



PUBLIC NOTICE
City Council Meeting 7:00 PM
May 15, 2014
City Hall - 665 Country Club Road

Notice is hereby given that a Council Meeting of the City Council of the City of Lucas will be held on Thursday, May 15, 2014, 7:00 PM at the Lucas City Hall, 665 Country Club Road, Lucas, Texas, at which time the following agenda will be discussed.

Agenda

Call to Order

Call to Order
Roll Call
Determination of Quorum
Reminder to turn off or silence cell phones
Pledge of Allegiance

Citizens' Input

At this time citizens who have pre-registered by filling out a "Request to Speak" sheet and have submitted the sheet to the City Secretary before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on a future agenda and posted in accordance with law.

1) Citizens' Input.

Community Interest

2) Items of Community Interest.

a) Discussion and update regarding the drought contingency plan, conservation efforts and watering restrictions as it pertains to the City of Lucas. **[Fisher/Foerster]**

- b) Presentation of the Texas Comptroller Leadership Circle Platinum Member award by Mayor Rebecca Mark to Finance Director Liz Exum. **[Mark]**

Regular Agenda

- 3) Discuss and consider approval of a development agreement between the City of Lucas and the Brockdale Community, LLC regarding the funding mechanism to fund future road improvements to Brockdale Park Road. **[Clarke]**
- 4) Presentation by Collin County Fire Marshal Jason Browning regarding the Fourth of July activities located in the vicinity of Lake Lavon as it relates to the sale and use of fireworks and the impact on public safety. Discussion and consideration by the Lucas City Council regarding the regulation of said activity to enhance public safety and the possible implementation of a traffic plan as well as the coordination and allocation of resources by the City of Lucas to assist agencies involved in oversight of said activities. **[Peele]**
- 5) Presentation by Director Erich Neupert and Board Chair Mary Schoeffel from the Blackland Prairie Raptor Center. Discussion and consideration by the Lucas City Council regarding the Blackland Prairie Raptor Center's goals and objectives and how the City of Lucas can support the efforts of this organization. **[Millsap]**
- 6) Discuss and consider the approval of the minutes from the May 1, 2014 City Council Regular meeting. **[Wingo]**
- 7) Discuss and consider the approval of **Resolution # R-2014-05-00419** of the City Council of the City of Lucas, Collin County, Texas, canvassing and declaring the results of the Special Election of the City of Lucas held on May 10, 2014, for the purpose of submitting propositions to the qualified voters of the city for the creation of the City of Lucas fire, control, prevention, and emergency medical services district dedicated to fire safety and emergency medical

services programs and the adoption of an additional sales and use tax within the city at the rate of one-half of one percent; the then current mayor and six (6) councilmembers shall serve as board of directors of the district; and providing for an effective date. **[Wingo]**

- 8) Discuss and consider the purchase of an INCODE Purchasing Module. **[Exum]**
- 9) Discuss and consider establishing a comprehensive City of Lucas Purchasing Policy and Procedures manual. **[Clarke]**
- 10) Discuss and consider a unilateral annexation of 1101 W. Lucas Rd, Lucas, Texas situated in ABS A0428 Ann S. Hurt Survey, Tract 2, and is a 20 acre parcel of land; Tract 13 is a ten acre parcel of land. This property is more commonly known as Willow Springs Middle School. **[Hilbourn]**
- 11) Discuss and consider approval of the APAC Road Repair Agreement in the amount of \$459,884 and authorize the Mayor to execute the agreement. **[Foerster]**
- 12) Discuss and consider amending the FY13-14 budget to include funding for the Estates Parkway construction between Angel Parkway and Lovejoy High School. **[Foerster]**
- 13) Discuss and consider amending the FY13-14 budget to include funding for a professional service contract with BW2 Engineers to create an official city map as required by state law and the Lucas Charter and allow the city manager to execute an agreement to be drafted by the City Attorney in amount not to exceed \$30,000 for the creating of the Official City Map by BW2 Engineers. **[Foerster]**
- 14) Discuss and consider amending the FY13-14 budget to include funding for the Osage six-inch waterline construction. **[Foerster]**
- 15) Discuss and consider 1) amending the FY 13-14 budget to include funding design and construction of the 12-inch Country Club

waterline in conflict with the widening of the Country Club Bridge over White Rock Creek south of Forest Grove Road; 2) allow the Mayor to enter into an agreement to be drafted by the City Attorney with Lockwood, Andrews, & Newman, Inc. (LAN) for said deign in an amount not to exceed \$25,000; and 3) allow the City Manager to authorize a change order to the Stinson Road Waterline project with Dickerson Construction in an amount not to exceed \$205,000 for said construction. **[Foerster]**

16) Discuss and consider amending the FY13-14 budget to include funding for the abandonment of 6,600 feet of eight-inch asbestos-cement waterline. **[Foerster]**

17) Discuss and consider the approval of **Ordinance # 2014-05-00781** of the City of Lucas amending the budget for Fiscal Year beginning October 1, 2013 and ending September 30, 2014; providing a repealing clause; providing a severability clause; providing a savings clause; and providing an effective date. **[Exum]**

18) Adjournment.

As authorized by Section 551.071 (2) of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting.

Approval

Approved by: Mayor Rebecca Mark, May 9, 2014.

Certification

I hereby certify that the above notice of meeting was posted on the bulletin board at Lucas City Hall by 5:00 p.m. on or before Friday, May 9, 2014, as required in accordance with Government Code §551.041.

Kathy Wingo, TRMC, MMC
City Secretary

This building is wheelchair accessible. Any requests for sign interpretive services or other special requests for assistance of the hearing impaired must be made 48 hours in advance of the meeting. To make such arrangements, please call 972-727-8999 or email secretary@lucastexas.us.

LUCAS CITY COUNCIL MEETING

Meeting Date: May 15, 2014

AGENDA ITEM:

- Call to Order
- Roll Call

| | Present | Absent |
|---------------------------|--------------------------|--------------------------|
| Mayor Rebecca Mark | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 1 CM Wayne Millsap | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 2 CM Jim Olk | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 3 CM Steve Duke | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 4 CM Philip Lawrence | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 5 CM Debbie Fisher | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat 6 MPT Kathleen Peele | <input type="checkbox"/> | <input type="checkbox"/> |
- Determination of Quorum
- Reminder to silence cell phones
- Pledge of Allegiance

Staff Present:

- | | |
|---|--------------------------|
| City Manager Joni Clarke | <input type="checkbox"/> |
| City Secretary Kathy Wingo | <input type="checkbox"/> |
| City Attorney Joe Gorfida, Jr. | <input type="checkbox"/> |
| Development Services Director Joe Hilbourn | <input type="checkbox"/> |
| Finance Director Liz Exum | <input type="checkbox"/> |
| Public Works Director Stanton Foerster | <input type="checkbox"/> |
| Fire Chief Jim Kitchens | <input type="checkbox"/> |
| Administrative Assistant Jennifer Faircloth | <input type="checkbox"/> |



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Kathy Wingo – City Secretary

Agenda Item:

Citizens' Input.

Background Information:

N/A

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

N/A

Recommendation:

N/A



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Kathy Wingo – City Secretary

Agenda Item:

Items of Community Interest.

- a) Discussion and update regarding the drought contingency plan, conservation efforts and watering restrictions as it pertains to the City of Lucas. **[Fisher/Foerster]**

- b) Presentation of the Texas Comptroller Leadership Circle Platinum Member award by Mayor Rebecca Mark to Finance Director Liz Exum. **[Mark]**

Background Information:

N/A

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

N/A

Recommendation:

N/A



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Joseph Hilbourn, Development Services Director
Joni Clarke, City Manager

Agenda Item:

Discuss and consider approval of a development agreement between the City of Lucas and the Brockdale Community, LLC regarding the funding mechanism to fund future road improvements to Brockdale Park Road.

