank.



# City of Meadowlakes

## Items for Consideration

### City Council Meeting

### February 10, 2015

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Consent Item 5-H December 2014 Financial Statements
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**Date:** January 7, 2015

**To:** Honorable Mayor Raesener and Councilmembers

**From:** Johnnie Thompson, City Manager

**Agenda Item:** Consent Item 5-H-December 2014 Financial Statements

**Requested Council Agenda Date:** February 10, 2015

**Contact Name & Number:** Johnnie Thompson, 830-693-2951

1. Place On: ☒ Consent    ☐ New Business    ☐ Old Business
2. Budget Impact Statement Attached: ☐ Yes    ☒ No    ☐ N/A
3. Reviewed by City Attorney? ☐ Yes    ☐ No    ☒ N/A
- 

#### 4. Background/Review:

Please find attached, for your review and possible approval copies of the December 2014 financial statements for the City. I will briefly review them with you below:

#### Snapshots-Pages 2 and 3

The next few pages will give you a very brief indication of how the General and the Utility Fund are performing compared to their budgets and for the same period last year. In general both funds are actually performing better than they did last year and better than budgeted for both the month and year-to-date. The General Fund has approximately \$116,000 more cash on deposit than it did last year and the Fund's net gain for the year-to-date stands at \$102,287 compared to \$36,029 at the end of December 2013. While the Utility Fund's cash on hand has not increased, as much as, the General's Fund it did see a slight increase that was offset to some degree by an increase in payables. The Utility Fund at the end of December 2014, had a net gain for the year of nearly \$19,000 compared to a loss of slightly more than \$26,000 at the end of December 2013.

#### Condensed Review of Financial Statements-Pages 4 and 5

The condensed review provided on pages 4 and 5 give you a very basic look at how the four funds of the City are performing. I will briefly review them for you below:

## **General Fund**

Revenues for the month of December were greater than those budgeted for the period due to increased ad valorem tax income. While revenues were greater than those budgeted for the period by the end of January, the vast majority of the tax revenue will be collected and I would anticipate that the totals will be very close to those budgeted for the October-January time frame. While revenues were up expenses for the month were about \$16,000 less than those budgeted, due to the new parking lot improvements being budgeted for December but not actually done until January. The Fund had a net gain of \$102,287 for the first three months of the fiscal year.

## **Utility Fund**

The Utility Fund revenues for the month were slightly greater than those budgeted and expenses for the month were about \$8,000 less. The Fund had a positive cash flow of nearly \$34,000 compared to \$23,000 in December of last year.

## **Recreation Fund**

The Recreation Fund had very little activity during the month with revenues and transfers into totaling \$4,100 and expenses of nearly \$3,900. The Fund purchased a new 50-horse power motor for the irrigation system as a standby in case of failure of one of the two existing pump motors. The PFC did make their final reimbursement payment to the Fund in December. As you may recall, the RCC fund advanced the PFC the needed funds to cover their insurance expense for the year in October with two equal payments in November and December.

## **Debt Service Fund**

Like the General Fund, the Debt Service Fund had a large majority of its revenue generated from ad valorem taxes during the December to January timeframe.

## **Combined Balance Sheet- Pages 6 and 7**

The combined balance sheet provides a simplified review of all the City's Funds. As previously mentioned above, all funds had positive cash flows for December.

## **Investment Report-Page 8**

The investment report contains all of the City's invested funds. We had approximately \$297,000 more on deposit at the end of December 2014 than we did at the end of November 2014.

## **General Fund Financials-Pages 9 through 17**

**Profit and Loss** The General Fund, as mentioned above, had greater ad valorem tax income than was budgeted in December bringing the total tax income collected for FY15 to \$188,107, about 56% of the total tax levy for the year. Other revenue streams are very close to those budgeted for the period. Total operating expenses for December exceeded those budgeted for the period by 9.3% (\$3,364), mainly due to an unexpected \$2,000 expense in updating the FEMA required flood plain map. The paving of the new parking lot was expensed for December

but was not actually completed until January, thus the Fund shows December total expenses as \$16,000 less than those budgeted for the period.

**Cash Flow** The General Fund had a positive cash flow in excess of nearly \$115,000 for the month of December. The Fund had a positive cash flow of slightly over \$105,000 for the October-December timeframe, and was expected to have a positive cash flow of around \$40,000 for the month of December. The Fund had \$116,000 more on deposit at the end of December 2014 compared to the end of December 2013.

**Disbursements** The vast majority of the disbursements for December were the normal recurring ones with the exception of check #14821 written to Burnet Central Appraisal District for \$2,805.88. This was the first quarterly payment for ad valorem tax collection and appraisal.

### **Utility Fund Financials-Page 18 through 27**

**Profit and Loss** The Utility Fund revenues for December exceeded those budgeted for the month by slightly over \$2,000, mainly due to new water and sewer taps. While revenues were up only slightly for the month the Funds year-to-date revenues are about \$21,000 greater than those budgeted for the period. The sale of surplus equipment and additional water revenue were the main contributors to the extra income. December's operating expenses came in about \$8,600 below budget, this was due to approximately \$5,000 less employee related expenses and \$2,500 less in administrative expenses. The Fund, at the end of December, had total year-to-date expenses of approximately \$27,700 less than those budgeted for the period. All major expense categories being less than those budgeted for the first three months of the fiscal year. The Fund's net gain for the year stands at nearly \$19,000 when an approximate \$30,000 loss was budgeted. We should have a net gain in January but it is anticipated that we will have a net loss in February with a principal and interest payment for the new water tank being due, as well as, the purchase of new replacement water meters.

**Cash Flow** The Utility Fund had a positive cash flow of nearly \$34,000 for the month of December which decreased the negative cash flow the Fund had experienced in October and November. At the end of December the Fund had a negative cash flow of \$4,500. The Fund had approximately \$23,000 more on deposit at the end of December 2014 than at the end of December 2013.

**Disbursements** The vast majority of the disbursements in December were the normal recurring ones with the exception of Ck. #14672-Texas Department of Agriculture or \$9,100, this was for the purchase of three used vehicles, a 2008 and 2005 Ford pickup and a 2007 Ford minivan. Both trucks are replacement vehicles, one replacement was sold as surplus earlier in the year and we have one that will be auctioned soon. The minivan was purchased for use at City Hall.

### **Debt Service Fund-Pages 28 and 29**

The Debt Service Fund had very little activity in December with a total \$133,454 in ad valorem tax deposited along with the monthly \$11,350 transfer into the Fund from the Utility Fund. January should have like activity followed by a large bond interest payment in February. The Fund for the first quarter of FY2015 had a \$202,801 positive cash flow and the Fund had approximately \$59,000 more on deposit at the end of December 2014 than at the end of December 2013.

### **Recreation Fund- Pages 30 through 32**

The Recreation had very little activity during December with a total of approximately \$7,500 in deposits which include approximately \$3,500 reimbursement from the PFC for advanced funds. The Fund had two expenditures, one being the recurring software maintenance for the irrigation system and the other being the purchase of a spare motor for the irrigation pump station.

### **Payroll Recap- Pages 33 and 34**

There were two payroll periods in December which totaled in excess of \$60,000 in salary expenses for the month.

### **5. Recommendation:**

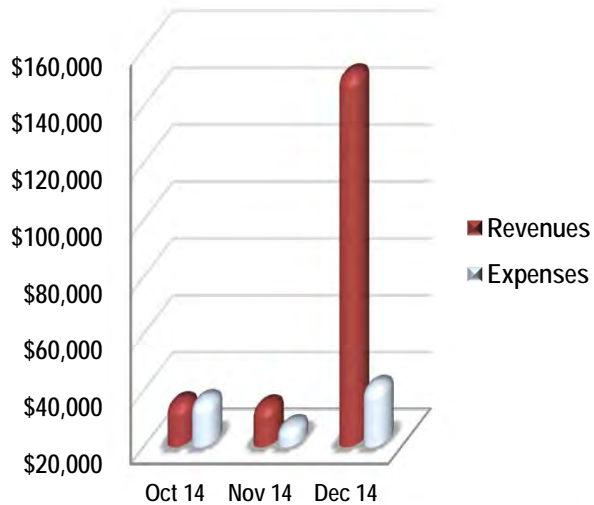
Staff recommends the approval of the December financial reports as presented.

**City of Meadowlakes  
December 2014  
Financial Statements**

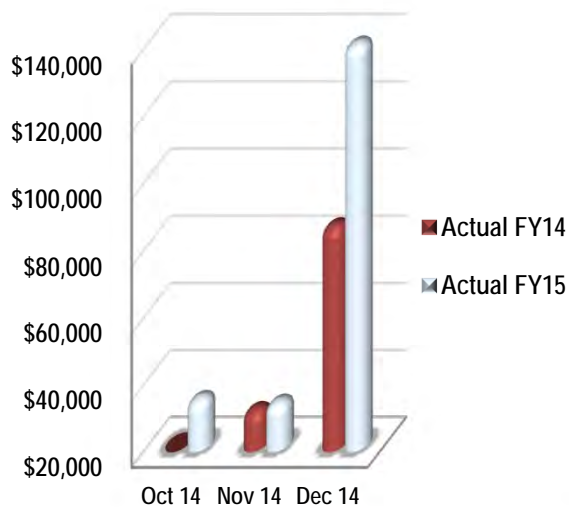
# General Fund SnapShot

December 2014

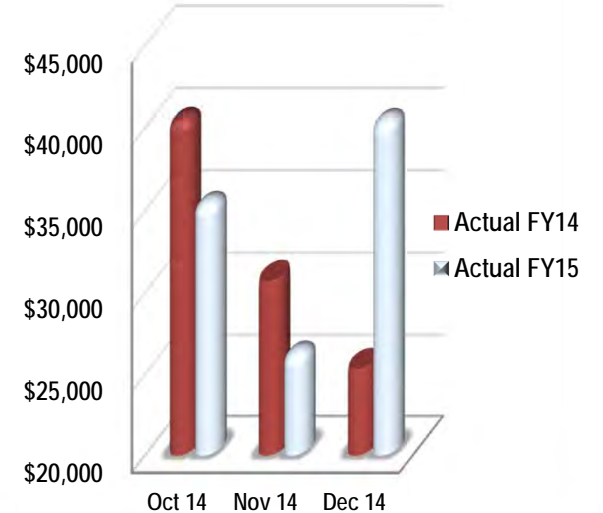
Income vs. Expense Trend



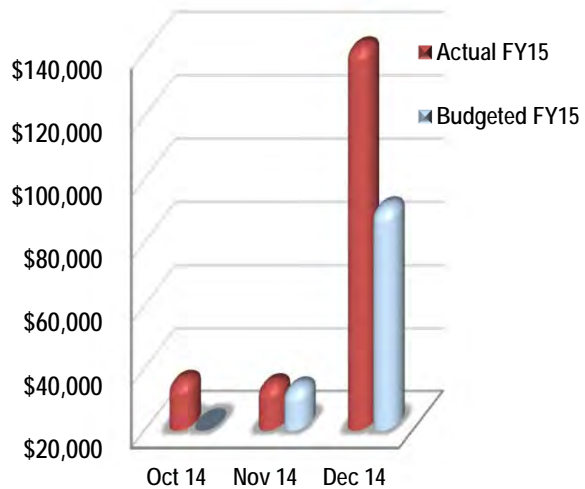
Prev Year Income Comparison



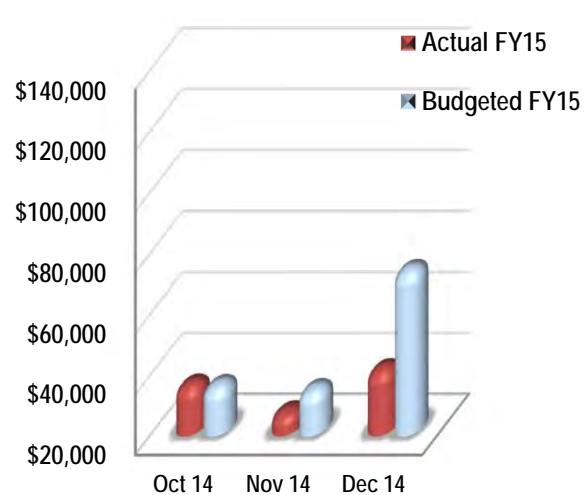
Prev Year Expense Comparison



Budgeted vs. Actual Revenues



Budgeted vs. Actual Expenses



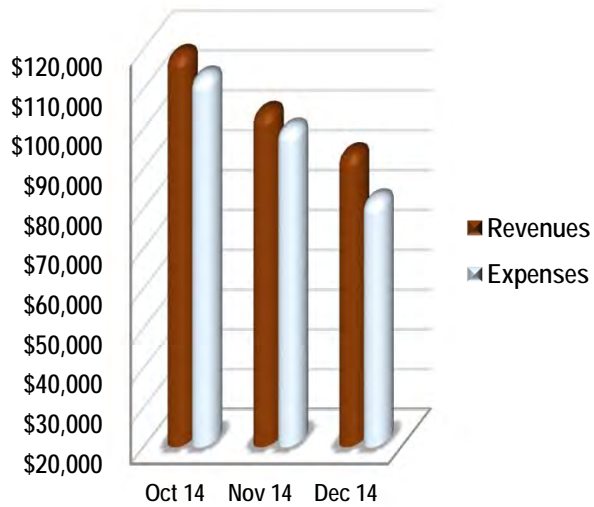
## Account Balances

Cash	12/31/2013	12/31/2014
Checking Account	\$ 156,592	\$ 232,830
CD's	\$ 200,000	\$ 240,000
<b>Total Cash</b>	<b>\$ 356,592</b>	<b>\$ 472,830</b>
<b>Current Receivables</b>	<b>\$ 9,307</b>	<b>\$ 7,949</b>
<b>Current Payables</b>	<b>\$ 27,417</b>	<b>\$ 34,210</b>
<b>Net Gain/(Loss)</b>	<b>\$ 36,029</b>	<b>\$ 102,287</b>
<b>Cash Flow (+/-)</b>	<b>\$ 54,530</b>	<b>\$ 105,037</b>
(FY to Date)		

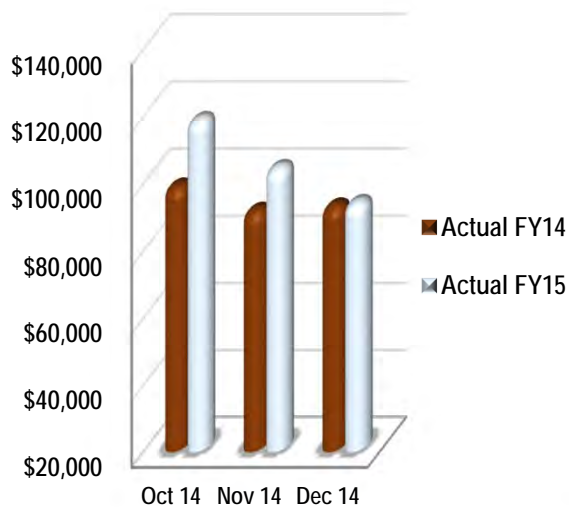
# Utility Fund Snapshot

December 2014

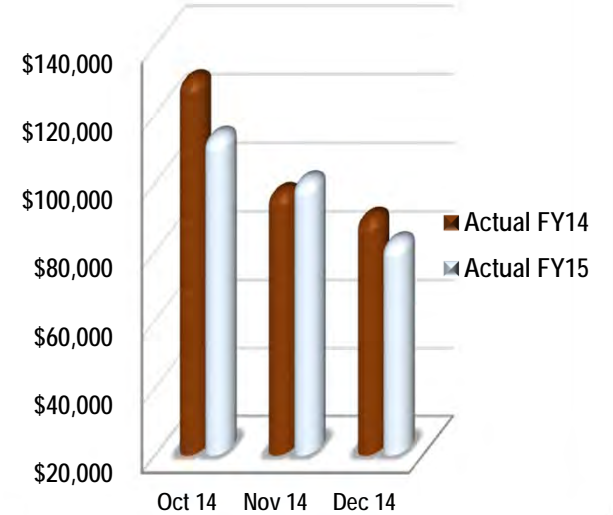
Income vs. Expense Trend



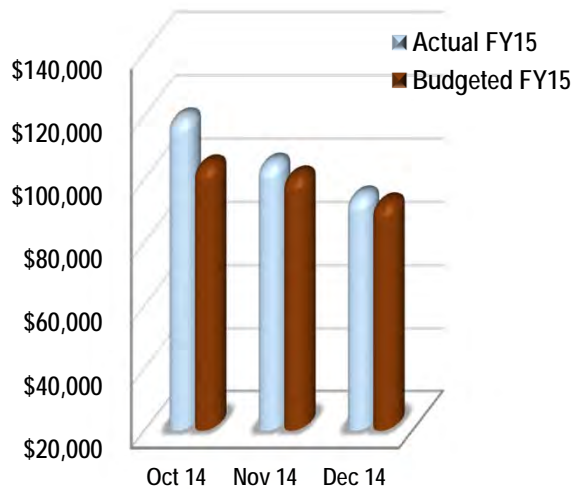
Prev Year Income Comparison



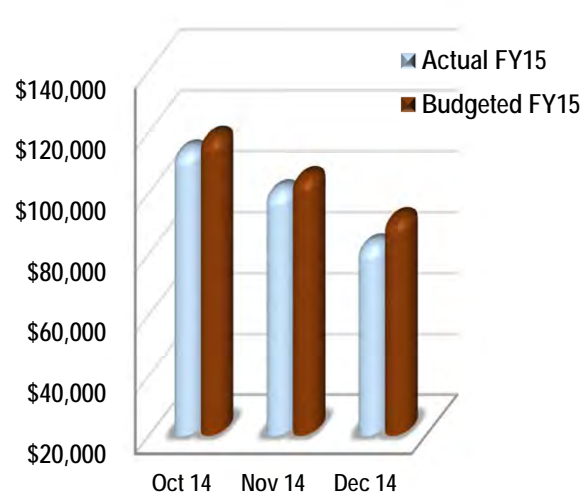
Prev Year Expense Comparison



Budgeted vs. Actual Revenues



Budgeted vs. Actual Expenses



## Account Balances

Cash	12/31/2013	12/31/2014
Checking Account	\$ 152,217	\$ 175,372
CD's	\$ 350,000	\$ 350,000
<b>Total Cash</b>	<b>\$ 502,217</b>	<b>\$ 525,372</b>
<b>Current Receivables</b>	<b>\$ 64,481</b>	<b>\$ 75,933</b>
<b>Current Payables</b>	<b>\$ 100,001</b>	<b>\$ 138,285</b>
<b>Net Gain/(Loss)</b>	<b>\$ (26,276)</b>	<b>\$ 18,732</b>
<b>Cash Flow (+/-)</b>	<b>\$ (28,369)</b>	<b>\$ (4,510)</b>
(FY to Date)		

# City of Meadowlakes

## Condensed Review of Financial Statements

### General Fund

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date FY 15	Budgeted Year to Date FY15			
Revenues	\$ 149,770	\$ 89,460	\$ 203,695	\$ 137,305	Beginning Cash Balance 12/01/14	\$	357,962
Expenses	\$ 39,213	\$ 55,349	\$ 101,408	\$ 124,174	Ending Cash Balance 12/31/14	\$	472,830
Net Gain/(Loss)	<u>\$ 110,557</u>	<u>\$ 34,111</u>	<u>\$ 102,287</u>	<u>\$ 13,131</u>	Difference Beginning Cash and Ending Cash	\$	114,868
	Actual Dec '13	Budgeted Dec '13	Actual Year to Date FY14	Budgeted Year to Date FY14			
Revenues	\$ 31,200	\$ 30,320	\$ 46,899	\$ 43,225	Beginning Cash Balance 12/01/13	\$	296,380
Expenses	\$ 30,679	\$ 34,230	\$ 71,012	\$ 71,913	Ending Cash Balance 12/31/13	\$	356,592
Net Gain/(Loss)	<u>\$ 521</u>	<u>\$ (3,910)</u>	<u>\$ (24,113)</u>	<u>\$ (28,688)</u>	Difference Beginning Cash and Ending Cash	\$	60,212
					Change in Cash from 12/31/13 to 12/31/14	\$	116,238

### Utility Fund

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date FY 15	Budgeted Year to Date FY15			
Revenues	\$ 92,905	\$ 90,705	\$ 313,566	\$ 292,643	Beginning Cash Balance 12/01/14	\$	491,634
Expenses	\$ 81,322	\$ 89,940	\$ 294,834	\$ 322,540	Ending Cash Balance 12/31/14	\$	525,372
Net Gain/(Loss)	<u>\$ 11,583</u>	<u>\$ 765</u>	<u>\$ 18,732</u>	<u>\$ (29,897)</u>	Difference Beginning Cash and Ending Cash	\$	33,738
	Actual Dec '13	Budgeted Dec '13	Actual Year to Date FY14	Budgeted Year to Date FY14			
Revenues	\$ 91,865	\$ 99,234	\$ 274,881	\$ 291,876	Beginning Cash Balance 12/01/13	\$	470,536
Expenses	\$ 83,879	\$ 91,660	\$ 301,158	\$ 314,920	Ending Cash Balance 12/31/13	\$	502,217
Net Gain/(Loss)	<u>\$ 7,986</u>	<u>\$ 7,574</u>	<u>\$ (26,277)</u>	<u>\$ (23,044)</u>	Difference Beginning Cash and Ending Cash	\$	31,681
						0	
					Change in Cash from 12/31/13 to 12/31/14	\$	23,155



# City of Meadowlakes

## Condensed Review of Financial Statements

### Recreation Fund

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date FY 15	Budgeted Year to Date FY15		
Revenues/Transfer In	\$ 4,100	\$ 4,120	\$ 12,300	\$ 12,360	Beginning Cash Balance 12/01/14	\$ 41,005
Expenses	\$ 3,889	\$ 725	\$ 5,430	\$ 2,125	Ending Cash Balance 12/31/14	\$ 52,035
Net Gain/(Loss)	<u>\$ 211</u>	<u>\$ 3,395</u>	<u>\$ 6,870</u>	<u>\$ 10,235</u>	Difference Beginning Cash and Ending Cash	\$ 11,030
	Actual Dec '13	Budgeted Dec '13	Actual Year to Date FY14	Budgeted Year to Date FY14		
Revenues	\$ 2,375	\$ 1,000	\$ 2,375	\$ 2,000	Beginning Cash Balance 12/01/13	\$ 14,182
Expenses	\$ 2,544	\$ 3,800	\$ 18,142	\$ 23,500	Ending Cash Balance 12/31/13	\$ 17,507
Net Gain/(Loss)	<u>\$ (169)</u>	<u>\$ (2,800)</u>	<u>\$ (15,767)</u>	<u>\$ (21,500)</u>	Difference Beginning Cash and Ending Cash	\$ 3,325
					Change in Cash from 12/31/13 to 12/31/14	\$ 34,528

### Debt Service

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date FY 15	Budgeted Year to Date FY15		
Revenues/Transfer In	\$ 144,812	\$ 90,350	\$ 202,898	\$ 143,050	Beginning Cash Balance 12/01/14	\$ 72,012
Expenses	\$ -	\$ -	\$ -	\$ -	Ending Cash Balance 12/31/14	\$ 216,824
Net Gain/(Loss)	<u>\$ 144,812</u>	<u>\$ 90,350</u>	<u>\$ 202,898</u>	<u>\$ 143,050</u>	Difference Beginning Cash and Ending Cash	\$ 144,812
	Actual Dec '13	Budgeted Dec '13	Actual Year to Date FY 14	Budgeted Year to Date FY14		
Revenues	\$ 38,627	\$ 37,258	\$ 66,431	\$ 50,170	Beginning Cash Balance 12/01/13	\$ 68,586
Expenses	\$ -	\$ -	\$ -	\$ -	Ending Cash Balance 12/31/13	\$ 157,644
Net Gain/(Loss)	<u>\$ 38,627</u>	<u>\$ 37,258</u>	<u>\$ 66,431</u>	<u>\$ 50,170</u>	Difference Beginning Cash and Ending Cash	\$ 89,058
					Change in Cash from 12/31/13 to 12/31/14	\$ 59,180

*City of Meadowlakes*  
Combined Balance Sheet  
as of 12-31-14

	General Fund	Utility Fund	Debt Service Fund	Recreation Fund	Total Memorandum Only
<b><u>ASSETS</u></b>					
<b><u>Current Assets</u></b>					
Cash	\$ 232,830	\$ 160,353	\$ 216,824	\$ 52,035	\$ 662,042
Restrictive	\$ -	\$ 15,019	\$ -	\$ -	\$ 15,019
Invested Funds	\$ 240,000	\$ 350,000	\$ -	\$ -	\$ 590,000
<b>Total Cash</b>	<b>\$ 472,830</b>	<b>\$ 525,372</b>	<b>\$ 216,824</b>	<b>\$ 52,035</b>	<b>\$ 1,267,060</b>
<b><u>Accounts Receivable</u></b>					
Long Term Receivables	\$ -	\$ 278,394	\$ -		\$ 278,394
Current Receivables.	\$ 7,949	\$ 75,933	\$ 6,583	\$ 200	\$ 90,666
<b>Totals Receivables</b>	<b>\$ 7,949</b>	<b>\$ 354,327</b>	<b>\$ 6,583</b>	<b>\$ 200</b>	<b>\$ 369,060</b>
<b><u>Inventory</u></b>	<b>\$ -</b>	<b>\$ 33,277</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,277</b>
<b><u>Total Current Assets</u></b>	<b>\$ 480,780</b>	<b>\$ 912,976</b>	<b>\$ 223,407</b>	<b>\$ 52,235</b>	<b>\$ 1,669,397</b>
<b><u>Fixed Assets</u></b>	<b>\$ -</b>	<b>\$ 3,823,968</b>	<b>\$ 282,240</b>	<b>\$ 94,618</b>	<b>\$ 4,200,826</b>
<b>TOTAL ASSETS</b>	<b>\$ 480,780</b>	<b>\$ 4,736,944</b>	<b>\$ 505,647</b>	<b>\$ 146,853</b>	<b>\$ 5,870,223</b>

***City of Meadowlakes***  
**Combined Balance Sheet**  
**as of 12-31-14**

	General Fund	Utility Fund	Debt Service Fund	Recreation Fund	Total Memorandum Only
<b><u>LIABILITIES &amp; EQUITY</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$ 13,304	\$ 24,711	\$ -	\$ 37	\$ 38,052
Service Deposits Payable		\$ 83,447	\$ -	\$ -	\$ 83,447
Accrued Interest Payable		\$ 719	\$ -	\$ -	\$ 719
Restrictive Funds	\$ 13,482	\$ 17,127	\$ -	\$ 2,267	\$ 32,876
Accrued Employee Vacation		\$ 12,282	\$ -	\$ -	\$ 12,282
Other Liabilities	\$ 7,424	\$ -	\$ 6,495	\$ -	\$ 13,919
Prior Year Adjustments	\$ -	\$ 296,586	\$ -	\$ 99,677	\$ 396,263
<b><i>Total Current Liabilities</i></b>	<b>\$ 34,210</b>	<b>\$ 434,871</b>	<b>\$ 6,495</b>	<b>\$ 101,981</b>	<b>\$ 577,557</b>
<b><u>Long Term Liabilities</u></b>					
2013 Lease/Purchase Water Tank	\$ -	\$ 280,258	\$ -	\$ -	\$ 280,258
<b><i>Total Long Term Liabilities</i></b>	<b>\$ -</b>	<b>\$ 280,258</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,258</b>
					\$ -
<b><u>Total Liabilities</u></b>	<b>\$ 34,210</b>	<b>\$ 715,129</b>	<b>\$ 6,495</b>	<b>\$ 101,981</b>	<b>\$ 857,815</b>
<b><u>Equity</u></b>					
Retained Earnings	\$ 260,789	\$ 480,066	\$ -	\$ (71,456)	\$ 669,399
Fund Balance	\$ 83,493	\$ 180,681	\$ 296,255		\$ 560,430
Reserved for Inventories	\$ -	\$ 21,711	\$ -		\$ 21,711
Fixed Assets	\$ -	\$ 3,316,343	\$ -	\$ 76,084	\$ 3,392,427
Other Funds	\$ -	\$ 4,283	\$ -	\$ 33,375	\$ 37,658
Net Income	\$ 102,287	\$ 18,732	\$ 202,898	\$ 6,870	\$ 330,787
<b><u>Total Equity</u></b>	<b>\$ 446,570</b>	<b>\$ 4,021,816</b>	<b>\$ 499,153</b>	<b>\$ 44,873</b>	<b>\$ 5,012,412</b>
<b><i>TOTAL LIABILITIES &amp; EQUITY</i></b>	<b>\$ 480,780</b>	<b>\$ 4,736,946</b>	<b>\$ 505,648</b>	<b>\$ 146,854</b>	<b>\$ 5,870,227</b>

# City of Meadowlakes

## Investment of Funds

### Total Funds Invested as of December 31, 2014

	Maturity Date	CD#	Amount Invested	Type of Account
<b>General Fund</b>				
First State Bank of Central Texas	N/A	N/A	\$ 232,680	Checking
First State Bank of Central Texas	12/08/14	31961	\$ 50,000	CD @0.2%
First State Bank of Central Texas	12/08/14	31962	\$ 50,000	CD @0.2%
First State Bank of Central Texas	12/08/14	31963	\$ 50,000	CD @0.2%
First State Bank of Central Texas	12/08/14	31964	\$ 50,000	CD @0.2%
First State Bank of Central Texas	01/25/15	31972	\$ 40,000	CD @0.2%
<b>Total Fund Invested</b>			<b>\$ 472,680</b>	
<b>Utility Fund</b>				
First State Bank of Central Texas	N/A	N/A	\$ 175,372	Checking
First State Bank of Central Texas	12/15/2014	131959	\$ 50,000	CD
First State Bank of Central Texas	1/14/2015	131955	\$ 100,000	CD
First State Bank of Central Texas	2/13/2015	131956	\$ 100,000	CD
First State Bank of Central Texas	12/15/2015	131957	\$ 100,000	CD
<b>Total Fund Invested</b>			<b>\$ 525,372</b>	
<b>Debt Service Fund</b>				
First State Bank of Central TX-Debt	n/a		\$ 216,824	Checking
<b>Total Fund Invested</b>			<b>\$ 216,824</b>	
<b>Recreation Fund</b>				
First State Bank of Central TX	n/a		\$ 52,035	Checking
<b>Total Investments</b>			<b>\$ 1,266,910</b>	

# City of Meadowlakes

## General Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b><u>Income</u></b>				
Ad Valorem Tax Income	\$ 148,221	\$ 88,725	\$ 188,107	\$ 122,650
Franchise Fee Income	\$ -	\$ -	\$ 13,195	\$ 12,225
Inspection Income	\$ 855	\$ 175	\$ 1,150	\$ 750
Judicial (Court) Income	\$ 544	\$ 300	\$ 544	\$ 850
Miscellaneous Income	\$ 150	\$ 260	\$ 699	\$ 830
<b>Total Income</b>	<b>\$ 149,770</b>	<b>\$ 89,460</b>	<b>\$ 203,695</b>	<b>\$ 137,305</b>
<b><u>Expenses</u></b>				
<b>Administrative Exp.</b>				
Employee Exp.	\$ 21,636	\$ 20,470	\$ 49,099	\$ 52,120
Administrative/Office Exp.	\$ 5,935	\$ 3,850	\$ 9,918	\$ 11,225
Insurance Exp.	\$ -	\$ -	\$ 5,490	\$ 6,410
Judicial (Court) Exp.	\$ 200	\$ 550	\$ 2,041	\$ 1,250
Building and Facility Exp.	\$ 1,673	\$ 1,035	\$ 3,617	\$ 3,020
<b>Total Administrative Exp.</b>	<b>\$ 29,444</b>	<b>\$ 25,905</b>	<b>\$ 70,166</b>	<b>\$ 74,025</b>
<b>Public Safety &amp; Ordinance Enforcement Exp.</b>				
Ordinance Enforcement Exp.	\$ 1,396	\$ 1,515	\$ 3,868	\$ 3,840
Animal Control Exp.	\$ 684	\$ 759	\$ 2,275	\$ 2,525
Traffic Control Exp.	\$ 2,220	\$ 2,200	\$ 7,617	\$ 7,875
Contracted Emergency Services Exp.	\$ 5,470	\$ 5,470	\$ 16,409	\$ 16,409
<b>Total Public Safety &amp; Ordinance Enforcement Exp.</b>	<b>\$ 9,770</b>	<b>\$ 9,944</b>	<b>\$ 30,169</b>	<b>\$ 30,649</b>
<b>Total Operating Exp.</b>	<b>\$ 39,213</b>	<b>\$ 35,849</b>	<b>\$ 100,334</b>	<b>\$ 104,674</b>
<b>Non-Operating Exp.</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>
<b>Capital Expenditures over \$5,000</b>	<b>\$ -</b>	<b>\$ 17,500</b>	<b>\$ 1,074</b>	<b>\$ 19,500</b>
<b>Total Fund Exp.</b>	<b>\$ 39,213</b>	<b>\$ 55,349</b>	<b>\$ 101,408</b>	<b>\$ 124,174</b>
<b>Net Gain/(Loss)</b>	<b>\$ 110,557</b>	<b>\$ 34,111</b>	<b>\$ 102,287</b>	<b>\$ 13,131</b>

