

NOTICE OF WORKSHOP AND STATED MEETING OF THE MEADOWLAKES CITY COUNCIL

~ WORKSHOP ~

Notice is hereby given that a **WORKSHOP** of the Meadowlakes City Council will be held on Tuesday, the 8th of October, 2013 at **4:00 PM** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- I. CALL TO ORDER AND QUORUM DETERMINATION

- II. Meadowlakes Public Facility Corporation
 - a. Funding of anticipated cash shortfall for fiscal year 2014
 - 1. Lifetime Member green fee exemption
 - 2. Goals, expectations, and future aspirations
 - b. Increase in wastewater fees or initiation of a voluntary donation for capital improvements, repairs and renovations of the golfing complex.
 - c. Retaining an advisory consultant with regards to the municipal golfing complex including the development of a business plan and budget for the complex.

III. ADJOURNMENT

~ STATED MEETING ~

Notice is hereby given that a **STATED COUNCIL MEETING** of the Meadowlakes City Council will be held on Tuesday, the 8th of October, 2013 at **5:00 PM** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- I. CALL TO ORDER AND QUORUM DETERMINATION

- II. PLEDGE OF ALLEGIANCE AND PRAYER

- III. MONTHLY STANDARD LIVE REPORTS (*Progress & Status Reports Only - Recommendations or action discussions not allowed*)
 - City Manager Activity Report - Johnnie Thompson
 - September 2013 combined financials report
 - Consent Items as listed below

- IV. CONSENT ITEMS (*The items listed are considered to be routine and non-controversial by the Council and may be approved by one motion. No separate discussion or action on any of the items is necessary unless desired by a Council Member; at which time select item(s) may be discussed separately under consent items and separate motion(s).*)
 - A. September 10th, 2013 Meeting Minutes –Stephanie Littleton, City Secretary
 - B. Ordinance Enforcement September 2013 Activity Report – Pat Preston
 - C. Animal Control September 2013 Activity Report - Robbie Galaway, Officer
 - D. Patrol Activity September 2013 Report - provided by Meadowlakes Patrol Officers
 - E. Vandalism/Incident September 2013 Activity Report – Stephanie Littleton, City Secretary
 - F. City Building Committee September 2013 Activity Report - Don Wheeler, Chairman
 - G. Public Works Department September 2013 Activity Report - Mike Williams, PWD

- V. CITIZEN COMMENTS *(Limited to 15 minutes total on general subjects and agenda items. Agenda Item specific comments should be made as part of agenda item council discussion.)*
- VI. OLD BUSINESS
- A. Action/Discussion/Status Update: Meadowlakes Public Facility Corporation operations and financial condition-Mayor Williams
- VII. NEW BUSINESS
- A. Action/Discussion: **RESOLUTION 13-09 A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS APPOINTING MEMBERS TO CITY OF MEADOWLAKES PLANNING AND ZONING COMMISSION, BUILDING COMMITTEE AND THE MEADOWLAKES PUBLIC FACILITY CORPORATION, ESTABLISHING TERMS OF OFFICE FOR EACH AND APPOINTMENT OF CHAIR TO THE PLANNING AND ZONING COMMISSION AND BUILDING COMMITTEE.** –Williams/Thompson
- B. Action/Discussion: **RESOLUTION 13-08 A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS ESTABLISHING A VOLUNTARY MONTHLY DONATION OF FOUR DOLLARS (\$4) ON EACH CITY OF MEADOWLAKES UTILITY BILLING FOR IMPROVEMENTS AND MAINTENANCE OF THE CITY OWNED GOLF COURSE; ESTABLISHING USE OF SAID DONATED FUNDS; AND PROVIDING AN EFFECTIVE DATE.** –Williams/Thompson
- C. Action/Discussion: **ORDINANCE 2013-07 AMENDING CHAPTER 24 (Streets, Sidewalks and Public Properties) BY AMENDING SECTION 24-51 (Prior owner issued lifetime memberships), BY AMENDING SECTION (3)h AND ADDING A NEW SECTION (4); AMENDING APPENDIX A, SECTION A50-B (SEWER RATES) PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPENING CLAUSE.** –Williams/Thompson
- D. Action/Discussion: Funding of shortfall for the Meadowlakes Public Facility Corporation.
1. Amendment of fiscal year 2014 Utility Fund budget.
 2. Amendment of fiscal year 2014 General Fund budget.
 3. Authorizing use of funds from the Recreation Fund “Golf Course Improvement Reserve Fund.”
- E. Action/Discussion: Retaining a consulting firm to prepare a strategy assessment and business plan as well as a budget for the municipal golfing complex. -Raesener
- VIII. COUNCIL & MAYOR ANNOUNCEMENTS about items of Community Interest
(Announcements during this agenda item are limited to the following, as authorized under Section 551.0415, Tex. Gov’t Code.)
- *Expressions of thanks, congratulations, or condolence;*
 - *An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding the change in the status of the person’s public employment is not an honorary or salutory recognition for the purposes of this subdivision;*
 - *A reminder regarding a social, ceremonial, or community event organized or sponsored by an entity governing body or an official or employee of the municipality; and*
 - *Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.*
- A. The next regularly scheduled meeting will be held November 12th, 2013 at 5:00 p.m.
 - B. POA annual meeting October 12th at 10:00 am at Hidden Falls.

IX. ADJOURNMENT

(The City Council of Meadowlakes reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by *Texas Government Code Section 551.*)

An agenda packet is available for public inspection at City Hall, 177 Broadmoor, Suite A, Meadowlakes, between the hours of 8:00 a.m. through 12:00 p.m. and 1:00 p.m. through 4:00 p.m. Monday through Friday.

THE PUBLIC IS INVITED TO CITY COUNCIL MEETINGS

We, the undersigned authorities, do certify that this Notice of Meeting was posted at Meadowlakes City Hall and on our website, convenient to the public, on or before October 4th, 2013 by 3:00 P.M. and remained so posted continuously for at least 72 hours immediately preceding the day of said meeting.

/s/Stephanie Littleton _____ /s/Don Williams _____
Stephanie Littleton, City Secretary Don Williams, Mayor

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

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

City of Meadowlakes
Items for Consideration
City Council Meeting
September 5, 2013

Date: *October 4, 2013*
To: *Honorable Mayor Williams and Council Persons*
From: *Johnnie Thompson, City Manager*
Agenda Item: *III-Monthly Standard Reports*

Requested Council Agenda Date: *October 8, 2013*

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:

Due to it being so early in the month and our fiscal year ending on September 30, I have only prepared a draft abbreviated version of the financials for your review. I have also pulled them from the consent line items. Once all payables have been entered we will run a detailed report and forward it to you by separate cover. Please find below a brief review of the consent items.

FINANCIAL STATUS

Overall all funds appear to be ending the year on a positive note. The below review will mainly be based on end-of-year totals:

Utility Fund – *Utility Fund revenues appears to end slightly greater than those budgeted for the year, even with water income being \$11,000 less than budgeted. Tap fee income and miscellaneous income from the sale of surplus equipment made up this shortage plus an additional \$2,000. Expenses for the Fund appears to end the year about \$116,000 less than originally budgeted. All major line item expenses are anticipated to end the fiscal year at or less than originally budgeted. I will briefly review each with you below:*

Employee Expenses- *are expected to end the year 8.7% (\$35,500) less than budgeted mainly due to having one full time position open most of the year. We are currently fully staffed.*

Administrative Expenses-should end the year slightly below (\$2,300) those budgeted for the year and would have been even greater but we wrote off about \$4,000 in old uncollectable debt during the month, most of which dated back four or five years.

Operating Expenses-are expected to also be slightly below those budgeted for the year. Operating expenses are expected to be about \$4,000 below budgeted.

POA Contract Expense- is expected to be about one-half of that budgeted.

Garbage Collection Expenses-is expected to exceed its budget by around \$500.

Transfer to Other Funds-are expected to be about \$59,000 less than originally budgeted due to approximately \$35,000 less being transferred to the Construction Fund than budgeted and \$14,000 less for debt service. As you may recall we amended the budgeted in April to reflect the increased cost of the new water storage tank at which time we budgeted an additional \$90,000 for the project with roughly \$55,000 from the fund reserves and the remaining \$35,000 from funds originally budgeted toward increasing the Utility Fund reserves. The decrease in transfers to debt service was due mainly to a reduction in interest expense from re-funding a portion of the City's bonds.

Net Gain-the Fund is expected to end the fiscal year with a net gain of around \$106,000 which I feel is exceptional due to the fact we will be adding funds to our reserves instead of reducing them as budgeted.

Cash Flow-due to the accrual accounting used for the Utility Fund net gain usually does not reflect actual cash flow. The Funds uncommitted cash should increase by about \$69,000 which would increase the Funds reserves to approximately 4 months, up from about 3.5 months at the first of the fiscal year.

General Fund- Appears to also be ending the year on a positive note as well. Total revenues are expected to end the year slightly greater than those budgeted with property tax income greater than budgeted. We saw a decrease in franchise fee income. Total revenues are expected to end the year \$2,000 greater than budgeted. The Fund's Expenses are expected to end the year about \$42,000 less than budgeted with all expenses categories ending the year less than budgeted. The Fund was originally budgeted to have a net loss of \$30,000 which would have been made up from the Funds' reserves, however due to the decrease in expenses for the year the Fund should actually show a net gain of over \$14,000. The Fund is anticipated to end the year with about a \$15,000 positive cash flow increasing its reserves from approximately \$280,000 at the first of the year to around \$285,000; or about 8 and three quarters months to 9 months.

Debt Service-The Debt Service Fund is expected to have a very slight net gain for the fiscal year. As previously mentioned due to the re-funding of a portion of the City's outstanding bonds an approximately \$12,000 savings was realized. Due to the nature of this fund it is budgeted not to have a gain or loss.

Construction Fund-this fund has a very limited life and budgeting is not normally done by the fiscal year but by the project. We have reviewed and adjusted the Funds budgeted downward to reflect those costs anticipated for the new water storage tank. Painters are expected to move in by the end of the month to begin painting, followed by the baffling installers. It is anticipated the tank will be online by the end of the year.

Recreation Fund-this fund has had very little activity in the past 12 months. The current uncommitted cash in the fund is approximately \$27,000. The fund is owed \$1,375 for September lease and loan payments from the PFC that have not been paid.

Check Registers

Accompanying please find the check registers for all funds for the month of September, 2013. Most disbursements are the normal recurring expenses with the following exceptions:

General Fund

Ck. 6295-Burnet Central Appraisal District-\$2,892.64-quarterly property tax collection and appraisal expense

Ck. 6306-Meadowlakes PWD-\$3034.14-reimbursement to PWD for purchase of I-pads and other miscellaneous reimbursements

Construction Fund

Ck. 122-Soutwest Engineers-\$1,785-engineering and inspection per contract

Ck. 123-Techline Pipe-\$8,904.29-piping for water storage tank tie-in

Utility Fund

Ck. 13814-VISA-Purchase of I-pads reimbursed by General Fund and other expenses

CONSENT ITEMS

Ordinance Enforcement-a total of 20 calls received with 72 warning letters (mainly dealing with trash containers visible and lawn/lots in need of trimming or mowing), 15 warning tickets for parking violations as well as 20 verbal warning were issued.