Background Information:

The City Council has evaluated the future road improvements to Brockdale Park Road at three different City Council meetings and Brockdale Community has responded to City Council questions via several memorandums and attended many meetings with staff in order to find a solution to improve the overall condition of the Brockdale Park Road.

Section 212.172 of the Texas Local Government Code allows the City Council to enter into a contract (development agreement) with an owner of land that is located in the extraterritorial jurisdiction of the municipality to provide for infrastructure for the land, include streets and roads. Currently, none of the lots have been sold to the end user.

In partnership with Brockdale Communities and Collin County, staff is recommending that the City of Lucas enter into a development agreement that would allow for the reconstruction of Brockdale Park Road. Once the revenue is collected, the City of Lucas would enter into an interlocal agreement with Collin County to complete the necessary improvements.

Time is of the essences as the development is will begin to request permits on May 16, 2014.

Attachments/Supporting Documentation:

1. Development Agreement (agreement was not available at the time packets were assembled, it will be emailed or made available prior to the meeting).

Excerpts from various minutes pertaining to Brockdale Park Road:

2. Minutes City Council meeting December 19, 2013
3. Minutes City Council meeting January 16, 2014
4. Minutes City Council meeting April 3, 2014

Budget/Financial Impact:

This development agreement would assess \$2,200 per lot and with 206 residential lots, it would generate \$453,200. The estimated cost of road improvements from FM 3266 (Lucas Road) to the entrance to the educational area of the Blackland Prairie Raptor Center (approximately _____ feet) is estimated to be \$300,000. The anticipated road improvements are scheduled for 2018.

Excerpt from the December 19, 2013 City Council Minutes:

Discuss and Consider a review for allowing Kyle Kruppa on behalf of Hillwood Communities and Brockdale Park Estates to make repairs and upgrades to Brockdale Park Road for no cost to the City of Lucas. **[Hilbourn]**

Kyle Kruppa on behalf of Hillwood Communities and Brockdale Park Estates has requested permission to make upgrades to Brockdale Park Road.

Interim City Manager Dan Savage stated there are possibly three times this roadway will need to be improved, construction of Phase I and Phase II of the development and the end of the construction period. The developer recognizes that the roadway needs to be improved now.

Staff will continue to have discussions with the development. There are some reasonable long term repairs that could be done. Staff should be able to bring something for Council to consider at the January 16th meeting.

Staff will, in the meantime, address the issue of the speed limit and traffic safety issues and take any action necessary.

Brad King, 1195 Brockdale Park Road, came forward to speak. This construction team is not a good neighbor. Mr. King suggests that the City lock the development into repairing this roadway.

Patricia Jasina, 1245 Brockdale Park Road, came forward to speak. These construction trucks are doing 50 MPH down this roadway. Ms. Janina appeals to the Council to take care of these issues.

Excerpt from the January 16, 2014 City Council Minutes:

Discuss and Consider a request from Hillwood Development to improve Brockdale Park Road. **[Savage]**

Interim City Manager Dan Savage stated that last month Council was given an update to the development located outside the city limits. There will be three phases to this development. Within the next two weeks, the developer will begin the first phase of the development, construction of the streets. There will be 100 lots each in the next two phases. The roadway is in poor condition currently and will continue to deteriorate as the development continues.

Hillwood Development is proposing the following:

- Phase I Interim Repairs – including but not limited to, patchwork and chip sealing may be done if needed, as determined by Hillwood/Brockdale, at Hillwood/Brockdale’s sole option and expense. This first phase of repairs would be done once the first phase of lots is completed. This is schedule for March 2014 timeframe, and will be funded 100% by Hillwood/Brockdale.
- Phase II Interim Repairs – including but not limited to, patchwork and chip sealing may be done if needed, as determined by Hillwood/Brockdale, at Hillwood/Brockdale’s sole option and expense. The second phase of repairs would be completed after the second phase of lots is delivered. Timing will be based upon home sales, but current projections show it to be first quarter of 2016. It will be funded 100% by Hillwood/Brockdale.
- Phase III Permanent Repairs – this would include the improvement described below:

Permanent Pavement Plan

- Full Depth Reclamation with Cement Stabilization (Sta. 0+00 to Sta. 50+00) - Use a pavement reclaimer to pulverize the existing pavement to a predetermined depth, the cement stabilize the pulverized material to optimum moisture, and then compact and grade the stabilized material to form a base or sub-base that is crowned.
- Additional Flex Base (Sta. 0+00 to Sta. 5+50) – This area will require an additional 4 inches of Flex Base mixed with Portland Cement.
- Remove Asphalt and then Add Flex Base (Sta. 20+00 to Sta. 30+00) – This area will require the haul off of 10 inches of surface material and then add 4 inches Flex Base mixed with Portland Cement.
- Final Overlay – Final surface will include a 2” HMAC overlay.
- Roadway Width – The ultimate pavement with will be 24 feet wide.
- Completion Date – The above-mentioned improvements shall be done on or before December 31, 2018, and at such time, shall be in good repair as approved by a third-party engineer. However, the work may be phased or completed by Brockdale at any time provided that the roadway meets the above mentioned specification on the completion date.
- Traffic Control – All work shall be done in accordance with a traffic control plan approved by the City of Lucas.

Miscellaneous

- Guard Rail Repair (Sta. 35+00 and Sta. 40+00) – Restore, replace, or abandon the guard rails between Sta. 35+00 and Sta. 40+00.
- Street Signage – Replace the street signs along Sta. 0+00 to Sta. 50+00 with ornamental signs. Hillwood acknowledges and agrees to take responsibility of maintenance of any ornamental sign that is installed along Brockdale Park Road.

Phase III Permanent Repairs will be funded by impact fees collected by the City from the Brockdale lots. Impact Fees will be \$2,200 per lot, and will be collected as building permits are issued. The City will use 100% of the Brockdale impact fee strictly for the Phase III Permanent Repairs.

The timing of construction of the Phase III Permanent Repairs will commence upon 75% of the impact fees collected within the Brockdale subdivision, provided there are sufficient funds to perform the work; however, the work shall begin prior to the 206th impact fee being collected.

Any excess funds left in the impact fee account once the permanent repairs are completed will be released back to Hillwood no later than 90 days after project completion. In the event there are additional homes to be permitted after the permanent repairs are completed, the City shall continue to collect those impact fees and refund Hillwood. A refund shall be made to Hillwood the sooner of as every 10th home is permitted or on any annual basis. In consideration of Hillwood's participation in this project, developer requests that the City be responsible for the remaining +/-3,000 linear feet of roadway from their entrance to the boat ramp for Lake Lavon (STA 50+00 to 80+00 on the attached exhibit). The developer would also ask the City to seek County participation for the portion of the roadway that they are improving in the current County right of way to be used towards the improvements from STA 50+00 to 80+00, which shall be improved in conjunction with the Phase III Permanent Repairs.

Interim City Manager Dan Savage went on to say if Council wishes to consider this then a Facilities Agreement will need to be drafted and the impact fee collected on each lot. The \$2,200 fee would have to be placed in a separate account and escrowed for the Phase III type work.

There will not be any type of property taxes collected by the City that would help with the maintenance of this road. It appears to be a fair deal, could there be a better deal, perhaps.

Mayor Pro Tem Kathleen Peele stated that Council has commitments already for roadway repairs in the City that would be placed on a higher priority than this road.