# City of Meadowlakes

## General Fund

### Profit Loss Budget vs. Actual

#### Ordinary Income/Expenses

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b>Income</b>				
05-4120 · Ad Valorem Tax	\$ 148,221	\$ 88,725	\$ 188,107	\$ 122,650
05-4121 · Franchise Fees				
05-4140 · PEC Franchise Tax	\$ -	\$ -	\$ 11,520	\$ 10,575
05-4160 · Cable Franchise Tax	\$ -	\$ -	\$ -	\$ -
05-4170 · Telephone Franchise Tax	\$ -	\$ -	\$ 1,331	\$ 1,250
05-4121 · Franchise Fees - Other	\$ -	\$ -	\$ -	\$ -
Total 05-4121 · Franchise Fees	\$ -	\$ -	\$ 12,850	\$ 11,825
05-4180 · Liquor Tax	\$ -	\$ -	\$ 345	\$ 400
05-4200 · City Bldgs. Permits				
05-4220 · Home Permits	\$ 300	\$ 175	\$ 300	\$ 550
05-4240 · Remodeling Permits	\$ 250	\$ -	\$ 350	\$ 75
05-4260 · Fence & Decks Permits	\$ 150	\$ -	\$ 300	\$ 75
05-4290 · Misc. Bldgs. Revenue	\$ 155	\$ -	\$ 200	\$ 50
Total 05-4200 · City Bldgs. Permits	\$ 855	\$ 175	\$ 1,150	\$ 750
05-4300 · Judicial				
05-4320 · Court Costs	\$ 146	\$ 250	\$ 146	\$ 750
05-4340 · Court Fines	\$ 398	\$ 25	\$ 398	\$ 50
05-4380 · Administrative Fee	\$ -	\$ 25	\$ -	\$ 50
Total 05-4300 · Judicial	\$ 544	\$ 300	\$ 544	\$ 850
05-4600 · Miscellaneous				
05-4460 · Interest - Investments	\$ -	\$ 75	\$ 74	\$ 225
05-4620 · Pet Registration Fee	\$ 150	\$ 150	\$ 575	\$ 500
05-4630 · Miscellaneous	\$ -	\$ 35	\$ 50	\$ 105
Total 05-4600 · Miscellaneous	\$ 150	\$ 260	\$ 699	\$ 830
<b>Total Income</b>	<b>\$ 149,770</b>	<b>\$ 89,460</b>	<b>\$ 203,695</b>	<b>\$ 137,305</b>
<b>Gross Profit</b>	<b>\$ 149,770</b>	<b>\$ 89,460</b>	<b>\$ 203,695</b>	<b>\$ 137,305</b>

#### Expenses

##### General Administration Operational Exp.

##### 5001 · Employee Exp.

05-6000 · Employee Expenditures				
05-6010 · Salary - Exempt	\$ 10,927	\$ 11,045	\$ 26,213	\$ 25,765
05-6015 · Salary - Non-exempt Employees	\$ 5,737	\$ 6,100	\$ 13,983	\$ 14,230
05-6025 · FICA/Medicare	\$ 1,456	\$ 1,125	\$ 3,256	\$ 3,075
05-6027 · Longevity Pay	\$ 2,170	\$ -	\$ 2,170	\$ 2,350
05-6040 · Retirement	\$ 238	\$ 275	\$ 532	\$ 625
05-6045 · Health Insurance	\$ 956	\$ 1,300	\$ 2,407	\$ 3,900
05-6046 · Disability	\$ 53	\$ 100	\$ 259	\$ 300

# City of Meadowlakes

## General Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
05-6070 · Unemployment Reserve Exp.	\$ -	\$ -	\$ -	\$ 1,000
05-6071 · Training & Travel	\$ -	\$ 250	\$ -	\$ 250
05-6072 · Dues and Memberships	\$ -	\$ 200	\$ -	\$ 400
05-6075 · Miscellaneous	\$ 98	\$ 75	\$ 278	\$ 225
<b>Total 05-6000 · Employee Expenditures</b>	<b>\$ 21,636</b>	<b>\$ 20,470</b>	<b>\$ 49,099</b>	<b>\$ 52,120</b>
<b>Total 5001 · Employee Exp.</b>	<b>\$ 21,636</b>	<b>\$ 20,470</b>	<b>\$ 49,099</b>	<b>\$ 52,120</b>
<b>5010 · Administrative/Office Exp.</b>				
05-5000 · Property Tax Collection Exp.				
05-5020 · Quarterly Exp.	\$ 2,806	\$ -	\$ 2,806	\$ 2,855
05-5040 · Collection Exp.	\$ 16	\$ 165	\$ 210	\$ 585
<b>Total 05-5000 · Property Tax Collection Exp.</b>	<b>\$ 2,821</b>	<b>\$ 165</b>	<b>\$ 3,016</b>	<b>\$ 3,440</b>
05-5140 · Bldgs. Inspections				
05-5160 · Membership	\$ -	\$ -	\$ 125	\$ 150
05-5180 · Miscellaneous/Supplies	\$ -	\$ 25	\$ -	\$ 75
05-5140 · Bldgs. Inspections - Other	\$ -	\$ -	\$ -	\$ -
<b>Total 05-5140 · Bldgs. Inspections</b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ 125</b>	<b>\$ 225</b>
05-5500 · Flood Plain/Emergency Mgt.	\$ 2,000	\$ -	\$ 3,016	\$ 500
05-6100 · Professional Services				
05-6110 · Legal Fees	\$ 350	\$ 250	\$ 840	\$ 750
05-6305 · Audit	\$ -	\$ -	\$ -	\$ -
05-6310 · Election	\$ -	\$ -	\$ -	\$ -
<b>Total 05-6100 · Professional Services</b>	<b>\$ 350</b>	<b>\$ 250</b>	<b>\$ 840</b>	<b>\$ 750</b>
05-6320 · Office Exp./Supplies	\$ 32	\$ 300	\$ 222	\$ 950
05-6325 · Lease-Copier	\$ 367	\$ 265	\$ 1,225	\$ 800
05-6326 · Office Equipment Repair & Maint.	\$ -	\$ 250	\$ 66	\$ 250
05-6327 · Cap Exp. Under \$5000	\$ -	\$ 2,000	\$ -	\$ 2,000
05-6330 · Postage	\$ 94	\$ -	\$ 242	\$ 300
05-6340 · Memberships-Various	\$ -	\$ 400	\$ -	\$ 400
05-6350 · Telephone	\$ 54	\$ 45	\$ 163	\$ 135
05-6355 · Miscellaneous	\$ -	\$ 150	\$ -	\$ 475
05-6365 · Website Hosting & Upgrade	\$ 216	\$ -	\$ 1,003	\$ 1,000
<b>Total 5010 · Administrative Exp.</b>	<b>\$ 5,935</b>	<b>\$ 3,850</b>	<b>\$ 9,918</b>	<b>\$ 11,225</b>
<b>5020 · Insurance Exp.</b>				
05-6050 · Insurance - Worker's Comp	\$ -	\$ -	\$ 771	\$ 1,100
05-6210 · Liability	\$ -	\$ -	\$ 1,082	\$ 1,200
05-6220 · Crime	\$ -	\$ -	\$ 157	\$ 510
05-6230 · Errors & Omissions	\$ -	\$ -	\$ 3,480	\$ 3,600
<b>Total 5020 · Insurance Exp.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,490</b>	<b>\$ 6,410</b>

# City of Meadowlakes

## General Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b>5030 · Judicial Exp.</b>				
05-5710 · Membership	\$ -	\$ -	\$ 210	
05-5725 · Training/Travel Court Related	\$ -	\$ 250	\$ -	\$ 250
05-5727 · Office Lease - Judge	\$ 200	\$ 200	\$ 600	\$ 600
05-5730 · Administrative Exp.	\$ -	\$ 100	\$ 1,231	\$ 400
<b>Total 5030 · Judicial Exp.</b>	<b>\$ 200</b>	<b>\$ 550</b>	<b>\$ 2,041</b>	<b>\$ 1,250</b>
<b>5040-Building and Facility Operation</b>				
05-6360 · Office Maintenance-Cleaning	\$ 260	\$ 265	\$ 780	\$ 800
05-6410 · Maintenance & Repair	\$ 1,229	\$ 500	\$ 1,322	\$ 500
05-6420 · Electric Service	\$ 184	\$ 270	\$ 661	\$ 820
05-6430 · Ins-Real Estate & Personal Prop	\$ -	\$ -	\$ 855	\$ 900
<b>Total 5040 · Building and Facility Operation</b>	<b>\$ 1,673</b>	<b>\$ 1,035</b>	<b>\$ 3,617</b>	<b>\$ 3,020</b>
<b>Total 5000 · Administrative Exp.</b>	<b>\$ 7,808</b>	<b>\$ 5,875</b>	<b>\$ 21,067</b>	<b>\$ 21,905</b>
<b><u>Total General Administration Operational Exp.</u></b>	<b>\$ 29,444</b>	<b>\$ 26,345</b>	<b>\$ 70,166</b>	<b>\$ 74,025</b>
<b><u>Public Safety &amp; Ordinance Enforcement</u></b>				
<b>6000 · Public Safety</b>				
6010 · Ordinance Enforcement				
05-5225 · Ordinance Employee	\$ 1,124	\$ 1,150	\$ 2,697	\$ 2,690
05-5226 · Ordinance FICA/Med	\$ 96	\$ 90	\$ 216	\$ 225
05-5228 · Insurance - Worker's Comp	\$ -	\$ -	\$ 67	\$ 150
05-5230 · Communications	\$ -	\$ -	\$ -	\$ -
05-5274 · Mileage	\$ 157	\$ 200	\$ 536	\$ 600
05-5280 · Supplies/Miscellaneous	\$ 20	\$ 75	\$ 352	\$ 175
<b>Total 6010 · Ordinance Enforcement</b>	<b>\$ 1,396</b>	<b>\$ 1,515</b>	<b>\$ 3,868</b>	<b>\$ 3,840</b>
6020 · Animal Control				
05-5320 · Contract Agreement	\$ 633	\$ 634	\$ 1,900	\$ 1,900
05-5340 · Ins-Worker's Comp	\$ -	\$ -	\$ 248	\$ 275
05-5360 · Pet Holding Fee/Rabies	\$ 30	\$ 75	\$ 30	\$ 175
05-5380 · Supplies/Miscellaneous	\$ 21	\$ 50	\$ 97	\$ 175
<b>Total 6020 · Animal Control</b>	<b>\$ 684</b>	<b>\$ 759</b>	<b>\$ 2,275</b>	<b>\$ 2,525</b>
6030 · Traffic Control				
05-5610 · Salary & Wages	\$ 2,011	\$ 2,000	\$ 5,590	\$ 5,500
05-5615 · FICA/Med	\$ 154	\$ 175	\$ 428	\$ 475
05-5620 · Ins-Worker's Comp	\$ -	\$ -	\$ 722	\$ 500
05-5625 · Ins-Auto Liability	\$ -	\$ -	\$ -	\$ -
05-5630 · Ins-Law Enforcement Liability	\$ -	\$ -	\$ 822	\$ 1,325
05-5650 · Misc. Traffic Control Exp.	\$ 55	\$ 25	\$ 55	\$ 75



# City of Meadowlakes

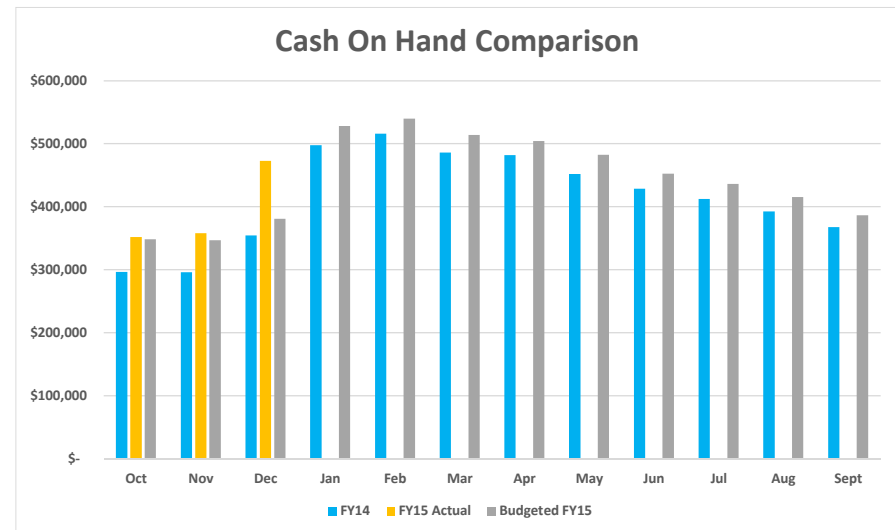
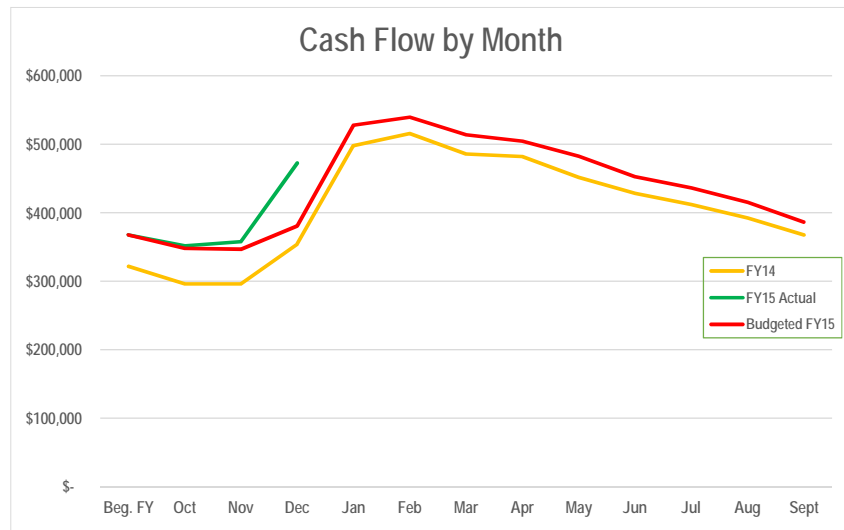
## General Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b>Total 6030 · Traffic Control</b>	<b>\$ 2,220</b>	<b>\$ 2,200</b>	<b>\$ 7,617</b>	<b>\$ 7,875</b>
6050 · Contract Emergency Service				
05-6610 · Marble Falls EMS	\$ 2,792	\$ 2,792	\$ 8,375	\$ 8,375
05-6620 · Marble Falls Fire	\$ 2,678	\$ 2,678	\$ 8,034	\$ 8,034
<b>Total 6050 · Contract Emergency Service</b>	<b>\$ 5,470</b>	<b>\$ 5,470</b>	<b>\$ 16,409</b>	<b>\$ 16,409</b>
<b><u>Total Public Safety &amp; Ordinance Enforcement</u></b>	<b>\$ 9,770</b>	<b>\$ 9,944</b>	<b>\$ 30,169</b>	<b>\$ 30,649</b>
 <b>TOTAL OPERATIONAL Exp.</b>	 <b>\$ 39,213</b>	 <b>\$ 36,289</b>	 <b>\$ 100,334</b>	 <b>\$ 104,674</b>
<b>Net Ordinary Income</b>	<b>\$ 110,557</b>	<b>\$ 53,171</b>	<b>\$ 103,361</b>	<b>\$ 32,631</b>
 <b>Other Income/Exp.</b>				
<b>Other Exp.</b>				
<b>7000 · Non-Operating Exp.</b>				
05-8500 · Transfers Out				
05-8501 · Transfer to PWD Fund	\$ -	\$ 1,000	\$ -	\$ 1,000
05-8502 · Transfer to RCC Fund	\$ -	\$ 1,000	\$ -	\$ 1,000
05-8520 · Contingency Fund Exp.	\$ -	\$ -	\$ -	\$ -
<b>Total 05-8500 · Transfers Out</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>
05-8700 · Capital Expenditure over \$5,000	\$ -	\$ 17,500	\$ 1,074	\$ 17,500
<b>Total 7000 · Non-Operating Exp.</b>	<b>\$ -</b>	<b>\$ 19,500</b>	<b>\$ 1,074</b>	<b>\$ 19,500</b>
<b>Total Other Exp.</b>	<b>\$ -</b>	<b>\$ 19,500</b>	<b>\$ 1,074</b>	<b>\$ 19,500</b>
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ (19,500)</b>	<b>\$ (1,074)</b>	<b>\$ (19,500)</b>
<b>Net Income</b>	<b>\$ 110,557</b>	<b>\$ 33,671</b>	<b>\$ 102,287</b>	<b>\$ 13,131</b>

# City of Meadowlakes-General Fund FY 15 Cash Flow

	Beginning FY	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Total
Cash on hand (beginning of month)	\$367,793	\$367,793	\$351,860	\$357,962	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	
Cash on hand (end of month)	\$367,793	\$351,860	\$357,962	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	
<b>CASH RECEIPTS</b>														Total
Ad Valorem Tax		\$8,284	\$31,602	\$148,221										\$188,107
Franchise Fee		\$11,865	\$1,298	\$0										\$13,163
Miscellaneous		\$477	\$1,250	\$4,985										\$6,712
														\$0
														\$0
<b>TOTAL CASH RECEIPTS</b>		<b>\$20,625</b>	<b>\$34,150</b>	<b>\$153,206</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$207,981</b>
Total cash available	\$367,793	\$388,418	\$386,010	\$511,168	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	
<b>CASH PAID OUT- OPERATIONAL</b>														Total
Prior Months Payables/Miscellaneous		\$2,372	\$2,316	\$1,459										\$6,147
Employee Related Expense		\$14,186	\$13,097	\$21,636										\$48,918
Administrative Expenses		\$8,480	\$5,509	\$5,473										\$19,462
Public Safety		\$11,000	\$6,573	\$9,770										\$27,343
														\$0
<b>Total Cash Paid Out-Operational</b>		<b>\$36,037</b>	<b>\$27,495</b>	<b>\$38,338</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$101,870</b>
<b>CASH PAID OUT- NON - OPERATIONAL</b>														Total
Transfer Out to Other Funds		\$0	\$0	\$0										\$0
Capital Expenditures over \$5000		\$521	\$553	\$0										\$1,074
Contingencies		\$0	\$0	\$0										\$0
<b>Total Cash Paid Out-Non-Operational</b>		<b>\$521</b>	<b>\$553</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,074</b>
<b>TOTAL CASH PAID OUT</b>		<b>\$36,558</b>	<b>\$28,048</b>	<b>\$38,338</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$102,944</b>
Cash on hand (end of month)	\$367,793	\$351,860	\$357,962	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	\$472,830	
<b>Change in Cash</b>														Total
Difference Beginning to End of Month		(\$15,933)	\$6,102	\$114,868	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,037
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		(\$15,933)	(\$9,831)	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	\$105,037	



# City of Meadowlakes

## Check Detail

### December 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Ck.	14811	12/02/2014	Hagerty Construction	05-1035 · First State Bank		\$ (500.00)
				05-5120 · Deposits-Clean-up	\$ (500.00)	\$ 500.00
TOTAL					\$ (500.00)	\$ 500.00
Ck.	14812	12/02/2014	Priscilla Muse	05-1035 · First State Bank		\$ (450.00)
				05-5120 · Deposits-Clean-up	\$ (500.00)	\$ 500.00
				05-5140 · Bldg Inspections	\$ 50.00	\$ (50.00)
TOTAL					\$ (450.00)	\$ 450.00
Bill Pmt -Ck.	14813	12/02/2014	Adams, Don	05-1035 · First State Bank		\$ (200.00)
Bill		12/02/2014		05-5727 · Office Lease - Judge	\$ (200.00)	\$ 200.00
TOTAL					\$ (200.00)	\$ 200.00
Bill Pmt -Ck.	14814	12/02/2014	Capital Area Council of Gov.	05-1035 · First State Bank		\$ (180.60)
Bill		11/25/2014		05-6072 · Dues and Memberships	\$ (180.60)	\$ 180.60
TOTAL					\$ (180.60)	\$ 180.60
Bill Pmt -Ck.	14815	12/02/2014	Marble Falls Area EMS Inc	05-1035 · First State Bank		\$ (2,791.67)
Bill		12/02/2014		05-6610 · Marble Falls EMS	\$ (2,791.67)	\$ 2,791.67
TOTAL					\$ (2,791.67)	\$ 2,791.67
Bill Pmt -Ck.	14816	12/02/2014	Marble Falls Area Fire Dept Inc	05-1035 · First State Bank		\$ (2,678.00)
Bill		12/02/2014		05-6620 · Marble Falls Fire	\$ (2,678.00)	\$ 2,678.00
TOTAL					\$ (2,678.00)	\$ 2,678.00
Bill Pmt -Ck.	14817	12/02/2014	Pedernales Electric Coop	05-1035 · First State Bank		\$ (224.70)
Bill		11/25/2014		05-6420 · Electric Service	\$ (224.70)	\$ 224.70
TOTAL					\$ (224.70)	\$ 224.70
Bill Pmt -Ck.	14818	12/02/2014	Preston, Pat	05-1035 · First State Bank		\$ (156.75)
Bill		12/01/2014		05-5274 · Mileage	\$ (156.75)	\$ 156.75
TOTAL					\$ (156.75)	\$ 156.75
Bill Pmt -Ck.	14819	12/02/2014	Spotless Cleaning	05-1035 · First State Bank		\$ (260.00)
Bill		11/24/2014		05-6360 · Office Maintenance-Cleanin	\$ (260.00)	\$ 260.00
TOTAL					\$ (260.00)	\$ 260.00
Bill Pmt -Ck.	14820	12/02/2014	Victory Publishing Co	05-1035 · First State Bank		\$ (55.00)
Bill		12/02/2014		05-5650 · Misc. Traffic Control Exp.	\$ (55.00)	\$ 55.00
TOTAL					\$ (55.00)	\$ 55.00

# City of Meadowlakes

## Check Detail

### December 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck.	14821	12/05/2014	Burnet Central Appl District	05-1035 · First State Bank		\$ (2,805.88)
Bill		12/01/2014		05-5020 · Quarterly Expense	\$ (2,805.88)	\$ 2,805.88
TOTAL					\$ (2,805.88)	\$ 2,805.88
Bill Pmt -Ck.	14822	12/05/2014	Card Service Center	05-1035 · First State Bank		\$ (290.96)
Bill		12/05/2014		05-6365 · Website Hosting & Upgrade	\$ (216.00)	\$ 216.00
				05-6330 · Postage	\$ (74.96)	\$ 74.96
TOTAL					\$ (290.96)	\$ 290.96
Bill Pmt -Ck.	14823	12/05/2014	City of Marble Falls	05-1035 · First State Bank		\$ (30.00)
Bill		12/05/2014		05-5360 · Pet Holding Fee/Rabies	\$ (30.00)	\$ 30.00
TOTAL					\$ (30.00)	\$ 30.00
Bill Pmt -Ck.	14824	12/05/2014	Great Southern Life Insurance	05-1035 · First State Bank		\$ (97.65)
Bill		12/05/2014		05-6047 · Other Benefits	\$ (97.65)	\$ 97.65
TOTAL					\$ (97.65)	\$ 97.65
Bill Pmt -Ck.	14825	12/05/2014	McCreary, Veselka, Bragg & Allen	05-1035 · First State Bank		\$ (15.56)
Bill		12/05/2014		05-5040 · Collection Expense	\$ (15.56)	\$ 15.56
TOTAL					\$ (15.56)	\$ 15.56
Bill Pmt -Ck.	14826	12/05/2014	Visa	05-1035 · First State Bank		\$ (68.17)
Bill		11/25/2014		05-5370 · Communications	\$ (21.65)	\$ 21.65
				05-5280 · Supplies/Miscellaneous	\$ (20.35)	\$ 20.35
				05-6330 · Postage	\$ (26.17)	\$ 26.17
TOTAL					\$ (68.17)	\$ 68.17
Bill Pmt -Ck.	14827	12/05/2014	Xerox Corporation	05-1035 · First State Bank		\$ (367.32)
Bill		12/02/2014		05-6325 · Lease-Copier	\$ (245.65)	\$ 245.65
				05-6325 · Lease-Copier	\$ (121.67)	\$ 121.67
TOTAL					\$ (367.32)	\$ 367.32
Bill Pmt -Ck.	14828	12/09/2014	Meadowlakes PWD	05-1035 · First State Bank		\$ (1,282.85)
Bill		12/09/2014		05-6410 · Maintenance & Repair	\$ (116.47)	\$ 116.47
				05-6350 · Telephone	\$ (54.20)	\$ 54.20
				05-6410 · Maintenance & Repair	\$ (934.22)	\$ 934.22
				05-6410 · Maintenance & Repair	\$ (148.05)	\$ 148.05
				05-6410 · Maintenance & Repair	\$ (29.91)	\$ 29.91
TOTAL					\$ (1,282.85)	\$ 1,282.85

City of Meadowlakes  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck.	14828	12/29/2014	Galaway, Robbie	05-1035 · First State Bank		\$ (633.33)
Bill		12/31/2014		05-5320 · Contract Agreement	\$ (633.33)	\$ 633.33
TOTAL					\$ (633.33)	\$ 633.33
Total General Fund Disbursements-December 2014						\$ 13,088.44

# City of Meadowlakes

## Utility Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b><u>Operating Income</u></b>				
<b><u>Utilities Income</u></b>				
Water Revenue	\$ 23,316	\$ 24,040	\$ 100,530	\$ 91,106
Sewer Revenue	\$ 41,433	\$ 41,833	\$ 124,863	\$ 125,499
<b>Total Utility Income</b>	<b>\$ 64,749</b>	<b>\$ 65,873</b>	<b>\$ 225,393</b>	<b>\$ 216,605</b>
<b><u>Solid Waste Collection Fees</u></b>	<b>\$ 16,768</b>	<b>\$ 16,542</b>	<b>\$ 50,134</b>	<b>\$ 49,622</b>
<b><u>Contracted Services</u></b>	<b>\$ 7,083</b>	<b>\$ 7,085</b>	<b>\$ 21,250</b>	<b>\$ 21,251</b>
<b><u>Water &amp; Sewer Connect Fees</u></b>				
Water Connect Fee	\$ 825	\$ -	\$ 825	\$ 875
Sewer Connect Fee	\$ 725	\$ -	\$ 725	\$ 725
<b>Total Water &amp; Sewer Connect Fees</b>	<b>\$ 1,550</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ 1,600</b>
<b><u>Penalty &amp; Interest Earned</u></b>	<b>\$ 683</b>	<b>\$ 575</b>	<b>\$ 2,089</b>	<b>\$ 1,725</b>
<b><u>Interest Earned on Investments</u></b>	<b>\$ 1</b>	<b>\$ 80</b>	<b>\$ 2</b>	<b>\$ 240</b>
<b><u>Miscellaneous Income</u></b>				
Transfer Fees	\$ 175	\$ 250	\$ 825	\$ 700
Miscellaneous	\$ 1,897	\$ 300	\$ 12,324	\$ 900
<b>Total Miscellaneous Income</b>	<b>\$ 2,072</b>	<b>\$ 550</b>	<b>\$ 13,149</b>	<b>\$ 1,600</b>
<b>Total Income</b>	<b>\$ 92,905</b>	<b>\$ 90,705</b>	<b>\$ 313,566</b>	<b>\$ 292,643</b>
<b><u>Operating Expenses</u></b>				
Total Employee Expenses	\$ 29,740	\$ 34,920	\$ 118,036	\$ 128,190
Total Administrative Expenses	\$ 800	\$ 3,365	\$ 23,934	\$ 26,685
Total Operating Expenses	\$ 20,421	\$ 21,305	\$ 61,881	\$ 76,615
Total Solid Waste Collection Expense	\$ 15,011	\$ 15,000	\$ 44,932	\$ 45,000
<b>Total Operational Expenses</b>	<b>\$ 65,972</b>	<b>\$ 74,590</b>	<b>\$ 248,784</b>	<b>\$ 276,490</b>
<b>Net Gain/(Loss) prior to transfers/depreciation</b>	<b>\$ 26,933</b>	<b>\$ 16,115</b>	<b>\$ 64,782</b>	<b>\$ 16,153</b>
<b>Total Transfers to Other Funds</b>	<b>\$ 15,350</b>	<b>\$ 15,350</b>	<b>\$ 46,050</b>	<b>\$ 46,050</b>
<b>Operational Interest and Principal Debt Serv.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Utility Fund Expenses</b>	<b>\$ 81,322</b>	<b>\$ 89,940</b>	<b>\$ 294,834</b>	<b>\$ 322,540</b>
<b>Transfer in from other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Fund Gain/(Loss)</b>	<b>\$ 11,583</b>	<b>\$ 765</b>	<b>\$ 18,732</b>	<b>\$ (29,897)</b>

# City of Meadowlakes

## Utility Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5010 · Water Revenue	\$ 23,316	\$ 24,040	\$ 100,530	\$ 91,106
5020 · Sewer Revenues	\$ 41,433	\$ 41,833	\$ 124,863	\$ 125,499
5030 · Garbage Revenue	\$ 16,768	\$ 16,542	\$ 50,134	\$ 49,622
5110 · Contract Services	\$ 7,083	\$ 7,085	\$ 21,250	\$ 21,251
5120 · Water Connect Fee Revenue	\$ 825	\$ -	\$ 825	\$ 875
5130 · Sewer Connect Fee Revenue	\$ 725	\$ -	\$ 725	\$ 725
5140 · Transfer Fee	\$ 175	\$ 250	\$ 825	\$ 700
5150 · Penalty & Interest Earned	\$ 683	\$ 575	\$ 2,089	\$ 1,725
5170 · Miscellaneous Revenues	\$ 1,897	\$ 300	\$ 12,324	\$ 900
5181 · Non-Rev-Xfer In-General Fund	\$ -	\$ -	\$ -	\$ -
5200 · Interest earned on Investments	\$ 1	\$ 80	\$ 2	\$ 240
<b>Total Income</b>	<b>\$ 92,905</b>	<b>\$ 90,705</b>	<b>\$ 313,566</b>	<b>\$ 292,643</b>
<b>Expense</b>				
<b>6100 · Employee Expenses</b>				
<b>6110 · Salaries &amp; Wages</b>				
6410 · Salaries Exempt Employees	\$ 5,027	\$ 8,320	\$ 23,981	\$ 30,140
6415 · Salaries & Wages-Non-Exempt	\$ 17,364	\$ 16,500	\$ 58,809	\$ 58,200
6416 · Overtime & Standby Pay	\$ 827	\$ 1,100	\$ 3,858	\$ 3,200
6417 · Longevity Pay-Exempt/Non-Exempt	\$ -	\$ -	\$ 4,057	\$ 5,000
<b>Total 6110 · Salaries &amp; Wages</b>	<b>\$ 23,217</b>	<b>\$ 25,920</b>	<b>\$ 90,704</b>	<b>\$ 96,540</b>
<b>6111 · Other Employee Expenses</b>				
6116 · Unemployment Expense	\$ -	\$ 1,750	\$ -	\$ 1,750
6120 · FICA Expense	\$ 1,776	\$ 2,350	\$ 6,939	\$ 7,400
6140 · Worker's Compensation Insurance	\$ 289	\$ -	\$ 8,334	\$ 8,000
6150 · Employee Insurance Expenses	\$ 3,685	\$ 4,000	\$ 9,387	\$ 12,000
6160 · Employee Retirement Expense	\$ 290	\$ 450	\$ 1,134	\$ 1,150
6170 · Employee Uniform Expense	\$ 34	\$ 200	\$ 105	\$ 600
6180 · Employee Training & Travel Exp.	\$ 449	\$ 250	\$ 1,433	\$ 750
<b>Total 6111 · Other Employee Expenses</b>	<b>\$ 6,523</b>	<b>\$ 9,000</b>	<b>\$ 27,332</b>	<b>\$ 31,650</b>
<b>Total 6100 · Employee Expenses</b>	<b>\$ 29,740</b>	<b>\$ 34,920</b>	<b>\$ 118,036</b>	<b>\$ 128,190</b>
<b>6200 · Administrative Expenses</b>				
6210 · Auditing Expense	\$ -	\$ -	\$ -	\$ -
6225 · Misc. Dues & Fees	\$ -	\$ -	\$ -	\$ -
6226 · TECQ Fees	\$ -	\$ -	\$ 3,142	\$ 3,000
6227 · Other Misc. Dues & Fees	\$ -	\$ -	\$ -	\$ 250
<b>Total 6225 · Misc. Dues &amp; Fees</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,142</b>	<b>\$ 3,250</b>
6235 · Computer/Office Equip R&M	\$ -	\$ 165	\$ 305	\$ 495