Animal Control-received and responded to 16 calls during the month and issued 2 citations (1 failure to register animal and 1 for more dogs than allowed) trapped and removed 4 wild animals from the City and impounded two stray dogs.

Patrol Activity-a total of 60 hours were logged with one written warning and 6 verbal warnings issued.

Vandalism-no reports of vandalism were received during September.

City Building Committee-currently 18 outstanding permits are open with one variance and patio cover permit approved.

City of Meadowlakes
Abbreviated Financial Statements for FY 2013

Utility Fund

	<u>Sept 13</u>	<u>Budgeted Sept 13</u>	<u>Oct '12 - Sept 13</u>	<u>Budgeted Oct'12 - Sept</u>
Revenue:				
5010 · Water Revenue	\$ 44,579	\$ 42,700	\$ 397,473	\$ 408,500
5020 · Sewer Revenues	\$ 37,839	\$ 37,400	\$ 489,198	\$ 448,500
5030 · Garbage Revenue	\$ 16,518	\$ 16,400	\$ 214,079	\$ 196,500
5040 · Pump Fee Revenue	\$ -	\$ 1,500	\$ 97	\$ 3,000
5110 · Contract Services	\$ 6,667	\$ 6,667	\$ 80,000	\$ 80,000
5120 · Water Connect Fee Revenue	\$ -	\$ -	\$ 7,250	\$ 1,450
5130 · Sewer Connect Fee Revenue	\$ -		\$ 7,250	\$ 1,450
5140 · Transfer Fee	\$ 400	\$ 200	\$ 3,025	\$ 2,200
5182 · Non-Operating Rev-xfer from other funds	\$ -	\$ 21,700	\$ 25,000	\$ 88,700
5150 · Penalty & Interest Earned	\$ 799	\$ 530	\$ 7,453	\$ 6,250
5170 · Miscellaneous Revenues	\$ 5,009	\$ 125	\$ 8,829	\$ 1,500
5200 · Interest earned on Investments	\$ 228	\$ 175	\$ 2,637	\$ 2,100
	<u>\$ 112,039</u>	<u>\$ 127,397</u>	<u>\$ 1,242,291</u>	<u>\$ 1,240,150</u>
Total Revenues				
 Expenses:				
Total 6100 · Employee Expenses	\$ 29,877	\$ 31,995	\$ 378,000	\$ 413,350
Total 6200 · Administrative Expenses	\$ 5,712	\$ 2,375	\$ 48,500	\$ 50,700
Total 6300 · Operating Expenses	\$ 30,000	\$ 18,350	\$ 257,800	\$ 261,850
Total 6400 · POA Contract Mowing Expense	\$ 32	\$ 700	\$ 4,500	\$ 8,250
Total 6500 · Other Expenses-Garbage	\$ 14,724	\$ 14,500	\$ 173,500	\$ 173,000
Total 8200 · Transfer to Other Funds	\$ 75,000	\$ 46,600	\$ 274,000	\$ 333,000
	<u>\$ 155,345</u>	<u>\$ 114,520</u>	<u>\$ 1,136,300</u>	<u>\$ 1,240,150</u>
Total Operating Expense				
	<u>\$ 155,345</u>	<u>\$ 114,520</u>	<u>\$ 1,136,300</u>	<u>\$ 1,240,150</u>
Net Operating Gain/(Loss)	\$ (43,306)	\$ 12,877	\$ 105,991	\$ -

City of Meadowlakes
Abbreviated Financial Statements for FY 2013

General Fund

	<u>Sept 13</u>	<u>Budgeted Sept 13</u>	<u>Oct '12 - Sept 13</u>	<u>Budgeted Oct'12 - Sept</u>
Revenue:				
<i>Ad Valorem Taxes</i>	\$ 1,832	\$ 1,300	\$ 329,132	\$ 325,800
<i>Franchise Fees</i>	\$ -	\$ -	\$ 49,450	\$ 53,500
<i>Liquor Tax</i>	\$ -	\$ -	\$ 1,182	\$ 1,200
<i>Building Permits</i>	\$ 250	\$ 325	\$ 5,430	\$ 2,650
<i>Judicial Income</i>	\$ 305	\$ 200	\$ 3,142	\$ 3,400
<i>Interest Earned</i>	\$ -	\$ 50	\$ 833	\$ 900
<i>Miscellaneous</i>	\$ -	\$ 175	\$ 2,204	\$ 1,850
Total Revenues	\$ 2,387	\$ 2,050	\$ 391,373	\$ 389,300
Expenses:				
<i>BCAD</i>	\$ 395	\$ 3,700	\$ 12,177	\$ 14,000
<i>Building Committee</i>	\$ -	\$ -	\$ 291	\$ 500
<i>Ordinance Enforcement</i>	\$ 605	\$ 1,070	\$ 9,671	\$ 11,850
<i>Animal Control</i>	\$ 658	\$ 759	\$ 8,595	\$ 8,700
<i>Traffic Control</i>	\$ 1,479	\$ 2,175	\$ 24,037	\$ 28,475
<i>Court</i>	\$ 200	\$ 275	\$ 3,107	\$ 4,400
<i>Administrative</i>	\$ 17,500	\$ 15,781	\$ 192,500	\$ 213,300
<i>Emergency Services</i>	\$ 5,292	\$ 5,292	\$ 63,500	\$ 63,500
<i>Capital Outlay</i>	\$ 3,023	\$ 10,000	\$ 32,600	\$ 44,575
<i>Transfer to Other Funds</i>	\$ -	\$ -	\$ 30,496	\$ 30,000
Total Operating Expense	\$ 29,152	\$ 39,052	\$ 376,974	\$ 419,300
Net Operating Gain/(Loss)	\$ (26,765)	\$ (37,002)	\$ 14,399	\$ (30,000)

City of Meadowlakes
Abbreviated Financial Statements for FY 2013

Debt Service

	<u>Sept 13</u>	<u>Budgeted Sept 13</u>	<u>Oct '12 - Sept 13</u>	<u>Budgeted Oct'12 - Sept</u>
Revenue:				
<i>Transfer in from Utility Fund-Debt Service</i>	\$ 5,000	\$ 12,500	\$ 137,578	\$ 150,600
<i>Ad Valorem Tax Income</i>	\$ 1,287	\$ 2,000	\$ 294,291	\$ 290,000
<i>Transfer in from Utility Fund for Interest & Sinking</i>	\$ -	\$ 3,050	\$ 24,400	\$ 24,400
Total Revenues	\$ 6,287	\$ 17,550	\$ 456,269	\$ 465,000
Expenses:				
<i>2008 CO's P&I Expense</i>	\$ -	\$ -	\$ 114,360	\$ 184,920
<i>2008 GO's P&I Expense</i>	\$ -	\$ -	\$ 263,925	\$ 259,465
<i>2013 Re-funding Go's Expense</i>	\$ -	\$ -	\$ 53,178	\$ -
<i>2013 Lease/Purchase P&I Expense</i>	\$ -	\$ -	\$ 23,492	\$ 24,400
Total Operating Expense	\$ -	\$ -	\$ 454,955	\$ 468,785
Net Operating Gain/(Loss)	\$ 6,287	\$ 17,550	\$ 1,314	\$ (3,785)

City of Meadowlakes
Abbreviated Financial Statements for FY 2013

Construction Fund

	<i>Sept 13</i>	<i>Budgeted Sept 13</i>	<i>Oct '12 - Sept 13</i>	<i>Budgeted Oct'12 - Sept</i>
<u>Income</u>				
<i>Transfer in from Utility Fund</i>	\$ 70,000	\$ -	\$ 101,000	\$ 146,000
Total Income	\$ 70,000	\$ -	\$ 101,000	\$ 146,000
<u>Expenses</u>				
<i>Tankage</i>		\$ -	\$ 190,642	\$ 352,000
<i>Engineering</i>	\$ 1,785	\$ -	\$ 30,600	\$ 34,000
<i>Foundation</i>	\$ -	\$ -	\$ 17,587	\$ 23,000
<i>Electrical and Controls</i>	\$ -	\$ -	\$ -	\$ -
<i>Yard Piping</i>	\$ 8,904	\$ -	\$ 11,436	\$ 13,500
<i>Contingencies</i>	\$ -	\$ -	\$ 345	\$ 19,500
<i>Inspection/Testing</i>	\$ -	\$ -	\$ -	\$ 4,000
Total Construction Expenses	\$ 10,689	\$ -	\$ 250,610	\$ 446,000
Net Operating Gain/(Loss)	\$ 59,311	\$ -	\$ (149,610)	\$ (300,000)
 <i>Non-Operating Income-Lease-POA</i>	 \$ -	 \$ -	 \$ 300,000	 \$ 300,000
 Net Fund Gain/(Loss)	 \$ 59,311	 \$ -	 \$ 150,390	 \$ -

Abbreviated Cash Flow

	<i>Cash Beginning FY13</i>	<i>Estimated Cash End of FY13</i>	<i>Cash Increase (Decrease)</i>
<i>Utility Fund</i>	\$ 448,348	\$ 517,186	\$ 68,838
<i>General Fund</i>	\$ 309,395	\$ 324,400	\$ 15,005
<i>Debt Service</i>	\$ 11,423	\$ 15,524	\$ 4,100
	\$ 769,166	\$ 857,110	\$ 87,944

City of Meadowlakes
Check Detail

September 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	6292	09/06/2013	Williams, Mike	05-1015 · American Bank of Texas-Checking		-167.70
				05-5530 · Expense	-105.00	105.00
				05-5530 · Expense	-62.70	62.70
TOTAL					-167.70	167.70
Bill Pmt -(6293		09/06/2013	Adams, Don	05-1015 · American Bank of Texas-Checking		-200.00
Bill		09/01/2013		05-5727 · Office Lease - Judge	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -(6294		09/06/2013	ATS	05-1015 · American Bank of Texas-Checking		-544.50
Bill	Inv # I-546919	08/30/2013		05-5140 · Bldg Inspections	-544.50	544.50
TOTAL					-544.50	544.50
Bill Pmt -(6295		09/06/2013	Burnet Central Appl District	05-1015 · American Bank of Texas-Checking		-2,962.64
Bill	4th Quarterly Pay.	08/30/2013		05-5020 · Quarterly Expense	-2,962.64	2,962.64
TOTAL					-2,962.64	2,962.64
Bill Pmt -(6296		09/06/2013	Highland Lakes Newspapers	05-1015 · American Bank of Texas-Checking		-617.60
Bill	42215	08/30/2013		05-6320 · Office Supplies	-617.60	617.60
TOTAL					-617.60	617.60
Bill Pmt -(6298		09/06/2013	Marble Falls Area Fire Dept	05-1015 · American Bank of Texas-Checking		-2,500.00
Bill		09/01/2013		05-6620 · Marble Falls Fire	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -(6299		09/06/2013	Pedernales Electric Coop	05-1015 · American Bank of Texas-Checking		-290.38
Bill	Meter 45381	08/30/2013		05-6420 · Electric Service	-290.38	290.38
TOTAL					-290.38	290.38
Bill Pmt -(6300		09/06/2013	Preston, Pat	05-1015 · American Bank of Texas-Checking		-194.15
Bill		08/30/2013		05-5274 · Mileage	-194.15	194.15
TOTAL					-194.15	194.15
Bill Pmt -(6301		09/06/2013	Spotless Cleaning	05-1015 · American Bank of Texas-Checking		-260.00
Bill	21471	08/15/2013		05-6360 · Office Maintenance-Cleaning	-260.00	260.00