Mayor Rebecca Mark asked of the remaining 3,000 feet, how much is City and how much is County? Interim City Manager Dan Savage stated that the County could be responsible for up to 2,000 feet. The County would recognize that the roadway needs to be repaired.

Councilmember Philip Lawrence asked what impact on the City would there be if the timeframe of 2018 moved to 2016. This could be worked out in the Facilities Agreement, said Interim City Manager Dan Savage.

Councilmember Debbie Fisher stated that this road is too narrow. Does the City have right-of-way to widen it in any way? Interim City Manager Dan Savage stated that a 24 foot roadway in the existing right-of-way is feasible, but would take some shoulder reconstruction. There may not be a reason to make the last 3,000' 24 feet wide. The main reason for the 24 feet wide street is to allow for 2-lanes of traffic. Many streets in Lucas are not 24 feet and many residents drive down the center of the roadway which is not safe.

Councilmember Debbie Fisher asked if Staff could not bring forward a list of road work needing to be done as well as current budgeting available for said road work so that Council can review. This would allow for Council to have a firmer base on which to make their decision.

The City's challenge is how to generate a revenue stream to take care of the repairs and maintenance to this roadway.

Councilmember Jim Olk said that Phase I and Phase II is at the sole discretion of Hillwood/Brockdale, there is no protection for the Lucas citizens who are using the roadway in between those times. They will still have to live with the holes and disrepair of the roadway during the construction time. Interim City Manager Dan Savage stated that it was the City's responsibility to repair this roadway. If the City repaired the roadway now, it will be torn up pretty fast with the current construction traffic. Keep in the mind the road is narrow and there has not been the amount of traffic on this roadway in the past.

Mayor Rebecca Mark said it was reasonable to believe that the developer would begin soon (March 2014) with some of the repairs and improvements with the moving of the batch plant in to the development.

Councilmember Jim Olk asked why the developer could not make some of the repairs to the worst areas, continue to maintain the roadway (keeping them free of potholes and the like), and at the end of the development phase, do the final construction of the roadway.

Interim City Manager Dan Savage stated that if Council wants Staff can take this request back to the developer.

Mayor Rebecca Mark asked Public Works Director Stanton Foerster if this request was reasonable. Public Works Director Stanton Foerster said the roadway is in bad repair today, and over the next few weeks there will be many large trucks using the road. It will destroy the road.

In working with the developer, Public Works Director Stanton Foerster said that this was one of the better options to get the City through until 2018 to maintain the roadway using no city funds. This would give the City a roadway, at the end of the construction phases of the development that would last approximately 5 – 7 years.

Public Works Director Stanton Foerster suggested not asking any repairs be done to the roadway until all the batch plant/road work is done for Phase I.

Councilmember Wayne Millsap stated that the normal roadway impact fees in the City would be \$4,400 per lot. The developer is proposing \$2,200 per lot. The other issue is that the City is signing up to maintain a roadway used by 206 homes, which is not in the city, for the rest of our lives. Councilmember Wayne Millsap suggested that there be a maintenance fee annually that would be used to maintain the road be included in the Facilities Agreement. He asked that the utility district enter into an agreement paying an annual roadway maintenance fee to the City of Lucas.

The City Attorney, Joe Gorfida that the City would need to determine the mechanism to use whether it be an escrow account or a contract for services much like the fire services agreement.

Several Councilmember agree that no monies would be refunded to the developer, all funds would be kept for the maintenance for the roadway.

The City's obligation to complete the road improvement for the last 3,000 feet of Brockdale Park Road would be removed.

MOTION: Mayor Pro Tem Kathleen Peele made a Motion to direct Staff to negotiate a Facilities Agreement with Hillwood Development to improve Brockdale Park Road as follows: keep the first 5,000 feet of roadway somewhat maintained by filling pot holes, etc; take out the time frame for the City and County to have the 3,000 feet of road completed; no monies from the so called impact fees will be refunded and will remain as road impact fees for City use to maintain Brockdale Park Road; provide for an annual facilities maintenance fee; and bring back to Council. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

Excerpt from the April 3, 2014 City Council Minutes:

Discuss and Consider the approval of a limited, specific contract between the City of Lucas and Brockdale Community LLC, a Hillwood Development, regarding the maintenance of Brockdale Park Road and authorize the Mayor to execute said contract. **[Foerster]**

City has responsibility to maintain the road. Hillwood Development wants to repair the road, the City will have the say as to how and what they do.

MOTION: Councilmember Debbie Fisher made a Motion to approve the limited, specific contract between the City of Lucas and Brockdale Community LLC, a Hillwood Development, regarding the maintenance of Brockdale Park Road and authorize the City Manager to execute said contract, if Hillwood Development does not agree the agreement will be brought back for further consideration by the Council. Mayor Rebecca Mark seconded the Motion. Motion carried. Vote: 6-1, Councilmember Wayne Millsap voting NAY.



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: **Kathleen Peele, Mayor Pro-Tem**

Agenda Item:

Presentation by Collin County Fire Marshal Jason Browning regarding the Fourth of July activities located in the vicinity of Lake Lavon as it relates to the sale and use of fireworks and the impact on public safety. Discussion and consideration by the Lucas City Council regarding the regulation of said activity to enhance public safety and the possible implementation of a traffic plan as well as the coordination and allocation of resources by the City of Lucas to assist agencies involved in oversight of said activities.

Background Information:

In preparation for the Fourth of July holiday, the Lucas City Council is seeking information from Collin County to ascertain its role in assisting to enhance public safety during the Fourth of July holiday.

In the past, the City has requested from the Collin County Sherriff's Office additional deputies to patrol East Lucas Road from the Lucas Feed store to the firework stand and along adjacent residential streets to prevent the unlawful activities.

In accordance with Sec. 12.02.001, upon the recommendation of the city engineer or designee, the city manager is authorized by the city council to place and erect such traffic-control devices which is deemed necessary for the safety and/or welfare of the citizens of the City.

In accordance with Sec. 8.091.006, it shall be unlawful for any person to discharge, fire or shoot, or cause to be discharged, fired or shot a firearm or shotgun within

the city limits. Unless it is for personal protection or for the protection or defense of livestock or pets.

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

Unknown at this time.

Recommendation:

I recommend that the City consider erecting signage, requesting additional personnel from the Collin County Sheriff's Office and any additional related actions and/or activities the City Council may find necessary to control or limit fireworks and the fire of firearms during the Fourth of July holiday and its related weekend within the City, its extraterritorial jurisdiction and surrounding open spaces including but not limited to agreements or discussions with neighboring Cities, Collin County and the Corps of Engineers.



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: **Wayne Millsap - City Councilmember**

Agenda Item:

Presentation by Director Erich Neupert and Board Chair Mary Schoeffel from the Blackland Prairie Raptor Center. Discussion and consideration by the Lucas City Council regarding the Blackland Prairie Raptor Center's goals and objectives and how the City of Lucas can support the efforts of this organization.

Background Information:

The Blackland Prairie Raptor Center is dedicated to environmental preservation through public education and the conservation of birds of prey and wildlife in their natural habitat.

In August, 2004, Blackland Prairie Raptor Center was incorporated as a 501 (c) (3) nonprofit organization with a small but determined group of individuals with a common goal to create a place where the people of North Texas could learn, experience and appreciate birds of prey and understand their importance in the environment as a whole.

They began by building appropriate caging for 8 non-releasable raptors and the use of an existing shed on a Board members property approximately 70 miles northeast of Dallas. They offered educational presentations to schools, festivals, camps and environmental groups as well as anyone else interested in learning about raptors, reaching more than 5,000 people in the first year.