# City of Meadowlakes

## Utility Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
6240 · Software Update	\$ -	\$ 1,500	\$ -	\$ 1,500
6250 · Office Supplies	\$ 155	\$ 300	\$ 625	\$ 1,000
6255 · Postage Expense	\$ 103	\$ 750	\$ 976	\$ 1,500
6260 · Telephone Expense	\$ 424	\$ 480	\$ 1,347	\$ 1,440
6270 · Insurance - GL & Property	\$ -	\$ -	\$ 17,265	\$ 17,000
6280 · Bad Debts	\$ -	\$ -	\$ -	\$ -
6282 · Administrative-Miscellaneous	\$ 118	\$ 170	\$ 274	\$ 500
<b>Total 6200 · Administrative Expenses</b>	<b>\$ 800</b>	<b>\$ 3,365</b>	<b>\$ 23,934</b>	<b>\$ 26,685</b>
<b>6300 · Operating Expenses</b>				
<b>6301 · Water Treatment Operational Exp.</b>				
6305 · Water Treatment Electrical	\$ 989	\$ 2,500	\$ 7,590	\$ 8,100
6310 · Heating Fuel-WTP	\$ -	\$ 500	\$ 200	\$ 500
6314 · R&M-Plant & Pump Station	\$ 786	\$ 2,500	\$ 2,564	\$ 6,500
6316 · WTP Chemical Expense	\$ 288	\$ 1,000	\$ 5,165	\$ 6,800
6320 · Water Outside Testing Expense	\$ 117	\$ 100	\$ 583	\$ 300
6328 · Distribution Repair & Maint..	\$ 703	\$ 500	\$ 798	\$ 1,400
6355 · Meter Purchased	\$ -	\$ -	\$ -	\$ -
6360 · Tap Materials-Water	\$ -	\$ 1,000	\$ 198	\$ 2,000
6301 · Other WTP Operational Exp.	\$ -	\$ -	\$ -	\$ -
<b>Total 6301 · Water Treatment Operational Exp.</b>	<b>\$ 2,883</b>	<b>\$ 8,100</b>	<b>\$ 17,098</b>	<b>\$ 25,600</b>
<b>6302 · Wastewater Operational Expenses</b>				
6304 · Wastewater Electrical	\$ 1,683	\$ 2,500	\$ 6,367	\$ 7,200
6311 · Propane-Wastewater	\$ -	\$ -	\$ 400	\$ 500
6317 · WWTP Chemicals	\$ -	\$ 400	\$ 2,527	\$ 1,450
6318 · Outside Testing Wastewater	\$ 111	\$ 255	\$ 295	\$ 715
6321 · Collection System R&M				
63212 · Lift Station Repairs	\$ -	\$ 2,500	\$ -	\$ -
6321 · Collection System R&M - Other	\$ -	\$ -	\$ -	\$ 5,000
<b>Total 6321 · Collection System R&amp;M</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 5,000</b>
6324 · Irrigation Electric Subsidy	\$ -	\$ -	\$ 7,500	\$ 7,500
6327 · WWTP Repair & Maint..	\$ 762	\$ 2,500	\$ 3,012	\$ 6,500
<b>Total 6302 · Wastewater Operational Exp.</b>	<b>\$ 2,556</b>	<b>\$ 8,155</b>	<b>\$ 20,101</b>	<b>\$ 28,865</b>
<b>6303 · Other Operational Expenses</b>				
63031 · Repair & Maint..-Other				
6329 · R&M-Building/Misc.	\$ 1,749	\$ -	\$ 4,756	\$ -
63291 · Drainage Repair & Maint..	\$ -	\$ -	\$ 886	\$ -
<b>Total 63031 · Repair &amp; Maint..-Other</b>	<b>\$ 1,749</b>	<b>\$ -</b>	<b>\$ 5,642</b>	<b>\$ -</b>
6330 · Vehicle Repair & Maint..	\$ 2,155	\$ 650	\$ 3,215	\$ 1,850
6335 · Machinery Repair & Maint..	\$ 107	\$ 1,250	\$ 1,805	\$ 3,750
6340 · Vehicle & Machinery Fuel				
6341 · Vehicle Fuel	\$ 797	\$ 1,200	\$ 2,098	\$ 3,500



# City of Meadowlakes

## Utility Fund

### Profit Loss Budget vs. Actual

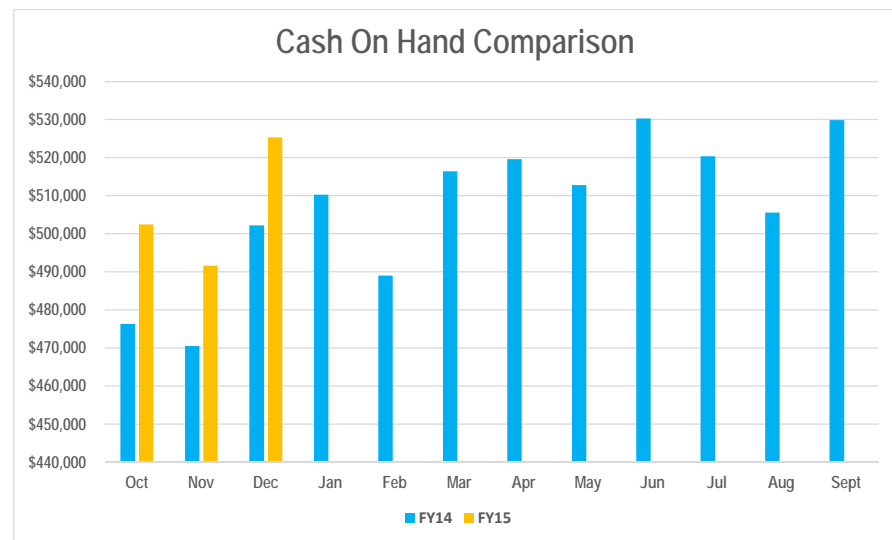
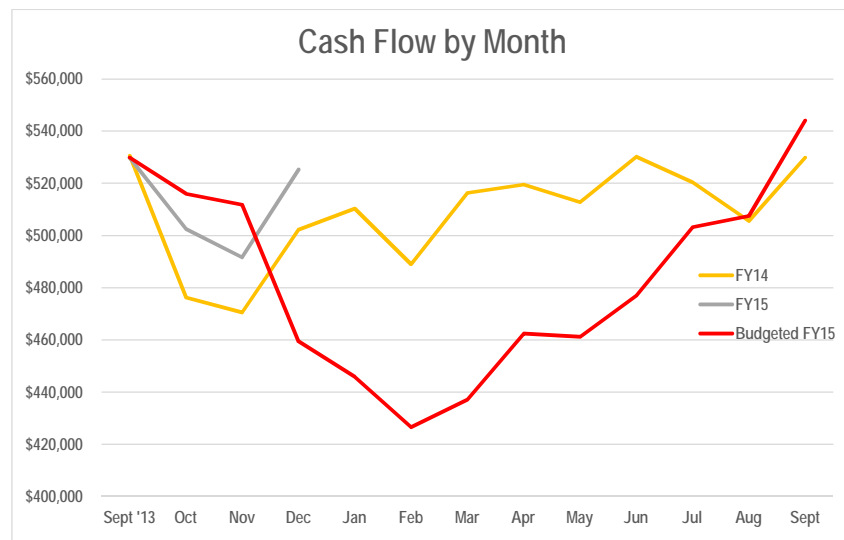
	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
6342 · Machinery Fuel	\$ -	\$ 1,500	\$ 996	\$ 1,500
Total 6340 · Vehicle & Machinery Fuel	\$ 797	\$ 2,700	\$ 3,094	\$ 5,000
6350 · Miscellaneous Operational Exp.	\$ 618	\$ 200	\$ 1,180	\$ 800
6365 · Small Tools	\$ 455	\$ 250	\$ 647	\$ 750
6550 · Assets Purchased	\$ 9,100	\$ -	\$ 9,100	\$ 10,000
<b>Total 6303 · Other Operational Expenses</b>	<b>\$ 14,981</b>	<b>\$ 5,050</b>	<b>\$ 24,683</b>	<b>\$ 22,150</b>
<b>Total 6300 · Operating Expenses</b>	<b>\$ 20,421</b>	<b>\$ 21,305</b>	<b>\$ 61,881</b>	<b>\$ 76,615</b>
<b>6500 · Other Operational Expenses</b>				
6510 · Garbage Service Expense	\$ 15,011	\$ 15,000	\$ 44,932	\$ 45,000
<b>Total 6500 · Other Operational Expenses</b>	<b>\$ 15,011</b>	<b>\$ 15,000</b>	<b>\$ 44,932</b>	<b>\$ 45,000</b>
<b>8200 · Transfer to Other Funds</b>				
8220 · Transfer to Debt Service Fund	\$ 11,350	\$ 11,350	\$ 34,050	\$ 34,050
8240 · Transfer to RCC Fund	\$ 4,000	\$ 4,000	\$ 12,000	\$ 12,000
<b>Total 8200 · Transfer to Other Funds</b>	<b>\$ 15,350</b>	<b>\$ 15,350</b>	<b>\$ 46,050</b>	<b>\$ 46,050</b>
<b>Total Expense</b>	<b>\$ 81,322</b>	<b>\$ 89,940</b>	<b>\$ 294,834</b>	<b>\$ 322,540</b>
<b>Net Ordinary Income</b>	<b>\$ 11,583</b>	<b>\$ 765</b>	<b>\$ 18,732</b>	<b>\$ (29,897)</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8100 · Transfer In From PWD Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Expense</b>				
<b>9140 · 2013 I&amp;S Expenses</b>				
9141 · 2013 I&S Principal	\$ -	\$ -	\$ -	\$ -
9142 · 2013 I&S Interest	\$ -	\$ -	\$ -	\$ -
<b>Total 9140 · 2013 I&amp;S Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 81,322</b>	<b>\$ 89,940</b>	<b>\$ 294,834</b>	<b>\$ 322,540</b>
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Fund Gain/(Loss)</b>	<b>\$ 11,583</b>	<b>\$ 765</b>	<b>\$ 18,732</b>	<b>\$ (29,897)</b>

# City of Meadowlakes-Utility Fund FY 15 Cash Flow

	Beginning FY	Oct. 2014	Nov. 2014	Dec. 2014	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	Jun-15	Jul-15	Aug-15	Sep-15	Total
Cash on hand (beginning of month)	\$529,882	\$529,882	\$502,474	\$491,634	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	
Cash on hand (end of month)	\$529,882	\$502,474	\$491,634	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$0
<b>CASH RECEIPTS</b>														
Account Receivable		\$135,874	\$75,299	\$119,629										\$330,801
Contract Services		\$7,083	\$7,083	\$7,083										\$21,250
Customer's Deposits		\$1,264	\$900	\$600										\$2,764
Transfer in from other Funds		\$0	\$0	\$0										\$0
Miscellaneous		\$4,511	\$3,909	\$1,714										\$10,134
<b>TOTAL CASH RECEIPTS</b>		<b>\$148,732</b>	<b>\$87,191</b>	<b>\$129,026</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$364,949</b>
Total cash available	\$529,882	\$678,614	\$589,665	\$620,660	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	

<b>CASH PAID OUT- OPERATIONAL</b>														<b>Total</b>
Prior Months Payables/Miscellaneous		\$27,307	\$7,085	\$7,288										\$41,680
Employee Related Expense		\$41,690	\$47,000	\$29,750										\$118,440
Administrative Expenses		\$20,783	\$2,964	\$709										\$24,456
Operating Expenses		\$56,189	\$10,671	\$27,231										\$94,091
Solid Waste Collection Expense		\$14,822	\$14,960	\$14,960										\$44,743
<b>Total Cash Paid Out-Operational</b>		<b>\$160,791</b>	<b>\$82,680</b>	<b>\$79,939</b>										<b>\$323,409</b>
<b>CASH PAID OUT- NON -OPERATIONAL</b>														<b>Total</b>
Lease/Purchase Water Storage Tank		\$0	\$0	\$0										\$0
Transfers to Debt Service		\$11,350	\$11,350	\$11,350										\$34,050
Transfers to Recreation Fund		\$4,000	\$4,000	\$4,000										\$12,000
<b>Total Cash Paid Out-Non-Operational</b>		<b>\$15,350</b>	<b>\$15,350</b>	<b>\$15,350</b>										<b>\$46,050</b>
<b>TOTAL CASH PAID OUT</b>		<b>\$176,141</b>	<b>\$98,030</b>	<b>\$95,289</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$369,459</b>
Cash on hand (end of month)	\$529,882	\$502,474	\$491,634	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	\$525,372	

<b>Change in Cash</b>														<b>Total</b>
Difference Beginning to End of Month		(\$27,408)	(\$10,839)	\$33,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$4,510)
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		(\$27,408)	(\$38,248)	(\$4,510)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$70,166)



City of Meadowlakes-Utility Fund

Check Detail

December 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck.		12/18/2014	Fastenal	1015 · Ck.ing-1st State Bank		\$ -
Bill	180724	11/26/2014	Fastenal	2000 · Accounts Payable	\$ -	\$ (40.77)
Bill	TX00180795	12/03/2014	Fastenal	2000 · Accounts Payable	\$ -	\$ (34.12)
TOTAL					\$ -	\$ (74.89)
Ck.	EFT	12/12/2014	State Comptroller	1015 · Ck.ing-1st State Bank		\$ (1,039.16)
				3020 · Sales Tax Payable	\$ (1,039.16)	\$ 1,039.16
TOTAL					\$ (1,039.16)	\$ 1,039.16
Bill Pmt -Ck.	14660	12/04/2014	4-T Propane, LLC	1015 · Ck.ing-1st State Bank		\$ (600.00)
Bill	04741	11/26/2014		6310 · Heating Fuel-WTP	\$ (200.00)	\$ 200.00
Bill	04743	11/26/2014		6311 · Propane-Wastewater	\$ (200.00)	\$ 200.00
Bill	04742	11/26/2014		6311 · Propane-Wastewater	\$ (200.00)	\$ 200.00
TOTAL					\$ (600.00)	\$ 600.00
Bill Pmt -Ck.	14661	12/04/2014	Aqua-Tech Laboratories, Inc	1015 · Ck.ing-1st State Bank		\$ (200.00)
Bill	8921	11/16/2014		6320 · Water Outside Testing Exp.	\$ (108.00)	\$ 108.00
				6318 · Outside Testing Wastewater	\$ (92.00)	\$ 92.00
TOTAL					\$ (200.00)	\$ 200.00
Bill Pmt -Ck.	14662	12/04/2014	Debbie Holley	1015 · Ck.ing-1st State Bank		\$ (23.97)
Bill	Nov 26, 2014	11/26/2014		6180 · Employee Training & Travel	\$ (23.97)	\$ 23.97
TOTAL					\$ (23.97)	\$ 23.97
Bill Pmt -Ck.	14663	12/04/2014	Elliott Electric Supply	1015 · Ck.ing-1st State Bank		\$ (518.39)
Bill	36-41898-01	11/18/2014		1515 · General Fund Receivables	\$ (116.47)	\$ 116.47
Bill	36-41995-01	11/19/2014		6329 · R&M-Building/Misc.	\$ (59.40)	\$ 59.40
Bill	36-41964-01	11/19/2014		6329 · R&M-Building/Misc.	\$ (261.93)	\$ 261.93
Bill	36-42000-01	11/19/2014		6329 · R&M-Building/Misc.	\$ (37.17)	\$ 37.17
Bill	36-42150-01	11/26/2014		6350 · Miscellaneous Operational Exp.	\$ (43.42)	\$ 43.42
TOTAL					\$ (518.39)	\$ 518.39
Bill Pmt -Ck.	14664	12/04/2014	Fisher's Iron & Metal Ind.	1015 · Ck.ing-1st State Bank		\$ (106.98)
Bill	20133	11/26/2014		63291 · Drainage Repair & Maint.	\$ (106.98)	\$ 106.98
TOTAL					\$ (106.98)	\$ 106.98
Bill Pmt -Ck.	14665	12/04/2014	Jeff Hensley	1015 · Ck.ing-1st State Bank		\$ (69.35)
Bill	Refund	12/02/2014		1510 · Service Receivables	\$ (69.35)	\$ 69.35
TOTAL					\$ (69.35)	\$ 69.35
Bill Pmt -Ck.	14666	12/04/2014	Kent Moore	1015 · Ck.ing-1st State Bank		\$ (98.16)
Bill	Refund	12/02/2014		1510 · Service Receivables	\$ (98.16)	\$ 98.16

City of Meadowlakes-Utility Fund

Check Detail

December 2014							
Type	Num	Date	Name	Account	Paid Amount	Original Amount	
TOTAL					\$ (98.16)	\$ 98.16	
Bill Pmt -Ck.	14667	12/04/2014	Patricia Sharp	1015 · Ck.ing-1st State Bank		\$ (10.84)	
Bill	Refund	11/25/2014		3010 · Service Deposits Payable	\$ (10.84)	\$ 10.84	
TOTAL					\$ (10.84)	\$ 10.84	
Bill Pmt -Ck.	14668	12/04/2014	PEC	1015 · Ck.ing-1st State Bank		\$ (5,459.95)	
Bill	Nov 14 Stateme	11/22/2014		6305 · Water Treatment Electrical	\$ (3,152.76)	\$ 3,152.76	
				6304 · Wastewater Electrical	\$ (2,307.19)	\$ 2,307.19	
TOTAL					\$ (5,459.95)	\$ 5,459.95	
Bill Pmt -Ck.	14669	12/04/2014	San Saba Fire Safety Equipr	1015 · Ck.ing-1st State Bank		\$ (275.25)	
Bill	14510	11/26/2014		6329 · R&M-Building/Misc.	\$ (275.25)	\$ 275.25	
TOTAL					\$ (275.25)	\$ 275.25	
Bill Pmt -Ck.	14670	12/04/2014	Tiffany Jayne	1015 · Ck.ing-1st State Bank		\$ (10.84)	
Bill	Refund	11/21/2014		3010 · Service Deposits Payable	\$ (10.84)	\$ 10.84	
TOTAL					\$ (10.84)	\$ 10.84	
Bill Pmt -Ck.	14671	12/04/2014	Visa	1015 · Ck.ing-1st State Bank		\$ (2,609.77)	
Bill	4082 - Nov 2014	11/23/2014		6335 · Machinery Repair & Maint.	\$ (726.91)	\$ 726.91	
				6180 · Employee Training & Travel	\$ (236.28)	\$ 236.28	
Bill		11/26/2014		1515 · General Fund Receivables	\$ (1,112.18)	\$ 1,112.18	
				1584 · POA Receivables	\$ (466.40)	\$ 466.40	
TOTAL					\$ (2,541.77)	\$ 2,541.77	
Bill Pmt -Ck.	14672	12/10/2014	Texas Department of Agricu	1015 · Ck.ing-1st State Bank		\$ (9,100.00)	
Bill	Vehicles	12/08/2014		6550 · Assets Purchased	\$ (2,800.00)	\$ 2,800.00	
				6550 · Assets Purchased	\$ (2,800.00)	\$ 2,800.00	
				6550 · Assets Purchased	\$ (3,500.00)	\$ 3,500.00	
TOTAL					\$ (9,100.00)	\$ 9,100.00	
Bill Pmt -Ck.	14673	12/11/2014	Card Services - VISA	1015 · Ck.ing-1st State Bank		\$ (482.00)	
Bill	Nov 2014 Stmt -	11/28/2014		1515 · General Fund Receivables	\$ (75.00)	\$ 75.00	
				6282 · Administrative-Misc.	\$ (34.48)	\$ 34.48	
				6330 · Vehicle Repair & Maint.	\$ (39.99)	\$ 39.99	
Bill	Nov 2014 Stmt -	11/28/2014		6250 · Office Supplies	\$ (111.74)	\$ 111.74	
				6255 · Postage Exp.	\$ (104.70)	\$ 104.70	
				1584 · POA Receivables	\$ (63.23)	\$ 63.23	
				1515 · General Fund Receivables	\$ (16.44)	\$ 16.44	
Bill	Nov 2014 Stmt -	11/28/2014		6350 · Misc. Operational Exp.	\$ (36.42)	\$ 36.42	
TOTAL					\$ (482.00)	\$ 482.00	

## City of Meadowlakes-Utility Fund

## Check Detail

December 2014							
Type	Num	Date	Name	Account	Paid Amount	Original Amount	
Bill Pmt -Ck.	14674	12/11/2014	DPC Industries, Inc.	1015 · Ck.ing-1st State Bank		\$ (768.80)	
Bill	767006212-14	11/24/2014		6316 · WTP Chemical Exp.	\$ (576.60)	\$ 576.60	
				6317 · WWTP Chemicals	\$ (192.20)	\$ 192.20	
TOTAL					\$ (768.80)	\$ 768.80	
Bill Pmt -Ck.	14675	12/11/2014	Fisher's Iron & Metal Ind.	1015 · Ck.ing-1st State Bank		\$ (384.84)	
Bill	20192	12/05/2014		6329 · R&M-Building/Misc.	\$ (384.84)	\$ 384.84	
TOTAL					\$ (384.84)	\$ 384.84	
Bill Pmt -Ck.	14676	12/11/2014	Ford & Crew Home & Hardw	1015 · Ck.ing-1st State Bank		\$ (671.73)	
Bill	Nov 2014 Stmt	11/25/2014		6329 · R&M-Building/Misc.	\$ (184.37)	\$ 184.37	
				6329 · R&M-Building/Misc.	\$ (244.17)	\$ 244.17	
				6328 · Distribution Repair & Maint.	\$ (48.03)	\$ 48.03	
				6314 · R&M-Plant & Pump Station	\$ (181.61)	\$ 181.61	
				6330 · Vehicle Repair & Maint.	\$ (13.55)	\$ 13.55	
TOTAL					\$ (671.73)	\$ 671.73	
Bill Pmt -Ck.	14677	12/11/2014	Foxworth-Galbraith	1015 · Ck.ing-1st State Bank		\$ (346.50)	
Bill	Nov 2014 Stmt	11/30/2014		6314 · R&M-Plant & Pump Station	\$ (346.50)	\$ 346.50	
TOTAL					\$ (346.50)	\$ 346.50	
Bill Pmt -Ck.	14678	12/11/2014	HACH	1015 · Ck.ing-1st State Bank		\$ (1,194.15)	
Bill	9134609	11/26/2014		6314 · R&M-Plant & Pump Station	\$ (1,194.15)	\$ 1,194.15	
TOTAL					\$ (1,194.15)	\$ 1,194.15	
Bill Pmt -Ck.	14679	12/11/2014	Home Depot Credit Services	1015 · Ck.ing-1st State Bank		\$ (343.80)	
Bill	Nov 2014 Stmt	11/21/2014		6350 · Misc. Operational Exp.	\$ (343.80)	\$ 343.80	
TOTAL					\$ (343.80)	\$ 343.80	
Bill Pmt -Ck.	14680	12/11/2014	Jeff Hensley	1015 · Ck.ing-1st State Bank		\$ (38.68)	
Bill	Refund of Overp	12/08/2014		1510 · Service Receivables	\$ (38.68)	\$ 38.68	
TOTAL					\$ (38.68)	\$ 38.68	
Bill Pmt -Ck.	14681	12/11/2014	Lowe's	1015 · Ck.ing-1st State Bank		\$ (774.08)	
Bill	Nov 2014 Stmt	12/01/2014		6328 · Distribution Repair & Maint.	\$ (225.76)	\$ 225.76	
				6329 · R&M-Building/Misc.	\$ (548.32)	\$ 548.32	
TOTAL					\$ (774.08)	\$ 774.08	
Bill Pmt -Ck.	14682	12/11/2014	Marble Falls Napa	1015 · Ck.ing-1st State Bank		\$ (264.52)	
Bill	Nov 2014 Stmt	11/30/2014		6330 · Vehicle Repair & Maint.	\$ (166.92)	\$ 166.92	
				6335 · Machinery Repair & Maint.	\$ (97.60)	\$ 97.60	
TOTAL					\$ (264.52)	\$ 264.52	

## City of Meadowlakes-Utility Fund

## Check Detail

December 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Ck.	14683	12/11/2014	Pinnacle Propane	1015 · Ck.ing-1st State Bank		\$ (995.70)
Bill	004402	11/30/2014		6342 · Machinery Fuel	\$ (995.70)	\$ 995.70
TOTAL					\$ (995.70)	\$ 995.70
Bill Pmt -Ck.	14684	12/11/2014	Sprint	1015 · Ck.ing-1st State Bank		\$ (27.72)
Bill	5511314100297	11/25/2014		6260 · Telephone Exp.	\$ (27.72)	\$ 27.72
TOTAL					\$ (27.72)	\$ 27.72
Bill Pmt -Ck.	14685	12/11/2014	TML	1015 · Ck.ing-1st State Bank		\$ (289.00)
Bill	13/14 FY W/C A	12/01/2014		6140 · Worker's Compensation Ins.	\$ (289.00)	\$ 289.00
TOTAL					\$ (289.00)	\$ 289.00
Bill Pmt -Ck.	14686	12/18/2014	Alyne Meyer	1015 · Ck.ing-1st State Bank		\$ (78.35)
Bill	Refund	12/10/2014		3010 · Service Deposits Payable	\$ (78.35)	\$ 78.35
TOTAL					\$ (78.35)	\$ 78.35
Bill Pmt -Ck.	14687	12/18/2014	Aqua-Tech Laboratories, Inc	1015 · Ck.ing-1st State Bank		\$ (228.00)
Bill	9258	12/11/2014		6320 · Water Outside Testing Exp.	\$ (117.00)	\$ 117.00
				6318 · Outside Testing Wastewater	\$ (111.00)	\$ 111.00
TOTAL					\$ (228.00)	\$ 228.00
Bill Pmt -Ck.	14688	12/18/2014	ChemEquip Services LLC	1015 · Ck.ing-1st State Bank		\$ (2,152.32)
Bill	3097	11/26/2014		6327 · WWTP Repair & Maint.	\$ (2,152.32)	\$ 2,152.32
TOTAL					\$ (2,152.32)	\$ 2,152.32
Bill Pmt -Ck.	14689	12/18/2014	Debbie Holley	1015 · Ck.ing-1st State Bank		\$ (27.61)
Bill	Dec 12, 2014	12/12/2014		6180 · Employee Training & Travel Exp	\$ (27.61)	\$ 27.61
TOTAL					\$ (27.61)	\$ 27.61
Bill Pmt -Ck.	14690	12/18/2014	Genworth Life & Annuity	1015 · Ck.ing-1st State Bank		\$ (144.43)
Bill	5846166 - Dec 2	12/10/2014		6150 · Employee Insurance Exp	\$ (144.43)	\$ 144.43
TOTAL					\$ (144.43)	\$ 144.43
Bill Pmt -Ck.	14691	12/18/2014	Grainger	1015 · Ck.ing-1st State Bank		\$ (386.73)
Bill	9614929108	12/10/2014		6314 · R&M-Plant & Pump Station	\$ (386.73)	\$ 386.73
TOTAL					\$ (386.73)	\$ 386.73
Bill Pmt -Ck.	14692	12/18/2014	HACH	1015 · Ck.ing-1st State Bank		\$ (399.00)
Bill	9138772	12/02/2014		6314 · R&M-Plant & Pump Station	\$ (399.00)	\$ 399.00

## City of Meadowlakes-Utility Fund

## Check Detail

December 2014							
Type	Num	Date	Name	Account	Paid Amount	Original Amount	
TOTAL					\$ (399.00)	\$ 399.00	
Bill Pmt -Ck.	14693	12/18/2014	Petty Cash	1015 · Ck.ing-1st State Bank		\$ (266.63)	
Bill	Dec 19, 2014	12/15/2014		6329 · R&M-Building/Misc.	\$ (52.88)	\$ 52.88	
				6330 · Vehicle Repair & Maint.	\$ (76.50)	\$ 76.50	
				6282 · Administrative-Misc.	\$ (31.59)	\$ 31.59	
				6180 · Employee Training & Travel	\$ (103.42)	\$ 103.42	
				6255 · Postage Exp.	\$ (2.24)	\$ 2.24	
TOTAL					\$ (266.63)	\$ 266.63	
Bill Pmt -Ck.	14694	12/18/2014	Republic Services #843	1015 · Ck.ing-1st State Bank		\$ (14,960.45)	
Bill	Nov 2014 Stmt	11/30/2014		6510 · Garbage Service Exp.	\$ (53.93)	\$ 53.93	
				6510 · Garbage Service Exp.	\$ (14,906.52)	\$ 14,906.52	
TOTAL					\$ (14,960.45)	\$ 14,960.45	
Bill Pmt -Ck.	14695	12/18/2014	Sprint PCS	1015 · Ck.ing-1st State Bank		\$ (189.99)	
Bill	581612715-088	12/10/2014		6260 · Telephone Exp.	\$ (189.99)	\$ 189.99	
TOTAL					\$ (189.99)	\$ 189.99	
Bill Pmt -Ck.	14696	12/18/2014	Techline Pipe L.P.	1015 · Ck.ing-1st State Bank		\$ (446.40)	
Bill	1056193-00	12/11/2014		6328 · Distribution Repair & Maint.	\$ (446.40)	\$ 446.40	
TOTAL					\$ (446.40)	\$ 446.40	
Bill Pmt -Ck.	14697	12/18/2014	UniFirst Holdings, Inc.	1015 · Ck.ing-1st State Bank		\$ (34.00)	
Bill	822-1685031	11/24/2014		6170 · Employee Uniform Exp.	\$ (34.00)	\$ 34.00	
TOTAL					\$ (34.00)	\$ 34.00	
Bill Pmt -Ck.	14698	12/18/2014	Verizon Southwest	1015 · Ck.ing-1st State Bank		\$ (263.03)	
Bill		12/04/2014		6260 · Telephone Exp.	\$ (206.83)	\$ 206.83	
				1515 · General Fund Receivables	\$ (56.20)	\$ 56.20	
TOTAL					\$ (263.03)	\$ 263.03	
Bill Pmt -Ck.	14699	12/18/2014	Wex Bank	1015 · Ck.ing-1st State Bank		\$ (797.26)	
Bill	39107685	12/06/2014		6341 · Vehicle Fuel	\$ (797.26)	\$ 797.26	
TOTAL					\$ (797.26)	\$ 797.26	
Bill Pmt -Ck.	14700	12/23/2014	LCRA	1015 · Ck.ing-1st State Bank		\$ (472.18)	
Bill	00523559	11/26/2014		1582 · PFC Receivable	\$ (472.18)	\$ 472.18	
TOTAL					\$ (472.18)	\$ 472.18	
Total December 2014 Utility Fund Disbursements						\$ 47,550.56	