City of Meadowlakes
Check Detail

September 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-260.00	260.00
Bill Pmt -(6302		09/06/2013	Marble Falls Area EMS Inc	05-1015 · American Bank of Texas-Checking		-2,791.63
Bill		09/06/2013		05-6610 · Marble Falls EMS	-2,791.63	2,791.63
TOTAL					-2,791.63	2,791.63
Bill Pmt -(6303		09/06/2013	Willis Inspection Service	05-1015 · American Bank of Texas-Checking		-245.00
Bill		09/06/2013		05-5140 · Bldg Inspections	-100.00	100.00
				05-5140 · Bldg Inspections	-45.00	45.00
				05-5140 · Bldg Inspections	-100.00	100.00
TOTAL					-245.00	245.00
Bill Pmt -(6304		09/09/2013	Great Southern Life Insuran	05-1015 · American Bank of Texas-Checking		-84.40
Bill		09/09/2013		05-6047 · Other Benefits	-84.40	84.40
TOTAL					-84.40	84.40
Bill Pmt -(6305		09/09/2013	Visa	05-1015 · American Bank of Texas-Checking		-1,083.46
Bill		09/09/2013		05-5230 · Communications	-25.10	25.10
				05-5370 · Communications	-25.08	25.08
				05-6330 · Postage	-169.44	169.44
				05-6327 · Cap Exp Under \$5000	-863.84	863.84
TOTAL					-1,083.46	1,083.46
Bill Pmt -(6306		09/16/2013	McCreary, Veselka, Bragg &	05-1015 · American Bank of Texas-Checking		-394.63
Bill		09/16/2013		05-5040 · Collection Expense	-394.63	394.63
TOTAL					-394.63	394.63
Bill Pmt -(6307		09/16/2013	Meadowlakes PWD	05-1015 · American Bank of Texas-Checking		-3,034.14
Bill		09/16/2013		05-6350 · Telephone	-51.70	51.70
				05-6325 · Lease-Copier	-245.65	245.65
				05-6320 · Office Supplies	-372.89	372.89
				05-6410 · Maintenance & Repair	-204.31	204.31
				05-6327 · Cap Exp Under \$5000	-2,159.59	2,159.59
TOTAL					-3,034.14	3,034.14
Bill Pmt -(6308		09/23/2013	Bill's Lock & Key	05-1015 · American Bank of Texas-Checking		-472.00
Bill		09/23/2013		05-6410 · Maintenance & Repair	-472.00	472.00

City of Meadowlakes
Check Detail

September 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<i>TOTAL</i>					-472.00	472.00
Bill Pmt -(6309		09/23/2013	McKamie Krueger, LLP	05-1015 - American Bank of Texas-Checking		-240.00
Bill	Inv 7928	09/23/2013		05-6110 - City Attorney-General	-240.00	240.00
<i>TOTAL</i>					-240.00	240.00
Total General Fund Disbursements						-15,997.83

City of Meadowlakes-Utility Fund

Check Detail

September 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	EFT	09/09/2013	State Comptroller	1030 - American Bk - Operating MM		-1,026.03
				3020 - Sales Tax Payable	-1,026.03	1,026.03
TOTAL					-1,026.03	1,026.03
Check	122	09/24/2013	Southwest Engineers	1110 - 2013-Construction		-1,785.00
				9210 - Engineering	-1,785.00	1,785.00
TOTAL					-1,785.00	1,785.00
Check	123	09/24/2013	Techline Pipe L.P.	1110 - 2013-Construction		-8,904.29
				9250 - Yard Piping	-498.00	498.00
				9250 - Yard Piping	-2,155.73	2,155.73
				9250 - Yard Piping	-6,250.56	6,250.56
TOTAL					-8,904.29	8,904.29
Bill Pmt -C 13798		09/05/2013	Debbie Holley	1020 - American Bk Operating Checking		-35.69
Bill	August 23, 2013	08/23/2013		6180 - Employee Training & Travel Exp	-35.69	35.69
TOTAL					-35.69	35.69
Bill Pmt -C 13799		09/05/2013	Elliott Electric Supply	1020 - American Bk Operating Checking		-17.02
Bill	36-1557-01	08/23/2013		1515 - General Fund Receivables	-8.34	8.34
Bill	36-15683-01	08/28/2013		6314 - R&M-Plant & Pump Station	-8.68	8.68
TOTAL					-17.02	17.02
Bill Pmt -C 13800		09/05/2013	Fastenal	1020 - American Bk Operating Checking		-35.31
Bill	TX00172137	08/12/2013		6329 - R&M-Building/Misc.	-4.60	4.60
Bill	TX00172159	08/13/2013		6327 - WWTP Repair & Maintenance	-30.71	30.71
TOTAL					-35.31	35.31
Bill Pmt -C 13801		09/05/2013	Ferguson Enterprises	1020 - American Bk Operating Checking		-255.75
Bill	1903025	08/22/2013		6327 - WWTP Repair & Maintenance	-120.23	120.23
Bill	1903025-1	08/26/2013		6327 - WWTP Repair & Maintenance	-135.52	135.52
TOTAL					-255.75	255.75
Bill Pmt -C 13802		09/05/2013	Fisher's Iron & Metal Ind.	1020 - American Bk Operating Checking		-23.77
Bill	18806	08/26/2013		6327 - WWTP Repair & Maintenance	-23.77	23.77
TOTAL					-23.77	23.77

City of Meadowlakes-Utility Fund

Check Detail

Type	Num	Date	September 2013 Name	Account	Paid Amount	Original Amount
Bill Pmt -C 13803		09/05/2013	Ford & Crew Home & Hardwar	1020 - American Bk Operating Checking		-409.66
<i>Bill</i>	<i>Aug 2013 Stmt</i>	<i>08/25/2013</i>		<i>6329 - R&M-Building/Misc.</i>	<i>-24.20</i>	<i>24.20</i>
				<i>6314 - R&M-Plant & Pump Station</i>	<i>-39.73</i>	<i>39.73</i>
				<i>6327 - WWTP Repair & Maintenance</i>	<i>-42.13</i>	<i>42.13</i>
				<i>6335 - Machinery Repair & Maintenance</i>	<i>-77.77</i>	<i>77.77</i>
				<i>1584 - POA Receivables</i>	<i>-127.39</i>	<i>127.39</i>
				<i>6328 - Distribution Repair & Maint.</i>	<i>-40.47</i>	<i>40.47</i>
				<i>6365 - Small Tools</i>	<i>-38.98</i>	<i>38.98</i>
				<i>6350 - Miscellaneous Operational Exp.</i>	<i>-18.99</i>	<i>18.99</i>
TOTAL					-409.66	409.66
Bill Pmt -C 13804		09/05/2013	Grainger	1020 - American Bk Operating Checking		-1,036.13
<i>Bill</i>	<i>9226633288</i>	<i>08/23/2013</i>		<i>6314 - R&M-Plant & Pump Station</i>	<i>-1,036.13</i>	<i>1,036.13</i>
TOTAL					-1,036.13	1,036.13
Bill Pmt -C 13805		09/05/2013	Home Depot Credit Services	1020 - American Bk Operating Checking		-103.75
<i>Bill</i>	<i>Aug 2013 Stmt</i>	<i>08/21/2013</i>		<i>6329 - R&M-Building/Misc.</i>	<i>-11.88</i>	<i>11.88</i>
				<i>6365 - Small Tools</i>	<i>-91.87</i>	<i>91.87</i>
TOTAL					-103.75	103.75
Bill Pmt -C 13806		09/05/2013	PEC	1020 - American Bk Operating Checking		-6,471.92
<i>Bill</i>	<i>Aug 2013 Strmts</i>	<i>08/22/2013</i>		<i>6305 - Water Treatment Electrical</i>	<i>-3,890.36</i>	<i>3,890.36</i>
				<i>6304 - Wastewater Electrical</i>	<i>-2,581.56</i>	<i>2,581.56</i>
TOTAL					-6,471.92	6,471.92
Bill Pmt -C 13807		09/05/2013	Precision Calibrate Meter Serv	1020 - American Bk Operating Checking		-700.00
<i>Bill</i>	<i>44</i>	<i>08/01/2013</i>		<i>6327 - WWTP Repair & Maintenance</i>	<i>-700.00</i>	<i>700.00</i>
TOTAL					-700.00	700.00
Bill Pmt -C 13808		09/05/2013	Quill	1020 - American Bk Operating Checking		-257.97
<i>Bill</i>	<i>5058716</i>	<i>08/22/2013</i>		<i>1515 - General Fund Receivables</i>	<i>-59.99</i>	<i>59.99</i>
				<i>6250 - Office Supplies</i>	<i>-197.98</i>	<i>197.98</i>
TOTAL					-257.97	257.97
Bill Pmt -C 13809		09/05/2013	RCC Fund	1020 - American Bk Operating Checking		-625.00

City of Meadowlakes-Utility Fund

Check Detail

		September 2013				
Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Sept 2013	09/01/2013		6324 · Irrigation Electric Subsidy	-625.00	625.00
TOTAL					-625.00	625.00
Bill Pmt -C 13810		09/05/2013	Robert Spickelmier	1020 · American Bk Operating Checking		-80.16
Bill	Refund	08/29/2013		1510 · Service Receivables	-80.16	80.16
TOTAL					-80.16	80.16
Bill Pmt -C 13811		09/05/2013	Sprint	1020 · American Bk Operating Checking		-37.52
Bill	55083131005083	08/25/2013		6260 · Telephone Expense	-37.52	37.52
TOTAL					-37.52	37.52
Bill Pmt -C 13812		09/05/2013	Underground, Inc	1020 · American Bk Operating Checking		-463.63
Bill	0085033-IN	08/21/2013		6335 · Machinery Repair & Maintenance	-144.00	144.00
Bill	0085053-IN	08/22/2013		6335 · Machinery Repair & Maintenance	-319.63	319.63
TOTAL					-463.63	463.63
Bill Pmt -C 13813		09/05/2013	UniFirst Holdings, Inc.	1020 · American Bk Operating Checking		-461.34
Bill	822 1543481	07/08/2013		6170 · Employee Uniform Expense	-59.84	59.84
Bill	822 1552943	08/12/2013		6170 · Employee Uniform Expense	-60.94	60.94
Bill	822 1554853	08/19/2013		6170 · Employee Uniform Expense	-208.04	208.04
Bill	822 1556760	08/26/2013		6170 · Employee Uniform Expense	-56.21	56.21
Bill	822 1558657	09/02/2013		6170 · Employee Uniform Expense	-76.31	76.31
TOTAL					-461.34	461.34
Bill Pmt -C 13814		09/05/2013	Visa	1020 · American Bk Operating Checking		-3,477.94
Bill	3183 - Aug 2013	08/25/2013		6329 · R&M-Building/Misc.	-21.49	21.49
				6250 · Office Supplies	-40.02	40.02
Bill	Aug 2013 Stmt	08/25/2013		6180 · Employee Training & Travel Exp	-123.21	123.21
				1515 · General Fund Receivables	-325.92	325.92
				6250 · Office Supplies	-133.23	133.23
				6329 · R&M-Building/Misc.	-149.66	149.66
Bill	7136 - Aug 2013	08/25/2013		6250 · Office Supplies	-85.96	85.96
				6335 · Machinery Repair & Maintenance	-133.65	133.65
				1583 · RCC Receivable	-22.99	22.99
				6255 · Postage Expense	-18.33	18.33
				6282 · Administrative-Miscellaneous	-119.91	119.91
				1584 · POA Receivables	-92.00	92.00
				1515 · General Fund Receivables	-2,211.57	2,211.57
TOTAL					-3,477.94	3,477.94