In 2011, more than 25,000 people experienced our birds of prey throughout North Texas.

Their dedicated group of volunteers has a combined total of over 30 years of experience presenting raptor outreach programs as well as over 70 years of raptor rehabilitation experience.

At this time, they are continuing the expansion of education programming and have built a permanent facility for 14 education raptors. They are beginning to build a hospital and appropriate flight caging for the rehabilitation of injured, sick and orphaned birds of prey.

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

Unknown at this time.

Recommendation:

N/A



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Kathy Wingo – City Secretary

Agenda Item:

Discuss and consider the approval of the minutes from the May 1, 2014 City Council Regular meeting.

Background Information:

N/A

Attachments/Supporting Documentation:

1. Minutes from the May 1, 2014 City Council Regular meeting.

Budget/Financial Impact:

N/A

Recommendation:

N/A



**City Council Regular Meeting
May 1, 2014, at 7:00 PM
City Hall - 665 Country Club Road
Minutes**

Call to Order

Mayor Rebecca Mark called the meeting to order at 7:00 p.m.

Present or (Absent):

Mayor Rebecca Mark
Councilmember Wayne Millsap (Absent)
Councilmember Steve Duke
Councilmember Debbie Fisher

Mayor Pro Tem Kathleen Peele
Councilmember Jim Olk
Councilmember Philip Lawrence

Staff Present:

City Manager Joni Clarke
City Attorney Joe Gorfida
Public Works Director Stanton Foerster
Development Services Director Joe Hilbourn

City Secretary Kathy Wingo
Fire Chief Jim Kitchens

It was determined that a Quorum was present.
Everyone was reminded to turn off or silence cell phones.
Councilmember Philip Lawrence led everyone in saying the Pledge of Allegiance.

Citizens' Input

1) Citizens' Input.

There was no one present who wished to speak during Citizens' Input.

Community Interest

2) Items of Community Interest.

- a) Discussion and update regarding the drought contingency plan, conservation efforts and watering restrictions as it pertains to the City of Lucas. **[Fisher/Foerster]**

Councilmember Debbie Fisher stated that the lake levels are still several feet below normal. North Texas Municipal Water District (NTMWD) is asking that we continue Stage 3 water restrictions through at least the end of May. If there is no significant rainfall there is the possibility of Stage 4 water restrictions in July, meaning no outside watering would be allowed. The severe drought condition will continue through the coming year most likely.

Mayor Rebecca Mark announced that Item # 11 would be brought forward at this time.

Public Hearing(s)

- 3) Public Hearing/Discuss and consider **Ordinance # 2014-05-00777** of the City of Lucas, Texas, amending the Comprehensive Zoning Ordinance and Map of the City of Lucas, as heretofore amended, so as to grant a change in zoning classification from Agriculture (“AO”) to Single Family Residential (“R1”) for the ±48.6364-acre tract of land located on Stinson Road, being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto, and more commonly known as Stinson Highlands Phase II. **(This is the 2nd Public Hearing, the 1st Public Hearing was held at the April 10, 2014, Planning & Zoning Commission meeting.) [Hilbourn]**

Development Services Director Joe Hilbourn came forward to present the facts for this item.

Stinson Highlands has an approved Development Agreement with consideration for the number of lots and zoning. This is the second of the three phases. There are two zones in Stinson Highlands Phase II, R-1 and R-1.5. The R-1 section contains 37 lots and 48.6364 ± acres. The lot density net is 1.27 acres per lot.

zoning classification from Agriculture (“AO”) to Single Family Residential (“R1”) for the ±48.6364-acre tract of land located on Stinson Road, being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto, and more commonly known as Stinson Highlands Phase II. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 6-0.

- 4) Public Hearing/Discuss and consider **Ordinance # 2014-05-00778** of the City of Lucas, Texas, amending the Comprehensive Zoning Ordinance and Map of the City of Lucas, as heretofore amended, so as to grant a change in zoning classification from Agriculture (“AO”) to Single Family Residential 1.5 (“R1.5”) for the ±17.4670-acre tract of land located on Stinson Road, being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto, and more commonly known as Stinson Highlands Phase II. **(This is the 2nd Public Hearing, the 1st Public Hearing was held at the April 10, 2014, Planning & Zoning Commission meeting.) [Hilbourn]**

Development Services Director Joe Hilbourn came forward to present the facts for this item.

Stinson Highlands has an approved Development Agreement with consideration for the number of lots and zoning. This is the second of the three phases. There are two zones in Stinson Highlands Phase II, R-1 and R-1.5. The R-1.5 section contains 8 lots and 17.4670 ± acres. The lot density net is 2.125 acres per lot.

See the depiction on page 3.

The plan conforms to the approved Development Agreement. The lots exist and are final platted. If Council should deny this zoning change the development could be used in a manner consistent with the existing zoning, AO.

The Public Hearing was opened at 7:22 p.m.

There was no one present who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 7:22 p.m.

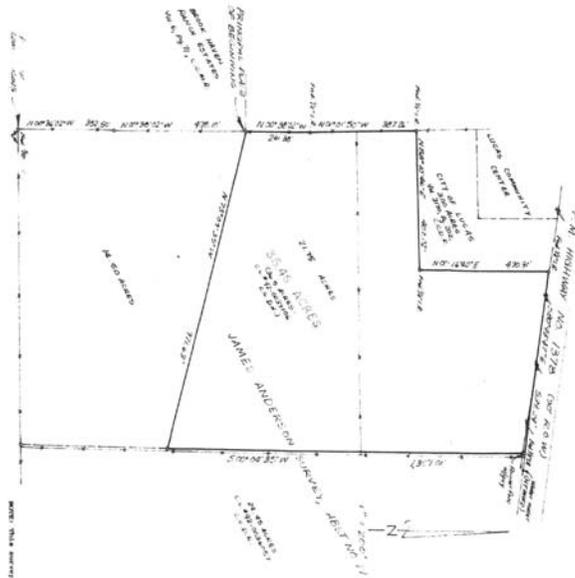
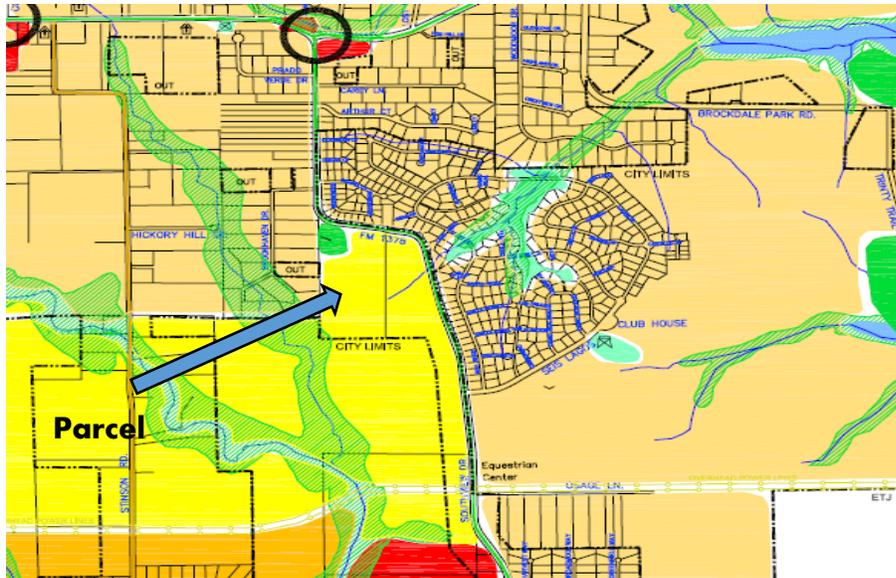
MOTION: Councilmember Jim Olk made a Motion to approve **Ordinance # 2014-05-00778** of the City of Lucas, Texas, amending the Comprehensive Zoning Ordinance and Map of the City of Lucas, as heretofore amended, so as to grant a change in zoning classification from Agriculture (“AO”) to Single Family Residential 1.5 (“R1.5”) for the ±17.4670-acre tract of land located on Stinson Road, being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto, and more commonly known as Stinson Highlands Phase II. Councilmember Debbie Fisher seconded the Motion. Motion carried. Vote: 6-0.