# City of Meadowlakes

## Debt Service

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
<b>Ordinary Income/Expense</b>				
Income				
06-4120 · Ad Valorem Tax	\$ 133,454	\$ 79,000	\$ 168,833	\$ 109,000
06-5440 · Interest Earned	\$ 8	\$ -	\$ 15	\$ -
<b>Total Income</b>	<b>\$ 133,462</b>	<b>\$ 79,000</b>	<b>\$ 168,848</b>	<b>\$ 109,000</b>
Expense				
06-9000 · 2008 Bond Expense				
06-9050 · 2008 Bond Principal	\$ -	\$ -	\$ -	\$ -
06-9070 · 2008 Bid Interest Expense	\$ -	\$ -	\$ -	\$ -
<b>Total 06-9000 · 2008 Bond Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
06-9100 · 2013 Bond Expense				
06-9150 · 2013 Bond Principal	\$ -	\$ -	\$ -	\$ -
06-9170 · 2013 Bond Interest Expense	\$ -	\$ -	\$ -	\$ -
<b>Total 06-9100 · 2013 Bond Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Ordinary Income</b>	<b>\$ 133,462</b>	<b>\$ 79,000</b>	<b>\$ 168,848</b>	<b>\$ 109,000</b>
<b>Other Income/Expense</b>				
Other Income				
06-8200 · Transfer In from Other Funds	\$ 11,350	\$ 11,350	\$ 34,050	\$ 34,050
<b>Total Other Income</b>	<b>\$ 11,350</b>	<b>\$ 11,350</b>	<b>\$ 34,050</b>	<b>\$ 34,050</b>
<b>Net Other Income</b>	<b>\$ 11,350</b>	<b>\$ 11,350</b>	<b>\$ 34,050</b>	<b>\$ 34,050</b>
<b>Net Fund Gain/(Loss)</b>	<b>\$ 144,812</b>	<b>\$ 90,350</b>	<b>\$ 202,898</b>	<b>\$ 143,050</b>

#### Transfers Out to Other Funds

Date	Fund Transferred To:	Purpose	Amount
12/5/2015	General Fund	Property Tax Collected	\$ 10,104.60
12/18/2015	General Fund	Property Tax Collected	\$ 33,033.87
12/29/2015	General Fund	Property Tax Collected	\$ 31,659.35
12/31/2015	General Fund	Property Tax Collected	\$ 73,423.06
<b>Total Funds Transferred Out</b>			<b>\$ 148,220.88</b>

Percent of Property Tax Collected as of November 30, 2014

14.40%

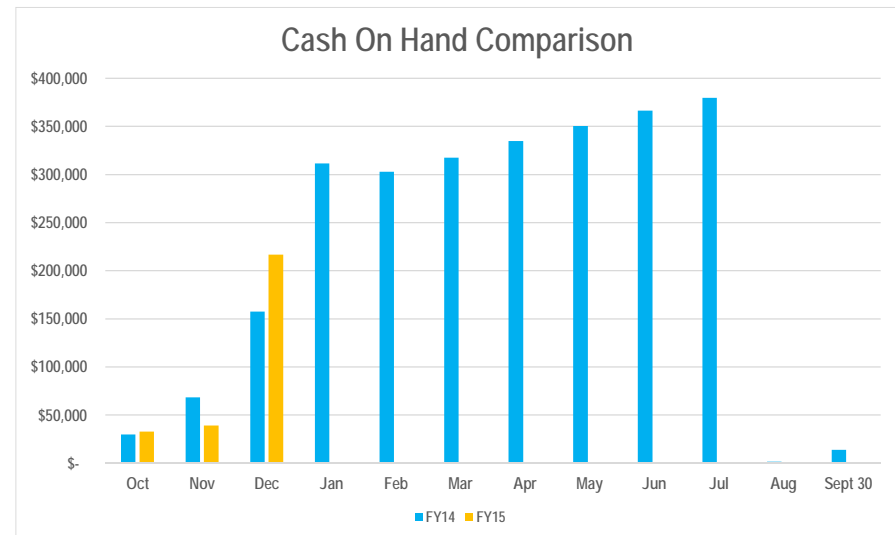
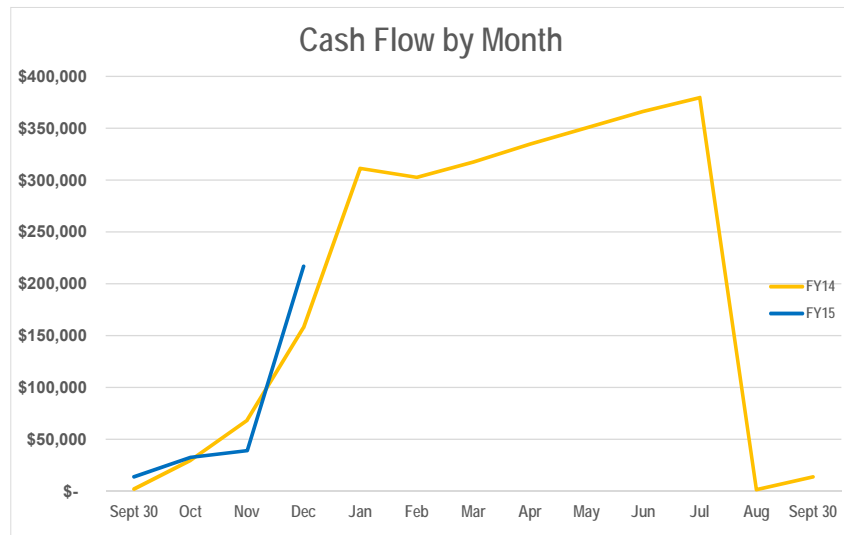
Percent of Property Tax Collected as of December 31, 2014

55.20%



# City of Meadowlakes-Debt Service FY 15 Cash Flow

	Beginning FY	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Total
Cash on hand (beginning of month)	\$14,015	\$14,015	\$32,805	\$72,012	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	
Cash on hand (end of month)	\$14,015	\$32,805	\$72,012	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	
<b>CASH RECEIPTS</b>														Total
Ad Valorem Tax		\$7,438	\$27,852	\$133,454										\$168,744
Transfer in from Utility Fund		\$11,350	\$11,350	\$11,350										\$34,050
Miscellaneous		\$2	\$5	\$8										\$15
														\$0
														\$0
<b>TOTAL CASH RECEIPTS</b>		<b>\$18,790</b>	<b>\$39,207</b>	<b>\$144,812</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$202,809</b>
Total cash available	\$14,015	\$32,805	\$72,012	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	
<b>CASH PAID OUT- OPERATIONAL</b>														Total
2008 Bonds Interest														\$0
2008 Bonds Principal		\$0	\$0	\$0										\$0
2013 Bonds Interest		\$0	\$0	\$0										\$0
2013 Bonds Pnticipal		\$0	\$0	\$0										\$0
														\$0
<b>Total Cash Paid Out-Operational</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CASH PAID OUT- NON -OPERATIONAL</b>														Total
														\$0
														\$0
														\$0
<b>Total Cash Paid Out-Non-Operational</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL CASH PAID OUT</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Cash on hand (end of month)	\$14,015	\$32,805	\$72,012	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	\$216,824	
<b>Change in Cash</b>														Total
Difference Beginning to End of Month		\$18,790	\$39,207	\$144,812	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,809
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		\$18,790	\$57,997	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	\$202,809	



# City of Meadowlakes

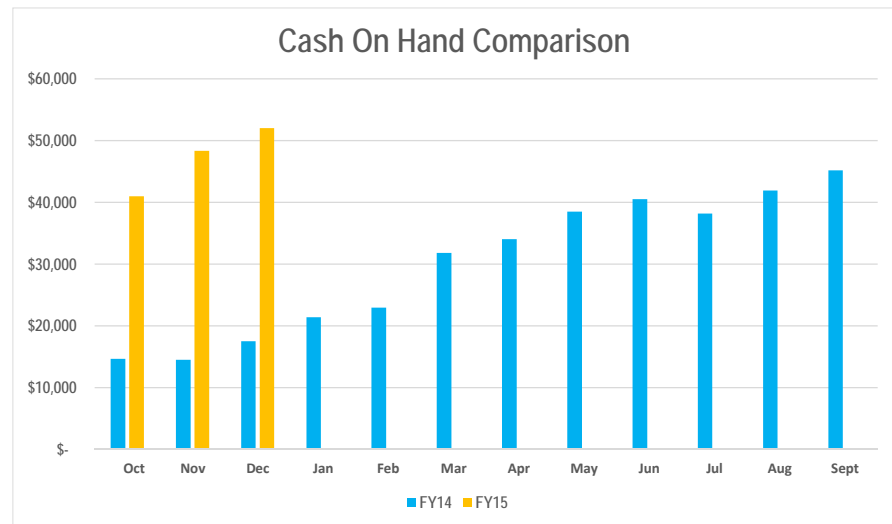
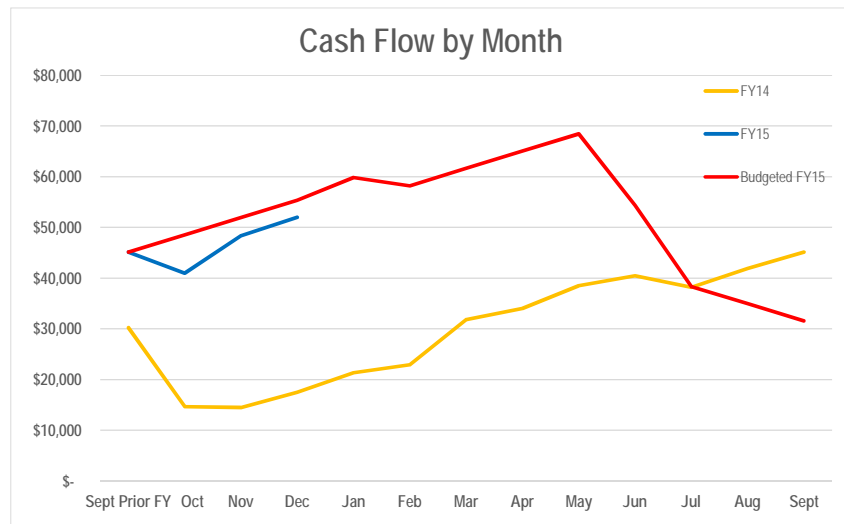
## Recreation Fund

### Profit Loss Budget vs. Actual

	Actual Dec '14	Budgeted Dec '14	Actual Year to Date	Budgeted Year to Date
Ordinary Income/Expense				
Income				
03-5000 · Revenue				
03-5092 · Lease Income	\$ 100	\$ 100	\$ 300	\$ 300
03-5096 · Miscellaneous Income	\$ -	\$ 20	\$ -	\$ 60
Total 03-5000 · Revenue	<u>\$ 100</u>	<u>\$ 120</u>	<u>\$ 300</u>	<u>\$ 360</u>
Total Income	\$ 100	\$ 120	\$ 300	\$ 360
Expense				
03-6800 · RCC Expenses				
03-6803 · Maint., Repairs & Renovations	\$ -	\$ -	\$ -	\$ -
03-6811 · Irrigation System Repair	\$ 3,889	\$ 625	\$ 5,351	\$ 1,875
Total 03-6800 · RCC Expenses	<u>\$ 3,889</u>	<u>\$ 625</u>	<u>\$ 5,351</u>	<u>\$ 1,875</u>
03-6801 · Miscellaneous Expenses	\$ -	\$ 100	\$ 79	\$ 250
Total Expense	<u>\$ 3,889</u>	<u>\$ 725</u>	<u>\$ 5,430</u>	<u>\$ 2,125</u>
Net Ordinary Income	\$ (3,789)	\$ (605)	\$ (5,130)	\$ (1,765)
Other Income/Expense				
Other Income				
03-8010 · Transfer In from other Funds				
03-8015 · Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -
03-8020 · Transfer in from Utility Fund	\$ 4,000	\$ 4,000	\$ 12,000	\$ 12,000
03-8025 · Transfer in from Fund Reserves	\$ -	\$ -	\$ -	\$ -
Total 03-8010 · Transfer In from other Funds	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>
Total Other Income	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>
Net Other Income	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>
Net Fund Gain/(Loss)	<u>\$ 211</u>	<u>\$ 3,395</u>	<u>\$ 6,870</u>	<u>\$ 10,235</u>

# City of Meadowlakes-Recreation Fund FY 15 Cash Flow

	Beginning	10/31/2014	11/30/2014	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	Total
Cash on hand (beginning of month)	\$45,150	\$45,150	\$41,005	\$48,348	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	
Cash on hand (end of month)	\$45,150	\$41,005	\$48,348	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	
<b>CASH RECEIPTS</b>														
	Beginning													Total
Lease Income		\$100	\$100	\$100										\$300
Transfer in from Utility Fund		\$4,000	\$4,000	\$4,000										\$12,000
Transfer in from General Fund		\$0	\$0	\$0										\$0
Miscellaneous		\$1	\$0	\$16										\$17
Receivables-PFC		\$0	\$3,461	\$3,460										\$6,921
<b>TOTAL CASH RECEIPTS</b>		<b>\$4,101</b>	<b>\$7,561</b>	<b>\$7,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,238</b>
Total cash available	\$45,150	\$49,251	\$48,566	\$55,924	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	
<b>CASH PAID OUT- OPERATIONAL</b>														
	Beginning													Total
Insurance-PFC		\$0	\$0	\$0										\$0
Irrigation System Repair & Maintenance		\$1,325	\$139	\$3,889										\$5,353
Building Repair & Maintenance		\$0	\$0	\$0										\$0
Miscellaneous		\$0	\$79	\$0										\$79
<b>Total Cash Paid Out-Operational</b>		<b>\$1,325</b>	<b>\$218</b>	<b>\$3,889</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,432</b>
<b>CASH PAID OUT- NON - OPERATIONAL</b>														
	Beginning													Total
Advance to PFC for Insurance		\$6,921	\$0											\$6,921
														\$0
<b>Total Cash Paid Out-Non-Operational</b>		<b>\$6,921</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,921</b>
<b>TOTAL CASH PAID OUT</b>		<b>\$8,246</b>	<b>\$218</b>	<b>\$3,889</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,353</b>
Cash on hand (end of month)	\$45,150	\$41,005	\$48,348	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	\$52,035	
<b>Change in Cash</b>														
														Total
Difference Beginning to End of Month		(\$4,145)	\$7,343	\$3,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,885
Increase/(Decrease) In Cash Since Beginning of Fiscal Year		(\$4,145)	\$3,198	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	\$6,885	



**Recreation & Country Club Division**  
**Check Detail**  
**December 2014**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	128	12/04/2014	Visa	03-1012 · 1st State Bank - Petty Cash Ck		\$ (139.00)
				03-6811 · Irrigation System Repair	\$ (139.00)	\$ 139.00
TOTAL					<u>\$ (139.00)</u>	<u>\$ 139.00</u>
Check	129	12/10/2014	Austin Armature Works, LP	03-1012 · 1st State Bank - Petty Cash Ck		\$ (3,750.00)
				03-6811 · Irrigation System Repair	\$ (3,750.00)	\$ 3,750.00
TOTAL					<u>\$ (3,750.00)</u>	<u>\$ 3,750.00</u>
Total Recreation Fund Disbursements December 2014						<u><u>\$ 3,889.00</u></u>

# City of Meadowlakes

## Payroll Recap

### Payroll Recap December 2014

		Fund	Wages	Payroll Taxes	Retirement Expense	Total Payroll Exp.
<b>Date:</b>	<b>12/1/2014</b>					
Pay period	11/15/14 to 11/30/14	General	\$ 8,100.76	\$ 619.71	\$ 94.97	\$ 8,815.44
(Bi-weekly)		Utility	\$ 14,939.35	\$ 1,142.86	\$ 176.74	\$ 16,258.95
	<b>Total</b>		<b>\$ 23,040.11</b>	<b>\$ 1,762.57</b>	<b>\$ 271.71</b>	<b>\$ 25,074.39</b>
<b>Date:</b>	<b>12/15/2014</b>					
Pay period	12/01 to 12/12/15	General	\$ 5,929.92	\$ 453.64	\$ 69.44	\$ 6,453.00
(Bi-weekly)		Utility	\$ 10,727.64	\$ 820.66	\$ 124.10	\$ 11,672.40
	<b>Total</b>		<b>\$ 16,657.56</b>	<b>\$ 1,274.30</b>	<b>\$ 193.54</b>	<b>\$ 18,125.40</b>
<b>Date:</b>	<b>12/29/2014</b>					
Pay period	12/13 to 12/26/14	General	\$ 5,927.22	\$ 453.43	\$ 69.41	\$ 6,450.06
(Bi-weekly)		Utility	\$ 12,461.88	\$ 953.33	\$ 145.77	\$ 13,560.99
	<b>Total</b>		<b>\$ 18,389.10</b>	<b>\$ 1,406.77</b>	<b>\$ 215.18</b>	<b>\$ 20,011.05</b>
<b>Date:</b>	<b>12/26/2014</b>					
Pay period	Dec 2014 Patrol	General	\$ 1,996.00	\$ 152.69	\$ -	\$ 2,148.69
Patrol Monthly	<b>Total</b>	Utility	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>			<b>\$ 1,996.00</b>	<b>\$ 152.69</b>	<b>\$ -</b>	<b>\$ 2,148.69</b>
<b>General Fund</b>			\$ 21,953.90	\$ 1,679.47	\$ 233.82	\$ 23,867.19
<b>Utility Fund</b>			\$ 38,128.87	\$ 2,916.86	\$ 446.61	\$ 41,492.34
<b>Total</b>			<b>\$ 60,082.77</b>	<b>\$ 4,596.33</b>	<b>\$ 680.43</b>	<b>\$ 65,359.53</b>

**City of Meadowlakes Payroll  
Check Detail  
December 2014**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liability Ck.	EFT	12/01/2014	Dental Select	04-1002 · First State Bank		\$ (178.60)
				24000 · Payroll Liabilities	\$ (178.60)	\$ 178.60
TOTAL					\$ (178.60)	\$ 178.60
Check	EFT	12/01/2014	Guardian	04-1002 · First State Bank		\$ (246.02)
				04-5330 · Employee Insurance Exp.	\$ (53.37)	\$ 53.37
				04-6330 · Employee Insurance	\$ (192.65)	\$ 192.65
TOTAL					\$ (246.02)	\$ 246.02
Check	EFT	12/01/2014	Blue Cross Blue Shield	04-1002 · First State Bank		\$ (4,303.89)
				04-5330 · Employee Insurance Exp.	\$ (956.42)	\$ 956.42
				04-6330 · Employee Insurance	\$ (3,347.47)	\$ 3,347.47
TOTAL					\$ (4,303.89)	\$ 4,303.89
Liability Ck.	395	12/03/2014	Texas Municipal Retirement	04-1002 · First State Bank		\$ (2,938.03)
				04-5340 · Employee Retirement	\$ (138.86)	\$ 138.86
				04-6340 · Employee Retirement Exp.	\$ (306.28)	\$ 306.28
				04-6260 · Employee Retirement	\$ (2,492.89)	\$ 2,492.89
TOTAL					\$ (2,938.03)	\$ 2,938.03
Liability Ck.	406	12/11/2014	Internal Revenue Service	04-1002 · First State Bank		\$ (4,201.64)
				24000 · Payroll Liabilities	\$ (1,653.00)	\$ 1,653.00
				24000 · Payroll Liabilities	\$ (1,032.80)	\$ 1,032.80
				24000 · Payroll Liabilities	\$ (1,032.80)	\$ 1,032.80
				24000 · Payroll Liabilities	\$ (241.52)	\$ 241.52
				24000 · Payroll Liabilities	\$ (241.52)	\$ 241.52
TOTAL					\$ (4,201.64)	\$ 4,201.64
Liability Ck.	422	12/23/2014	Internal Revenue Service	04-1002 · First State Bank		\$ (338.38)
				24000 · Payroll Liabilities	\$ (33.00)	\$ 33.00
				24000 · Payroll Liabilities	\$ (123.75)	\$ 123.75
				24000 · Payroll Liabilities	\$ (123.75)	\$ 123.75
				24000 · Payroll Liabilities	\$ (28.94)	\$ 28.94
				24000 · Payroll Liabilities	\$ (28.94)	\$ 28.94
TOTAL					\$ (338.38)	\$ 338.38
Liability Ck.	423	12/23/2014	Internal Revenue Service	04-1002 · First State Bank		\$ (4,637.50)
				24000 · Payroll Liabilities	\$ (1,824.00)	\$ 1,824.00
				24000 · Payroll Liabilities	\$ (1,140.09)	\$ 1,140.09
				24000 · Payroll Liabilities	\$ (1,140.09)	\$ 1,140.09
				24000 · Payroll Liabilities	\$ (266.66)	\$ 266.66
				24000 · Payroll Liabilities	\$ (266.66)	\$ 266.66
TOTAL					\$ (4,637.50)	\$ 4,637.50

Total Payroll Disbursements (other than actual payroll) December 2014

\$ 16,844.06

# City of Meadowlakes

## Items for Consideration

### City Council Meeting

### February 10, 2015

---

Old Business Item 6-A  
Meadowlakes PFC

**Date:** February 3, 2015

**To:** Honorable Mayor Raesener and Councilmembers

**From:** Johnnie Thompson, City Manager

**Agenda Item:** Old Business Item 6-A-Meadowlakes PFC

**Requested Council Agenda Date:** February 10, 2015

**Contact Name & Number:** Johnnie Thompson, 830-693-2951

1. Place On: \_\_\_\_ Consent \_\_\_\_ New Business \_\_✓\_\_ Old Business
2. Budget Impact Statement Attached: \_\_\_\_ Yes \_\_✓\_\_ No \_\_\_\_ N/A
3. Reviewed by City Attorney? \_\_\_\_ Yes \_\_\_\_ No \_\_✓\_\_ N/A
- 

#### 4. Background/Review:

The PFC's financial reports will be a late arrival. I have received the reports in the old format however, the PFC's new treasurer is in the process of developing a new format I believe closer to the one the City uses. I will forward them to you as soon as they become available.

**City of Meadowlakes  
Items for Consideration  
City Council Meeting  
February 10, 2015**

New Business Item 7-A  
Resolution 15-001-FY14  
Audit

**Date: February 5, 2015**

**To: Honorable Mayor Raesener and Council Persons**

**From: Johnnie Thompson, City Manager**

**Agenda Item: New Business 7-A-Resolution 15-001 adoption of FY14 audit report**

**Requested Council Agenda Date: February 10, 2015**

**Contact Name & Number: Johnnie Thompson, City Manager**

1. Place On: \_\_\_ Consent \_\_\_ ☒ New Business \_\_\_ Old Business
2. Budget Impact Statement Attached: \_\_\_ Yes \_\_\_ No ☒ N/A
3. Original Copies of Documents Approved to from by City Attorney? \_\_\_ Yes  
\_\_\_ No ☒ N/A

**4. Background:**

Please find attached, Resolution 15-001 which adopts the fiscal year 2014 audit (also attached) as conducted by the accounting firm of Neffendorf, Knopp, Doss & Company, P.C. of Fredericksburg. Mr. Neffendorf will be present at your meeting to review the audit with you and to answer any questions. I have briefly reviewed it and had a few questions which were answered to my satisfaction. Please find below a very brief review of the various funds that were audited:

<u>Governmental Funds</u>	<u>Revenue</u>	<u>Expenses<sup>1</sup></u>	<u>Net Gain/Loss<sup>1</sup></u>
General Fund	\$391,759	\$346,140	\$45,619
Debt Service	\$452,587 <sup>2</sup>	\$581,747	<\$129,160 <sup>3</sup> >
<u>Enterprise Funds</u>			
Public Works (Utility)	\$1,221,946	\$1,146,207	\$75,049 <sup>4</sup>
Recreation Fund	\$52,278 <sup>2</sup>	\$25,587	\$26,691 <sup>5</sup>

Notes:

#1-Does not include depreciation

#2-Includes income plus funds transferred in from other funds

#3-Net Loss covered by escrowed funds from 2013 bond sale

#4-After depreciation net loss was \$84,156

#5-After depreciation net loss was \$46,901



It is difficult to extract from the audit the actual profit and loss of the golfing complex. The review below is based on my interpretation of the audited numbers, Mr. Neffendorf will be able to brief you in more detail on Tuesday. The golf course lost about \$51,000, which includes about \$40,400 in depreciation expenses which means they lost somewhere around \$10,000 in FY14. Factoring in the contribution of \$15,400 in insurance premiums paid by the Recreation Fund on their behalf, their actual loss was somewhere around \$25,000 excluding depreciation.

Due to the cleaning up of several items on the Recreation Fund Balance sheet the Fund shows a very large loss for the fiscal year even though it had a positive cash flow. The loss is due to removing the equipment still carried on the RCC books even though per our operating agreement with the PFC the property was transferred to them when paid off. This was never done thus a nearly \$73,600 loss was posted for FY14. Mr. Neffendorf will be able to explain this transaction during his briefing.

Basically, the City's portion of the audit is very clean with no major problems or recommendations. Please take note of issues they encountered in conducting the PFC portion of the audit on the second to the last page of the report. One concern noted in last year's audit was on their sampling of payments made to the General Manager for merchandise reimbursement, they were not reviewed nor approved by a board member prior to reimbursement. They once again discovered several transactions during their audit that had not received the proper approval by a board member prior to reimbursement.

The new concern noted this year was that the General Manager's incentive payment was prepared by the General Manager and apparently paid without prior approval of the Board or a board member. Also, they noted some invoices were paid without proper approval.

## **5. Recommendation:**

I would recommend Resolution 15-001 be approved adopting the fiscal year 2014 audit as prepared by Neffendorf, Knopp, Doss & Company, P.C. I would also like to recommend that the PFC Board develop a reimbursement policy with required check and balances and that the policy be strictly followed.

# City of Meadowlakes

## RESOLUTION NUMBER 2015-001

February 10, 2015

**A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS, ACCEPTING THE FISCAL YEAR 2014 AUDIT, FINANCIAL STATEMENT AND OPINION FOR FISCAL YEAR ENDING SEPTEMBER 30, 2014, AS PREPARED BY NEFFENDORF, KNOPP, DOSS & COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS, AND AUTHORIZING THE CITY SECRETARY TO FILE THE AUDIT IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 103.003, TEXAS LOCAL GOVERNMENT CODE.**

**WHEREAS**, pursuant to Texas Local Government Code Chapter 103.001, the governing body of each municipality shall cause an annual audit to be made of the accounts and records of all departments, boards, and agencies under its jurisdiction that receive and disburse funds at the end of each fiscal year; and

**WHEREAS**, the City Council of the City of Meadowlakes retained the firm of Neffendorf, Knopp, Doss & Company, P.C. to perform the City's Fiscal Year 2013-2014 audit; and

**WHEREAS**, the City Council of the City of Meadowlakes has been presented the Audit Report for Fiscal Year 2013-2014 by Mr. Keith Neffendorf with the firm of Neffendorf, Knopp, Doss & Company, P.C. on February 5, 2015 and reviewed with Council on February 10, 2015; and

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Meadowlakes, Burnet County, Texas, the City Council does hereby accept the Audit Report of the financial records of the City of Meadowlakes, Burnet County, Texas for Fiscal Year 2013-2014, and that the City Secretary is hereby authorized to file the audit and accompanying statements and opinion as required by the provisions of Chapter 103.003, Texas Local Government Code.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Meadowlakes this the 10th day of February, 2015

APPROVED:

\_\_\_\_\_  
Mary Ann Raesener, Mayor

ATTEST:

\_\_\_\_\_  
Christy Fath, City Secretary

***DRAFT***

CITY OF MEADOWLAKES, TEXAS  
BASIC FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION  
SEPTEMBER 30, 2014

CITY OF MEADOWLAKES  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

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# NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.

## *Certified Public Accountants*

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AMERICAN INSTITUTE OF

CERTIFIED PUBLIC ACCOUNTANTS

MEMBER

TEXAS SOCIETY OF

CERTIFIED PUBLIC ACCOUNTANTS

### INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Aldermen  
City of Meadowlakes, Texas  
Meadowlakes, TX 78654

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Meadowlakes, Texas, as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Meadowlakes, Texas, as of September 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and the Schedule of Funding Progress for the Retirement Plan on pages 3–8, 33 and 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.  
Fredericksburg, Texas

February 2, 2015

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Meadowlakes, we offer readers of the City's financial statements this narrative overview and analysis of the financial statements of the City for the year ended September 30, 2014. Please read it in conjunction with the independent auditors' report on page 1, and City's Basic Financial Statements which begin on page 9.

### FINANCIAL HIGHLIGHTS

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$4,241,243 (net position). Of this amount, \$1,057,852 (unrestricted net position) may be used to meet the City's ongoing obligations to citizen's and creditors.
- The City's net position increased by \$66,366 as a result of this year's operations.
- At September 30, 2014, the City's governmental funds reported combined ending fund balances of \$498,664, a decrease of \$85,541 in comparison with the prior year.
- At September 30, 2014, the City's Enterprise Funds reported unrestricted net position of \$812,321, an increase of \$11,492 in comparison with the prior year.

### USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The government-wide financial statements include the Statement of Net Position and the Statement of Activities (on pages 9 through 11). These provide information about the activities of the City as a whole and present a longer-term view of the City's property and debt obligations and other financial matters. They reflect the flow of total economic resources in a manner similar to the financial reports of a business enterprise.

Fund financial statements (beginning on page 12) report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. For governmental activities, these statements tell how services were financed in the short term as well as what resources remain for future spending. They reflect the flow of current financial resources, and supply the basis for tax levies and the appropriations budget.

The notes to the financial statements (starting on page 20) provide narrative explanations or additional data needed for full disclosure in the government-wide statements or the fund financial statements.

The Budgetary Comparison Schedule (operating fund) and the Schedule of Funding Progress for the Retirement Plan are presented as required supplementary information on page 33 and 34.

## **Reporting the City as a Whole**

### ***The Statement of Net Position and the Statement of Activities***

The analysis of the City's overall financial condition and operations begins on page 9. Its primary purpose is to show whether the City is better off or worse off as a result of the year's activities. The Statement of Net Position includes all the City's assets and liabilities at the end of the year while the Statement of Activities includes all the revenues and expenses generated by the City's operations during the year. These apply the accrual basis of accounting which is the basis used by private sector companies.

All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. All the City's assets are reported whether they serve the current year or future years. Liabilities are considered regardless of whether they must be paid in the current or future years.

These two statements report the City's net position and changes in them. The City's net position (the difference between assets and liabilities) provide one measure of the City's financial health, or financial position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving or deteriorating. To fully assess the overall health of the City, however, you should consider other factors as well, such as changes in the City's customers or its property tax base and the condition of the City's facilities.

In the Statement of Net Position and the Statement of Activities, the City has two kinds of activity:

- **Governmental activity** - Most of the City's basic services are reported here, including the public safety, municipal court and administration. Property taxes, user charges, sales tax and franchise tax finance most of these activities.
- **Business-type activity** - The City's water and sewer system, sanitation and recreation are reported as a business-type activity since the fees charged to customers cover the cost of services provided.

## **Reporting the City's Most Significant Funds**

### ***Fund Financial Statements***

The fund financial statements provide detailed information about the most significant funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific sources of funding and spending for particular purposes.

The City has two kinds of funds:

- **Governmental funds** - All of the City's basic services are reported in governmental funds. These use modified accrual accounting (a method that measures the receipt and disbursement of cash and all other financial assets that can be readily converted to cash) and report balances that are available for future spending. The governmental fund statements provide a detailed short-term view of the City's general operations and the basic services it provides. We describe the differences between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in Note II to the financial statements.
- **Proprietary funds** - Services for which the City charges customers a fee are generally reported in proprietary funds. The City's utility fund (Water, Sewer, Sanitation and Recreation) is a business-type activity and provides both long and short-term financial information.