City of Meadowlakes-Utility Fund

Check Detail

September 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -C 13815		09/05/2013	Xerox	1020 - American Bk Operating Checking		-376.62
Bill	069871635	09/01/2013		1515 - General Fund Receivables	-376.62	376.62
TOTAL					-376.62	376.62
Bill Pmt -C 13816		09/12/2013	Allied Waste Services #843	1020 - American Bk Operating Checking		-14,723.57
Bill	Aug 2013 Stmt	08/31/2013		6510 - Garbage Service Expense	-53.93	53.93
				6510 - Garbage Service Expense	-14,669.64	14,669.64
TOTAL					-14,723.57	14,723.57
Bill Pmt -C 13817		09/12/2013	Debbie Holley	1020 - American Bk Operating Checking		-29.01
Bill	Sept 6, 2013	09/06/2013		6180 - Employee Training & Travel Exp	-29.01	29.01
TOTAL					-29.01	29.01
Bill Pmt -C 13818		09/12/2013	Ed's Tires and Auto Center	1020 - American Bk Operating Checking		-16.20
Bill	44155	09/01/2013		6335 - Machinery Repair & Maintenance	-16.20	16.20
TOTAL					-16.20	16.20
Bill Pmt -C 13819		09/12/2013	Elliott Electric Supply	1020 - American Bk Operating Checking		-44.88
Bill	36-16150-01	09/04/2013		1584 - POA Receivables	-19.50	19.50
Bill	36-16366-01	09/09/2013		1584 - POA Receivables	-17.61	17.61
Bill	36-16422-02	09/09/2013		1584 - POA Receivables	-7.77	7.77
TOTAL					-44.88	44.88
Bill Pmt -C 13820		09/12/2013	Infinity Metering of Texas Inc.	1020 - American Bk Operating Checking		-1,170.00
Bill	13285	08/27/2013		6355 - Meter Purchased	-1,170.00	1,170.00
TOTAL					-1,170.00	1,170.00
Bill Pmt -C 13821		09/12/2013	LCRA	1020 - American Bk Operating Checking		-471.88
Bill	00548413 - Aug20	08/30/2013		1582 - PFC Receivable	-471.88	471.88
TOTAL					-471.88	471.88
Bill Pmt -C 13822		09/12/2013	Lowe's	1020 - American Bk Operating Checking		-103.52
Bill	913588	09/01/2013		1584 - POA Receivables	-103.52	103.52
TOTAL					-103.52	103.52

City of Meadowlakes-Utility Fund

Check Detail

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -C 13823		09/12/2013	Marble Falls Napa	1020 - American Bk Operating Checking		-543.89
<i>Bill</i>	<i>Aug 2013 Stmt</i>	<i>09/01/2013</i>		<i>6330 - Vehicle Repair & Maintenance</i>	<i>-543.89</i>	<i>543.89</i>
TOTAL					-543.89	543.89
Bill Pmt -C 13824		09/12/2013	Mike Williams	1020 - American Bk Operating Checking		-103.40
<i>Bill</i>	<i>90513 Mileage</i>	<i>09/05/2013</i>		<i>6180 - Employee Training & Travel Exp</i>	<i>-103.40</i>	<i>103.40</i>
TOTAL					-103.40	103.40
Bill Pmt -C 13825		09/12/2013	Tractor Supply	1020 - American Bk Operating Checking		-229.98
<i>Bill</i>	<i>Aug 2013 Stmt</i>	<i>09/01/2013</i>		<i>6330 - Vehicle Repair & Maintenance</i>	<i>-199.99</i>	<i>199.99</i>
				<i>6329 - R&M-Building/Misc.</i>	<i>-29.99</i>	<i>29.99</i>
TOTAL					-229.98	229.98
Bill Pmt -C 13826		09/12/2013	Valero	1020 - American Bk Operating Checking		-98.82
<i>Bill</i>	<i>Aug 2013 Stmt</i>	<i>09/09/2013</i>		<i>6341 - Vehicle Fuel</i>	<i>-98.82</i>	<i>98.82</i>
TOTAL					-98.82	98.82
Bill Pmt -C 13827		09/19/2013	Carlton Pullen	1020 - American Bk Operating Checking		-13.75
<i>Bill</i>	<i>Refund</i>	<i>09/18/2013</i>		<i>3010 - Service Deposits Payable</i>	<i>-13.75</i>	<i>13.75</i>
TOTAL					-13.75	13.75
Bill Pmt -C 13828		09/19/2013	DPC Industries, Inc	1020 - American Bk Operating Checking		-576.60
<i>Bill</i>	<i>767004886-13</i>	<i>09/05/2013</i>		<i>6316 - WTP Chemical Expense</i>	<i>-288.80</i>	<i>288.80</i>
				<i>6317 - WWTP Chemicals</i>	<i>-287.80</i>	<i>287.80</i>
TOTAL					-576.60	576.60
Bill Pmt -C 13829		09/19/2013	Elliott Electric Supply	1020 - American Bk Operating Checking		-119.31
<i>Bill</i>	<i>36-16546-01</i>	<i>09/11/2013</i>		<i>1584 - POA Receivables</i>	<i>-119.31</i>	<i>119.31</i>
TOTAL					-119.31	119.31
Bill Pmt -C 13830		09/19/2013	Fastenal	1020 - American Bk Operating Checking		-0.87
<i>Bill</i>	<i>TX00172373</i>	<i>09/01/2013</i>		<i>6327 - WWTP Repair & Maintenance</i>	<i>-0.87</i>	<i>0.87</i>
TOTAL					-0.87	0.87

City of Meadowlakes-Utility Fund

Check Detail

		September 2013				
Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -C 13831		09/19/2013	Fisher's Iron & Metal Ind.	1020 - American Bk Operating Checking		-75.84
<i>Bill</i>	18564	09/01/2013		1583 - RCC Receivable	-75.84	75.84
TOTAL					-75.84	75.84
Bill Pmt -C 13832		09/19/2013	General Chemical LLC	1020 - American Bk Operating Checking		-1,896.44
<i>Bill</i>	90591619	09/05/2013		6316 - WTP Chemical Expense	-1,896.44	1,896.44
TOTAL					-1,896.44	1,896.44
Bill Pmt -C 13833		09/19/2013	Genworth Life and Annuity Ins:	1020 - American Bk Operating Checking		-187.98
<i>Bill</i>	5846167, 5846166	09/09/2013		6150 - Employee Insurance Expenses	-69.42	69.42
				6150 - Employee Insurance Expenses	-118.56	118.56
TOTAL					-187.98	187.98
Bill Pmt -C 13834		09/19/2013	K Bar T Custom Homes	1020 - American Bk Operating Checking		-100.00
<i>Bill</i>	Refund	09/18/2013		3010 - Service Deposits Payable	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -C 13835		09/19/2013	Marble Falls Area EMS, Inc.	1020 - American Bk Operating Checking		-3,750.00
<i>Bill</i>	1381	09/01/2013		6550 - Assets Purchased	-3,750.00	3,750.00
TOTAL					-3,750.00	3,750.00
Bill Pmt -C 13836		09/19/2013	Orville Cleverley	1020 - American Bk Operating Checking		-7.24
<i>Bill</i>	Refund	09/18/2013		3010 - Service Deposits Payable	-7.24	7.24
TOTAL					-7.24	7.24
Bill Pmt -C 13837		09/19/2013	Richard Prince	1020 - American Bk Operating Checking		-100.00
<i>Bill</i>	Refund	09/18/2013		3010 - Service Deposits Payable	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -C 13838		09/19/2013	Rob & Tami Bird	1020 - American Bk Operating Checking		-75.74
<i>Bill</i>	Refund	09/18/2013		3010 - Service Deposits Payable	-75.74	75.74
TOTAL					-75.74	75.74
Bill Pmt -C 13839		09/19/2013	Sprint PCS	1020 - American Bk Operating Checking		-341.91

City of Meadowlakes-Utility Fund

Check Detail

		September 2013				
Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	581612715-073	09/10/2013		6260 · Telephone Expense	-341.91	341.91
TOTAL					-341.91	341.91
Bill Pmt -C 13840		09/19/2013	Tawny Richardson	1020 · American Bk Operating Checking		-114.21
Bill	Refund	09/18/2013		3010 · Service Deposits Payable	-100.00	100.00
				1510 · Service Receivables	-14.21	14.21
TOTAL					-114.21	114.21
Bill Pmt -C 13841		09/19/2013	US Postmaster	1020 · American Bk Operating Checking		-500.00
Bill	Permit #6	09/17/2013		6255 · Postage Expense	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -C 13842		09/19/2013	Verizon Southwest	1020 · American Bk Operating Checking		-244.43
Bill	Sept 2013 Stmt	09/04/2013		6260 · Telephone Expense	-192.73	192.73
				1515 · General Fund Receivables	-51.70	51.70
TOTAL					-244.43	244.43
Bill Pmt -C 13843		09/19/2013	Wagner Tire	1020 · American Bk Operating Checking		-70.00
Bill	19751	09/11/2013		6335 · Machinery Repair & Maintenance	-70.00	70.00
TOTAL					-70.00	70.00
Bill Pmt -C 13844		09/19/2013	Wex Bank	1020 · American Bk Operating Checking		-1,176.28
Bill	34227080	09/06/2013		6341 · Vehicle Fuel	-1,176.28	1,176.28
TOTAL					-1,176.28	1,176.28
Bill Pmt -C 13845		09/19/2013	William Mitchell	1020 · American Bk Operating Checking		-100.00
Bill	Refund	09/18/2013		3010 · Service Deposits Payable	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -C 13846		09/19/2013	US Postmaster	1020 · American Bk Operating Checking		-200.00
Bill	Permit 6 Renewal	08/15/2013		6255 · Postage Expense	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -C 13847		09/20/2013	Mike Williams	1020 · American Bk Operating Checking		-424.64
Bill	Reimburse	09/20/2013		1584 · POA Receivables	-12.96	12.96
				1515 · General Fund Receivables	-397.92	397.92