- 5) Public Hearing/Discuss and consider **Ordinance # 2014-05-00779** of the City of Lucas, Texas, amending the Comprehensive Zoning Ordinance and Map of the City of Lucas, as heretofore amended, so as to grant a change in zoning classification from Agriculture (“AO”) to Single Family Residential 1.5 (“R1.5”) for the ±21.95-acre tract of land located on Country Club Road, South of Kenneth R. Lewis Park, and being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto. **(This is the 2nd Public Hearing, the 1st Public Hearing was held at the April 10, 2014, Planning & Zoning Commission meeting.) [Hilbourn]**

Development Services Director Joe Hilbourn came forward to present the facts for this item.

Dan Ford has submitted an application for the zoning of a parcel of land on Country Club Road, just south of the city’s baseball fields. The land currently is zoned agriculture, AO, and contains 36.45± acres. Mr. Ford is requesting a change in zoning to R-1.5, which matches the city’s comprehensive plan.

See the area map and parcel depiction on the next page.



The Public Hearing was opened at 7:25 p.m.

There was no one present who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 7:25 p.m.

MOTION: Mayor Pro Tem Kathleen Peele made a Motion to approve **Ordinance # 2014-05-00779** of the City of Lucas, Texas, amending the Comprehensive Zoning Ordinance and Map of the City of Lucas, as heretofore amended, so as to grant a change in zoning classification from Agriculture (“AO”) to Single Family

Residential 1.5 (“R1.5”) for the ±21.95-acre tract of land located on Country Club Road, South of Kenneth R. Lewis Park, and being more particularly described in Exhibit “A” and depicted in Exhibit “B” attached hereto. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 6-0.

Regular Agenda

- 6) Discuss and consider the approval of the minutes from the April 17, 2014, City Council meeting. **[Wingo]**

MOTION: Mayor Pro Tem Kathleen Peele made a Motion to approve the minutes from the April 17, 2014, City Council meeting. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

- 7) Discuss and consider outsourcing the City of Lucas’ newsletter. **[Wingo]**

On March 27th the Mayor, City Manager and City Secretary met with Nancy Pacheco, President of Community News Connection concerning the city newsletter.

The Community News Connection publishes community news magazines, an example being the Fairview Town News (copy provided to each member of Council). This magazine includes articles such as history, road updates, project updates, calendar of events, and the like. The City would provide the news and articles and Ms. Pacheco, as editor, would prepare the layout and submit back to the city for approval. Upon approval of the draft, the newsletter is sent to the printer for production and mailed to the citizens of Lucas.

The cost of the newsletter is paid for through the sale of advertisements to be included in the newsletter. The advertisers would most likely be vendors/stores from the Allen, McKinney, and Plano areas.

Staff would prepare a generic newsletter to be placed on the website that included no advertisements.

The cost savings to the city would be that there would be:

| Description | Total |
|---|--------------------|
| Editor, 4 hours @ 32.05 | \$ 128.20 |
| Staff time to print/fold, 12 hours @ 17.41 | \$ 208.92 |
| Paper, 4 reams of 11x17 @ 14.95 | \$ 59.80 |
| Copier Use, 2522 @ .08 | \$ 201.76 |
| Staff time to take newsletter to post office, 1 hour @ 20 | \$ 20.00 |
| Postage, per month (providing no insert) | \$ 600.00 |
| TOTAL COST OF MONTHLY NEWSLETTER | \$1,218.68 |
| YEARLY COST OF MONTHLY NEWSLETTER | \$14,624.16 |

MOTION: Mayor Rebecca Mark made a Motion that Staff would contact Nancy Pacheco, President of Community News Connection, to research the advertiser base for the Lucas Community and determine if this is a viable solution. Councilmember Lawrence seconded the Motion. Motion carried. Vote: 6-0.

- 8) Discuss and consider the use of city facilities for non-city business meetings and events. [**Wingo**]

Back in November Interim City Manager Dan Savage brought before Council an item for discussion regarding the use of the City Council Chambers by non-city entities or groups.

Right now the Council Chamber is only used for official City business such as Council meetings, Board and Commission meetings and things like election polling. In the past Council Chambers were used for non-city meetings and functions. When the new TV's, computers and other equipment were installed this past year, the use of the Council Chambers was restricted because of the high cost of the equipment.

The Fire Department will use the Council Chambers for some of its training and other meetings. Because of that Staff was asked to start scheduling the City use of the Council Chambers in a more formal manner so we can coordinate normal City use with the Fire Department needs.

Council could approach whether or not to open up the Council Chambers for other uses by posing a series of questions that may need to be addressed:

- 1). Who can use the Council Chambers?
- 2). Who is responsible for loss damage, and/or cleanup?
- 3). Will there be a charge or a deposit for non-city use of the Council Chambers?
- 4). Who will have priority over the use of the Council Chamber?
- 5). Will food or drink be permitted?
- 6). Will a City staff person have to be present?
- 7). How will the space be reserved?
- 8). How often can it be used?

There is a proposed training room in the Fire Station addition that will be available for use as a community room. If a policy is developed for the Council Chambers, it could be used as the basis for a policy for the Fire Department training room when that is available in 2015.

| | City Council/Boards | City Staff | City Volunteers | Non-Profit Citizen Group | Private Resident | Local Business | Other Business Groups |
|----------------|---------------------|------------|-----------------|--------------------------|----------------------|----------------|-----------------------|
| Who Can Use | Yes | Yes | Yes | Yes | Yes | No | No |
| Priority | 1 | 2 | 2 | 3 | 4 | N/A | N/A |
| Deposit | No | No | No | Yes | Yes | N/A | N/A |
| Amount | N/A | N/A | N/A | \$100 | \$100 | N/A | N/A |
| Staff Present | Yes | Yes | Yes | Yes | Yes | N/A | N/A |
| Food and Drink | Yes | Yes | Yes | No | No | N/A | N/A |
| How Often | N/A | N/A | N/A | 1/month | 1/month | N/A | |
| Reserve It | Yes | Yes | Yes | Yes/Drivers Licenses | Yes/Drivers Licenses | N/A | N/A |
| | | | | | | | |
| | | | LFR | HOA's | | | |
| | | | CERT | Youth Groups | | | |
| | | | Founder's Day | | | | |
| | | | | | | | |
| | | | | *Staff Fee \$25/hr | *Staff Fee \$25/hr | | |

Staff will continue to work this issue and bring back a policy for Council's consideration at a future meeting.

- 9) Discuss and consider the approval of **Resolution # R-2014-05-00418** of the City Council of the City of Lucas, Texas, deeming the Lovejoy 5K Walk/Run as a public event serving a public purpose by supporting the school district's extracurricular activities; approving the terms and conditions of an agreement by and between the State of Texas, acting by and through the Texas Department of Transportation, and the City of Lucas for the temporary closure of state right-of-way, which is attached hereto and incorporated herein; authorizing the Mayor to execute said agreement; and providing an effective date. [**Foerster**]

Lovejoy is requesting approval that would allow for the 8th Annual Lovejoy Country run to be held on May 17th. Included in the packet is the approval from TxDOT to use state right-of-way; certificate of liability insurance, as well as a letter from the officer in charge of traffic control.