## GOVERNMENT-WIDE FINANCIAL ANALYSIS

Our analysis focuses on the net position (Table I) and changes in net position (Table II) of the City's governmental and business-type activities.

Net position of the City's governmental activities increased from \$(427,896) to \$(230,473). Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements - was \$245,531 at September 30, 2014. This decrease in governmental net position was the result of three factors. First, the City's expenditures exceeded the revenues by \$85,541. Second, the City paid principal on long-term debt of \$345,000. Third, the City recorded depreciation in the amounts of \$64,577.

Net position of the City's business-type activities decreased from \$4,602,773 to \$4,471,716. Unrestricted net position was \$812,321 at September 30, 2014. This decrease in business-type net position was the result of a net loss of \$131,057.

**Table I**  
**City of Meadowlakes**

### NET POSITION

	Governmental Activities		Business-Type Activities		TOTALS Primary Government	
	2014	2013	2014	2013	2014	2013
Current and Restricted Assets	\$ 543,182	\$ 621,248	\$ 981,800	\$ 1,132,537	\$ 1,524,982	\$ 1,753,785
Capital Assets	2,903,861	2,961,227	3,899,427	3,918,586	6,803,288	6,879,813
Total Assets	\$ 3,447,043	\$ 3,582,475	\$ 4,881,227	\$ 5,051,123	\$ 8,328,270	\$ 8,633,598
Long-Term Liabilities	\$ 3,175,000	\$ 3,535,000	\$ 198,794	\$ 280,258	\$ 3,373,794	\$ 3,815,258
Other Liabilities	480,882	451,333	210,717	168,092	691,599	619,425
Total Liabilities	\$ 3,655,882	\$ 3,986,333	\$ 409,511	\$ 448,350	\$ 4,065,393	\$ 4,434,683
Deferred Inflow of Resources						
Deferred Inflow Refunding	\$ 21,634	\$ 24,038	\$ -	\$ 24,038	\$ 21,634	\$ 48,076
Total Deferred Inflows of Resources	\$ 21,634	\$ 24,038	\$ -	\$ 24,038	\$ 21,634	\$ 48,076
Net Position:						
Net Investment in Capital Assets	\$ (631,139)	\$ (918,773)	\$ 3,659,395	\$ 3,638,328	\$ 3,028,256	\$ 2,719,555
Restricted	155,135	284,295		163,616	155,135	447,911
Unrestricted	245,531	206,582	812,321	800,829	1,057,852	1,007,411
Total Net Position	\$ (230,473)	\$ (427,896)	\$ 4,471,716	\$ 4,602,773	\$ 4,241,243	\$ 4,174,877

**Table II**  
**City of Meadowlakes**

**CHANGES IN NET POSITION**

	Governmental Activities		Business-Type Activities		TOTALS Primary Government	
	2014	2013	2014	2013	2014	2013
<b>Revenues:</b>						
Property Taxes	\$ 622,855	\$ 624,519	\$	\$	\$ 622,855	\$ 624,519
Franchise Tax	53,093	49,449			53,093	49,449
Charges for Services	7,838	8,572	1,068,060	1,071,342	1,075,898	1,079,914
Miscellaneous	4,587	4,323	112,512	98,559	117,099	102,882
Contributions and Donations			10,000	20,149	10,000	20,149
Interest Earnings	942	871	690	2,746	1,632	3,617
<b>Total Revenue</b>	<b>\$ 689,315</b>	<b>\$ 687,734</b>	<b>\$ 1,191,262</b>	<b>\$ 1,192,796</b>	<b>\$ 1,880,577</b>	<b>\$ 1,880,530</b>
<b>Expenses:</b>						
General Government	\$ 271,994	\$ 256,569	\$	\$	\$ 271,994	\$ 256,569
BCAD	11,810	12,177			11,810	12,177
Building Committee	691	291			691	291
Flood Plain Administrator	1,298	1,569			1,298	
Ordinance Enforcement/Public Safety	90,842	97,182			90,842	97,182
Traffic Control	23,875	24,036			23,875	
Municipal Court	3,095	3,107			3,095	
Animal Control	11,608	8,595				8,595
Water and Sewer			1,065,476	1,007,350	1,065,476	1,007,350
Recreation Fund			99,179	40,209	99,179	40,209
Debt Service - Interest	234,343	177,801		-	234,343	177,801
Fiscal Agent's Fees		500			-	500
Issuance Costs		68,980			-	68,980
<b>Total Expenses</b>	<b>\$ 649,556</b>	<b>\$ 650,807</b>	<b>\$ 1,164,655</b>	<b>\$ 1,047,559</b>	<b>\$ 1,802,603</b>	<b>\$ 1,669,654</b>
<b>Increase (Decrease) in Net Position</b>						
Before Transfers & Capital Contributions	\$ 39,759	\$ 36,927	\$ 26,607	\$ 145,237	\$ 66,366	\$ 182,164
<b>Transfers</b>	<b>157,664</b>	<b>(157,248)</b>	<b>(157,664)</b>	<b>157,248</b>	<b>-</b>	<b>-</b>
<b>Net Change</b>	<b>197,423</b>	<b>(120,321)</b>	<b>(131,057)</b>	<b>302,485</b>	<b>66,366</b>	<b>182,164</b>
Net Position - Beginning	(427,896)	(249,898)	4,602,773	4,300,288	4,174,877	4,050,389
Prior Period Adjustment	-	(57,677)		-	-	(57,677)
<b>Net Position - Ending</b>	<b>\$ (230,473)</b>	<b>\$ (427,896)</b>	<b>\$ 4,471,716</b>	<b>\$ 4,602,773</b>	<b>\$ 4,241,243</b>	<b>\$ 4,174,877</b>

The cost of all governmental activities this year was \$649,556. However, as shown in the Statement of Activities on page 10, the amount that our taxpayers ultimately financed for these activities through City taxes was only \$622,855, because the other costs were paid by franchise tax (\$53,093), user charges (\$7,838), interest (\$942) and other miscellaneous (\$3,200).

## THE CITY'S FUNDS

As the City completed the year, its governmental funds (as presented in the balance sheet on page 12) reported a fund balance of \$498,664, which is less than last year's total of \$584,205. Included in this year's total change in fund balance is an increase of \$43,619 in the City's General Fund. This increase in the General Fund balance was caused by the excess of revenues over expenditures.

The City adopted the General Fund Budget. Actual revenues were more than budgeted amounts and actual expenditures were less than the budgeted amounts.

## CAPITAL ASSET AND DEBT ADMINISTRATION

At September 30, 2014, the City had the following amounts invested in capital assets, net of depreciation:

### CAPITAL ASSETS

	Governmental Activities		Business-Type Activities		TOTALS Primary Government	
	2014	2013	2014	2013	2014	2013
Land and Improvements	\$ 1,824,901	\$ 1,824,901	\$ 42,334	\$ 42,334	\$ 1,867,235	\$ 1,867,235
Infrastructure			6,046,799	5,592,659	6,046,799	5,592,659
Buildings	1,201,683	1,201,683	406,159	406,159	1,607,842	1,607,842
Improvements	180,851	180,851	304,856	298,696	485,707	479,547
Machinery & Equipment	140,908	140,908	376,392	611,079	517,300	751,987
Construction in Progress	7,211		-	276,603	7,211	276,603
Total Capital Assets	\$ 3,355,554	\$ 3,348,343	\$ 7,176,540	\$ 7,227,530	\$ 10,532,094	\$ 10,575,873
Less: Accumulated Depreciation	(451,693)	(387,116)	(3,277,112)	(3,308,943)	(3,728,805)	(3,696,059)
Capital Assets, Net	\$ 2,903,861	\$ 2,961,227	\$ 3,899,428	\$ 3,918,587	\$ 6,803,289	\$ 6,879,814

More detailed information about the City's capital assets is presented in Note E and F to the financial statements.

## DEBT

At September 30, 2014, the City had the following outstanding debt:

### OUTSTANDING DEBT

	Governmental Activities		Business-Type Activities		TOTALS Primary Government	
	2014	2013	2014	2013	2014	2013
Bonds Payable	\$ 3,535,000	\$ 3,880,000	\$ -	\$ -	\$ 3,535,000	\$ 3,880,000
Notes Payable			240,032	280,258	240,032	280,258
Compensated Absences	95,942	84,235	12,853	12,282	108,795	96,517
Total Outstanding Debt	<u>\$ 3,630,942</u>	<u>\$ 3,964,235</u>	<u>\$ 252,885</u>	<u>\$ 292,540</u>	<u>\$ 3,883,827</u>	<u>\$ 4,256,775</u>

For governmental activities, the City paid \$345,000 in principal payments on long-term debt.

More detailed information about the City's long-term liabilities is presented in Notes H, I, and J to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The City's elected and appointed officials considered many factors when setting the fiscal-year 2015 budget and tax rates. The major factors are the assessed property valuation and population growth. These indicators were taken into account when adopting the General Fund budget for 2015. Amounts available for appropriation in the General Fund budget are \$396,000 and expenditures are estimated to be \$374,076.

If these estimates are realized, the City's budgetary General fund balance is expected to increase by the close of 2015.

## CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City's business office, at City of Meadowlakes, Texas.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2014

EXHIBIT A-1

	Primary Government			Component Unit
	Governmental Activities	Business Type Activities	Total	Nonmajor Component Unit
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 101,808	\$ 225,032	\$ 326,840	\$ 17,440
Investments - Current	280,677	350,654	631,331	-
Receivables (net of allowance for uncollectibles)	19,577	79,685	99,262	32,707
Note Receivable	-	278,394	278,394	-
Inventories	-	47,835	47,835	6,252
Prepaid Items	-	200	200	2,658
Restricted Assets:				
Restricted Asset - Debt Service	141,120	-	141,120	-
Capital Assets:				
Land	1,824,901	42,334	1,867,235	-
Infrastructure, net	-	3,252,062	3,252,062	-
Buildings, net	939,008	261,677	1,200,685	-
Improvements other than Buildings, net	122,002	256,684	378,686	-
Machinery and Equipment, net	10,739	86,670	97,409	67,192
Construction in Progress	7,211	-	7,211	-
Intangible Asset, Net	-	-	-	17,630
Total Assets	3,447,043	4,881,227	8,328,270	143,879
<b>LIABILITIES</b>				
Accounts Payable	905	75,999	76,904	20,075
Wages Payable	-	-	-	12,204
Compensated Absences	95,942	12,853	108,795	-
Intergovernmental Payable	1,231	1,026	2,257	-
Deferred Revenues	12,845	-	12,845	-
Notes Payable - Current	-	41,238	41,238	21,573
Other Current Liabilities	9,959	79,601	89,560	-
Noncurrent Liabilities				
Due Within One Year	360,000	-	360,000	-
Due in More Than One Year	3,175,000	198,794	3,373,794	306,033
Total Liabilities	3,655,882	409,511	4,065,393	359,885
<b>DEFERRED INFLOW OF RESOURCES</b>				
Deferred Resource Inflow for Refunding	21,634	-	21,634	-
Total Deferred Inflows of Resources	21,634	-	21,634	-
<b>NET POSITION</b>				
Net Investment in Capital Assets	(631,139)	3,659,395	3,028,256	21,572
Restricted for Debt Service	155,135	-	155,135	-
Unrestricted Net Position	245,531	812,321	1,057,852	(237,578)
Total Net Position	\$ (230,473)	\$ 4,471,716	\$ 4,241,243	\$ (216,006)

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

		Program Revenues	
	Expenses	Charges for Services	Capital Grants and Contributions
<b>Primary Government:</b>			
GOVERNMENTAL ACTIVITIES:			
General Government	\$ 271,994	\$ 4,275	\$ -
BCAD	11,810	-	-
Building Committee	691	-	-
Flood Plain Administrator	1,298	-	-
Ordinance Enforcement/Public Safety	90,842	3,563	-
Traffic Control	23,875	-	-
Municipal Court	3,095	-	-
Animal Control	11,608	-	-
Bond Interest	234,343	-	-
Total Governmental Activities:	649,556	7,838	-
BUSINESS-TYPE ACTIVITIES:			
Public Works Fund	1,065,476	1,068,060	10,000
Recreation Fund	99,179	-	-
Total Business-Type Activities:	1,164,655	1,068,060	10,000
TOTAL PRIMARY GOVERNMENT:	\$ 1,814,211	\$ 1,075,898	\$ 10,000
<b>Component Unit:</b>			
PFC - Hidden Falls Golf Club	\$ 916,237	\$ 864,836	\$ -
TOTAL COMPONENT UNITS:	\$ 916,237	\$ 864,836	\$ -

General Revenues:

Taxes:

Property Taxes, Levied for General Purposes

Property Taxes, Levied for Debt Service

Franchise Taxes

Other Taxes

Miscellaneous Revenue

Investment Earnings

Transfers In (Out)

Total General Revenues and Transfers

Change in Net Position

Net Position - Beginning

Net Position--Ending

The notes to the financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-type Activities	Total	Nonmajor Component Unit
\$ (267,719)	\$ -	\$ (267,719)	\$ -
(11,810)	-	(11,810)	-
(691)	-	(691)	-
(1,298)	-	(1,298)	-
(87,279)	-	(87,279)	-
(23,875)	-	(23,875)	-
(3,095)	-	(3,095)	-
(11,608)	-	(11,608)	-
(234,343)	-	(234,343)	-
(641,718)	-	(641,718)	-
-	12,584	12,584	-
-	(99,179)	(99,179)	-
-	(86,595)	(86,595)	-
(641,718)	(86,595)	(728,313)	-
-	-	-	(51,401)
-	-	-	(51,401)
330,113	-	330,113	-
292,742	-	292,742	-
53,093	-	53,093	-
1,387	-	1,387	-
3,200	112,512	115,712	1,500
942	690	1,632	15
157,664	(157,664)	-	-
839,141	(44,462)	794,679	1,515
197,423	(131,057)	66,366	(49,886)
(427,896)	4,602,773	4,174,877	(166,120)
\$ (230,473)	\$ 4,471,716	\$ 4,241,243	\$ (216,006)

CITY OF MEADOWLAKES, TEXAS  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2014

	General Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 87,793	\$ 14,015	\$ 101,808
Investments - Current	280,677	-	280,677
Taxes Receivable	10,032	9,044	19,076
Restricted Asset - Escrow Interest	-	141,120	141,120
Total Assets	<u>\$ 378,502</u>	<u>\$ 164,179</u>	<u>\$ 542,681</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 906	\$ -	\$ 906
Intergovernmental Payable	1,231	-	1,231
Unearned Revenues	12,845	-	12,845
Other Current Liabilities	9,959	-	9,959
Total Liabilities	<u>24,941</u>	<u>-</u>	<u>24,941</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable Revenue - Property Taxes	10,032	9,044	19,076
Total Deferred Inflows of Resources	<u>10,032</u>	<u>9,044</u>	<u>19,076</u>
<b>FUND BALANCES</b>			
Restricted Fund Balance:			
Retirement of Long-Term Debt	-	155,135	155,135
Unassigned Fund Balance	343,529	-	343,529
Total Fund Balances	<u>343,529</u>	<u>155,135</u>	<u>498,664</u>
Total Liabilities, Deferred Inflows & Fund Balances	<u>\$ 378,502</u>	<u>\$ 164,179</u>	<u>\$ 542,681</u>

The notes to the financial statements are an integral part of this statement.



CITY OF MEADOWLAKES, TEXAS  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE  
 STATEMENT OF NET POSITION  
 SEPTEMBER 30, 2014

<b>Total Fund Balances - Governmental Funds</b>	\$ 498,664
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds. At the beginning of the year, the cost of these assets was \$3,348,343 and the accumulated depreciation was \$387,116. In addition, long-term liabilities, including bonds payable, are not due and payable in the current period, and, therefore are not reported as liabilities in the funds. The net effect of including the beginning balances for capital assets (net of depreciation) and long-term debt in the governmental activities is to decrease net position.	(918,773)
Current year capital outlays and long-term debt principal payments are expenditures in the fund financial statements, but they should be shown as increases in capital assets and reductions in long-term debt in the government-wide financial statements. The net effect of including the 2014 capital outlays and debt principal payments is to increase net position.	330,577
The 2014 depreciation expense increases accumulated depreciation. The net effect of the current year's depreciation is to decrease net position.	(64,577)
Various other reclassifications and eliminations are necessary to convert from the modified accrual basis of accounting to accrual basis of accounting. These include recognizing deferred revenue as revenue, eliminating interfund transactions, and recognizing the liabilities associated with maturing long-term debt and interest. The net effect of these reclassifications and recognitions is to decrease net position.	(76,364)
<b>Net Position of Governmental Activities</b>	<u>\$ (230,473)</u>

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

	General Fund	Debt Service Fund	Total Governmental Funds
<b>REVENUES:</b>			
Taxes:			
Property Taxes	\$ 325,098	\$ 292,687	\$ 617,785
Franchise Tax	53,093	-	53,093
Other Taxes	1,387	-	1,387
Licenses and Permits	4,275	-	4,275
Fines	3,563	-	3,563
Investment Earnings	706	236	942
Other Revenue	3,637	-	3,637
Total Revenues	<u>391,759</u>	<u>292,923</u>	<u>684,682</u>
<b>EXPENDITURES:</b>			
Current:			
General Government	217,291	-	217,291
BCAD	11,260	-	11,260
Building Committee	580	-	580
Flood Plain Administrator	1,090	-	1,090
Ordinance Enforcement/Public Safety	76,304	-	76,304
Traffic Control	20,054	-	20,054
Municipal Court	2,600	-	2,600
Animal Control	9,750	-	9,750
Debt Service:			
Bond Principal	-	345,000	345,000
Bond Interest	-	236,747	236,747
Capital Outlay:			
Capital Outlay	7,211	-	7,211
Total Expenditures	<u>346,140</u>	<u>581,747</u>	<u>927,887</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>45,619</u>	<u>(288,824)</u>	<u>(243,205)</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers In	-	159,664	159,664
Transfers Out (Use)	(2,000)	-	(2,000)
Total Other Financing Sources (Uses)	<u>(2,000)</u>	<u>159,664</u>	<u>157,664</u>
Net Change in Fund Balances	43,619	(129,160)	(85,541)
Fund Balance - October 1 (Beginning)	<u>299,910</u>	<u>284,295</u>	<u>584,205</u>
Fund Balance - September 30 (Ending)	<u>\$ 343,529</u>	<u>\$ 155,135</u>	<u>\$ 498,664</u>

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED SEPTEMBER 30, 2014

<b>Total Net Change in Fund Balances - Governmental Funds</b>	\$ (85,541)
Current year capital outlays and long-term debt principal payments are expenditures in the fund financial statements, but they should be shown as increases in capital assets and reductions in long-term debt in the government-wide financial statements. The net effect of removing the 2014 capital outlays and debt principal payments is to increase the change in net position.	330,577
Depreciation is not recognized as an expense in governmental funds since it does not require the use of current financial resources. The net effect of the current year's depreciation is to decrease the change in net position.	(64,577)
Various other reclassifications and eliminations are necessary to convert from the modified accrual basis of accounting to accrual basis of accounting. These include recognizing deferred revenue as revenue, adjusting current year revenue to show the revenue earned from the current year's tax levy, eliminating interfund transactions, and recognizing the liabilities associated with maturing long-term debt and interest. The net effect of these reclassifications and recognitions is to increase the change in net position.	16,964
<b>Change in Net Position of Governmental Activities</b>	<u>\$ 197,423</u>

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
SEPTEMBER 30, 2014

Business-Type Activities - Enterprise Funds			
	Public Works Fund	Recreation Fund	Total Enterprise Funds
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and Cash Equivalents	\$ 179,882	\$ 45,150	\$ 225,032
Investments - Current	350,654	-	350,654
Miscellaneous Receivable	46	-	46
Accounts Receivable-Net of Uncollectible Allowance	79,639	-	79,639
Note Receivable	278,394	-	278,394
Inventories	47,835	-	47,835
Prepaid Items	-	200	200
Total Current Assets	936,450	45,350	981,800
<b>Noncurrent Assets:</b>			
<b>Capital Assets:</b>			
Land Purchase and Improvements	42,334	-	42,334
Infrastructure	6,046,797	-	6,046,797
Accumulated Depreciation - Infrastructure	(2,794,735)	-	(2,794,735)
Buildings	406,159	-	406,159
Accumulated Depreciation - Buildings	(144,482)	-	(144,482)
Improvements other than Buildings	279,082	32,554	311,636
Accumulated Depreciation - Other Improvements	(54,952)	-	(54,952)
Machinery and Equipment	364,969	4,643	369,612
Accumulated Depreciation - Machinery & Equipment	(278,562)	-	(278,562)
Accumulated Depreciation - Capital Assets	-	(4,380)	(4,380)
Total Noncurrent Assets	3,866,610	32,817	3,899,427
Total Assets	4,803,060	78,167	4,881,227
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts Payable	75,962	37	75,999
Compensated Absences	12,853	-	12,853
Intergovernmental Payable	1,026	-	1,026
Notes Payable - Current	41,238	-	41,238
Other Current Liabilities	77,334	2,267	79,601
Total Current Liabilities	208,413	2,304	210,717
<b>NonCurrent Liabilities:</b>			
Notes Payable - Noncurrent	198,794	-	198,794
Total Noncurrent Liabilities	198,794	-	198,794
Total Liabilities	407,207	2,304	409,511
<b>NET POSITION</b>			
Net Investment in Capital Assets	3,626,578	32,817	3,659,395
Unrestricted Net Position	769,275	43,046	812,321
Total Net Position	\$ 4,395,853	\$ 75,863	\$ 4,471,716

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

	Business-Type Activities - Enterprise Funds		
	Public Works Fund	Recreation Fund	Total Enterprise Funds
<b>OPERATING REVENUES:</b>			
Charges for Water Services	\$ 369,002	\$ -	\$ 369,002
Charges for Sewerage Service	499,909	-	499,909
Charges for Sanitation Service	199,149	-	199,149
Rents and Royalties	-	5,750	5,750
Other Revenue	101,234	5,528	106,762
Total Operating Revenues	<u>1,169,294</u>	<u>11,278</u>	<u>1,180,572</u>
<b>OPERATING EXPENSES:</b>			
Proprietary Fund Function - Water			
Personnel Services - Salaries and Wages	326,749	-	326,749
Personnel Services - Employee Benefits	97,224	-	97,224
Purchased Professional & Technical Services	190,128	-	190,128
Purchased Property Services	161,312	-	161,312
Other Operating Expenses	62,220	-	62,220
Supplies	61,910	-	61,910
Total Proprietary Fund Function - Water	<u>899,543</u>	<u>-</u>	<u>899,543</u>
Proprietary Fund Function - Golf			
Purchased Property Services	-	3,724	3,724
Other Operating Expenses	-	19,152	19,152
Total Proprietary Fund Function - Golf	<u>-</u>	<u>22,876</u>	<u>22,876</u>
Proprietary Fund Function - Restaurant & Bar			
Purchased Property Services	-	1,562	1,562
Depreciation	159,895	1,149	161,044
Total Operating Expenses	<u>1,059,438</u>	<u>25,587</u>	<u>1,085,025</u>
Operating Income (Loss)	<u>109,856</u>	<u>(14,309)</u>	<u>95,547</u>
<b>NON-OPERATING REVENUES (EXPENSES):</b>			
Investment Earnings	690	-	690
(Loss) on Sale of Real and Personal Property	-	(73,592)	(73,592)
Interest Expense - Non-Operating	(6,038)	-	(6,038)
Total Non-operating Revenue (Expenses)	<u>(5,348)</u>	<u>(73,592)</u>	<u>(78,940)</u>
Income (Loss) Before Contributions & Transfers	<u>104,508</u>	<u>(87,901)</u>	<u>16,607</u>
Capital Contributions	10,000	-	10,000
Non-Operating Transfer In	48,000	41,000	89,000
Transfers Out	(246,664)	-	(246,664)
Change in Net Position	<u>(84,156)</u>	<u>(46,901)</u>	<u>(131,057)</u>
Total Net Position - October 1 (Beginning)	<u>4,480,009</u>	<u>122,764</u>	<u>4,602,773</u>
Total Net Position - September 30 (Ending)	<u>\$ 4,395,853</u>	<u>\$ 75,863</u>	<u>\$ 4,471,716</u>

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

EXHIBIT D-3 (Cont'd)

	Business-Type Activities		
	Public Works Fund	Recreation Fund	Total Enterprise Funds
<u>Cash Flows from Operating Activities:</u>			
Cash Received from User Charges	\$ 1,071,014	\$ -	\$ 1,071,014
Cash Received from Others	101,234	11,278	112,512
Cash Payments to Employees for Services	(423,402)	-	(423,402)
Cash Payments for Suppliers	(61,910)	-	(61,910)
Cash Payments for Other Operating Expenses	(399,650)	(24,438)	(424,088)
Net Cash Provided by (Used for) Operating Activities	287,286	(13,160)	274,126
<u>Cash Flows from Non-Capital Financing Activities:</u>			
Operating Transfer Out	(198,664)	41,000	(157,664)
<u>Cash Flows from Capital &amp; Related Financing Activities:</u>			
Acquisition of Capital Assets	(202,536)	(12,940)	(215,476)
Capital Contributed by Other Funds	10,000	-	10,000
Use of Restricted Assets	163,616	-	163,616
Interest Paid	(6,757)	-	(6,757)
Loan Payment	(40,226)	-	(40,226)
Net Cash Provided by (Used for) Capital & Related Financing Activities	(75,903)	(12,940)	(88,843)
<u>Cash Flows from Investing Activities:</u>			
Interest and Dividends on Investments	689	-	689
Net Increase in Cash and Cash Equivalents	13,408	14,900	28,308
Cash and Cash Equivalents at Beginning of the Year:	517,128	30,250	547,378
Cash and Cash Equivalents at the End of the Year:	\$ 530,536	\$ 45,150	\$ 575,686

The notes to the financial statements are an integral part of this statement.

CITY OF MEADOWLAKES, TEXAS  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

EXHIBIT D-3

	Business-Type Activities		
	Public Works Fund	Recreation Fund	Total Enterprise Funds
<u>Reconciliation of Operating Income (Loss) to Net Cash</u>			
<u>Provided By (Used For) Operating Activities:</u>			
Operating Income (Loss):	\$ 109,856	\$ (14,309)	\$ 95,547
Adjustments to Reconcile Operating Income to Net Cash Provided by (Used For) Operating Activities:			
Depreciation	159,895	1,149	161,044
Effect of Increases and Decreases in Current Assets and Liabilities:			
Decrease (increase) in Receivables	2,954	-	2,954
Decrease (increase) in Inventories	(14,558)	-	(14,558)
Decrease (increase) in Prepaid Expenses	3,750	-	3,750
Increase (decrease) in Accounts Payable	21,336	-	21,336
Decrease (increase) in Due From	580	-	580
Increase (decrease) in Intergovernmental	(1,034)	-	(1,034)
Increase (decrease) in Other Current Liabilities	3,936	-	3,936
Increase (decrease) in Compensated Absences	571	-	571
Net Cash Provided by (Used for) Operating Activities	<u>\$ 287,286</u>	<u>\$ (13,160)</u>	<u>\$ 274,126</u>

The notes to the financial statements are an integral part of this statement.



CITY OF MEADOWLAKES, TEXAS  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2014

NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Meadowlakes, Texas conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

- A. Reporting Entity - The Mayor and City Council is the level of government which has governance responsibilities over all activities within the jurisdiction of the City of Meadowlakes. The City is not included in any other governmental "reporting entity" as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards, since the Mayor and Aldermen are elected by the public and have decision making authority, the power to designate management, the responsibility to significantly influence operations and primary accountability for fiscal matters.

On March 1, 2007, the Meadowlakes Municipal Utility District was annexed into the City. The City has assumed all the assets, liabilities and debt obligations of the District as of that date and the District was abolished.

Hidden Falls Golf Club – Public Facilities Corporation - On October 1, 2009 the City established The Meadowlakes Public Facility Corporation (the Corporation) under the Public Facility Corporation Act Chapter 303 (the Act) of the Texas Local Government Code. The Corporation is legally separate from the City, but the City appoints all of the board members and has the ability to remove those board members at will. The Corporation is empowered with responsibility and authority to finance and manage retail operations and maintenance of the City owned Municipal Golf Complex (MGC). Since the Corporation is financially accountable to the City, it is treated as a component unit of the City and is reported as part of the overall financial reporting entity of the City.

B. Government-Wide and Fund Financial Statements

The Statement of Net Position and the Statement of Activities are government-wide financial statements. They report information on all of the City of Meadowlakes nonfiduciary activities with most of the interfund activities removed. *Governmental activities* include programs supported primarily by taxes, sales tax, franchise tax, municipal court fines, charges for services and other miscellaneous revenues. *Business-type activities* include operations that rely to a significant extent on fees and charges for services.

The Statement of Activities demonstrates how other people or entities that participate in programs the City operates have shared in the payment of the direct costs. The "charges for services" column includes payments made by parties that purchase, use, or directly benefit from goods or services provided by a given function or segment of the City.

Interfund activities between governmental funds appear as due to/due froms on the Governmental Fund Balance Sheet and as other resources and other uses on the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balance. All interfund transactions between governmental funds are eliminated on the government-wide statements. Interfund activities between governmental funds and fiduciary funds remain as due to/due froms on the government-wide Statement of Activities.

The fund financial statements provide reports on the financial condition and results of operations for two fund categories - governmental and proprietary. The City considers some governmental funds major and reports their financial condition and results of operations in a separate column.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All other revenues and expenses are nonoperating.



C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements use the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities and fund balances are included on the balance sheet. Operating statements of these funds present net increases and decreases in current assets (i.e. revenues and other financing sources and expenditures and other financing uses).

The modified accrual basis of accounting recognizes revenues in the accounting period in which they become both measurable and available, and it recognizes expenditures in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest and principal on long-term debt, which is recognized when due. The expenditures related to certain compensated absences and claims and judgments are recognized when the obligations are expected to be liquidated with expendable available financial resources. The City considers all revenues available if they are collectible within 60 days after year end.

Revenues from local sources consist primarily of property taxes. Property tax revenues are recognized under the "susceptible to accrual" concept; that is, when they are both measurable and available. The City considers them "available" if they will be collected within 60 days of the end of the fiscal year. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned, since they are both measurable and available.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant. Accordingly, when such funds are received, they are recorded as deferred revenues until related and authorized expenditures have been made. If balances have not been expended by the end of the project period, grantors sometimes require the City to refund all or part of the unused amount.

D. Fund Accounting

The City reports the following major governmental funds:

1. **The General Fund** - The general fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund.
2. **The Debt Service Fund** - The City accounts for resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds in a debt service fund.

Proprietary Fund:

1. **Public Works Fund** - The City accounts for the sales and related costs of its water, sewer utility operations, and sanitation in the Public Works Fund.
2. **Recreation Fund** - The City accounts for golf course related assets and operations not accounted for in the General Fund or the MPFC, component unit, in the Recreation Fund.

Discretely Presented Component Unit:

1. **Meadowlakes Public Facility Corporation** - the MPFC operates the golf course, owned by the City, and related operations.



E. Assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position

1. In the government-wide financial statements in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of Net Position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

2. Capital assets, which include land, buildings, furniture and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial individual cost of more than \$5,000 and estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Buildings, furniture and equipment of the City are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Water & Sewer Plant & Facilities	30-50
Buildings and Improvements	30
Furniture	7-10
Machinery and Equipment	5-7
Automotive Equipment	3-5

Pursuant to GASB Statement Number 34, an extended period of deferral is available before the requirement to record and depreciate infrastructure assets (e.g., roads, bridges, and similar items) acquired before the implementation date becomes effective. Therefore, infrastructure assets acquired prior to October 1, 2001 have not yet been capitalized.