City of Meadowlakes-Utility Fund

Check Detail

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				6282 · Administrative-Miscellaneous	-13.76	13.76
TOTAL					-424.64	424.64
Check	13848	09/26/2013	HEB Pharmacy	1020 · American Bk Operating Checking		-243.00
				6282 · Administrative-Miscellaneous	-189.00	189.00
				1515 · General Fund Receivables	-54.00	54.00
TOTAL					-243.00	243.00
Bill Pmt -C 13849		09/26/2013	Aqua-Tech Laboratories, Inc.	1020 · American Bk Operating Checking		-198.00
Bill	4379	09/18/2013		6320 · Water Outside Testing Expense	-107.00	107.00
				6318 · Outside Testing Wastewater	-91.00	91.00
TOTAL					-198.00	198.00
Bill Pmt -C 13850		09/26/2013	Debbie Holley	1020 · American Bk Operating Checking		-34.33
Bill	Sept 20, 2013	09/20/2013		6180 · Employee Training & Travel Exp	-34.33	34.33
TOTAL					-34.33	34.33
Bill Pmt -C 13851		09/26/2013	Fisher's Iron & Metal Ind.	1020 · American Bk Operating Checking		-128.25
Bill	18866	09/18/2013		6327 · WWTP Repair & Maintenance	-128.25	128.25
TOTAL					-128.25	128.25
Bill Pmt -C 13852		09/26/2013	Grainger	1020 · American Bk Operating Checking		-182.86
Bill	9246251400	09/18/2013		3562 · Storm Damage	-182.86	182.86
TOTAL					-182.86	182.86
Bill Pmt -C 13853		09/26/2013	Granite Trucking, Inc.	1020 · American Bk Operating Checking		-374.69
Bill	1749	09/17/2013		6327 · WWTP Repair & Maintenance	-374.69	374.69
TOTAL					-374.69	374.69
Bill Pmt -C 13854		09/26/2013	Holt Cat	1020 · American Bk Operating Checking		-43.27
Bill	PIMA0154245	09/17/2013		6335 · Machinery Repair & Maintenance	-33.78	33.78
Bill	PIMA0154333	09/18/2013		6335 · Machinery Repair & Maintenance	-9.49	9.49
TOTAL					-43.27	43.27
Bill Pmt -C 13855		09/26/2013	Interstate Battery Systems of	1020 · American Bk Operating Checking		-11.99

City of Meadowlakes-Utility Fund

Check Detail

		September 2013				
Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	220006189	09/24/2013		6327 · WWTP Repair & Maintenance	-11.99	11.99
TOTAL					-11.99	11.99
Bill Pmt -C 13856		09/26/2013	Lower Colorado River Authori	1020 · American Bk Operating Checking		-175.95
Bill	114321	09/18/2013		6320 · Water Outside Testing Expense	-175.95	175.95
TOTAL					-175.95	175.95
Bill Pmt -C 13857		09/26/2013	USA Bluebook	1020 · American Bk Operating Checking		-533.17
Bill	153314	09/17/2013		6322 · Irrigation Maintenance Expense	-533.17	533.17
TOTAL					-533.17	533.17
Total Utility Fund Disbursements						-49,453.33

Payroll Recap September 2013

Pay Period	Fund	Wages	Payroll Taxes	Retirement Expense	Total Payroll Exp.
Date: 8/12/2013					
8/24 to 9/10/13	General	\$ 5,604.08	\$ 428.71	\$ 57.66	\$ 6,090.45
(Bi-weekly)	Utility	\$ 11,653.55	\$ 891.50	\$ 125.86	\$ 12,670.90
Total		\$ 17,257.63	\$ 1,320.21	\$ 183.52	\$ 18,761.35
Date: 8/26/2013					
8/10 to 8/23/13	General	\$ 5,654.51	\$ 432.57	\$ 58.12	\$ 6,145.20
(Bi-weekly)	Utility	\$ 11,535.53	\$ 882.47	\$ 121.99	\$ 12,539.99
Total		\$ 17,190.04	\$ 1,315.04	\$ 180.11	\$ 18,685.19
Date: 8/27/2013					
8/27/2013	General	\$ 1,374.00	\$ 143.35	\$ -	\$ 1,517.35
(Monthly)					
Totals					
General Fund		\$ 12,632.59	\$ 1,004.63	\$ 115.78	\$ 13,753.00
Utility Fund		\$ 23,189.08	\$ 1,773.96	\$ 247.85	\$ 25,210.89
Total		\$ 35,821.67	\$ 2,778.60	\$ 363.63	\$ 38,963.89

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City of Meadowlakes Stated Meeting Minutes September 10, 2013

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I. CALL TO ORDER AND QUORUM DETERMINATION: Mayor Don Williams called the meeting to order at 5:06 p.m. declaring that a quorum was present at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas. Councilmembers present were Barry Cunningham, Mary Ann Raesener, Alton Fields, Clancy Stephenson and Gary Hammond. Also present was City Manager Johnnie Thompson and City Secretary Stephanie Littleton.

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II. PLEDGE OF ALLEGIANCE AND PRAYER: Alton Fields led the Council and guests in the Pledge of Allegiance and Roy Belcher led the Council and guests in prayer.

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III. 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 & parking violations and the financial condition of the various City funds. Mr. Thompson concluded his presentation with an update on the construction progress of the new water storage tank, stating that the tankage is complete; painters begin in October, then 2-3 weeks later the baffling will be installed, and then a few weeks later the sterilization process will be completed and shortly thereafter the tank will be put in to service.

IV. CONSENT ITEMS:

- A. August 13th, 2013 Meeting Minutes –Stephanie Littleton, City Secretary
- B. Ordinance Enforcement August 2013 Activity Report – Pat Preston
- C. Animal Control August 2013 Activity Report - Robbie Galaway, Officer
- D. Patrol Activity August 2013 Report - provided by Meadowlakes Patrol Officers
- E. Vandalism/Incident August 2013 Activity Report – Stephanie Littleton, City Secretary
- F. City Building Committee August 2013 Activity Report - Don Wheeler, Chairman
- G. Public Works Department August 2013 Activity Report - Mike Williams, PWD
- H. August 2013 Detailed Financials Report - Johnnie Thompson, City Manager

After Council discussion, Councilmember Hammond made a motion to approve the consent items as presented. Councilmember Fields seconded

47 the motion. It passed by a unanimous vote of the Councilmembers
48 present.

49
50 **V. CITIZEN COMMENTS:** Residents Carol Inman, Linda Wier, Christine
51 Forsyth, Franzella Jones, Opal Seals, Louise Cassingham and Spencer
52 Platt all expressed their concerns and opinions regarding the golf course
53 operations, budget and potential restaurant closure.

54
55 **VI. OLD BUSINESS:**

56 **A. Action/Discussion/Status Update: Meadowlakes Public Facility**
57 *Corporation operations and financial condition.* There was no
58 discussion or action on this item.

59 **B. Action/Discussion: Authorization for City Manager to award contract for**
60 *repairs to municipal building.* City Manager Johnnie Thompson
61 updated the Council regarding the one bid received for roof repairs,
62 which exceeded the insurance estimate by \$3,200. Mr. Thompson also
63 stated that the contractor suggested replacing the deteriorating roof
64 insulation at an additional cost of \$3,500. He concluded by asking
65 the Council for authorization to move forward with an additional
66 \$6,850 to complete repairs. Councilmember Raesener made a motion
67 to approve authorizing the additional funds for repairs. The motion
68 was seconded by Councilmember Hammond and passed by a
69 unanimous vote of the Councilmembers present.

70
71 **VII. NEW BUSINESS**

72 **A. Action/Discussion: Resolution 13-06 "A RESOLUTION BY THE**
73 **CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS**
74 **ESTABLISHING THE FISCAL YEAR 2014 ANNUAL**
75 **REIMBURSEMENT COST AGREEMENT (ARCA) BETWEEN THE**
76 **CITY AND THE MEADOWLAKES PUBLIC FACILITY**
77 **CORPORATION; APPROVING SAID CORPORATION'S FISCAL**
78 **YEAR 2014 OPERATING BUDGET."** Mayor Williams introduced

79 this item by stating his recommendation to accept the ARCA to
80 enable the City to freeze the PFC loan payments for one year.
81 Council discussion ensued, after which, Councilmember
82 Cunningham moved to adopt Resolution 13-006 and the attached
83 Exhibit A. Councilmember Fields seconded the motion and it
84 passed by a unanimous vote of the Councilmembers present.
85 Regarding Exhibit "B", the FY2014 PFC budget, of the Resolution,
86 Mayor Williams gave the Council the option to reject the proposed
87 budget submitted September 2nd and instead accept the proposed
88 budget submitted July 24th with changes generated from the
89 ARCA that include the suspension of the \$12,000 loan payment.
90 Councilmember Fields made a motion to accept the July 24th
91 proposed budget. The motion was seconded by Councilmember

92 Raesener and passed by a vote of 4-1 with Councilmember
93 Stephenson providing the sole nay vote.

94 **B. Action/Discussion: Ordinance 2013-05 - Adoption of the 2013-**
95 **2014 fiscal year budget** (Local Gov't Code Sec. 102.007 (A and B))
96 Councilmember Fields made a motion to adopt Ordinance 2013-05
97 adopting the fiscal year 2013-2014 budget. The motion was
98 seconded by Councilmember Cunningham, but the motion was
99 withdrawn at the request of City manager Thompson so that the
100 required phrasing could be added. Councilmember Fields then
101 stated "I move to ratify that the fiscal year 2014 Budget will raise
102 \$244 more in ad valorem tax income than last year". The motion
103 was seconded by Councilmember Cunningham and passed by a
104 unanimous vote of the Councilmembers present. After the first
105 motion, Councilmember Fields made a second motion to adopt
106 Ordinance 2013-05 and the attached fiscal year budget. The
107 motion was seconded by Councilmember Cunningham and passed
108 by a unanimous vote of the Councilmembers present.

109 **C. Action/discussion/adoption: Ordinance 2013-06 - Adoption of**
110 **the 2013 Ad Valorem tax rate** (Local Gov't Code Sec. 102.009)
111 Councilmember Raesener moved "to recommend that Ordinance
112 2013-06 be adopted as presented which adopts a combined ad
113 valorem tax rate of \$0.3206 with \$0.1686 for maintenance and
114 operation of the City and a rate of \$0.152 for retirement of bonded
115 debt to generate a total of \$620,000. The proposed tax rate meets
116 the funding requirements of the fiscal year 2014 budget". The
117 motion was seconded by Councilmember Hammond and passed by
118 a unanimous vote of the Councilmembers present.

119 **D. Action/Discussion: Resolution 13-07-Nomination Selection for**
120 **BCAD Board of Directors.** This item was tabled for future
121 discussion.