Signs will be posted 10 days prior to the race at Estates Parkway & Rock Ridge Road and Exchange & Rock Ridge Road notifying that the race will be taking place on Rock Ridge Road, Saturday, May 17th. Letters will go out to all residents in and around Rock Ridge Road notifying them of the event date and time.

MOTION: Councilmember Jim Olk made a Motion to approve **Resolution # R-2014-05-00418** of the City Council of the City of Lucas, Texas, deeming the Lovejoy 5K Walk/Run as a public event serving a public purpose by supporting the school district's extracurricular activities; approving the terms and conditions of an agreement by and between the State of Texas, acting by and through the Texas Department of Transportation, and the City of Lucas for the temporary closure of state right-of-way, which is attached hereto and incorporated herein; authorizing the Mayor to execute said agreement; and providing an effective date. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 6-0.

- 10) Discuss and consider the approval of **Ordinance # 2014-05-00780** of the City Council of the City of Lucas, Collin County, Texas, amending the Lucas Code of Ordinances by amending Chapter 10 titled "Subdivisions" by amending Article 10.03 titled "Subdivision and Development Ordinance" by amending Division 4 titled "Standards and Requirements" by amending Section 10.03.123

titled “Streets and Drainage” by amending Subsection 10.03.123(a) titled “Streets” and Subsection 10.03.123(b) titled “Private Drives” by adding and amending requirements for Private Drives; by amending Subsection 10.03.123(d) titled “Street Name Signs” by amending regulations for street name signs; providing a repealing clause; providing a severability clause; providing a savings clause; providing a penalty of fine not to exceed the sum of two thousand dollars (\$2,000) for each offense; and providing for an effective date. **[Hilbourn]**

Development Services Director Joe Hilbourn stated that Staff was bringing this code change to require private streets to be dedicated as a lot to the homeowner’s association, provide clarification of private road design criteria, and signage for private roads.

The proposed changes:

(a) Streets.

(1) All street widths shall conform to the major thoroughfare plan and shall be as follows:

| Street or Thoroughfare Type | Minimum Right-of-Way Width | Pavement Width (measured from edge to edge) |
|-----------------------------|----------------------------|---|
| Arterial | 120 ft. | 39 ft. (each direction) |
| Major collector | 90 ft. | 64 ft. |
| Collector | 60 ft. | 34 ft. |
| Residential | 50 ft. | 24 ft. |
| Private drive | 50 ft.* | 24 ft. |

*Private drives shall not be in ROW but within an access, drainage, and utility easement.

(2) All street rights-of-way shall be dedicated to the city as part of the platting process and without cost to the city.

(14) A public cross-access easement shall be required between adjacent lots fronting on an arterial street in order to minimize the number of access points and facilitate access between and across individual lots and at any other location where existing lot widths are not sufficient to allow individual driveways per the city’s driveway criteria as determined by the city engineer. The location shall be approved by the city. Minimum easement width shall be twenty-four (24) feet and the length shall be the full width of the lot fronting the roadway. This standard is required and must be shown on all optional studies, preliminary plats and final plats.

(16) Residential lots shall not face arterial streets or thoroughfares and driveways shall not be permitted on arterial streets unless approved by the city engineer.

(b) Private drives.

~~(1) Private drives serving less than 4 houses shall have a minimum right-of-way width of fifty feet (50') and shall have a minimum pavement width of twenty-four feet (24') constructed in accordance with the paving design manual.~~

The following are required for private drives:

(1) A minimum pavement width of twenty-four (24) feet constructed in accordance with the paving design manual.

(2) Within an access, drainage, and utility easement with a minimum width of fifty (50) feet.

(3) Shall be in a separated lot dedicated to and maintained by an HOA.

(4) Shall be all the same design, engineering, and planning elements as a city street.

(d) Street name signs.

(1) Street name signs and all traffic control devices shall conform to the Texas Manual on Uniform Traffic Control Devices and the standards adopted by the city. Street name signs shall be required at each intersection.

(2) The cost of the street name signs, poles and installation shall be paid by the developer prior to acceptance of the subdivision. The city shall install the signs upon receipt of payment. The city engineer may allow the developer to install the street name signs and traffic control devices.

This would require private roads to be dedicated to an HOA as a separate lot.

Staff would recommend adding the following:

Section 10.03.123 (e) Storm Sewers—Residential developments.

(8) Drainage ditches located within the public right of way or drainage easements shall have a minimum of 2% slope, if a drainage ditch has less than 2% slope the drainage ditch shall be concrete lined. The concrete lining shall be a minimum of 2' wide but not less than the width of the base of the ditch, the concrete lining shall be 5 inches thick, have a minimum of 2500 psi compressive strength and have grid pattern of 12" with 3/8" rebar with a minimum of two bars in any direction

MOTION: Mayor Pro Tem Kathleen Peele made a Motion to approve **Ordinance # 2014-05-00780** of the City Council of the City of Lucas, Collin County, Texas, amending the Lucas Code of Ordinances by amending Chapter 10 titled “Subdivisions” by amending Article 10.03 titled “Subdivision and Development Ordinance” by amending Division 4 titled “Standards and Requirements” by amending Section 10.03.123 titled “Streets and Drainage” by amending Subsection 10.03.123(a) titled “Streets” and Subsection 10.03.123(b) titled “Private Drives” by adding and amending requirements for Private Drives; by amending Subsection 10.03.123(d) titled “Street Name Signs” by amending regulations for street name signs; amending Section 10.03.123 (e) Storm Sewers – Residential Developments, adding (8) Drainage ditches located within the public right of way or drainage easements shall have a minimum of 2% slope, if a drainage ditch has less than 2% slope the drainage ditch shall be concrete lined. The concrete lining shall be a minimum of 2’ wide but not less than the width of the base of the ditch, the concrete lining shall be 5 inches thick, have a minimum of 2500 psi compressive strength and have grid pattern of 12” with 3/8” rebar with a minimum of two bars in any direction; providing a repealing clause; providing a severability clause; providing a savings clause; providing a penalty of fine not to exceed the sum of two thousand dollars (\$2,000) for each offense; and providing for an effective date. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

- 11) Discuss and consider the maintenance options for Brockdale Park Road involving the City of Lucas, Hillwood Development and/or Collin County and authorize the Mayor to negotiate a contract or agreement for said maintenance.
[Foerster]

City Manager Joni Clarke introduced Collin County’s Public Works Director Jon Kleinhessel and thanked him for attending tonight’s meeting.

City Manager Joni Clarke went on to say that there has been an enormous effort made by the City of Lucas, Brockdale Communities and especially Collin County. The items before Council tonight for consideration are a funding agreement and an interlocal agreement with Collin County regarding

maintenance of Brockdale Park Road. The city has received a letter of support from Commissioner Cheryl Williams regarding the County's commitment to helping with the Brockdale Park Road issue. Collin County is willing to partner in this project, basically acting as the project manager and contractor. This could potentially save the city somewhere between 30% to 50% in the cost of the project compared to bidding this project out to an outside contractor. Brockdale Communities is pledging resources in the amount of \$603,200 (Up to \$150,000 for maintenance and \$453,200 for reconstruction) to facilitate the improvements to Brockdale Park Road and while the City will be responsible for maintaining its portion of the roadway, this is truly a beneficial solution for all concerned. City Manager Joni Clarke stated that personally she was very appreciative of Commissioner Williams and Public Works Director Jon Kleinhessel for their efforts.