3. Vacation leave and sick leave is earned by each full-time employee. Vacation leave is earned at the rate of 10 days per year for employees with less than ten years of service, 15 days per year from ten to fifteen years of service and 20 days after fifteen years of service. Vacation leave must be taken within one year after it is earned. Sick leave is earned at a rate of 12 days per year but is not paid upon termination.
4. Beginning with fiscal year end September 30, 2011, the City implemented GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

- Non-spendable fund balance – amounts that are not in non-spendable form (such as inventory) or are required to be maintained intact.



- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance – amounts constrained to specific purposes by the City itself, using its highest level of decision-making authority (i.e. City Council). To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest level action to remove or change the constraint.
- Assigned fund balance – amounts the City intends to use for a specific purpose. Intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.
- Unassigned fund balance – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The City Council establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the City Council through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or other purposes).

5. Implementation of GASB Accounting Standard:

The City has implemented GASB Statement NO. 63, *Financial Reporting of Deferred Outflow of Resources, Deferred Inflows of Resources, and Net Position* as well as GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. Under GASB 63 and 65, amounts previously reported as deferred charges as a part of total assets and deferred amounts from refunded debt have been reported in a separate section as deferred outflows of resources and amounts previously reported as deferred revenue as a part of total liabilities have been reported in a separate section as deferred inflows of resources.

6. When the City incurs an expense for which it may use either restricted or unrestricted assets, it uses the restricted assets first whenever they will have to be returned if they are not used.
7. The original budget is adopted by the City Council prior to the beginning of the fiscal year through passage of an ordinance. The budget includes proposed expenditures and the means of financing them.

Budgeted amounts for expenditures from the various funds may not exceed the beginning balances of those funds plus the anticipated revenues for the fiscal year. The final amended budget has been presented in this report. Unencumbered appropriations lapse at the end of each year.

8. The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## NOTE II. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

### A. Deposits and Investments

The funds of the City must be deposited and invested under the terms of a contract, contents of which are set out in the **Depository Contract Law**. The depository bank places approved pledged securities for safekeeping and trust with the City's agent bank in an amount sufficient to protect City funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation ("FDIC") insurance.



At September 30, 2014, the carrying amount of the City's deposits was \$326,091 and the bank balance was \$317,417. The carrying amount of the Hidden Falls Golf Club's deposits was \$17,440 and the bank balance was \$21,058. The City's cash deposits held at September 30, 2014 and during the year ended September 30, 2014 were entirely covered by FDIC insurance or by pledged collateral held by the City's agent bank in the City's name.

The **Public Funds Investment Act** (Government Code Chapter 2256) contains specific provisions in the areas of investment practices, management reports and establishment of appropriate policies. Among other things, it requires the City to adopt, implement, and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities, (9) and bid solicitation preferences for certificates of deposit. Statutes authorize the City to invest in (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas; (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers acceptances, (7) mutual funds, (8) investment pools, (9) guaranteed investment contracts, (10) and common trust funds. The Act also requires the City to have independent auditors perform test procedures related to investment practices as provided by the Act. The City is in substantial compliance with the requirements of the Act and with local policies.

The City's temporary investments at September 30, 2014, are shown below:

<u>Name</u>	<u>Carrying Amount</u>	<u>Market Value</u>	<u>FDIC Coverage</u>	<u>Pledged Securities</u>
Certificates of Deposit -				
Governmental Activities:				
First State Bank of Central Texas	\$280,477	\$280,477	-0-	\$280,477
Business-Type Activities:				
First State Bank of Central Texas	\$350,654	\$350,654	-0-	\$350,654

#### Policies Governing Deposits and Investments

In compliance with the Public Funds Investment Act, the City has adopted a deposit and investment policy. That policy does address the following risks:

**Custodial Credit Risk - Deposits:** This is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City was not exposed to custodial credit risk since its deposits at year-end were covered by depository insurance or by pledged collateral held by the City's agent bank in the City's name.

**Custodial Credit Risk - Investments:** This is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City's investments (certificates of deposit) were secured by FDIC insurance and pledged securities.

**Other Credit Risk:** There is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. At September 30, 2014, the City was not exposed to concentration of credit risk, interest rate risk or foreign currency risk.

#### **B. Property Taxes**

Property taxes are levied by October 1 and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 1 of each year, a tax lien attaches to the property to secure the payment of all taxes, penalties and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period.

The City contracted with the Burnet County Appraisal District for the appraisal and collection of taxes. For the 2013 tax roll, the assessed valuation was \$193,205,325. The tax rate was \$.1686 for maintenance and operations and \$.1520 for interest and sinking. The total tax rate was \$.3206 per \$100 valuation.

C. Note Receivable

On October 5, 2009 the Utility Fund refinanced prior loans made to the golf course Recreational Country Club (RCC) Fund and provided new loan proceeds for the purpose of establishing the Hidden Falls Golf Corporation's (discretely presented component unit) startup and operating fund needs. Refinanced loans are \$255,445 and new proceeds total \$94,555. In accordance with the annual reimbursement cost agreement, loan payments were waived for fiscal year 2014. On September 30, 2014 the balance of the Note Receivable was \$278,394.

D. Restricted Assets

Restricted assets represent cash that has been set aside in the Debt Service Fund for future payment of the long-term debt.

E. Land, Structures and Equipment-Enterprise Funds

A summary of changes in fixed assets for the enterprise funds appears below:

	Balance 10/1/13	Additions	Deletions	Balance 9/30/14
Land	\$ 42,334	\$	\$	\$ 42,334
Construction in Progress	276,603		(276,603)	-
Infrastructure	5,592,659	454,140		6,046,799
Buildings	406,159			406,159
Improvements	298,696	6,160		304,856
Machinery and Equipment	611,079	31,780	(266,467)	376,392
Totals	\$ 7,227,530	\$ 492,080	\$ (543,070)	\$ 7,176,540
Accumulated Depreciation	(3,308,943)	(161,044)	192,875	(3,277,112)
Fixed Assets, Net	\$ 3,918,587	\$ 331,036	\$ (350,195)	\$ 3,899,428

Capital asset activities of the Hidden Falls Golf Club were as follows:

	Component Unit			
	Balance 10/1/13	Additions	Deletions	Balance 9/30/14
Improvements	\$ 9,505	\$	\$	\$ 9,505
Machinery and Equipment	24,439	52,092		76,531
Totals	\$ 33,944	\$ 52,092	\$ -	\$ 86,036
Accumulated Depreciation	(13,684)	(5,161)		(18,845)
Fixed Assets, Net	\$ 20,260	\$ 46,931	\$ -	\$ 67,191
Intangible Assets	\$ 193,930	\$ -	\$	\$ 193,930
Accumulated Amortization	(141,040)	(35,260)		(176,300)
Total Intangible Assets, Net	52,890	(35,260)	-	17,630

F. Capital Asset Activity

Capital asset activity for the City for the year ended September 30, 2014, was as follows:

	Primary Government			
	Beginning Balance	Additions	Retirements	Ending Balance
Governmental Activities:				
Land	\$ 1,824,901	\$	\$	\$ 1,824,901
Buildings	1,201,683			1,201,683
Improvements	180,851			180,851
Machinery and Equipment	140,908			140,908
Construction in Progress		7,211		7,211
Totals	3,348,343	7,211	-	3,355,554
Accumulated Depreciation	(387,116)	(64,577)		(451,693)
Capital Assets, Net	\$ 2,961,227	\$ (57,366)	\$ -	\$ 2,903,861

Depreciation expense was charged to governmental functions as follows:

General Government	\$ 41,401
BCAD	2,145
Ordinance Enforcement/Public Safety	14,538
Building Committee	111
Traffic Control	3,821
Municipal Court	495
Animal Control	1,858
Flood Plain Administrator	208
	<u>\$ 64,577</u>

G. Operating Lease – Component Unit

On December 31, 2013 the City's component unit, Meadowlakes Public Facility Corporation, entered into an operating lease with PNC Equipment Finance for the lease of (38) 2014 EZGO Electric Golf Carts. The terms of the lease are \$2,717 per month for 48 months.

H. Changes in Long-Term Liabilities

A summary of changes in long-term debt for the year ended September 30, 2014 follows:

Description	Interest Rate	Amounts Original Issue	Interest Paid	Amounts Outstanding 10/1/13	Additions	Deletions	Amounts Outstanding 9/30/14	Due in One Year
<b>Governmental Activities:</b>								
<u>Bonds Payable</u>								
Combination Tax & Rev - Cert Of Obligation - Series 2008	4.80%	\$ 3,600,000	\$ 28,080	\$ 585,000	\$	(285,000)	\$ 300,000	\$ 300,000
General Obligation Refunding Bond - Series 2013	2.05%	3,340,000	67,467	3,295,000		(60,000)	3,235,000	60,000
Compensated Absences	N/A	N/A	N/A	84,235	11,707		95,942	N/A
Total		\$ 6,940,000	\$ 95,547	\$ 3,964,235	\$ 11,707	\$ (345,000)	\$ 3,630,942	\$ 360,000



Description	Interest Rate	Amounts Original Issue	Interest Paid	Amounts Outstanding 10/1/13	Additions	Deletions	Amounts Outstanding 9/30/14	Due in One Year
<b>Business-Type Activities:</b>								
<u>Other Long-Term Debt</u>								
Note Payable								
Meadowlakes POA	2.50%	\$ 300,000	\$ 6,757	\$ 280,258	\$ -	\$ (40,226)	\$ 240,032	\$ 41,238
Compensated Absences	N/A	N/A	N/A	12,282	571		12,853	N/A
Total		\$ 300,000	\$ 6,757	\$ 292,540	\$ 571	\$ (40,226)	\$ 252,885	\$ 41,238

The following is a summary of the changes in long-term debt outstanding in the City's component unit, Meadowlakes Public Facility Corporation, as of September 30, 2013.

Description	Interest Rate	Amounts Original Issue	Interest Paid	Amounts Outstanding 10/1/13	Additions	Deletions	Amounts Outstanding 9/30/14	Due in One Year
<b>Component Unit:</b>								
<u>Note Payable</u>								
Note Payable - City of								
Meadowlakes Public Works Fund	N/A	\$ 350,000	\$ N/A	\$ 278,394	\$ -	\$ -	\$ 278,394	\$ 12,000
Meadowlakes POA		50,000	94		50,000	(788)	49,212	9,573
Total		\$ 400,000	\$ 94	\$ 278,394	\$ 50,000	\$ (788)	\$ 327,606	\$ 21,573

#### I. Revenue Bonds and Certificates of Obligation

The City issued \$1,225,000 General Obligation Refunding Bonds, Series 2008 for the purpose of providing funds to refund the outstanding Revenue Notes, Series 2001 (\$1,210,000). These bonds were called and were redeemed on March 12, 2008 by depositing \$1,220,000 into an escrow account. The Series 2001 notes have been defeased and removed as a liability of the City. The Series 2008 bonds mature on March 1, in each of the years 2009 through 2013, bearing interest at 3.5%. The financial gain on these refunding bonds is \$66,028 and the economic gain is \$71,180.

The City issued \$3,600,000 Combination Tax and Revenue Certificates of Obligation – Series 2008 for purchase of real property (golf course) and repair, rehabilitation and renovation of such real property. The Certificates were issued at an interest rate of 4.8%. The Certificates are payable from and secured by an ad valorem tax levied on all taxable property in the City and further secured by and payable from a first lien on and pledge of the Net Revenues of the System.

The City issued \$3,340,000 General Obligation Refunding Bonds, Series 2013 for the purpose of providing funds to refund part of the outstanding Combination Tax & Revenue Certificates of Obligation Bonds, Series 2008. The refunded bonds consist of \$2,940,000 of Series 2008 bonds. These bonds were called and were redeemed on July 18, 2013 by depositing \$2,915,665 into an escrow account. The portions of the Series 2008 bonds have been defeased and have been removed as a liability of the City. The General Obligation Refunding Bonds, Series 2013 mature on September 1, in each year of the years 2013 through 2023, bearing interest at 2.050%. The financial gain on these refunding bonds was \$179,029 and the economic gain was \$163,435.

Debt service requirements are as follows:

**Governmental Activities:**

Year Ended	Bonds Payable		
September 30	Principal	Interest	Total
2015	\$ 360,000	\$ 80,717	\$ 440,717
2016	380,000	65,087	445,087
2017	385,000	57,297	442,297
2018	385,000	49,405	434,405
2019	390,000	41,513	431,513
2020-2023	1,635,000	84,664	1,719,664
	<u>\$ 3,535,000</u>	<u>\$ 378,683</u>	<u>\$ 3,913,683</u>

Debt service requirements for the City's component unit, MPFC, are as follows:

**Component Unit:**

Year Ended	Note Payable		
September 30	Principal	Interest	Total
2015	\$ 12,000	\$	\$ 12,000
2016	12,000		12,000
2017	12,000		12,000
2018	12,000		12,000
2019	12,000		12,000
2020-2024	60,000		60,000
2025-2029	60,000		60,000
2030-2034	60,000		60,000
2035-2038	38,394		38,394
	<u>\$ 278,394</u>	<u>\$ -</u>	<u>\$ 278,394</u>

J. Capital Lease

The City entered into a capital lease agreement with the POA for the purchase of a water storage tank for \$300,000. The capital lease is payable in fourteen (14) semi-annual installments of \$23,491.54 (including interest at 2.5%).

A summary of the future minimum lease payments under the lease along with the present value of the minimum lease payments as of September 30, 2014 follows:

Year Ended	
September 30	
2015	\$ 46,983
2016	46,983
2017	46,983
2018	46,983
2019	46,983
2020	23,491
Total Minimum Lease Payments	\$ 258,406
Less Amount Representing Interest	18,375
Present Value of Lease Payments	<u>\$ 240,031</u>



K. Capital Lease – Component Unit

On July 29, 2014 the City's component unit, Meadowlakes Public Facility Corporation, entered into a capital lease-purchase agreement with Meadowlakes Property Owners Association for the purchase of a 4wd Diesel Tractor and a Trimax Snake Mowing attachment. The capital lease is payable in (60) monthly payments of \$881.87 (including interest at 2.25%).

A summary of the future minimum lease payments under the lease along with the present value of the minimum lease payments as of September 30, 2014 follows:

Year Ended September 30		
2015	\$	10,582
2016		10,582
2017		10,582
2018		10,582
2019		9,701
Total Minimum Lease Payments	\$	52,029
Less Amount Representing Interest		2,818
Present Value of Lease Payments	\$	49,211

L. Retirement Plan

The City joined the Texas Municipal Retirement System on March 1, 2007 upon the annexation of the Meadowlakes Municipal Utility District.

Plan Description

The City provides pension benefits for all of its eligible employees through a non-traditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the city are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS; the report also provides detailed explanations of the contributions, benefits and actuarial methods and assumptions used by the System. This report may be obtained from TMRS' website at [www.TMRS.com](http://www.TMRS.com).

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

	Plan Year 2013	Plan Year 2014
Deposit Rate:	7%	7%
Matching Ratio (City to Employee):	1 to1	1 to1
Years required for vesting	5 yrs	5 yrs
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20	60/5, 0/20
Updated Service Credit	0%	0%
Annuity Increase (to retirees)	0% of CPI	0% of CPI

Contributions

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) cost method (EAN was first used in the December 31, 2013 valuation; previously, the Projected Unit Credit actuarial cost method had been used). This rate consists of the normal

cost contribution rate and the prior service contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate for an employee is the contribution rate which, if applied to a member's compensation throughout their period of anticipated covered service with the municipality, would be sufficient to meet all benefits payable on their behalf. The salary-weighted average of the individual rates is the total normal cost rate. The prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City contributes to the TMRS Plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect (i.e. the December 31, 2013 valuation will determine the contribution rate beginning January 1, 2015).

The required contribution rates for fiscal year 2014 were determined as part of the December 31, 2011 and 2012 actuarial valuations. Additional information as of the latest actuarial valuation, December 31, 2013, also follows:

### Three Year Trend Information

<u>Actuarial Assumptions</u>	<u>12/31/2011</u>	<u>12/31/2012</u>	<u>12/31/2013</u>
Actuarial Cost Method -	Projected Unit Credit	Projected Unit Credit	Entry Age Normal
Amortization Method -	Level Percent of Payroll	Level Percent of Payroll	Level Percent of Payroll
GASB 25 Equivalent Single Amortization Period	24.8 Years-Closed Period	25.0 Years – Closed Period	25.0 Years – Closed Period
Amortization Period for new Gains/Losses	25 Years	25 Years	25 Years
Asset Valuation Method -	10-year Smoothed Market	10-year Smoothed Market	10-year Smoothed Market
Investment Rate of Return -	7.0%	7.0%	7.0%
Projected Salary Increases -	Varies by age and service	Varies by age and service	Varies by age and service
Includes Inflation At -	3.0%	3.0%	3.0%
Cost-of-Living Adjustments	0%	0%	0%

### Funded Status and Funding Progress

The funded status as of December 31, 2013, the most recent actuarial valuation date, is as follows:

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio	Unfunded AAL (UAAL)	Covered Payroll	UAAL as a Percentage of Covered Payroll
	(1)	(2)	(3)	(4)	(5)	(6)
			(1)/(2)	(2)-(1)		(4)/(5)
12/31/2013	\$ 318,779	\$ 300,552	106.1%	\$ (18,227)	\$ 447,517	(4.1)%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.



Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

M. Supplemental Death Benefits Fund

The City also participates in the cost sharing multiple-employer defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

Contributions

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during the employees' entire careers.

The City's contributions for the TMRS SDBF for the years ended 2014, 2013 and 2012 were \$499, \$472 and \$453, respectively, which equaled the required contributions each year.

N. Interfund Receivable and Payables

During the year ended September 30, 2014, the City's transfers between funds consisted of:

	Transfers In	Transfers Out
General Fund	\$	\$ 2,000
Debt Service Fund	159,664	
Enterprise Funds -		
Utility Fund	48,000	246,664
Recreation Fund	41,000	
Totals	\$ 248,664	\$ 248,664

O. Employee Insurance Benefits

All regular full time employees of the City are eligible for coverage under the group hospitalization, medical and life insurance program provided by the City through the TML Intergovernmental Benefits Pool. The City pays the premium for eligible employees and employees, at their option, may authorize payroll withholdings to pay premiums for eligible family members.

P. Cash Flows Statement - Supplemental Disclosures

Since the City is tax exempt no income tax was paid in 2013 and 2014. The City paid interest in the amount of \$12,675 in 2013 and \$6,757 in 2014.

Q. Excess of Expenditures over Appropriations

Expenditures in the General Fund budget line item functions Building Committee, Animal Control and Capital Outlay exceeded appropriations. Expenditures did not exceed appropriations in total.

R. Risk Management

The City's risk management program includes coverage for property, general liability, automobile liability, public officials' liability and employee dishonesty bonds. The City participates in the Texas Municipal League joint self-insurance fund, which is a public entity risk pool. The premiums paid to TML result in the transfer of risk to the pool.

S. Subsequent Event

The City has evaluated subsequent events through February 2, 2015, the date which the financial statements were available to be issued. The City is not aware of any subsequent events that materially impact the financial statements

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MEADOWLAKES, TEXAS  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2014

	Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)
	Original	Final		
<b>REVENUES:</b>				
Taxes:				
Property Taxes	\$ 325,800	\$ 325,800	\$ 325,098	\$ (702)
Franchise Tax	48,500	48,500	53,093	4,593
Other Taxes	1,200	1,200	1,387	187
Licenses and Permits	5,000	4,500	4,275	(225)
Fines	3,450	3,450	3,563	113
Investment Earnings	900	900	706	(194)
Other Revenue	2,250	2,750	3,637	887
Total Revenues	387,100	387,100	391,759	4,659
<b>EXPENDITURES:</b>				
Current:				
General Government	246,040	247,694	217,291	30,403
BCAD	13,750	13,750	11,260	2,490
Building Committee	400	400	580	(180)
Flood Plain Administrator	1,750	1,750	1,090	660
Ordinance Enforcement/Public Safety	77,185	77,185	76,304	881
Traffic Control	29,275	29,275	20,054	9,221
Municipal Court	4,200	4,200	2,600	1,600
Animal Control	9,000	9,000	9,750	(750)
Capital Outlay:				
Capital Outlay	3,500	3,500	7,211	(3,711)
Total Expenditures	385,100	386,754	346,140	40,614
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,000	346	45,619	45,273
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers Out (Use)	(2,000)	(2,000)	(2,000)	-
Total Other Financing Sources (Uses)	(2,000)	(2,000)	(2,000)	-
Net Change	-	(1,654)	43,619	45,273
Fund Balance - October 1 (Beginning)	299,910	299,910	299,910	-
Fund Balance - September 30 (Ending)	\$ 299,910	\$ 298,256	\$ 343,529	\$ 45,273

CITY OF MEADOWLAKES, TEXAS  
REQUIRED SUPPLEMENTARY INFORMATION

Texas Municipal Retirement System

Schedule of Funding Progress:

(unaudited)

Actuarial Valuation Date	Actuarial Value of Assets (1)	Actuarial Accrued Liability (AAL) (2)	Funded Ratio (3) (1)/(2)	Unfunded AAL (UAAL) (4) (2)-(1)	Covered Payroll (5)	UAAL as a Percentage of Covered Payroll (6) (4)/(5)
12/31/2011	\$ 223,711	\$ 179,434	124.7%	\$ (44,277)	416,701	(10.6)%
12/31/2012	266,883	221,960	120.2	(44,923)	419,412	(10.7)
12/31/2013	318,779	300,552	106.1	(18,227)	447,517	(4.1)



# NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.

## Certified Public Accountants

P.O. BOX 874 • 736 S. WASHINGTON ST.

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MEMBER  
TEXAS SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

#### Independent Auditor's Report

Honorable Mayor and Aldermen  
City of Meadowlakes, Texas  
Meadowlakes, TX 78654

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Meadowlakes, Texas, as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the City of Meadowlakes, Texas's basic financial statements, and have issued our report thereon dated February 2, 2015.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered City of Meadowlakes, Texas's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Meadowlakes, Texas's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Meadowlakes, Texas's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether City of Meadowlakes, Texas's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.  
Fredericksburg, Texas

February 2, 2015

**NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.**  
***Certified Public Accountants***

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February 2, 2015

Honorable Mayor and Aldermen  
City of Meadowlakes, Texas  
Meadowlakes, TX 78654

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Meadowlakes, Texas for the year ended September 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 1, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Meadowlakes, Texas are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended September 31, 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated February 2, 2015.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### *Recommendations*

#### Prior Year Recommendations

##### Meadowlakes Public Facility Corporation (MPFC)

Merchandise owned by the General Manager is sold through the MPFC point of sale system. The General Manager makes payments to himself for the merchandise sold without review or approval of a board member. We again recommend any payments made to the General Manager be reviewed and approved by a board member prior to payment.

#### Current Year Recommendations

##### Meadowlakes Public Facility Corporation (MPFC)

The General Manager is paid an incentive payment each year in compliance with his contract. Calculation of this incentive pay was selected for audit review. The calculation was prepared by the General Manager and there was no indication of review or approval by a board member. We recommend someone other than the General Manager prepare the calculation for the incentive pay and it be reviewed and approved by a board member prior to payment.

We noted several invoices without proper approval during our test of transactions. We recommend that all invoices contain documentation of proper approval.

Restriction on Use

This information is intended solely for the use of the City Council and management of City of Meadowlakes and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

NEFFENDORF, KNOPP, DOSS & COMPANY, P.C.  
Fredericksburg, Texas

# City of Meadowlakes

## Items for Consideration

### City Council Meeting

### February 10, 2015

---

New Business Item 7-B  
Resolution 15-002-  
Investment Policy

**Date:** February 3, 2015

**To:** Honorable Mayor Raesener and Councilmembers

**From:** Johnnie Thompson, City Manager

**Agenda Item:** New Business Item 7-B-Resolution 2015-002-Adoption of Investment Policy

**Requested Council Agenda Date:** February 10, 2015

**Contact Name & Number:** Johnnie Thompson, 830-693-2951

1. Place On: ☐ Consent ☒ New Business ☐ Old Business
2. Budget Impact Statement Attached: ☐ Yes ☒ No ☐ N/A
3. Reviewed by City Attorney? ☐ Yes ☐ No ☒ N/A
- 

#### 4. Background/Review:

Texas Government Code 2256, which is commonly referenced as the "Public Funds Investment Act" (Act), requires the city to review and adopt an investment policy annually that contains specific items which are covered within the attached policy. The Investment Policy is essentially a boiler plate policy that many cities have adopted with a few changes to meet their specific requirements.

Last year we updated the policy and made a few additions, deletions and modifications. The policy attached, as exhibit "A" to the adopting Resolution 2015-002, is identical to the one adopted last year with the exception of the adoption date.

#### 5. Recommendation

I would recommend the adoption of Resolution 2015-002, as presented, which adopts the City investment policy.

# City of Meadowlakes

## RESOLUTION 2015-002

February 10, 2015

**A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS, RE-ADOPTING THE CITY OF MEADOWLAKES INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," requires the city to adopt an investment policy by rule, order, ordinance, or resolution; and

**WHEREAS**, said Code requires the governing body of and investing entity to review its investment policy and investment strategies not less than annually;

**WHEREAS**, the Public Funds Investment Act requires the treasurer; the chief financial officer, if not the treasurer; and the investment officer of the city to attend investment training; and

**WHEREAS**, the City of Meadowlakes has previously appointed the City Manager as the Investment Officer of the city; and

**WHEREAS**, the City of Meadowlakes has approved investment training courses sponsored by the Texas Municipal League, the Government Finance Officers Association of Texas, the Government Treasurer's Organization of Texas, the Association of Public Treasurers of the United States and Canada, the University of North Texas Center for Public Management, the Texas State University, and the Houston-Galveston Council of Governments; and

**WHEREAS**, the investment officer of the City has attended investment training courses as required by said Code; and

**WHEREAS**, the City Council has reviewed the attached investment policy and investment strategy, and the incorporated revisions comply with the Public Funds Investment Act, as amended, authorize the investments of city funds in safe and prudent investments.

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

**Section 1.** That the City of Meadowlakes has complied with the requirements of the Public Funds Investment Act, and the Investment Policy, as amended, attached hereto as

"Exhibit A," is hereby adopted as the investment policy of the city effective the 10th day of February, 2015.

**Section 2.** That the City Council of the City of Meadowlakes has completed its review of the investment policies and investment strategies and any changes made to said policy is recorded in Exhibit "A" hereto.

**Section 3.** That all provisions of the resolution of the City of Meadowlakes, Texas in conflict with the provisions of this resolution are, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution

**Section 4.** It is hereby declared to be the intention of the City Council of the City of Meadowlakes, Texas that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by a valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**Section 5.** This resolution shall take effect immediately from and after its passage.

**Section 6.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Meadowlakes this the 10th day of February, 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mary Ann Raesener, Mayor

\_\_\_\_\_  
Christy Fath, City Secretary

# INVESTMENT POLICY

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## **City of Meadowlakes**

**Approved: February 10, 2015**



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# **CITY OF MEADOWLAKES INVESTMENT POLICY**

## **I. POLICY STATEMENT**

It is the policy of the City of Meadowlakes (City) that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act (the "Act"). The earnings from investment will be used in a manner that best serves the interests of the City.

## **II. SCOPE**

The Investment Policy applies to the investment and management of all funds under the direct control of the City of Meadowlakes.

- A. These funds are accounted for in the City's Annual Financial Report and include the following:
  - 1. The General Fund
  - 2. Capital Project Funds
  - 3. Enterprise Funds
  - 4. Debt Service Funds, including reserves and sinking funds to the extent not required by law or existing contract to be kept segregated and managed separately
  - 5. Any new fund created by the City unless specifically exempted from this policy by the City or by law

This Investment Policy shall apply to all transactions involving the financial assets and related activity of all foregoing funds.

- B. Review and Amendment  
The City Council is required by state statute and by this investment policy to review this investment policy not less than annually and to adopt a resolution stating the review has been completed and recording any changes made to the policy.

## **III. OBJECTIVES AND STRATEGY**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield.

Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements, the maximum weighted average maturity of the overall portfolio may not exceed six months.

A. Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to assure the preservation of capital in the overall portfolio.

B. Liquidity

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements that can reasonably be anticipated.

C. Diversification

Diversification of the portfolio will include diversification by maturity date and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding will be used on each sale and purchase.

D. Yield

The City's investment portfolio shall be designed with the objective of attaining at least market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. "Market rate of return" shall be defined as the average yield of the current six month U.S. Treasury Bill.

- E. Effective cash management is recognized as essential to good fiscal management. Cash management is defined as a process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

#### **IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act") and the Public Funds Collateral Act, Chapter 2257, Texas Government Code, which specify collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

## **V. DELEGATION OF INVESTMENT AUTHORITY**

The City Manager, acting on behalf of the City, is designated as the Investment Officer of the City and is authorized to execute investment transactions on behalf of the City. The investment authority is hereby granted to the Investing Officers is effective until rescinded by the Council.

The Investment Officer is responsible for investment management, decisions and activities. The Investment Officer is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include reference to safekeeping, including "Bond Market Master Repurchase Agreements" (as applicable), wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established herein.

## **VI. STANDARD OF CARE**

### **A. Prudence**

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio.

The "prudent person" standard states that.

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

### **B. Limitation of Personal Liability**

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and

in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio, provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

#### C. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the City's investment program, or that could impair their ability to make impartial investments decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. Disclosure shall be made to the City. They shall further disclose any personal financial/investment positions that could be related to the performance of the City's investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City.

All participants in the investment process will seek to act responsibly as custodians of the public trust and will avoid any transactions that impair public confidence in the City.

## **VII. INTERNAL CONTROLS**

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City. All trade transactions shall be reviewed for compliance with the investment policy by a separate government official as assigned by procedures prior to the officer executing the trade.

Cash flow forecasting shall be utilized in consideration of investment of City funds in order to protect and sustain adequate cash flow for the operation of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

## **VIII. AUTHORIZED INVESTMENTS**

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMO's).
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of the written depository agreement with that bank, not to exceed one year to stated maturity.
- C. Repurchase agreement and reverse repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed Bond Market Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer.
- D. No-load, SEC-registered money market funds, each approved specifically before use by the City.
- E. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; and

If additional types of securities are approved by state statute for investment by public funds, they will not be eligible for investment by the City until this Investment policy has been amended and the amended version approved by the City Council.

#### Competitive Bidding Requirement

All securities, excluding certificates of deposit, shall be purchased or sold after three (3) offers/bids are taken to verify that the City is receiving fair market value/price for the investment. The Investment officer may purchase certificate of deposits without soliciting offers/bids when deemed economical feasible.

## **IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

All investments made by the City will be made through either the City's banking services bank or a primary dealer. A list of at least three broker/dealers will be maintained in order to assure competitive bidding.

Securities broker/dealers must meet certain criteria as determined by the Investment Officer. The following criteria must be met by those firms on the list:

- provision of an audited financial statement each year
- proof of certification by the National Association of Securities Dealers (NASD) and provision of CRD number
- proof of current registration with the State Securities Commission, and-completion of a City questionnaire

Every broker/dealer and bank with which the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and

objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

## **X. DIVERSIFICATION AND MATURITY LIMITATIONS**

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

<b><u>Security Type</u></b>	<b><u>Max % of Portfolio</u></b>
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Repurchase Agreements	100%
Money Market Funds	100%
For Bond Funds	80%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent ownership of pool	not to exceed 20%
For Bond Funds	not authorized

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. Unless matched to a specific requirement, the Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

## **XI. SAFEKEEPING AND COLLATERALIZATION**

### **Safekeeping**

The laws of the State and prudent treasury management require that all purchased securities including repurchase agreements be bought on a deliver versus payment basis and be held in safekeeping by either the City, an independent third party financial institution, or the City's designated banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description,

maturity, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City, certificates of deposit or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

### **Collateralization**

The City shall require full collateralization of all funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds shall be collateralization at 102% of market value of principal and accrued interest on the deposits or investments less any amounts insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investments securities. Securities pledged as collateral shall be held by an independent third party.