122 **E. Action/Discussion: Amending section 3(d) of the Comprehensive**
123 **Financial Management Policy adopted 6/12/12; Accounting, Auditing**
124 **and Financial Reporting, Signature of Checks.** City Manager Johnnie
125 Thompson informed the Council that due to the recent bank
126 change, there was a need to revise the current policy in order to
127 increase internal controls. Councilmember Raesener made a
128 motion to accept the amendments. The motion was seconded by
129 Councilmember Fields and passed by a unanimous vote of the
130 Councilmembers present.

131 **F. Action/Discussion: Requesting City staff to develop a Request for**
132 **Proposal for golf club management companies with experience in**
133 **managing facilities like HFGC.** Councilmember Raesener requested
134 this agenda item and stated she believes the Public Facility
135 Corporation (PFC) has done an amazing job of running the golf
136 course and restaurant, and that the entire facility is important to
137 home values. She continued by stating that she thinks it would be

138 appropriate to develop a Request For Proposal (RFP) to see if other
139 management companies can do a good job. She concluded by
140 stating that this doesn't mean we have to hire an outside company,
141 but that it would be good to make inquiries and that the PFC
142 should be involved in the development of the RFP. Council
143 discussion ensued and Mayor Williams appointed Councilmembers
144 Raesener and Stephenson to research golf management
145 companies.
146

147 **VIII. COUNCIL & MAYOR ANNOUNCEMENTS:**

148 **A.** Mayor Williams thanked the Council for all their hard work and
149 dedication.

150 **B.** The next regularly scheduled meeting will be held October 8th, 2013 at
151 5:00 p.m.

152 **C.** Flu shot clinic to be held September 26th from 10-1 at Totten Hall.
153

154 **IX. ADJOURNMENT:** Mayor Don Williams adjourned the meeting at 6:15
155 pm.
156

157
158
159
160 **Approved:**

161
162
163 /s/ Don Williams _____ **Date:** _____
164 Mayor, Don Williams

165
166
167
168 **Attest:**

169
170 /s/ Stephanie Littleton _____ **Date:** _____
171 City Secretary, Stephanie Littleton

**Ordinance Enforcement Report
Summary
September 2013**

Calls Received: Ordinance line: 20
Security Gate: 0
City Hall: 0

72 warning letters or notices were issued during the month of September:

- 6 letters regarding Ordinance 28-55 – trailer, boat or RV parked in drive over 72 hours
- 30 letters regarding Ordinance 20-55 – trash containers visible from the street
- 2 letters regarding Ordinance 20-55 – limbs or yard debris on lot over 14 days
- 19 letters regarding Ordinance 20-55 – yards or lots needing mowing or trimming
- 4 letters regarding Ordinance 20-55 – trash and debris in yard
- 3 letters regarding PMC 302.4 & Sec 6-9 – dead tree/shrubs on property
- 2 letters regarding Ordinance 28-56 – boat parked on street overnight
- 1 letter regarding Ordinance 28-56 – golf cart stored on drive
- 5 letters regarding Ordinance 20-55 – lawn clippings or limbs deposited in street

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

7 verbal warnings were issued

Submitted by:

Pat Preston

Pat Preston
Ordinance Enforcement Officer
October 1, 2013

Animal Control Report

Meadowlakes, Texas

September, 2013

- **Two found dogs were returned to their owners**
- **One trapped raccoon was removed from the city**
- **One trapped skunk was removed from the city**
- **Two trapped armadillos were removed from the city**
- **Three dog barking calls were received**
- **Two calls were received for deer in the city. I was out of the city and referred the call to Johnnie Thompson**
- **Two stray dogs were taken to the Marble Falls Animal Control facility**
- **Resident asked how to dispose of his deceased cat. I advised him to contact his veterinarian**
- **Resident asked what to do about critters in her attic. I advised her to contact a pest control**
- **One call was for a dog tethered to her garage door railing. I advised the resident that this was an ordinance violation and was unsafe for the dog. I furnished her a copy of the ordinance section**
- **Citations were written for 1) failure to register dogs and for 2) keeping more than the maximum allowed dogs**

Robbie Galaway

Robbie Galaway

MEADOWLAKES PATROL ACTIVITY REPORT September 2013

DATE	DAY	DEPUTY	START TIME	END TIME	HRS	CITATION	WARNING	VERBAL	OTHER	NOTES	Begin Mileage	End Mileage	Miles Driven
9/1/13													0
9/2/13	Mon	Bindseil	1:30 PM	4:30 PM	3:00						73998	74013	15
9/3/13	Tue	Bindseil	1:00 PM	4:00 PM	3:00			1		Verbal warning for illegally parked vehicle	74100	74113	13
9/4/13	Wed	Perez	6:00 PM	9:00 PM	3:00				1	Patrol, radar, assisted finding owner of lost cell phone	73800	73816	16
9/5/13	Thu	Perez	6:30 PM	9:30 PM	3:00		1			Patrol, radar, checked City bldgs, talked to resident about incident that occurred in Marble Falls	73885	73902	17
9/6/13	Fri	Perez	7:00 PM	10:00 PM	3:00			1		Verbal warning for headlight out	108361	108380	19
9/7/13	Sat	Bindseil	7:00 PM	10:00 PM	3:00						74254	74274	20
9/7/11													0
9/8/13													0
9/9/13	Mon	Wilson	7:00 AM	10:00 AM	3:00					Patrol, radar	58978	58996	18
9/10/13													0
9/11/13	Wed	Bindseil	4:00 PM	7:00 PM	3:00			2		Verbal warnings for speeding on Meadowlakes Dr	74602	74613	11
9/12/13	Thu	Koenning	3:00 PM	5:00 PM	2:00			1			108479	108496	17
9/13/13													0
9/14/13	Sat	Wilson	6:45 PM	9:45 PM	3:00					Open gate at City Hall water plant, called City Manager. Patrol, radar, checked buildings and parks.	59321	59339	18
9/14/13	Sat	Bindseil	4:00 PM	7:00 PM	3:00						74667	74677	10
9/15/13	Sun	Wilson	4:00 PM	7:00 PM	3:00					Patrol, radar, assist EMS call at 265 Braeburn	59340	59356	16
9/16/13	Mon	Bindseil	4:00 PM	7:00 PM	3:00						74766	74780	14
9/17/13	Tue	Koenning	3:00 PM	6:00 PM	3:00			1		Took complaint from resident re: reckless driver tailgating her. Made contact with suspect, advised him to clean up his act.	108668	108683	15
9/18/13													0
9/19/13													0
9/19/11	Thu	Wilson	7:00 AM	10:00 AM	3:00					Patrol, radar	59629	59644	15
9/20/13													0
9/21/13													0
9/21/12													0
9/22/13	Sun	Koenning	4:00 PM	8:00 PM	4:00					Assist MFEMS @ 152 Nelson Place ref: 73 yr w/f with chest pains.	108862	108885	23
9/23/13													0
9/23/11	Mon	Wilson	7:00 PM	10:00 PM	3:00					Patrol, checked City parks, rv storage and buildings	60186	60207	21
9/24/13	Tue	Wilson	7:00 AM	10:00 AM	3:00					Patrol, moving and stationary radar	60207	60222	15
9/25/13	Wed	Bindseil	10:00 AM	1:00 PM	3:00						75302	75315	13
9/26/13	Thu	Bindseil	3:00 PM	6:00 PM	3:00					Monitor school/work traffic	75390	75410	20
9/27/13													0
9/28/13													0
9/29/13													0
9/30/13													0
9/30/11	Mon	Koenning	3:00 PM	6:00 PM	3:00				2		109764	109786	22
TOTALS:					60	0	1	6	3				333

BUILDING COMMITTEE REPORT
September 2013
Don Wheeler – Building Committee Chairman

ACTIVE BUILDING PERMITS (under construction or review) 18
(adjusted for the completion of several fences/patio covers)

September 2013 Approved Permits

<i>Deck</i>	
<i>Fence</i>	
<i>Swimming Pool/Hot Tub</i>	
<i>Remodel</i>	
<i>Variance</i>	<i>1- 7' building setback lines</i>
<i>New Homes</i>	
<i>Other</i>	
<i>Patio Cover</i>	<i>1</i>
<i>Arbor</i>	
<i>Plat Amendment</i>	
<i>Consultation</i>	
<i>Playscape</i>	
<i>Permit Revisions</i>	
<i>Applications denied:</i>	<i>Arbor</i>
	<i>Fence</i>
	<i>New home</i> <i>1</i>
	<i>Variance</i>
	<i>Remodel</i>
	<i>Patio Cover</i>
	<i>Playscape</i>
	<i>Detached Structure</i>
	<i>Carport</i>
	<i>Propane gas storage tank</i>
	<i>Roof replacement</i>
	<i>Other</i>

MEMORANDUM

Date: October 2, 2013
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 10.9 million gallons of water treated in September.
2. The topic for the safety meeting this month was Hazard Communications-Material Safety Data Sheets. In attendance were 7 employees from Public Works and 4 from the golf course.
3. Tasks for the POA that were done this month include: Weekly mowing at the guard gate and parks, Completed 1 mowing cycle of vacant lots, reworked all flower beds at the guard gate and assisted Burnet County workers with roadwork at the RV/boat storage area.
4. Poured a slab at the wastewater treatment plant for a new air compressor that is being installed at this time. This will replace the old compressor, which according to Johnnie has been here since 1973.
5. Weekly brush pickup – we would like to remind our residents to please call city hall to be put on the weekly pickup list and to review the guidelines for the items that can and cannot be picked up. 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 hanger is left at any home that have items that do not meet the requirements of the ordinance.
6. We have started the installation of the 10 inch inlet and 12 inch outlet piping for the new storage tank . The shell of the tank is up with the paint crew scheduled to be here in the near future. After the tank has been painted and the paint cures, the subcontractor will come in to install the baffle curtains and the piping will be finished in preparation for filling the tank with water.
7. Mike attended a 3 day floodplain conference in Austin where there were over 450 floodplain managers from across the state in attendance. There were a variety of seminars and presentations from many local, state and national organizations regarding many floodplain issues. This conference provides the continuing education that is required for the annual renewal of my Certified Floodplain Manager license as well as keeping me up to date on any pertinent changes that will affect our community.
8. Mike participated in a FEMA webinar on Oct. 1 dealing with changes to the National Floodplain Insurance program that are being brought about by the Biggert-Waters Flood Insurance Reform Act of 2012. This will affect several of the homeowners in Meadowlakes that are required to have flood insurance, especially those who have a second home here that is located in the floodplain. If you would like more information regarding this act please visit www.fema.gov/bw12
9. Performed the annual inventory check for the PWD as required by our auditors.

City of Meadowlakes
Items for Consideration
City Council Meeting
September 5, 2013

Date: *October 4, 2013*
To: *Honorable Mayor Williams and Council Persons*
From: *Johnnie Thompson, City Manager*
Agenda Item: *VII-A Committee Reports*

Requested Council Agenda Date: *October 8, 2013*

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 for your review and consideration Resolution 13-09 that has been drafted by Stephanie appointing members to the Building Committee, Planning and Zoning Committee (P&Z) and Meadowlakes Public Facility Corporation (PFC). The resolution is not complete since we are awaiting recommendations from the PFC committee which I understand will meet this afternoon to review the five individuals that have submitted applications. The five applicants are Barbara Peskin, Herman Kast, Larry Grady, Larry Upton and John Travis. For the Building Committee Joe Summers and Bobby Burgess both have requested to be re-appointed, while Blair Feller and Robert Henderson are recommended to fill the two remaining positions. Two of the seated members of the Planning and Zoning Committee have agreed to be reappointed with one opening remaining unfilled.