MOTION: Councilmember Jim Olk made a Motion to approve the funding agreement between the City of Lucas and Brockdale Community LLC and the interlocal agreement between the City of Lucas and Collin County regarding maintenance of Brockdale Park Road. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 6-0.

12) Discuss and consider the proposed cancellation of the July 3, 2014 City Council meeting. **[Mark]**

MOTION: Councilmember Jim Olk made a Motion to cancel the July 3, 2014 City Council meeting. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 6-0.

13) Adjournment.

MOTION: Councilmember Jim Olk made a Motion to adjourn the meeting at 8:52 p.m. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 6-0.

These minutes were approved by a majority vote of the City Council on May 15, 2014.

Rebecca Mark
Mayor

ATTEST:

Kathy Wingo, TRMC, MMC
City Secretary



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Kathy Wingo – City Secretary

Agenda Item:

Discuss and consider the approval of **Resolution # R-2014-05-00419** of the City Council of the City of Lucas, Collin County, Texas, canvassing and declaring the results of the Special Election of the City of Lucas held on May 10, 2014, for the purpose of submitting propositions to the qualified voters of the city for the creation of the City of Lucas fire, control, prevention, and emergency medical services district dedicated to fire safety and emergency medical services programs and the adoption of an additional sales and use tax within the city at the rate of one-half of one percent; the then current mayor and six (6) councilmembers shall serve as board of directors of the district; and providing for an effective date.

Background Information:

The elections results will not be available at the time the packet will be assembled. Elections results will be emailed to members of Council on Monday, May 12th.

Attachments/Supporting Documentation:

1. Resolution # R-2014-05-00419 Canvassing May 10, 2014, Special Election

Budget/Financial Impact:

N/A

Recommendation:

N/A

RESOLUTION # R-2014-05-00419
[CANVASSING MAY 10, 2014 SPECIAL ELECTION]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, CANVASSING AND DECLARING THE RESULTS OF THE SPECIAL ELECTION OF THE CITY OF LUCAS HELD ON MAY 10, 2014, FOR THE PURPOSE OF SUBMITTING PROPOSITIONS TO THE QUALIFIED VOTERS OF THE CITY FOR THE CREATION OF THE CITY OF LUCAS FIRE, CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT DEDICATED TO FIRE SAFETY AND EMERGENCY MEDICAL SERVICES PROGRAMS AND THE ADOPTION OF AN ADDITIONAL SALES AND USE TAX WITHIN THE CITY AT THE RATE OF ONE-HALF OF ONE PERCENT; THE THEN CURRENT MAYOR AND SIX (6) COUNCILMEMBERS SHALL SERVE AS BOARD OF DIRECTORS OF THE DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is hereby found and determined that notice of the election was duly given in the form, manner and time required by law, and said election was in all respects legally held and conducted in accordance with applicable laws of the State of Texas and the proceedings calling and governing the holding of such election; and

WHEREAS, it is imperative to consider the returns of an election held on the May 10, 2012, for the purpose of considering the returns of propositions for the creation of the City of Lucas fire, control, prevention, and emergency medical services district dedicated to fire safety and emergency medical services programs and the adoption of an additional sales and use tax within the city at the rate of one-half of one percent; the then current mayor and six (6) councilmembers shall serve as board of directors of the district; and

WHEREAS, the returns of said election have been duly and legally made and submitted to the City Council for canvassing, and a tabulation of the returns for the polling place and for early voting, as canvassed and tabulated by this governing body as follows:

| EARLY | REGULAR | TOTAL |
|-------------------|-------------------|-------------------|
| VOTES CAST | VOTES CAST | VOTES CAST |

PROPOSITION 1 - The Creation of the City of Lucas fire, control, prevention, and Emergency Medical Services District dedicated to fire safety and emergency medical services programs and the adoption of a proposed local sales and use tax at the rate of one-half of one percent.

FOR
AGAINST

EARLY REGULAR TOTAL
VOTES CAST VOTES CAST VOTES CAST

PROPOSITION 2 - The then current Mayor and six (6) council members shall serve as board of directors of the district.

FOR
AGAINST

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

SECTION 1. Said election was duly called, that notice of said election was given in accordance with law, that said election was held in accordance with law, and that it is determined that the foregoing Proposition (has/has not) been approved by the majority of the qualified voters voting at said election.

SECTION 2. It is further found and determined that in accordance with the order of this governing body, the City Secretary posted written notice of the date, place and subject of this meeting on the bulletin board located in the City Hall, a place convenient and readily accessible to the general public, and said notice having been so posted and remaining posted continuously for at least 72 hours preceding the scheduled time of said meeting.

SECTION 3. This resolution shall become effective immediately from and after its passage.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, THIS 15th DAY OF MAY, 2014.

APPROVED:

Rebecca Mark, Mayor

ATTEST:

Kathy Wingo, TRMC, MMC, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, City Attorney
(JIG/05-08-12/55341)



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Liz Exum – Finance Director

Agenda Item:

Discuss and consider the purchase of an INCODE Purchasing Module.

Background Information:

The Finance Department has recently added a purchasing function. In order to properly encumber and account for City purchases, we would like to purchase the INCODE Purchasing Module. Tyler's INCODE Purchase Order system manages, monitors, and maintains requisitions and encumbrances. This module has many benefits: allows administrators to define approval levels, distributes purchase orders to multiple funds and accounts, supports recurring purchase orders, provides validation of available budget at the individual account level during requisition, generates multiple standard reports, and interfaces with INCODE General Ledger and Accounts Payable.

Attachments/Supporting Documentation:

1. Product Sheet on the INCODE Purchasing Module
2. Quote from Tyler Technology for the purchase and annual maintenance for the INCODE Purchasing Module

Budget/Financial Impact:

The cost for the module includes: \$4,675 for license fees, \$1,500 for set up and training, and \$1,169 for annual maintenance. The impact to FY 13-14 would be a total of \$7,344. For future years, the annual cost would be \$1,169 for maintenance. Through the mid-year budget review process, we are able to absorb the costs of this new module through account adjustments taken in various departments in the General Fund.

Recommendation:

Staff recommends approval of this purchasing module to allow for tracking and monitoring spending for all the departments city-wide.



incode

a tyler financial solution

Incode Purchase Orders

Tyler's INCODE Purchase Orders manages, monitors, and maintains requisitions and encumbrances. This module allows administrators to define approval levels, user account levels, and input restrictions. It provides immediate access to vendor data and invoice history. Departmental duplication of efforts is reduced while tracking requisitions. Purchase Orders interfaces with INCODE General Ledger, Accounts Payable, and Project Accounting.

Information & Reports

- Provides validation of available budget at the individual account or group account level during requisition input with override capabilities.
- Distributes purchase orders to multiple funds and accounts.
- Generates multiple standard reports based on user-defined parameters: Requisition Audit, Purchase Order (PO) Status, PO Receipt, PO Variance, PO Aging, PO Claim Register, and PO Encumbrance Reports.
- Exports reports to Microsoft® Word, Excel, Access, XML, or CSV formatted files.
- The Budget Reserve Reports displays analysis of reserve amounts for selected G/L accounts based on purchase orders and requisitions that comprise budget reserve balances.
- The system properly accounts for amounts encumbered in the previous year and expensed in the current year.
- The system supports recurring POs and user-defined "templates" that facilitate distribution to predefined accounts based on flat amounts or percentages.