The City shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the State of Texas or its agencies and instrumentalities
- Obligations of states, agencies, counties, cities, school districts and other political subdivisions of the State of Texas with investment quality by a nationally recognized rating firm of not less than "A" or its equivalent and with a remaining maturity of ten (10) years or less

## **XII. PERFORMANCE EVALUATION AND REPORTING**

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Texas Public Funds Investment Act. Market prices for market evaluations will be obtained from an independent source.

## **XIII. DEPOSITORIES**

The City, as required by state law, must designate a banking institution as the City's "primary" depository for the monies and funds of the City. Selection of the depository shall be based primarily on "solvency and stability" and secondly on rate of interest available or cost of banking services compared to the return on investments. The depository shall be selected through a formalized bidding process in response to a City request for proposals outlining all services required. The depository service contract must be bid not less than every three (3) years. The depository contract may be extended for one additional three (3) term after the initial three year period. The designation of the "primary" depository does not preclude the City from entering into



other depository contracts for the purpose of providing a place to deposit the City's funds and does not restrict the City to the depository bank for investment services.

#### **XIV. INVESTMENT POLICY ADOPTION BY COUNCIL**

The City's Investment Policy shall be adopted annually by resolution of the Council. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and the needs of the City. The Council shall annually adopt by resolution stating that it has reviewed the policy and approving any changes or modifications.

#### **XV. ADOPTING CLAUSE**

This Investment Policy for the City of Meadowlakes, Burnet County, Texas was adopted this the 10<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
Mary Ann Raesener, Mayor

Attest:

\_\_\_\_\_  
Christy Fath, City Secretary

# Attachment #1-Certification of Business Organization

## TEXAS PUBLIC FUNDS INVESTMENT ACT CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed and delivered to City of Meadowlakes (City) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"), in connection with investment transactions conducted between the City and \_\_\_\_\_ (the "Business Organization")

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter into an investment transaction with the City;
2. The undersigned Qualified Representative of such Business Organization has received and reviewed the investment policy of the City;
3. The Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the Business Organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent upon an analysis of the makeup of the entity's entire portfolio or requires an interpretation of subjective investment standards.

\_\_\_\_\_  
Name of Business Organization

\_\_\_\_\_  
Signature of Qualified Representative

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment #2-Broker/Dealer Questionnaire

City of Meadowlakes, Texas

### Broker/Dealer Questionnaire

<b>Firm:</b>	
<b>Date Established:</b>	
<b>Main Office:</b>	
<b>Representative:</b>	
<b>Primary Dealer?</b>	
<b>Qualified HU Business</b>	
<b>Publicly Traded? Which Exchange?</b>	
<b>Member NASD?</b>	
<b>SIPC Insured?</b>	
<b>Equity Position:</b>	
<b>Annual Revenues:</b>	
<b>Agency Selling Group Memberships:</b>	
<b>Pertinent Rankings:</b>	
<b>Representative Public Sector Clients:</b>	
<b>Revision Date of Investment Policy:</b>	
<b>Date Certification Received:</b>	

**City of Meadowlakes**  
**Items for Consideration**  
**City Council Meeting**  
**February 10, 2015**

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**Date:** February 4, 2015

**To:** Honorable Mayor Raesener and Council Persons

**From:** Christy Fath

**Agenda Item:** 7-C, Election Information

1. **Requested Council Agenda Date:** February 10, 2015
  2. **Contact Name & Number:** Christy Fath – 830-693-6840
  3. **Place On:** ☐ Consent ☒ New Business ☐ Old Business
  4. **Budget Impact Statement Attached:** ☐ Yes ☐ No ☒ N/A
  5. **Original Copies of Documents Approved to Form By City Attorney:** ☐ Yes  
☐ No ☒ N/A
- 

**6. Background:**

On May 9<sup>th</sup> we will be holding a General Election. I received the Contract for Election Services and the Joint Election Agreement from Barbara Agnew, and action is required authorizing the City to enter into the agreement. The positions up for election are Alton Fields, Clancy Stephenson and Barry Cunningham. The first day to file for a place on the ballot was January 28<sup>th</sup> and the last day is February 27<sup>th</sup> at 5:00 p.m. I also have the candidate forms necessary for filing for a place on the ballot. I recommend that you authorize the Mayor to sign the contracts authorizing the City to contract with Burnet County to provide election services and conduct a joint election.

## CONTRACT FOR ELECTION SERVICES

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

### RECITALS

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

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

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

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

### I. GENERAL PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.
3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Records Building, located behind the Burnet County Courthouse Annex at 1701 E. Polk St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.
4. Early voting ballots shall be secured and maintained at the Records Building at 1701 E. Polk St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

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

M. **Election Day Activities.**

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

election workers.

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

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

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

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

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

**R. *Recount.***

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



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

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

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

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

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

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

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

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

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

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

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

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

#### IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

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

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

#### V. PAYMENT

A. **Charges and Distribution of Costs.** In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. The cost estimate is set forth in the Cost Estimate.

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

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

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

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

#### VI. TERM AND TERMINATION

A. **Initial Term.** The initial term of this Contract shall commence upon the last party's execution

hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.

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

## VII. MISCELLANEOUS PROVISIONS

- A. **Nontransferable Functions.** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:
  - 1. The authority with whom or the place at which any document or record relating to the election is to be filed;
  - 2. The officers who conduct the official canvass of the election returns;
  - 3. The authority to serve as custodian of voted ballots or other election records; or
  - 4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.
- B. **Cancellation of Election.** If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in V. **PAYMENT** above.
- C. **Contract Copies to Treasurer and Auditor.** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.
- D. **Election to Resolve a Tie.** In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:
  - 1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.
  - 2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.
  - 3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.

4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

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

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

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

For the Contracting Officer:

Barbara Agnew  
Elections Administrator, Burnet County  
220 S. Pierce  
Burnet, TX 78611  
Tel: (512) 715-5288  
Fax: (512) 715-5287  
Email: [electadmin@burnetcountytexas.org](mailto:electadmin@burnetcountytexas.org)

For the LPS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \*

WITNESS BY MY HAND THIS THE 18<sup>th</sup> DAY OF June, 2014.

CONTRACTING OFFICER:

(Barbara M Agnew)

Barbara Agnew, Elections Administrator  
Burnet County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Official Capacity: \_\_\_\_\_

ATTEST: \_\_\_\_\_

## JOINT ELECTION AGREEMENT 2014-2015

### FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the "LPSs", each anticipate holding election(s) from August 2014 to July 2015; and

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

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS's election(s) from August 2014 to July 2015; and

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

NOW THEREFORE, the LPSs agree as follows:

- I. **Scope of Joint Election Agreement.** The LPSs enter this Joint Election Agreement ("Agreement") for the conduct of the elections to be held from August 2014 through July 2015.
- II. **Appoint Election Officer.** The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2014 through July 2015.
- III. **Early Voting Polling Locations.** The Early Voting locations for the elections will be at the main Burnet Courthouse, 220 S. Pierce, Burnet, TX 78611 and the Courthouse South Annex in Marble Falls, 810 Steve Hawkins Pkwy., Marble Falls, TX 78654. The costs incurred in connection with the Burnet Courthouse Early Voting location will be shared only by the Burnet Consolidated Independent School District, the City of Burnet, the City of Bertram, the Central Texas Groundwater Conservation District (CTGCD) and Burnet County. The costs incurred in connection with the Courthouse South Annex Early Voting location will be shared only by the Marble Falls Independent School District, the City of Marble Falls, the City of Granite Shoals, the City of Cottonwood Shores, the City of Meadowlakes, the City of Highland Haven, the City of Horseshoe Bay, the CTGCD and Burnet County.
- IV. **Election Day Polling Locations.** Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.
- V. **Cost Sharing.** The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of \$1,000 for their election.
- VI. **Effective Date.** This Agreement becomes effective upon execution by the participating LPSs.
- VII. **Amendments.** This Agreement may not be amended or modified except in writing and executed by each LPS.

### **COST SHARING – NOVEMBER UNIFORM ELECTION DATE**

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

### **COST SHARING – MAY UNIFORM ELECTION DATE**


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

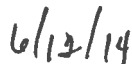
A cost estimate for the LPS election will be submitted separately.

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACKNOWLEDGED BY:**

  
\_\_\_\_\_  
Barbara Agnew  
Elections Administrator, Burnet County, Texas

  
\_\_\_\_\_  
Date



**City of Meadowlakes**  
**Items for Consideration**  
**City Council Meeting**  
**February 10, 2015**

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**Date:** February 5, 2015

**To:** Honorable Mayor Raesener and Council Persons

**From:** Christy Fath, City Secretary

**Agenda Item:** 7-D- Election Information

1. **Requested Council Agenda Date:** February 10, 2015
2. **Contact Name & Number:** Christy Fath – 830-693-6840
3. **Place On:** ☐ Consent ☒ New Business ☐ Old Business
4. **Budget Impact Statement Attached:** ☐ Yes ☐ No ☒ N/A
5. **Original Copies of Documents Approved to Form By City Attorney:** ☐ Yes  
☐ No ☒ N/A

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**6. Background:**

On May 9<sup>th</sup> we will be holding a General Election. There are 3 council seats up for election; Place 2 currently held by Alton Fields, Place 4 currently held by Clancy Stephenson and Place 5 currently held by Barry Cunningham. The first day to file for a place on the ballot was January 28<sup>th</sup> and the last day is February 27<sup>th</sup>. Pursuant to Texas Election Code regulations, the governing body must call the General Election by Resolution 2015-003, which is also provided in your packet. As of the date of this MEMO, Barbara Agnew has not provided the names of the Election Judges for your approval. If you have any questions, please call me at 693-6840.

# **City of Meadowlakes**

## **RESOLUTION NUMBER 2015-003**

### **February 10, 2015**

**A RESOLUTION OF THE CITY OF MEADOWLAKES, TEXAS, CALLING/ORDERING THE GENERAL ELECTION FOR THE ELECTION OF THREE (3) CITY COUNCIL MEMBERS TO TWO-YEAR TERMS EACH FOR MAY 9, 2015 AND ESTABLISHING PROCEDURES FOR SUCH GENERAL ELECTION.**

**Whereas,** the general election for the election of three (3) City Council members to two-year terms each is to be held on the uniform election date in May; and

**Whereas,** the Texas Election Code, Section 3.003, is applicable to said election, and in order to comply with said Code, a Proclamation and/or Resolution shall be passed calling the election, establishing the procedures to be followed in said election, and designating the voting places for said election.

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

**Section 1. General Election Ordered.** The general election for the election of three (3) City Council members to two-year terms each shall be held on Saturday, May 9, 2015.

**Section 2. Filing Period.** Candidates to file for the three (3) City Council offices may file their application beginning at 8:00 a.m., Wednesday, January 28th, 2015 and shall file their applications no later than 5:00 p.m. February 27, 2015. All candidates for the offices to be filled in the election to be held on Saturday, May 9, 2015 shall file their application with the City Secretary; Meadowlakes City Hall, 177 Broadmoor, Suite A, Meadowlakes, Texas, on any weekday that is not a City holiday, between 8:00 a.m. and 11:30 a.m. and 12:30 p.m. and 4:00 p.m., with the one extended day of February 27, 2015 by 5:00 p.m., to become candidates. Said applications shall be on a form as prescribed by the Election Code of the State of Texas.

**Section 3. Drawing.** The order in which the names of the candidates are to be printed on the general election ballot shall be determined by a drawing conducted by the City Secretary as provided by the Election Code. Such drawing will be held at 3:00 p.m. at Meadowlakes City Hall, 177 Broadmoor, Meadowlakes, Texas, on Friday, March 6, 2015.

**Section 4. Election precincts and Polling Places.**

The City, having one (1) election precinct; said election(s) shall be held at the below locations for early voting and only the Marble Falls Courthouse Annex on Election Day:

Marble Falls Courthouse Annex    ~ or ~  
810 Steve Hawkins Pkwy.  
Marble Falls, Texas 78654

Burnet County Courthouse  
220 S. Pierce  
Burnet, Texas 78611

The polls shall remain open on the day of election from 7:00 a.m. to 7:00 p.m.

**Section 5. Contract Agent to Hold City Election(s).** The City of Meadowlakes has entered into a contractual agreement with the Elections Administrator of Burnet County, Burnet, Texas, to conduct said election in accordance with the rules and regulations set out in the Texas Election Code.

**Section 6. Election Judge and Alternate.** As set out in the contract under Responsibilities of Contracting Officer, the Burnet County Elections Administrator will recruit the presiding election judges and the alternate presiding judges and workers for the polling places and for the early voting ballot board.

**Section 7. Early Voting.** That early voting in said election(s) shall be held at:

Marble Falls Courthouse Annex    ~ or ~  
810 Steve Hawkins Pkwy.  
Marble Falls, Texas 78654

Burnet County Courthouse  
220 S. Pierce  
Burnet, Texas 78611

The Burnet County Elections Administrator is hereby charged with the duty of conducting early voting in said election as required by law.

Early voting by personal appearance will be conducted at the Marble Falls Courthouse Annex, 810 Steve Hawkins Pkwy., Marble Falls, Texas, or Burnet County Courthouse, 220 S. Pierce, Burnet, Texas, beginning Monday, April 27, 2015 and ending Tuesday, May 5, 2015. Said places of Early Voting shall remain open for Early Voting for eight (8) hours each day that is not a Saturday, a Sunday, or an official holiday. Said places of voting shall remain open between the hours of 8:00 a.m. and 5:00 p.m. on April 27, April 28, April 29, May 1, and May 5, 2015. As required under Section 85.005 (d), Election Code, early voting by personal appearance shall be conducted for at least 12 hours on two weekdays, if the early voting period consists of six or more weekdays; therefore, early voting by personal appearance shall be conducted for 12 hours on Thursday, April 30, 2015 and Monday, May 4, 2015, from 7:00 a.m. to 7:00 p.m. on each day.

Applications for ballot by mail shall be mailed to:

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

**Section 8. Voting System.** Said election shall be held in accordance with the Texas Election Code §61.012 providing that by January 1, 2006 each polling place must provide at least one accessible voting station that provides a practical and effective means for voters with physical disabilities to cast a secret ballot. The City of Meadowlakes will contract with Burnet County to use the Direct Record Electronic (DRE) voting system purchased by Burnet County from Hart InterCivic, Inc. for the election and as certified by the Office of the Texas Secretary of State as a voting system that may be legally used in Texas elections.

**Section 9. Ballots.** It is hereby determined that paper ballots will be used for ballots by mail and that all other ballots will be electronic.

**Section 10. Notice of Election.** Notice of said election shall be given by the Mayor in accordance with the terms and provision of the Texas Election code and the Federal Voting Rights Act of 1965, as amended.

**Section 11. General.** Said election shall be held in accordance with the Texas Election Code, and only qualified resident voters of said City shall be eligible to vote at said election. The City Secretary is hereby authorized as the Election Administrator for the City of Meadowlakes and shall insure that said election is held in accordance with the Texas Election Code. Returns of said election shall be made known as soon as possible after the closing of the polls and as upon contractually agreed.

**Section 12. Effective Date.** This Resolution shall be effective upon its passage by a majority vote of the City Council.

**PASSED AND APPROVED** THIS THE 10TH DAY OF FEBRUARY, 2015.

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Mary Ann Raesener, Mayor

ATTEST:

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Christy Fath, City Secretary

**CIUDAD DE MEADOWLAKES  
RESOLUCIÓN NO. 2015-003  
Fecha: 10 de febrero 2015**

**RESOLUCIÓN DE LA CIUDAD DE MEADOWLAKES , TEXAS, LLAMANDO / ORDENA LA ELECCIÓN GENERAL PARA LA ELECCIÓN DE TRES (3) MIEMBROS DEL CONCEJO MUNICIPAL DE LOS TÉRMINOS DE DOS AÑOS PARA CADA 9 de mayo 2015 y el establecimiento de procedimientos para tales GENERAL ELECCIÓN .**

**Considerando que, en las elecciones generales para la elección de tres (3) miembros del Concejo Municipal a períodos de dos años cada uno se llevará a cabo en la fecha uniforme de elecciones en mayo; y**

**Considerando que, con el Código Electoral de Texas , Sección 3.003 , es aplicable a dicha elección , y con el fin de cumplir con dicho Código , una proclamación y / o Resolución se aprobó llamar a la elección, que establece los procedimientos a seguir en dicha elección y designación los lugares de votación para dicha elección.**

**AHORA, POR LO TANTO , SE RESUELVE POR EL CONSEJO MUNICIPAL DE LA CIUDAD DE MEADOWLAKES , TEXAS, QUE:**

**Sección 1 . Elección General ordenó . Las elecciones generales para la elección de tres (3) miembros del Concejo Municipal a períodos de dos años cada uno se llevará a cabo el sábado 9 de mayo de 2015.**

**Sección 2 . La presentación de Período . Los candidatos para presentar a los tres (3) oficinas del Ayuntamiento pueden presentar su solicitud a partir de las 8:00 am , Miércoles, 28 de enero 2015 y deberán presentar sus solicitudes no más tarde de las 5:00 pm 27 de febrero 2015 . Todos los candidatos a los puestos por cubrir en la elección que tendrá lugar el Sábado, 9 de mayo 2015 deberán presentar su solicitud a la Secretaría del Ayuntamiento ; Meadowlakes City Hall, 177 Broadmoor , Suite A, Meadowlakes , Texas, en cualquier día de la semana que no está un día de fiesta en la ciudad, 08 a.m.-11:30 a.m. y de 12:30 p.m. y 4:00 p.m. , con el horario extendido de 27 de febrero 2015 a las 5:00 p.m., para convertirse en candidatos . Dichas solicitudes deberán ser en un formulario prescrito por el Código Electoral del Estado de Texas.**

**Sección 3 . Dibujo . El orden en que los nombres de los candidatos que han de ser impresos en la boleta de la elección general, se determinará por un sorteo realizado por la Secretaria de la Ciudad a lo dispuesto por el Código Electoral . Dicho sorteo se llevará a cabo a las 3:00 pm en Meadowlakes City Hall, 177 Broadmoor , Meadowlakes , Texas, el viernes 6 de marzo de 2015.**

**Sección 4 . Recintos electorales y los lugares de votación .**

**El City, que tiene un (1) distrito electoral ; dicha elección (s) se llevará a cabo en las localidades de abajo para la votación anticipada y sólo el Marble Falls**

**Marble Falls ~ o ~ Corte del Condado de Burnet Courthouse Annex**  
**810 Steve Hawkins Pkwy. 220 S. Pierce**  
**Marble Falls , Texas 78654 Burnet , Texas 78611**

**Sección 5 . Contrato de agente para Hold Ciudad Election (s) . La Ciudad de Meadowlakes ha entrado en un acuerdo contractual con el Administrador de Elecciones del Condado de Burnet, Burnet , Texas, para llevar a cabo dicha elección , de conformidad con las normas y reglamentos establecidos en el Código Electoral de Texas.**

**Sección 7 . Votación Adelantada . Que la votación anticipada en dicha elección (s) se llevará a cabo en:**

**Marble Falls ~ o ~ Corte del Condado de Burnet Courthouse Annex**  
**810 Steve Hawkins Pkwy. 220 S. Pierce**  
**Marble Falls , Texas 78654 Burnet , Texas 78611**

**El Administrador de Elecciones del Condado de Burnet queda encargado de la obligación de llevar a cabo la votación anticipada en dicha elección como lo requiere la ley .**

**La votación adelantada en persona se llevará a cabo en el Marble Falls Courthouse Annex , 810 Steve Hawkins Pkwy. , Marble Falls, Texas, o el condado de Burnet Courthouse, 220 S. Pierce, Burnet , Texas , a partir de Lunes, 27 de abril 2015 y terminando Martes 6 de mayo de 2014. Dichos lugares de votación anticipada se mantendrá abierto para la Votación Anticipada por ocho ( 8 ) horas cada día que no sea sábado , domingo o un día festivo oficial . Dichos lugares de votación permanecerán abiertos entre las horas de 8:00 am y 5:00 pm del 27 de abril, 28 de abril, 29 de abril, 1 de mayo y el 5 de mayo de 2015. Según lo dispuesto en la Sección 85.005 ( d ) del Código Electoral , la votación anticipada en persona se llevará a cabo durante al menos 12 horas en dos días laborables, si el período de votación temprana se compone de seis o más días de la semana , por lo tanto , la votación anticipada en persona será llevado a cabo durante 12 horas en jueves, 30 de abril 2015 y el Lunes, 04 de mayo 2015 de 7:00 am a 7:00 pm todos los días .**

**Las aplicaciones para votar por correo deberán enviarse a:  
Administrador de Elecciones del Condado de Burnet**

**220 S. Pierce  
Burnet , Texas 78611**

**Sección 8 . Votación del sistema. Dicha elección se llevará a cabo de conformidad con el Código Electoral de Texas § 61.012 dispone que por 01 de enero 2006 cada centro de votación debe proporcionar por lo menos una estación de votación accesible que proporciona un medio práctico y eficaz para los votantes con discapacidades físicas para emitir un voto secreto . La Ciudad de Meadowlakes se contraerá con el Condado de Burnet para utilizar el Registro Electrónico Directo ( DRE ) sistema de votación comprado por el condado de Burnet de Hart InterCivic , Inc. para la elección y según la certificación de la Oficina del Secretario de Estado de Texas como un sistema de votación que se puede utilizar legalmente en las elecciones de Texas .**

**Sección 9 . Las boletas . Por la presente se determinó que las boletas de papel se utilizarán para las votaciones por correo y que todas las demás papeletas serán electrónicos.**

**Sección 10 . Notificación de la Elección. Notificación de dicha elección se dará por el Alcalde , de acuerdo con los términos y disposiciones del Código Electoral de Texas y la Ley Federal de Derechos Electorales de 1965 , según enmendada.**

**Sección 11 . General. Dicha elección se llevará a cabo de acuerdo con el Código Electoral de Texas , y sólo los votantes residentes calificados de dicha Ciudad será elegible para votar en dicha elección . La Secretaria de la Ciudad , se autoriza que el Administrador de Elecciones para la Ciudad de Meadowlakes y asegurará que dicha elección se lleva a cabo de acuerdo con el Código Electoral de Texas. Las devoluciones de dicha elección se darán a conocer tan pronto como sea posible después del cierre de las urnas y como sobre contractualmente acordado.**

**Sección 12 . Fecha de Vigencia . Esta Resolución entrará en vigencia a partir de su aprobación por mayoría de votos del Consejo de la Ciudad .**

**PASADO Y APROBADO ESTE EL DÍA 10 DE FEBRERO DE 2015 .**

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**Mary Ann Raesener, Alcalde**

**DOY FE :**

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**Christy Fath, Secretaria de la Ciud**

**City of Meadowlakes**  
**Items for Consideration**  
**City Council Meeting**  
**February 10, 2015**

---

**Date:** February 5, 2015

**To:** Honorable Mayor Raesener and Council Persons

**From:** Christy Fath, City Secretary

**Agenda Item:** 7-E- Contracting with Fund Accounting Solution Technologies (FAST) for Court and Building permit software

1. **Requested Council Agenda Date:** February 10, 2015
  2. **Contact Name & Number:** Christy Fath – 830-693-6840
  3. **Place On:** \_\_\_ Consent \_\_\_x\_\_\_ New Business \_\_\_ Old Business
  4. **Budget Impact Statement Attached:** \_\_\_ Yes \_\_\_ No \_\_\_√\_\_\_ N/A
  5. **Original Copies of Documents Approved to Form By City Attorney:** \_\_\_ Yes \_\_\_ No \_\_\_√\_\_\_ N/A
- 

**6. Background:**

I researched several software companies for software for the Municipal Court, Building Permits and Code Enforcement. I narrowed it down to two companies then to one, Fund Accounting Solution Technologies (FAST). A Court, Building Permit and Code Enforcement software package would cost us \$3,500 for the first year then will go up approximately \$105 per year for the next 5 years. Brian Cook of FAST is waiving the Professional Services Fees of \$3,750 until the end of February. I surveyed City's that use the FAST software and received very good feedback about the software and the tech support. I have included with this memo the product overview of each service included in this software package. If you have any questions, please call me at 693-6840.



# FASTCourt<sup>©</sup>

Clean.

Simple.

Elegant.

The screenshot displays the FASTCourt Municipal Court interface. The top navigation bar includes links for Applications, Dashboard, Help, and Contact. The left sidebar contains a 'Municipal Court' section with a 'Manage' dropdown menu listing Case Management, Docket, Citations, Violators, Processes, Reports, and Setup. The main content area is titled 'Violations' and features a table with columns for Violation #, Violation, Last Name, First Name, Date of Violation, Warrant, Driver's License #, Balance, and Edit. The table lists 15 violations, including speeding, abandoned vehicles, unlawful restraint on dog, and drug offense. The bottom of the interface shows a footer with icons for Cash Receipting, Business Licenses, Building Permits, and Municipal Court.

Violation #	Violation	Last Name	First Name	Date of Violation	Warrant	Driver's License #	Balance	Edit
3456-01	Speeding	Cook	Brian	2/21/2014	No	08438942	\$324.10	
3456-02	No Motor Vehicle Liability Insu...	Cook	Brian	2/21/2014	No	08438942	\$0.00	
11883-02	Abandoned Vehicles	Cook	Brian	2/4/2014	No	08438942	\$0.00	
11883-03	Unlawful Restraint on Dog	Cook	Brian	2/4/2014	No	08438942	\$166.00	
012373-01	Speeding	Menzel	Antoine	2/1/2014	No	26453214	\$187.10	
012368-01	Speeding	Vasquez	Israel	2/1/2014	No	605287458	\$177.10	
012369-01	No Driver License	Hernandes	Eduardo	2/1/2014	No	51452378	\$272.00	
012369-02	Speeding	Hernandes	Eduardo	2/1/2014	No	51452378	\$187.10	
012370-01	Speeding	Caudle	Antonio	2/1/2014	No	64852514	\$207.10	
012371-01	Speeding	McCormick	Nancy	2/1/2014	No	64873528	\$0.00	
012372-01	Speeding	Pendleton	Krys	2/1/2014	No	76315825	\$197.10	
012372-02	Unlawful Display/Possession D...	Pendleton	Krys	2/1/2014	No	76315825	\$272.00	
012374-01	Speeding	Manderson	Dallas	2/1/2014	No	65481747	\$157.10	
012367-01	Drug Offense	Cal-smith	Oswald	1/26/2014	No	12549872	\$364.00	
012366-01	Ran Stop Sign	Davidson	Rick	1/25/2014	No	54853415	\$97.10	

Showing 1 to 15 of 4,625 entries

First Previous 1 2 3 4 5 Next Last

Close

Dashboard Violations Violators

Cash Receipting Business Licenses Building Permits Municipal Court

"Truly elegant design incorporates top-notch functionality into a simple, uncluttered form." David Lewis, 2006

Ever wonder why software is designed to be so complicated? Funny, so do we! When we began building *FASTCourt*, our goal was to simplify how you work with the software...make it easy to learn, easy to use. We believe our solution speaks for itself. By stripping away all the complicated "wizardry" that clutters most court systems today, *FASTCourt* applies simple, logical workflows and processes that make sense.

When you have questions or issues, we provide a single standard of outstanding customer service. Our subscription model includes unlimited support, software updates, data backups and secure internet access. *FASTCourt* provides better software for less than the cost of your current court software maintenance. *Better software, lower costs.....FASTCourt!*

## *FASTCourt*® Features

- Streamlined citation entry
- Case management
- Bond processing
- Warrant generation
- Docket scheduling
- Automated document generation
- Ticket-writer interface
- Jury Selection/Summons
- Automated payment plan schedules
- Integrated payment receipting
- Credit card processing
- General Ledger file export
- Attach images/documents
- Date-driven fee/fine changes
- Automated Quarterly Report
- Automated OCA Report
- Automated DPS Conviction Report
- OmniBase Reporting

*"FASTCourt has a great look and was designed with the small court administration in mind. The software puts everything you need for your daily activities right at your fingertips and the support staff is wonderful!"*

- Debbie Perkey, City Secretary  
City of Wolfforth, TX



**Toll Free 855.233.7148**

contact@fastsw.com  
www.fastsw.com

# Building Permits

**FundView** Building Permits streamlines the permitting process with simplified tools to manage permit applications, communications, approvals and inspections.

**FundView** Building Permits is a web-based permitting solution to manage all phases of the permitting process. Customizable project/permit types with user-defined inputs for both simple and complex fee calculations.

## FEATURES & BENEFITS

- User-defined workflows for submittals, reviews, and approvals
- Create projects and track all related permits/contractors/planning/zoning
- Customize inspection templates by project/permit type
- Share common property/contact master files with all land based FAST solutions
- Integrated document processing for letters, notifications, permits, and certificates
- Track/manage contractor licenses, insurance, and deposits

Permit #	Permit Type	Property	Issued To	Phone Number	Status	Issued Date	Balance	Edit
14-00100-01	Residential Building	P.O. Box 657	J&M Construction	806-785-2585	Issued	2/27/2014	\$335.00	
14-00101-01	Residential Building	P.O. Box 657	Sunrise Builders LLC	806-785-2585	Issued	2/27/2014	\$330.00	
14-00102-01	Residential Building	P.O. Box 657	Quality Homes, LLC	806-785-2585	Issued	2/27/2014	\$659.50	
14-00102-02	Electrical	P.O. Box 657	A-1 Service Electric	806-785-2585	Applied	2/27/2014	\$162.25	
14-00100-02	Electrical	P.O. Box 189	Tom Mandry Electric	806-698-5654	Applied	2/27/2014	\$150.00	
14-00100-03	Plumbing Permit	P.O. Box 189	Mike Temple Plumbing	806-698-5654	Applied	2/27/2014	\$150.00	
14-00100-04	Mechanical	P.O. Box 189	J&M Construction	806-698-5654	Issued	2/27/2014	\$150.00	
14-00101-02	Electrical	933 Canterbury	ABS Electric	806-892-2001	Applied	2/27/2014	\$165.00	
14-00101-03	Plumbing Permit	933 Canterbury	Mike Temple Plumbing	806-892-2001	Issued	2/27/2014	\$165.00	
14-00101-04	Mechanical	933 Canterbury	Johnson, Frank	806-892-2001	Issued	2/27/2014	\$165.00	
14-00103-01	Residential Building	5845 102nd	Sunrise Builders LLC	806-239-7744	Applied	2/27/2014	\$375.00	
14-00103-02	Electrical	5845 102nd	Tom Mandry Electric	806-239-7744	Applied	2/27/2014	\$162.50	
14-00103-03	Plumbing Permit	5845 102nd	Mike Temple Plumbing	806-239-7744	Applied	2/27/2014	\$162.50	
14-00103-04	Mechanical	5845 102nd	Bubba Watson Mechanical Contractors, Inc.	806-239-7744	Issued	2/27/2014	\$162.50	
14-00102-03	Plumbing Permit	500 Main	Mike Temple Plumbing	806-785-2585	Issued	2/27/2014	\$325.00	

**Fund Accounting Solution Technologies, Inc.**

Toll Free 855-233-7148

www.fastsw.com

# Code Enforcement

**FundView** Code Enforcement provides comprehensive case management for code violations including inspections, notifications and administration.

**FundView** Code Enforcement is a web-based code enforcement solution that manages all phases of the code enforcement process. Customizable violation types with user-defined inspection and notification templates.