The Mayor appoints chairs to both the Building and P&Z committees. Blair Feller has agreed to serve as the chair of the Building Committee; Blair has served as chair of this committee in the past. Currently Tom Carpenter is the chair of the P&Z Committee and I anticipate he will continue to serve if so appointed.

As soon we are aware of the recommendations from the PFC selection committee we will forward that information on to you.

5. Recommendation

Staff recommends that the individuals as recommended by the selection committees be appointed.

City of Meadowlakes

RESOLUTION 13-09

October 8, 2013

A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS APPOINTING MEMBERS TO CITY OF MEADOWLAKES PLANNING AND ZONING COMMISSION, BUILDING COMMITTEE AND THE MEADOWLAKES PUBLIC FACILITY CORPORATION, ESTABLISHING TERMS OF OFFICE FOR EACH AND APPOINTMENT OF CHAIR TO THE PLANNING AND ZONING COMMISSION AND BUILDING COMMITTEE.

WHEREAS, the City of Meadowlakes, previously established the Planning and Zoning Commission and Building Committee; and

WHEREAS, the City of Meadowlakes established the creation of the Meadowlakes Public Facility Corporation; and

WHEREAS, the terms of several members of said Commissions, Boards and Committees will expire on October 31st, 2013 and the City Council has the sole responsibility of appointing said members; and

WHEREAS, two members of the Public Facility Corporation have submitted resignations effective September 16th, 2013; and

WHEREAS, the City Council of the City of Meadowlakes adopted on July 10, 2012 Ordinance 2012-03 which established the “City Commissions, Boards and Committees Appointment Policy”; and

WHEREAS, said Policy established a means of establishment of a selection committee for each Commission, Board and Committee, and the appointment of a chair of the said selection committee; and

WHEREAS, said selection committees have reviewed the applicants whom have expressed a desire to serve on the various Commissions, Boards and Committees and have submitted their recommendations to the City Council.

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

Section 1 Finding:

The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2 Appointments and Terms of Office:

The City Council of the City of Meadowlakes hereby appoints the following citizens of the City of Meadowlakes to the said Commissions, Boards and Committees and that said appointees shall take office on November 1st, 2013:

MEADOWLAKES PUBLIC FACILITY CORPORATION

Name	New	Term
To be determined Place #4	Appointment unexpired term	11/13 to 10/31/14
To be determined Place #2	Appointment unexpired term	11/1/13 to 10/31/15

CITY OF MEADOWLAKES PLANNING AND ZONING COMMISSION

Name	New/Re-appointed	Term
Tom Carpenter, Place #1	Re-appointment	11/1/13 to 10/31/15
Herb Lewis, Place #3	Re-appointment	11/1/13 to 10/31/15
(vacant) Place #5	Appointment vacancy	11/1/13 to 10/31/15

CITY OF MEADOWLAKES BUILDING COMMITTEE

Name	New/Re-appointed	Term
Blair Feller, Place #1	New appointment	11/1/13 to 10/31/15
Bobby Burgess, Place #3	Re-appointment	11/1/13 to 10/31/15
Robert Henderson, Place #5	New appointment	11/1/13 to 10/31/15
Joe Summers Place #7	Re-Appointment	11/1/13 to 10/31/15

Section 3 Severability:

The invalidity of any part of this Resolution shall not invalidate any other part thereof. The terms and provisions of this Resolution shall be deemed to be severable, and if any section, subsection, sentence, clause or phrase of this Resolution should be declared to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause or phrase of this Resolution.

Section 4 Public Notices and Open Meeting:

It is hereby officially found and determined that the meeting at which this resolution 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, *Chapter 551, Tex. Gov't Code*.

Section 5 Effective Date:

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

PASSED AND APPROVED this the 8th day of October, 2013.

City of Meadowlakes

ATTEST:

/s/Stephanie Littleton
Stephanie Littleton, City Secretary

/s/ Don Williams
Don Williams, Mayor

City of Meadowlakes
Items for Consideration
City Council Meeting
September 5, 2013

Date: *October 4, 2013*
To: *Honorable Mayor Williams and Council Persons*
From: *Johnnie Thompson, City Manager*
Agenda Item: *VII B through D*

Requested Council Agenda Date: *October 8, 2013*

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:

I will be addressing agenda item VII-A, B, C, and D as one item since they are all related to some degree and will be discussed in greater detail during your workshop. We have tried to prepare the needed documents to allow for whatever action you desire after your workshop. Resolution 13-08 addresses a means to add a voluntary donation on the City's utility bills while Ordinance 2013-07 addresses not only the phasing out of Lifetime Members green fees exemption but it also addresses a change in the sewer rate to reflect an increase. Depending on what action you desire, the budgets of the Utility, General and the Recreation Funds may have to be adjusted. Both the Resolution and Ordinance reflects either a voluntary contribution or a sewer increase of \$4 per month and may be adjusted as needed each \$ would generate an estimated \$700 per month via the voluntary donation while each \$1 increase in sewer rates would generate approximately \$875 per month. I anticipate that an additional meeting may be required to fine tune your desires.

An action item has been added that would allow you to change the use of the restricted reserve funds held by the Recreation Fund to assist in the cash shortfall anticipated by the golfing complex.

Attached please find attached Resolution 13-08, Ordinance 13-09 and a copy of the excerpts from our Code of Ordinances that reflect the suggested changes in the format of Codes.

City of Meadowlakes

RESOLUTION NUMBER 13-08

OCTOBER 8, 2013

A RESOLUTION BY THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS ESTABLISHING A VOLUNTARY MONTHLY DONATION OF FOUR DOLLARS (\$4) ON EACH CITY OF MEADOWLAKES UTILITY BILLING FOR IMPROVEMENTS AND MAINTENANCE OF THE CITY OWNED GOLF COURSE; ESTABLISHING USE OF SAID DONATED FUNDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Meadowlakes City Council desires to offer the citizens of Meadowlakes a mechanism for voluntary donation of funds for the improvement and maintenance of the city owned municipal golf course (golfing complex); and

WHEREAS, the City Council has previously adopted a comprehensive financial policy which established a "Golf Course Improvement Reserve Fund" within the Recreation and Country Club Fund of said city; and

WHEREAS, said Reserve Fund provides specific language to the use of said funds; and

WHEREAS, the City currently has the capability to add a voluntary contribution to resident's monthly utility billing;

NOW, THEREFOR, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEADOWLAKES, BURNET COUNTY, TEXAS:

Section 1. That the City Council desires to establish a means for citizens desiring to make a donation for the improvement and maintenance of the City owned municipal golf course.

Section 2. That a four dollar (\$4) monthly donation be added to each City of Meadowlakes monthly utility billing, and that staff shall be authorized to transfer said donated funds to the Recreation and Country Club "Golf Course Improvement Reserve Fund."

Section 3. That said donation is strictly voluntary and that it may be deducted from the amount billed. No penalty or sanction of any kind shall be applied to any customer's bill for non-payment of the voluntary fee.

Section 4. That this Resolution shall take effect immediately from and after its passage and approval as may be required.

Section 5. It is further found and determined that in accordance with this Resolution of this governing body that the City Secretary posted written notice of the date, place, and subject of this meeting at a place convenient to the public, and said notice having been so posted continuously for at least 72 hours preceding the date of this meeting.

PASSED AND APPROVED this the 8th day of October, 2013.

CITY OF MEADOWLAKES, TEXAS

Don Williams, Mayor

ATTEST:

Stephanie Littleton, City Secretary

City of Meadowlakes

ORDINANCE 2013-07

October 8, 2013

AN ORDINANCE OF THE CITY OF MEADOWLAKES, TEXAS AMENDING CHAPTER 24 (Streets, Sidewalks and Public Properties) BY AMENDING SECTION 24-51 (Prior owner issued lifetime memberships), BY AMENDING SECTION (3)h AND ADDING A NEW SECTION (4); AMENDING APPENDIX A, SECTION A50-B (SEWER RATES) PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPENING CLAUSE.

WHEREAS, the City Council of the City of Meadowlakes, Texas adopted a new Codes of Ordinance on June 11, 2013; and

WHEREAS, the City Council wishes to revised a portion of said Code of Ordinances; and

WHEREAS, pursuant to Texas Local Government Code Chapter 51, the City Council has the general power to adopt and publish an ordinance or police regulation that is for the good of it citizens; and

WHEREAS, the City Council finds this Ordinance to be reasonable and necessary.

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

Section 1. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. The City of Meadowlakes Code of Ordinances is hereby amended by amending Chapter 24 and Appendix A of the Meadowlakes Code as outlined and instructed in attached Exhibit "A".

Section 3. 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 4. The city secretary of the City of Meadowlakes, Texas is hereby

directed to engross and enroll this ordinance by copying the caption, penalty clause, and effective date clause of this ordinance in the minutes of the City Council of the City of Meadowlakes and by filing said ordinance in the ordinance records of the City.

Section 5. The city secretary of the City of Meadowlakes is hereby directed to publish the caption, penalty clause, publication clause and the effective date clause of this ordinance for two (2) days in the official newspaper of the City of Meadowlakes, as authorized by Section 52.013 of the Texas Local Government Code.

Section 6. This ordinance shall take effect immediately from and after its passage and publication in accordance with the publication provisions as so stated in Section 5 of this ordinance.

Section 7. 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 and Adopted by the City Council of the City of Meadowlakes on this 8th day of October, 2013.

Don Williams, Mayor

ATTEST:

Stephanie Littleton, City Secretary

Exhibit "A"

Amending Chapter 24 "Streets, Sidewalks and Public Property", Section 24-46 "Corporation enabling formal documentation" by striking those phrases to be deleted and inserting those phrases in bold and underlined as set forth below:

Sec. 24-51. Prior owner issued lifetime memberships.

(1) h. **The City shall maintain** ~~There is~~ **The City shall maintain** a list of named individuals who receive lifetime memberships subject to the privileges and conditions set forth in this section.

Adding a new subsection 4.

(4) Terms for exemption from prepaid green fees for the Lifetime Membership classification. All Lifetime Members desiring to maintain their classification and benefits thereof of said membership shall be required to pay a reduced prepaid green fee of \$50.00 per month beginning on November 1st, 2013. Lifetime Members prepaid green fees will increase to \$100.00 per month on October 1st, 2014 and to \$150.00 per month on October 1st, 2015. The individuals who are so designated lifetime members shall be entitled to keep a maximum monthly prepaid green fee of \$150.00 and shall be entitled to keep the "Lifetime Member" classification of membership until terminated per the terms and conditions as set forth in this Section.