## FEATURES & BENEFITS

- Create cases with template-driven inspection/notification procedures
- Log all communications/correspondence with violator
- Track liens on cases that involve enforcement costs
- Share common property/contact master files with all land based FAST solutions
- Integrated document processing for letters, notifications, and certificates
- Attach notes and images to document case history

**FundView** Code Enforcement interface showing a list of cases.

Case #	Violation	Date Reported	Violator	Location	Status	Edit
0025483-01	High Weeds	12/01/2013	Johnson, Frank	933 Cantebury	Open	
0025484-01	High Weeds	02/25/2014	Amherst, Colin	800 Slide	Open	
0025485-01	Unsanitary Conditions	02/20/2014	Anderson, Martin	120 Ave A	Open	
0025486-01	Animal Public Nuisance	02/18/2014	Andrews, Samantha	400 Stuart Street	Open	
0025487-01	Illegally Parked Recreational Vehicle	02/18/2014	Astor, Jonathan	900 Vicksburg	Open	
0025488-01	High Weeds	02/16/2014	Bateman, Justin	400 Stuart Street	Open	
0025489-01	Animal Public Nuisance	02/15/2014	Batter, Noah	1100 Flint	Open	
0025490-01	High Weeds	02/14/2014	Bitham, Tony	1412 Maple Street	Open	
0025491-01	High Weeds	02/13/2014	Buster, Heath	100 66th Street	Open	
0025492-01	High Weeds	02/12/2014	Camry, Torrie	500 Boston	Open	
0025493-01	Unsanitary Conditions	02/12/2014	Carson, Johnny	104th Street	Open	
0025494-01	Animal Public Nuisance	02/12/2014	Castillo, Juan	500 Boston	Open	
0025495-01	High Weeds	02/08/2014	Castillo, Ruben	Quaker	Open	
0025496-01	High Weeds	02/06/2014	Davis, John	4400 Glenna	Open	
0025497-01	Animal Public Nuisance	02/03/2014	Dawson, Jason	University	Open	
0025498-01	High Weeds	02/01/2014	Fred, Will	4400 Glenna	Open	
0025499-01	Unsanitary Conditions	01/31/2014	Gregson, Matthew	500 Elm St	Open	
0025500-01	Animal Public Nuisance	01/28/2014	Henry, Mark	800 Slide	Open	
0025501-01	High Weeds	01/20/2014	Jones, Tami	4400 Belmont	Open	
0025502-01	Unsanitary Conditions	01/18/2014	Kenneth, Martin	800 Slide	Open	
0025503-01	High Weeds	01/11/2014	Marcus, Will	6000 Belkhurst	Open	

**Fund Accounting Solution Technologies, Inc.**

Toll Free 855-233-7148

www.fastsw.com

## SOFTWARE SUBSCRIPTION AGREEMENT

This Software Subscription Agreement ("**Agreement**") is made as of the Effective Date (the "**Effective Date**") between Fund Accounting Solution Technologies, Inc., a Texas corporation (Company), and the City of Meadowlakes, a Texas municipality, (Customer). The Effective Date of this agreement is January 14, 2015.

This Agreement describes Customer's subscription for access to Software and payment for Services provided by Company. Company and Customer therefore agree as follows:

### 1) DEFINITIONS.

(a) "**Software Subscription**" means the software developed and delivered by Company provided to Customer as described in this Agreement.

(b) "**Government Authority**" means any governmental authority or court, tribunal, agency, department, commission, arbitrator, board, bureau, or instrumentality of the United States of America or any other country or territory, or domestic or foreign state, prefecture, province, commonwealth, city, county, municipality, territory, protectorate or possession.

(c) "**Law**" means all laws, statutes, ordinances, codes, regulations and other pronouncements having the effect of law of any Government Authority.

(d) "**Services**" means the Services Company provides to Customer as described in this Agreement.

(e) "**Software**" means the software described in this Agreement.

2) **SERVICES.** Company agrees to provide the Services as described in Addendum B.

### 3) SUBSCRIPTION.

(a) **Scope.** Company agrees to provide support for the Software listed in Addendum A of this Agreement. Both parties acknowledge that the Subscription Agreement covers support for both the Software products listed in Addendum A of this Agreement and for updates of the Software products. The Subscription agreement will provide support services as described in Addendum B of this Agreement.

(b) **Updates.** Company will install the Software in a hosted computer environment as described in Addendum A of this Agreement. Updates to the software, including new releases and fixes, will be managed by Company in the hosted environment.

4) **ESCROW.** "**Escrow Agent**" means a third party escrow agent.

(a) **Escrow Agreement.** The Software will be installed and operational in a hosted environment. Company agrees to provide all related source code and documentation to an Escrow Agent of Customer's choice if desired by Customer. Customer agrees to pay all charges related to the Escrow Agent. Company must keep the escrow updated to reflect the version of the Software used by Customer. The parties agree to execute the Escrow Agent's escrow agreement that the Escrow Agent makes available to its escrow customers. The escrow agreement should contain the following release conditions:

(i) **Support Failure.** If Company fails to perform its warranty, maintenance or support contractual obligations after receipt of notice

and at least sixty (60) days to cure such failure;

(ii) Insolvency. If Company becomes bankrupt or insolvent; and

(iii) Additional Release Conditions. Upon the occurrence of any other release conditions specified in the escrow agreement.

**(b) Escrow Items.** Company agrees to place in escrow for Customer if Customer pays all charges related to the Escrow Agent:

(i) Source Code. At least one (1) copy of the source code for the Software;

(ii) Documentation. Two (2) copies of any documentation that Company produces and provides to subscribers of the Software; and

(iii) Technical Documentation. Technical documentation, program specifications, and any other documentation necessary to enable a reasonably skilled computer programmer to modify, customize, and create derivative works based on the Software.

**(c) Escrow Release Usage.** Customer may reproduce and prepare derivative works of any source code released from escrow and otherwise use such source code to maintain the Software, limited to allowing Customer to exercise its subscription to the Software under this Agreement.

**5) DELIVERY.** The Software and Services will be delivered as described in Addendums A & B to this agreement. Customer agrees that the Company Software consists of Company's trade secrets. Company shall retain all copyrights in the Company Software, whether published or unpublished. Company agrees that all data provided to Company for Software shall remain the property of

Customer. Should Customer terminate the Agreement in good standing and in accordance with the termination provisions of this Agreement, Company agrees to return to Customer, all data files held by Company.

**6) OWNERSHIP AND TITLE.** Customer agrees that Company possesses exclusive title to and ownership of the Company Software.

a) Customer agrees that Customer acquires neither ownership nor any other interest in the Company Software, except for the right to use the Company Software in accordance with the terms and conditions of this Agreement.

b) All rights not expressly granted to Customer in this Agreement are retained by Company.

c) Customer agrees that Company Software including, but not limited to, systems designs, programs in source and/or object code format, applications, techniques, ideas, and/or know-how utilized and/or developed by Company are and shall remain the exclusive property of Company.

**7) FEES.** Except as expressly stated in Addendums A and B to this Agreement, there are no additional fees, charges or expenses incurred. In consideration for Company performing all obligations under this Agreement, Customer agrees to pay Company as described in Addendum A & B of this agreement.

**8) INVOICES AND TAXES.** Customer agrees to pay to Company all fees owed under this Agreement within thirty (30) days after the date of Customer's receipt of a complete invoice. A complete invoice is one that contains the invoice number, invoice date, description of the transaction, total invoice amount with miscellaneous charges listed separately and payment terms consistent with and not additional to any provisions under this Agreement. To the extent that the transactions

under this Agreement are subject to any sales, use, value added or any other taxes, payment of these taxes, if any, is Customer's responsibility. Company is liable for any and all taxes on any and all income it receives under this Agreement.

**IN WITNESS WHEREOF**, the parties execute this Agreement as of the Effective Date. Each person who signs this Agreement below represents that such person is fully authorized to sign this Agreement on behalf of the applicable party.

**Company**



By: \_\_\_\_\_  
Print Name: Tami Cook  
Title: President

**CUSTOMER**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

## **ADDENDUM A**

### **Subscription Agreement**

**A) Software Modules.** The following modules represent the Software covered by these agreements. The modules included are as follows:

Municipal Court  
Building Permits  
Code Enforcement  
Cash Receipting

All personnel (including but not limited to employees, contractors, sub-contractors and part-time staff) of the Customer will be licensed to use any of the modules described in Addendum A of this Agreement.

#### **1) Software.**

- a) Ownership of the software products, accompanying documentation and related materials, and any modifications and enhancements to such software products and any related interfaces shall remain with Company.
- b) The software products covered by the subscription are not to perform functions or processing for subdivisions or entities that were not considered by Company at the time Company issued this Agreement.
- c) Customer agrees that the software products, any modifications and enhancements and any related interfaces are proprietary to Company and are being developed as a trade secret at Company's expense. Customer agrees to keep the software products confidential and use its best efforts to prevent any misuse, unauthorized use or unauthorized disclosures by any party of any or all of the software products or accompanying documentation.
- d) If Customer makes modifications to the software products, Company will not support

or correct errors in the modified software products.

#### **2) Escrow.**

- e) If requested by Customer, Company will maintain at Customer's expense an escrow agreement with an Escrow Services Company under which Company will place the source code of each major release. Customer will be invoiced the annual beneficiary fee by Company and is solely responsible for maintaining its status as a beneficiary.

#### **3) Subscription Fees/Billing.**

- a) The subscription fees listed below do not include any tax or other governmental impositions including, without limitation, sales, use or excise tax. All applicable sales tax, use tax or excise tax shall be paid by Customer and shall be paid over to the proper authorities by Company or reimbursed by Customer to Company any amounts on demand in the event that Company is responsible or demand is made on Company for the payment thereof. If tax-exempt, Customer must provide Company with Customer's tax-exempt number or form.
- b) In the event of any disputed invoice, Customer shall provide written notice of such disputed invoice to Company. Such written notice shall be provided to Company within fifteen (15) days. An additional fifteen (15) days is allowed for the Customer to provide written clarification and details for the disputed invoice. Addresses for Company and Customer are as follows:

Fund Accounting Solution Technologies, Inc.  
8008 Slide Road, Suite 31  
Lubbock, TX 79424

City of Meadowlakes  
177 Broadmoor Street  
Suite A  
Meadowlakes, TX 78654



Company shall provide a written response to Customer that shall include either a justification of the invoice or an explanation of an adjustment to the invoice and an action plan that will outline the reasonable steps needed to be taken by Company and Customer to resolve any issues presented in Customer's notification to Company.

Customer may withhold payment of only the amount actually in dispute until Company provides the required written response, and full payment shall be remitted to Company upon Company's completion of all material action steps required to remedy the disputed matter. Notwithstanding the foregoing sentence, if Company is unable to complete all material action steps required to remedy the disputed matter because Customer has not completed the action steps required of them, Customer shall remit full payment of the invoice.

c) Any invoice not disputed as described above shall be deemed accepted by the Customer. If payment of any invoice that is not disputed as described above is not made within sixty (60) calendar days, Company reserves the right to suspend delivery of all subscription services in the Agreement.

#### **4) Payment.**

a) Customer agrees to pay Company the Annual Subscription amount for licensing, support, and hosting services, as described below. The annual amount identified below will become due the first of the month of any year for which a subscription fee is being charged as described in Addendum A of this Agreement.

b) Support and services will be suspended whenever Customer's account is thirty (30) calendar days overdue. Support and services will be reinstated when Customer's account is made current.

#### **5) Acceptance of the Software.**

a) Within thirty (30) days after the software products have been installed and fully implemented by the Customer, Customer

shall acknowledge in writing of their acceptance of the software products.

b) At its option, Customer may perform Customer's own defined internal validation process to test the Software to substantially comply with Company's needs for the Software products and functionality of the Software as demonstrated by Company. Completion and validation of compliance by such testing shall constitute Customer's acceptance.

c) Notwithstanding anything contrary herein, Customer's full time use of the software products for its intended purpose, shall constitute Customer's verification of the software products, without exception and for all purposes.

d) Verification or validation that the Software products substantially comply with Company's demonstration and any written commitment to Customer shall be final and conclusive except for latent defect, fraud, and such gross mistakes that amount to fraud and the operation of any provision of this Agreement which specifically survives verification. In the event said verification becomes other than final, or becomes inconclusive, pursuant to this paragraph, Customer's right and remedy against Company shall be to require Company to correct the cause thereof.

e) Company shall correct any functions of the software products which failed the standard verification testing by Customer.

**6) Mutual Warranties.** Each party represents, warrants and covenants to the other that:

(i) General. It: (a) is a company or municipality duly organized and validly existing and in good standing under the Laws of its jurisdiction of organization; (b) is qualified or licensed to do business and in good standing in every jurisdiction where qualification or licensing is required; and (c) has the corporate power and authority to negotiate, execute, deliver and perform its

obligations under this Agreement.

(ii) Law Compliance. It complies with all applicable Laws.

**7) Limited Warranty.** Company represents that the Software will conform to meet all necessary requirements for Customer. If the Software does not perform as warranted, Company's obligation will be to use reasonable efforts, consistent with industry standards, to cure the defect. Should Company be unable to cure the defect or provide a replacement product, Customer must give written notice to Company of the nature of the unaccepted issues with the Software. If Company cannot resolve the issues to Customer's satisfaction within ninety (90) days of written notice, Company will refund any payments made by Customer for Subscription Fees within ten (10) days after the ninety (90) day resolution period and the Agreement will be Terminated for both Customer and Company. Company will return all Customer data to Customer and Customer will return all documentation and related materials to Company. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, ALL OTHER WARRANTIES, CONDITIONS AND REPRESENTATIONS, WHETHER EXPRESS, IMPLIED OR VERBAL, STATUTORY OR OTHERWISE, AND WHETHER ARISING UNDER THIS AGREEMENT OR OTHERWISE ARE HEREBY EXCLUDED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**8) Limitation of Liability.**

a) In the event that the software products are determined to infringe upon any existing United States patent copyright or trademark rights held by any other person or entity,

Company shall defend and hold harmless Customer and its officers, agents and employees from any claim or proceedings brought against Customer and from any cost damages and expenses finally awarded against Customer which arise as a result of any claim that is based on an assertion that Customer's use of the software products under this Subscription Agreement constitutes an infringement of any United States patent, copyright or trademark provided that Customer notifies Company promptly of any such claim or proceeding and gives Company full and complete authority, information and assistance to defend such claim or proceeding and further provided that Company shall have sole control of the defense of any claim or proceeding and all negotiations for its compromise or settlement provided that Company shall consult with Customer regarding such defense. In the event that the software products are finally held to be infringing and its use by Customer is enjoined, Company shall, at its election; (1) procure for Customer the right to continue use of the software products; (2) modify or replace the software products so that it becomes non-infringing; or (3) if procurement of the right to use or modification or replacement cannot be completed by Company, terminate the subscription for the infringing software product, and upon termination, refund the subscription fees paid for the infringing software product as depreciated on a straight-line basis over a period of seven (7) years with such depreciation to commence on the execution of this Agreement. Company shall have no liability hereunder if Customer modified the software products in any manner without the prior written consent of Company and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement or if the infringement would

have been avoided by Customer's use of the most current revision of the software products. The foregoing states Company's entire liability and Customer's exclusive remedy with respect to any claims of infringement of any copyright, patent, trademark, or any property interest rights by the software products, any part thereof, or use thereof.

b) In no event shall Company be liable for special, indirect, incidental, consequential or exemplary damages, including without limitation any damages resulting from loss of use, loss of data, interruption of business activities or failure to realize savings arising out of or in connection with the use of the software products. Company's liability for damages arising out of this Agreement, whether based on a theory of contract or tort, including negligence and strict liability shall be limited to the Company subscription fees identified above. The subscription fees set forth below reflect and are set in reliance upon this allocation of risk and the exclusion of such damages as set forth in this Agreement.

**9) Force Majeure.** Any failure or delay by a party in the performance of its obligations under this Agreement is not a default or breach of the Agreement or a ground for termination under this Agreement to the extent the failure or delay is due to elements of nature or acts of God, acts of war, terrorism, riots, revolutions, or strikes or other factor beyond the reasonable control of a party (each, a "***Force Majeure Event***"). The party failing or delaying due to a Force Majeure Event agrees to give notice to the other party which describes the Force Majeure Event and includes a good faith estimate as to the impact of the Force Majeure Event upon its responsibilities under this Agreement, including, but not limited to, any scheduling changes. However, should any failure to perform or delay in performance due to a Force Majeure Event

last longer than thirty (30) days, or should three (3) Force Majeure Events apply to the performance of a party during any calendar year, the party not subject to the Force Majeure Event may terminate this Agreement by notice to the party subject to the Force Majeure Event.

**10) No Intended Third Party Beneficiaries.**

This agreement is entered into solely for the benefit of Company and Customer. No third party shall be deemed a beneficiary of this agreement, and no third party shall have the right to make any claim or assert any right under this Agreement.

**11) Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any action brought under this Agreement shall be in Lubbock County, Texas.

**12) Entire Agreement.**

a) This Agreement and the functional description of the software products presented in Company's demonstration to Customer, will represent the entire agreement of Customer and Company with respect to the software products and supersedes any prior agreements, understandings and representations, whether written, oral, expressed, implied, or statutory. Customer hereby acknowledges that in entering into this Agreement it did not rely on any representations or warranties other than those explicitly set forth in this Agreement and the functional description of the software products presented in Company's demonstration to Customer.

b) If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this

Agreement shall be valid and enforced to the fullest extent permitted by law.

c) This Agreement may only be amended, modified or changed by written instrument signed by both parties.

d) Customer should return an executed copy of this Agreement to Company. If the Agreement is not returned to Company within thirty (30) days from the issue date, then such Agreement is subject to be voided and prices are subject to change.

**13) Cancellation or Termination.** In the event of cancellation or termination of this Agreement for any reason other than those contained in Section 7) Limited Warranty and Section 9) Force Majeure in Addendum A, Customer will make payment to Company for all software products, services and expenses delivered or incurred prior to the termination or cancellation of this Agreement.

**14) Approval of Governing Body.**

Customer represents and warrants to Company that this Agreement has been approved by its governing body and is a binding obligation upon Customer.

**B) Subscription.** Both parties acknowledge that this Subscription Agreement covers both Support for the Software listed on Addendum A of this Agreement and updates to the installed Software.

**C) Term of Agreement.** This Subscription Agreement is effective on January 14, 2015, when executed by authorized representatives of Company and Customer, and shall terminate upon the last day of September, 2015. The subscription fees for the initial period will be prorated through the end of Customer's current fiscal year.

**1) Subscription Renewal.** The Annual Subscription Agreement will automatically renew for subsequent one-year terms unless either party gives the other party at least 60 (sixty days) prior written notice of its intent

not to renew. Subsequent terms will begin on October 1 and terminate on September 30 of the following year. Fees for subsequent years after the first full year are subject to an annual increase which will not exceed three percent (3%).

**2) Terms and Conditions for Updates of the Software.**

a) Customer is hereby granted non-exclusive and nontransferable access and right to use the Software listed in Addendum A of this Agreement. Company agrees to extend and Customer agrees to accept a subscription subject to the terms and conditions contained herein for the Software. Company agrees to provide and install all updates to the Software in the hosted environment provided Customer is in good standing regarding payments for Subscription Fees and any Services billed by Company to Customer.

b) The Software listed in Addendum A is for use only for the benefit of Customer listed in this Agreement. The software products are not to perform functions or processing for subdivisions or entities that were not considered by Company when Company placed Customer in the categories listed on the cover of this Agreement.

c) Customer agrees that the Software is proprietary to Company and has been developed as a trade secret at Company's expense. Customer agrees to keep the software products confidential and use its best efforts to prevent any misuse, unauthorized use or unauthorized disclosures by any party of any or all of the software products or accompanying documentation.

d) If Customer has made modifications to the software products, Company will not support the modified software products, unless modifications were specifically authorized in writing by Company.

e) For as long as a current Subscription Agreement is in place, Company shall promptly correct any functions of the software products which fail to substantially

comply with Company's documentation for the Software. If Customer has made modifications to the software products, Company will not make such corrections, unless modifications were specifically authorized in writing by Company.

**3) Terms and Conditions for Support.**

- a) Company shall provide software related Customer support during standard support hours. Standard support hours are from 8:00am to 5:00pm Central Standard Time, Monday thru Friday, excluding holidays. Support requests may be initiated via Company's published support line, via e-mail to Company's support group, or via Company's support web-site during regular support hours. Company reserves the right to modify these support hours as Company sees fit in order to better serve its Customer. Assistance and support requests which require special assistance from Company's development group will be taken and directed by support personnel.
- b) Company will maintain staff that is appropriately trained to be familiar with the software products in order to render assistance, should it be required.
- c) Company will provide Customer with all updates that Company may make to the then current version of the Software covered in this Agreement.
- d) Company will make available appropriately trained personnel to provide Customer additional training, program changes, analysis, consultation, data recovery, non-coverage maintenance service, etc. Company shall provide Customer with on-line support through the use of desktop control software.
- e) If a Customer decides to discontinue the Software Subscription and later chooses to reinstate the Software Subscription, the Customer will be required to pay the portion of annual Software Subscription dating back to the date when the Customer discontinued the Annual Software Subscription. Should

Customer choose to reinstate the Software Subscription, Company agrees to install the then current version of the Software and related Customer data. These installation Services will be performed on a time and material basis at the current Company rates.

**4) Hosting.**

- a) Company shall provide the Software to Customer in a hosted network environment accessible to Customer employees via an internet connection using MS Internet Explorer. Company supports the Software access using the current Microsoft release of Internet Explorer and the two previous versions. Company will install the Software and Customer data on a network server providing secure access, high-speed performance, and a Data Backup Plan as elements of the Subscription Agreement.
- b) Company will maintain staff that is appropriately trained to be familiar with the Hosted server in order to render assistance, should it be required.
- c) Company will provide a Data Backup Plan that will include scheduled backups, data redundancy, and off-site data storage.
- d) Customer will access the hosted network environment via a reliable internet connection that provides a minimum 6Mbps download speed and 1.5Mbps upload speed. Company cannot be liable for software performance if Customer's internet connection speeds do not meet these minimum requirements. Customer will maintain updates to any third party software required to access and use Company software via the secure internet connection.
- 5) Additional Services.** The Services listed below are not included in the Subscription Agreement. These services may be provided at Company's discretion and may be billed on a time and materials basis. Customer will not be liable to pay for any Additional Services unless Company provides Customer with a detailed estimate for the Additional Services prior to Company expending any time and

materials on Additional Services and Customer approves the estimate. If Company believes that it will exceed the estimate provided to Customer for Additional Services, Company must notify Customer in writing of the additional expenses before performing any Additional Services in excess of the estimate. Customer will not be liable to pay for any amount of Additional Services for which Company has not provided prior notice of cost and has not approved at Company's then current rates.

a) Changes to print programs. Company agrees to provide initial print programs for Customer as required for the Software modules described in Addendum A at no charge. After Acceptance of the Software as described in Addendum A of this Agreement, additional customer print programming may be subject to time and material Services fees at the then Company current billing rates for such Services.

b) Software modifications, excluding software updates.

c) Software Training. The scope of Training to be provided in this Agreement is defined in Addendum B.

d) Responding to problems caused by bad data.

e) Responding to problems caused by Customer hardware.

f) Responding to problems caused by operator error.

g) Responding to problems caused by software that is not Company software.

h) Responding to problems resulting from misuse, accidents, neglect, fire, or any other cause not within Company's reasonable control.

i) Changes made to the Company Software by someone other than Company personnel.

j) Responding to problems resulting from issues with Customers internet access

**6) Limitations and Exclusions.** The support and services of this Subscription Agreement do not include the following:

a) Support service does not include the customization of the software products and other consulting services, support of an operating system or hardware, or any support requested outside of normal business hours.

b) Customer understands that changes made by Company to the current version are for implementation in the installed Software products version as it exists without customization or Customer alteration.

**7) Customer Responsibilities.**

a) Customer shall provide, at no charge to Company, full and free access to the network, working space, adequate facilities, use of machines, features, or other equipment necessary to provide the specified support and maintenance service. Such environment requires the Customer to have email and Internet access. Customer shall provide phone lines, communications software specified by Company and all equipment necessary to use Company's on-line support. Customer will be responsible for all additional costs incurred to the extent such hardware and software does not conform to Company's specifications. The acquisitions of necessary hardware and software meeting the requirements then in effect shall be sole responsibility of the Customer.

b) Customer shall maintain a stable internet connection as prescribed by Company. This internet connection must provide a minimum 6Mbps download speed and 1.5Mbps upload speed. Company cannot be liable for software performance if Customer's internet connection speeds do not meet these minimum requirements. Company shall also use the connection to assist with problem diagnosis and resolution. Customer shall provide Company adequate remote access communication infrastructure to Customer's computing environment to enable Company technical services assistance.

c) All printers used by Customer to print documents and reports from the Software must have the most recent version of a

currently supported Windows driver.  
Printers used to generate receipts must support one of the following languages: ZPL, EPL, ESC, or ESP.

**8) Non-Assignability.** The Customer shall not have the right to assign or transfer its rights hereunder to any party.

## A. Subscription Costs

	Year 1	Year 2	Year 3	Year 4	Year 5
Municipal Court	\$1,250.00	\$1,287.50	\$1,325.00	\$1,365.00	\$1,405.00
Building Permits	\$1,000.00	\$1,030.00	\$1,060.00	\$1,090.00	\$1,120.00
Code Enforcement	\$750.00	\$772.50	\$795.00	\$815.00	\$840.00
Cash Receipting	\$500.00	\$515.00	\$530.00	\$545.00	\$560.00
Total Subscriptions	\$3,500.00	\$3,605.00	\$3,710.00	\$3,815.00	\$3,925.00



## ADDENDUM B

### Services Agreement

**A) Services Provided.** Company shall provide the following services to Customer:

- a) Installation/Configuration
- b) Training (Remote)
- c) Project Management
- d) Data Backup Plan

### B) Professional Services Fees.

Installation/Configuration	\$500.00
Training (Remote)	2,000.00
Project Management	750.00
Data Backup Plan	500.00
Total Services	\$3,750.00
<i>FASTTrack</i> Discount	(3,750.00)
Net Services	\$0.00

#### 1) Services.

Installation, Configuration, Training (Remote), Project Management and Data Backup Plan services will be delivered at no charge to Customer in Year 1. Training will be provided remotely under the terms as described below.

**2) Training Environment.** During remote training, Customer should be free of distractions and interruptions. If training is being conducted onsite at the Customer's location, the Customer is responsible for providing a productive environment to conduct training.

**3) Additional Services.** Additional related services not listed above may be billed at Company's then current market rate for the service as they are incurred. Any services addressed under this area of the Agreement would be discussed with Customer

prior to the Services being performed by Company.

**4) Limitation of Liability.** Company shall not be liable for inaccurate data in Company's application software which is the result of entering inaccurate data from the previous system. Company's liability for damages arising out of this Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to any Service fees paid to Company by Customer. The Service terms set forth above reflect and are set in reliance upon this allocation of risk and the exclusion of such damages as set forth in this Agreement.

# City of Meadowlakes

## Items for Consideration

### City Council Meeting

#### February 10, 2015

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New Business Item 7-E-  
Additional Principal  
Payment

**Date:** February 3, 2015

**To:** Honorable Mayor Raesener and Councilmembers

**From:** Johnnie Thompson, City Manager

**Agenda Item:** New Business Item 7-F-Additional Principal Payment on Utility Fund lease/purchase agreement with the Meadowlakes Property Owners Association.

**Requested Council Agenda Date:** February 10, 2015

**Contact Name & Number:** Johnnie Thompson, 830-693-2951

1. Place On: ☐ Consent ☒ New Business ☐ Old Business
2. Budget Impact Statement Attached: ☐ Yes ☒ No ☐ N/A
3. Reviewed by City Attorney? ☐ Yes ☐ No ☒ N/A
- 

#### 4. Background/Review:

Several months ago I discussed briefly with you the possibility of making an extra principal payment toward the Utility Fund's outstanding lease/purchase financing of the recently completed water storage tank. In March of 2013 the City obtained \$300,000 in funding from the Meadowlakes Property Owners Association, by the use of a lease/purchase agreement. The term of the agreement was for seven years at an interest rate of 2.5%. We have made three \$23,491.54 payments to date with another due on March 1<sup>st</sup>. Our current outstanding principal balance is \$240,032 it will be reduced to \$219,541 with this month's principal and interest payment.

Due to the extremely low interest rates we are earning on our surplus funds, I would like to recommend that we consider making an additional principal payment on the obligation. The savings on interest paid will far exceed any interest we could earn on investing the surplus funds. In order to determine the amount of surplus funds that could possibly be available to pay down the principal on the obligation we must look at the availability of uncommitted funds in the Utility Fund. The January-February time frame is historically the months in which we have the lowest amount of funds on deposit, thus minimal uncommitted fund balance. At the end of January the Utility Fund had approximately \$534,000 of funds on deposit of which approximately \$162,250 are restrictive funds such as customer deposits, Interest and Sinking funds and other immediate payables. After deducting the restrictive funds, the Utility Fund had an uncommitted fund balance at the end of January of approximately \$372,000 which equates to a fund balance of approximately 33%. The adopted financial management policy established a lower fund

balance of 25% of the Fund's annual operating budget with an upper target of 50%. Based on fiscal year 2015's adopted operating budget the lower limit of the Fund's uncommitted funds would be \$284,000 with an upper limit of \$568,000. As mentioned above, at the end of January we had an uncommitted fund balance of approximately \$372,000 which is \$88,000 greater than the minimum established uncommitted fund balance. February is expected to be a cash neutral month with minimum change to the Fund's uncommitted fund balance.

## **5. Recommendation**

I would recommend that you consider making an additional principal payment of \$100,000 in addition to the principal payment due on March 1<sup>st</sup>. The additional principal payment would decrease our uncommitted funds to approximately \$272,000 or about 24%. I would anticipate that by the end of March we should see our uncommitted funds increase over the minimum established uncommitted fund balances.

We have a multitude of options regarding payment of additional principal, below please find several different scenarios:

Please note the below scenarios are all based on making the additional principal payment on March 1, 2015 and savings are compared to the existing agreement and leaving remaining payments at the current \$24,491.54 semi-annual principal and interest payment.

\$100,000 additional principal payment - Reduce term by 2 years  
Interest savings in excess of \$10,600

\$75,000 additional principal payment - Reduce term by 1½ years  
Interest savings in excess of \$7,500

\$50,000 additional principal payment - Reduce term by 1 year  
Interest savings in excess of \$4,700

**City of Meadowlakes  
Items for Consideration  
City Council Meeting  
February 10, 2015**

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**Date: February 5, 2015**

**To: Honorable Mayor Raesener and Council Persons**

**From: Johnnie Thompson, City Manager**

**Agenda Item: New Business 7-G-Speed Control Devices**

**Requested Council Agenda Date: February 10, 2015**

**Contact Name & Number: Johnnie Thompson, City Manager**

1. Place On: ☐ Consent ☒ New Business ☐ Old Business  
2. Budget Impact Statement Attached: ☐ Yes ☐ No ☒ N/A  
3. Original Copies of Documents Approved to from by City Attorney? ☐ Yes  
☐ No ☒ N/A
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**4. Background:**

The Meadowlakes Property Owners Association (POA) is considering the purchase of two additional driver feedback radar signs/trailers. As you are aware, the City currently has one mobile radar trailer that provides feedback to the driver of their speed. Vehicles exceeding the 25 mph speed limit are notified via a flashing white strobe that they are speeding. Our sign has a data logging mode, as an option, that allows the tracking of the vehicle speeds.

It is my understanding that the POA is considering the purchase of a unit like the one we currently have, as well as one that will allow a picture to be taken of the speeding vehicle. Constructional restraints prevent the City from issuing speeding citations based on video images. In our discussions with Mr. Woods, the POA 's intention would be to send the violator a cursory letter advising them that they had been recorded exceeding the posted speed limit. The POA would be the issuing agency for the letter.

The POA has requested that the City participate in the purchase of the two additional units with a total estimated cost of around \$10,000. The current unit was jointly funded by the POA. I had some concerns regarding the City expending funds

toward the video system since we could not basically utilize any video images for City purposes. I inquired from legal, regarding these questions, and they have cleared the expenditure of funds should you desire to do so, thier only concern was regarding the ownership.

## **5. Recommendation:**

Most studies done regarding passive use of traffic control devices have indicated that driver feedback devices, such as our radar trailer, are highly effective in reducing speed. These type of devices are especially effective with reducing the speed of individuals that are subconsciously exceeding the speed limit.

I would recommend that we further investigate the possibility of adding the recommended devices to our existing unit. Some details remain to be worked out with the POA regarding ownership and maintenance of the proposed units. As previously mentioned the City owns and is responsible for maintenance of the unit. I would suggest that a like arrangement be entered into should the City expend toward the purchase of additional units.

The General Fund has uncommitted funds available for such purchases if Council so desires to jointly purchase the recommended units.

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