Amending Appendix A "Fees, Rates and Miscellaneous Provisions" Section A50(B) "Public works department fees" by striking those phrases to be deleted and inserting those phrases in bold and underline as set forth below:

Appendix A. Public works department fees.

(B) Sewer Rates. The following monthly rates and charges are hereby established for service provided by the City, to wit:

Residential Rates:

Customers inside City: Flat Rate of ~~\$43.00~~ **\$47.00** per month.

Customers outside the City: Twice the amount stated above.

Commercial Rates: The sum of ~~\$165.00~~ **\$169.00** per month flat rate shall be charged to the customer occupying the business located at 220 Meadowlakes Drive. The sum of ~~\$50.00~~ **\$54.00** flat rate shall be charged to the customer of the office buildings located at 107, ~~and 111~~ **and 113** Meadowlakes Drive.

City of Meadowlakes Code of Ordinance

Sec. 24-51. Prior owner issued lifetime memberships.

The city entered into an earnest money contract on December 18, 2007, to purchase the golf course and country club located at 220 Meadowlakes Drive, Meadowlakes, Texas, from a privately owned commercial entity. The golf course is the sole location for effluent disposal in the city and was acquired to protect the public health and safety. The property was acquired in fee simple by the city on March 13, 2008. Prior to the effective date of the earnest money contract, lifetime memberships had been issued. As consideration for golf members investing in the course and remaining members, the city has agreed to recognize the lifetime memberships subject to the continuing right of the city to exercise police power regulations. The city hereby defines the following terms and conditions for acknowledging and accommodating the previously issued lifetime memberships:

(1) As of the contract date of December 18, 2007, no additional new lifetime memberships or any other type of nondeterministic time period memberships for privileges at the municipal golf course and country club shall be issued.

(2) Only persons entitled to lifetime memberships approved by the city council during the transfer of ownership from the owner, Mike McClung (MEM Hill Country Land Company, Inc.) shall be eligible for retaining lifetime memberships, subject to terms and conditions set forth in this section. The eligible individuals are based on those individuals certified in writing as holders of lifetime memberships that were established on or before December 18, 2007. The lifetime members so certified were documented in a February 25, 2008, letter to the city from the Hidden Falls Country Club. The list as of February 25, 2008, is hereby frozen. Any other contracts or agreements (written, verbal, or implied otherwise by the most recent, prior owners or other persons) not expressly accepted for transfer to the city are hereby declared null and void.

(3) The city, subject to all terms and conditions set forth in this section, shall permit the lifetime memberships that were active and in good standing as of December 18, 2007, and as certified by prior owner documentation described in this section, to be expressly accepted for transfer and consistent with the following:

- a. The lifetime memberships shall be only for said individuals.
- b. Lifetime memberships cannot be transferred, sold, handed down or passed on to family members or any other person. The membership terminates when the individuals are no longer living or upon resignation.
- c. Children of lifetime members who are under the age of 21 years and are residing fulltime at the residence of a parent who is a lifetime member shall have membership privileges. The privilege shall terminate upon the 21st birthday or upon change in residency different from the primary residence location of a parent.
- d. In case of spouses, both spouses' names must be on the list in order for spouse's entitlement to lifetime membership privileges. In cases of subsequent spouse's death, divorce, legal separation and/or remarriage, the lifetime membership privilege shall not pass on to a different spouse but shall continue for the specific individuals who have been named on the list. Children of either spouse will also

continue to receive membership privileges, subject to children's status as set forth in subsection (3)c of this section.

- e. Prepaid green fees are the only privilege provided with lifetime memberships. A lifetime member shall pay for all other utilized services including, but not limited to, golf cart trail fees, golf cart rental, range balls, and handicap tracking fees, at the posted rate for other members who use the municipal golf course and country club.
- f. Lifetime members are required to abide by all published rules and restrictions as defined by this Code of Ordinances any time that the lifetime members, or children of members, are utilizing the municipal golf course and country club, including enforcement of penalties.
- g. The city services recognized herein shall continue to be subject to annual appropriations and the city does not waive or modify the sovereign immunity of the city. Therefore, lifetime memberships are subject to the legal requirements and shall never be guaranteed to extend beyond a fiscal year. The city reserves the right to terminate or further restrict lifetime memberships as part of adopting subsequent budgets. Such actions shall only be undertaken by specific and formal action by city council. Given no such action is formally adopted, the lifetime memberships shall be renewed effective for the period covered by the new budget, upon adoption of the new budget by city council with no change to terms and conditions currently in force.
- h. There ~~is~~ **The City shall maintain** is a list of named individuals who receive lifetime membership subject to the privileges and conditions set forth in this section.

(Code 2006, § 60.07; Ord. No. 2008-11, 3-4-2008)

Adding a new subsection 4.

(4) Terms for exemption from prepaid green fees for the Lifetime Membership classification. All Lifetime Memberships desiring to maintain their classification and benefits thereof of said membership shall be required to pay a reduced prepaid green fee of \$50.00 per month beginning on November 1st, 2013. Lifetime Members prepaid green fees will increase to \$100.00 per month on October 1st, 2014 and to \$150.00 per month on October 1st, 2015. The individuals who are so designated lifetime members shall be entitled to keep a maximum monthly prepaid green fee of \$150.00 and shall be entitled to keep the "Lifetime Member" classification of membership until terminated per the terms and conditions as set forth in this Section.

City of Meadowlakes
 Items for Consideration
 City Council Meeting
 September 5, 2013

Date: *October 4, 2013*

To: *Honorable Mayor Williams and Council Persons*

From: *Johnnie Thompson, City Manager*

Agenda Item: *VII E – Retaining consultant to review golfing complex operations and assist in development of business plan, budget*

Requested Council Agenda Date: *October 8, 2013*

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:

At the Council's September meeting, a general discussion was held regarding the development of a request for proposals (RFP) for the possible lease and/or management of the golfing complex. Mayor Williams appointed Council Members Raesener and Stephenson to a committee to work with staff to develop a request for proposals. Councilmember Raesener contacted Touchstone Golf, a national golf course management and consulting firm. Councilmember Stephenson is acquainted with a principal of this firm who lives in Spicewood. Councilmember Raesener discussed with Touchstone our golf course in general and its financial status and current operations. Touchstone offers both advisory and full management services. At Raesener's request, it submitted the attached proposal to provide consulting services which would include a strategy and operational assessment and development of a budget and a business plan. Touchstone also indicated that it might be interested in a management contract.

Councilmember Raesener also spoke with Bill Dowling of Eagle Golf, who will submit a similar proposal by October 6th.



September

Mary Ann Raesener
City of Meadowlakes
Hidden Falls Golf Club
220 Meadowlakes Drive
Meadowlakes, TX. 78654

RE: Touchstone Golf Proposal

Dear Mary Ann,

It was a pleasure discussing Hidden Falls Golf Club (the 'Club') with you last Friday and learning more about the operation and the facility. It is clear that you are interested in maximizing the operating potential of the Club as it relates to the member and guest experience as well as the financial performance.

As you are aware, the successful operation of a golf course and restaurant carries with it a level of complexity and requires the effective implementation of a thoughtful plan to ensure improvement and growth. Touchstone Golf has been called upon numerous times in our firm's history to develop these plans and lead or assist with their implementation.

Based on our conversation, we propose a consulting relationship, whereby Touchstone Golf undertakes a thorough analysis of the existing Club operation, the demographic make-up of the communities in close proximity to the Club, and a competitive market assessment. The goal of our involvement would be to create a recommendation in terms of your operating strategy and well as assist with the development of your business plan.

Below you will find an outline of our scope of work along with a summary of the financial arrangement for our proposed consulting agreement. Given the opportunity to better understand the details of your operation, we are confident that we will be able to assist you in achieving your goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Luthman", written in a cursive style.

Mark Luthman
Executive Vice President and COO

Cc: Steve Harker, Chris Robertson, Lynn Shackelford



CONSULTING SERVICES and FEE STRUCTURE PROPOSAL

Hidden Falls Golf Club

Consulting Proposal

I. General Expectations

Touchstone Golf is pleased to present a proposal relating to our involvement in an advisory role for Hidden Falls Golf Club. The goal and intent of this engagement is to develop recommendations to improve the member and guest experience as well as the financial performance of the Club. Central to this process is the creation of a business plan including operating strategies, tactics and an operating budget for the next 12 months.

I. Scope of Work

Strategy Assessment and Business Plan Development

Conduct a comprehensive review of the Club's past efforts with respect to operating strategies, including but not limited to membership products and pricing, lead generation and sales process, catering sales, food and beverage sales and margins, facility and course maintenance, labor and expense management techniques, and organizational structure along with defined roles and responsibilities. The objective of this process is to determine strategic modifications to the existing operating plan that should be implemented to improve the financial performance of the Club and capture commitments and next steps in a comprehensive business plan. This process will include:

- A. Competitive Market Assessment – Capture Hidden Fall's positioning and pricing as compared to other golf courses in the area.
- B. Membership Product Assessment – Review the existing products and pricing vs. that of similar golf courses in the area.
- C. Pricing and Promotional Rates – Review current/past practices in membership, golf and food and beverage and provide recommendations including but not limited to promotional guidelines and revenue management techniques.
- D. Marketing – Evaluate the current activities related to the communication and distribution of offerings to determine how to improve the effectiveness of these efforts to grow Hidden Fall's income.
- E. Labor and Expense Management – Assess systems and processes to eliminate any inefficiency or waste and ensure excellent service and quality is provided. A key area of focus in this area will be to focus on the food and beverage operation to ensure proper service levels, quality and operating margins.
- F. Organization – Consider current positions and resources and define needed positions, roles and responsibilities.
- G. Formalize the written business based on the agreed upon strategies and tactics.

Budget Development

The objective of the budget process is to work with staff to develop a budget which will provide the appropriate resources to deliver the desired quality and experience at the Club as in an efficient manner.

- A. Define the overall quality/experience objective relative to the competition.
- B. Incorporate Pricing Strategy and Plan into the revenue assumptions for golf.
- C. Review the golf maintenance and golf operations budget process and tools and provide enhancements which will enable staff to better define the expenses necessary to deliver the desired quality and experience. This may include the integration of Touchstone's Maintenance Budget Worksheet, Task and Time Exercise, and other sections of the Touchstone's Departmental Budget Worksheet. The end product will include a budget tool which will be customized for Hidden Falls' future use.
- D. Benchmarking – Provide feedback on expenses which are out of alignment (high or low) with similar golf properties.
- E. Formalize 12 month line item budget by department. The end product will comparison to historical performance and key metrics.

II. Fees and Term

- A. Consulting fee of fifteen thousand (\$15,000). 50% payable upon review of the initial report draft, 50% upon delivery of the final plan and budget.
- B. Term of sixty (60) Days.
- C. Ongoing management and marketing oversight is available for a monthly fee. Please note that if Touchstone were to be engaged in an ongoing management or consulting capacity for a minimum three year term, 50% of the above consulting fee would be applied to the year one base fees.

III. Expenses

Owner to reimburse out-of-pocket expenses, including travel and direct expenses, as approved, for specific deliverables.