Transaction Efficiency

- Provides electronic routing of requisitions for approval based on established approval levels and user profiles.
- Determines and accounts for variances between purchase orders and invoices received.
- Supports multiple vendor sets for separate taxpayer ID numbers.
- Provides complete encumbrance accounting including partial or full liquidation of encumbrances.
- Generates pre-encumbrances against multiple funds and accounts at the lowest organization level on a single requisition.
- Provides analysis of open, closed, or voided POs as well as printing or reprinting of PO forms.
- As invoices are received against POs, receipts can be recorded as complete, partial, voided, and more.
- Facilitates flow of draft payments from the Purchase Orders system through to Accounts Payable.

...Continued on Reverse

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www.tylertech.com

or email
info@tylertech.com

Incode Purchase Orders

User Friendly

- System security is flexible, allowing for user-defined restrictions to programs.
- Users can look up purchase orders to inquire about the status of multiple and individual orders.
- The requisition system interfaces with Microsoft Exchange for email notification during the requisition approval process.
- Comments made within email notification are captured in the PO notes as well.
- Attaches and organizes documents associated with the procurement function for quick retrieval through integration with document management software.
- Several "standard" forms exist for printing purchase orders, or customers can have custom print programs developed for use with their existing forms.

Investment Summary

Liz Exum
City of Lucas
April 29, 2014



Investment Breakdown

Proposal Valid for 120 days

| Software | Investment | Annual Fees |
|--|--------------|--------------|
| License Fees (Existing Customer) | 4,675 | 1,169 |
| | 4,675 | 1,169 |
| Professional Services | Investment | |
| Implementation Services (Existing Customers) | 1,500 | |
| | 1,500 | |
| Project Total | 6,175 | 1,169 |

Tyler will invoice Client for the License Fees listed above upon delivery of the software.

Maintenance Fees listed above will be invoiced upon ninety (90) days of delivery and annually thereafter on the anniversary of that date

All payment terms are net thirty (30) days

Software Licenses

**Liz Exum
City of Lucas
April 29, 2014**



| Application Software | QTY | Hours | License Fee | Estimated Services | Annual Maintenance |
|---------------------------------------|--------------|-----------|--------------|--------------------|--------------------|
| Incode Financial Management Suite | | | 4,675 | 1,500 | 1,169 |
| Purchase Orders | 4,675 | 12 | | | |
| Incode Application Subtotal | | 12 | 4,675 | 1,500 | 1,169 |
| Application and System Software Total | | | 4,675 | 1,500 | 1,169 |

Accu4GL



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Joni Clarke - City Manager

Agenda Item:

Discuss and consider establishing a comprehensive City of Lucas Purchasing Policy and Procedures manual.

Background Information:

The City of Lucas has been operating under the guidelines for governmental purchasing using the State of Texas requirements. The City is taking a three pronged approach to create a comprehensive system to ensure compliance with best practices for the acquisitions of goods and services and to comply with all laws regulating municipal purchasing. The first component of this purchasing system was approved at the City Council meeting on April 17, 2014 when the City Council took action to reclassification of part-time Court Clerk (.50 FTE) and create a part-time Purchasing Coordinator (.50 FTE) position for the formation of a full-time Purchasing Coordinator/Finance Assistant position. This staff position will be responsible for ensuring the compliance with the proposed purchasing policy. This policy will serve as the second component in creating a foundation for the proper administration of procurement activities on behalf of the City.

Attachments/Supporting Documentation:

1. Purchasing Policy and Procedures Manual

Budget/Financial Impact:

N/A

Recommendation:

Staff recommends adoption of the Purchasing Policy and Procedures Manual.



City of Lucas

Purchasing Policy and Procedures

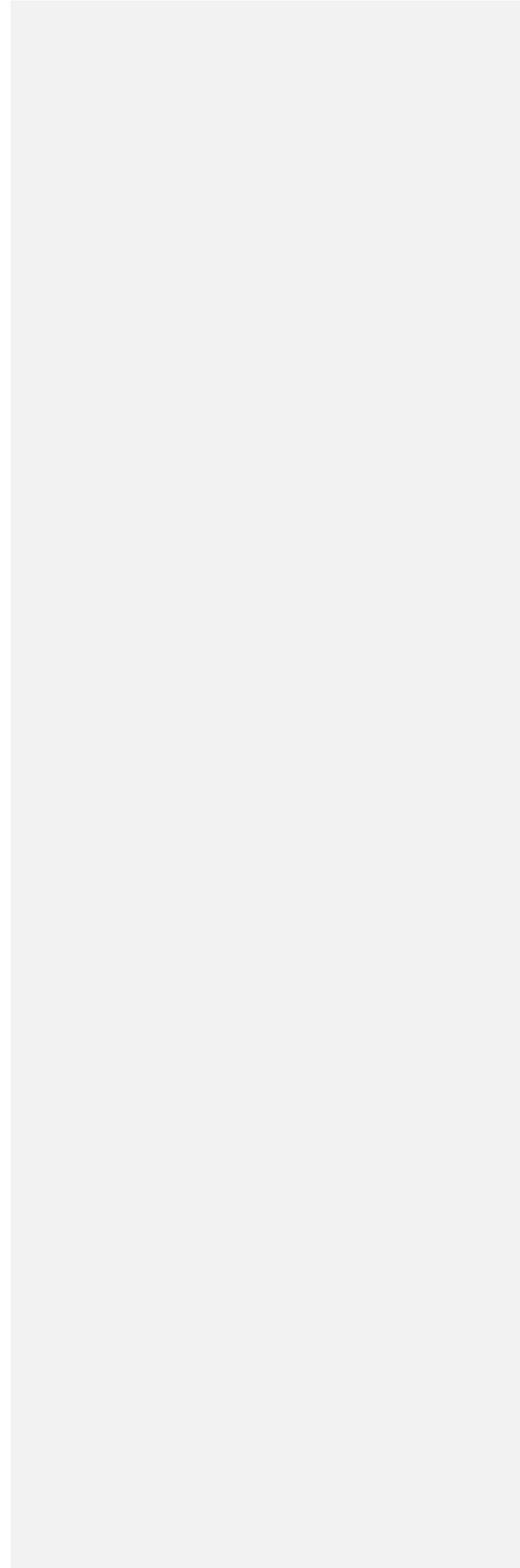


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I. PURPOSE

The purpose of the purchasing procedures is to provide the City staff with a guideline for the procurement of material, services and equipment. The City of Lucas is committed to insuring that all purchases are in compliance with State and Federal law and City ordinances and policies when procuring the highest quality material and services at the best value for the citizens of Lucas. Any City of Lucas Departments conducting a formal bid should notify the Finance Department and City Secretary to insure compliance with State law (e.g. newspaper advertisements, written specifications, etc.). For the purpose of this policy, the term employee also includes volunteers with purchasing authority.

II. PURCHASING ETHICS

All City staff engaged in procurement for the City of Lucas shall comply with the following ethical standards:

- A. It shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City of Lucas or by any conduct inconsistent with the proper discharge of the employee's duties.
- B. It shall be a breach of ethics to attempt to influence any public employee of the City of Lucas to violate the standards of conduct set forth by the City.
- C. It shall be a breach of ethics for any employee of the City of Lucas to participate directly or indirectly in a procurement for the City of Lucas when the employee knows that:
 1. The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
 2. A business or organization in which the employee or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
 3. Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
 4. City employees shall spend City funds in an ethical way that avoids any appearance of impropriety. If an employee has a family relationship with a vendor, the employee should not make the choice to use the vendor without contacting the City Manager.

III. DELEGATION OF PURCHASING AUTHORITY

Department Directors have authorized certain City employees to be the purchasing representative for the department. All purchasing request should be sent through the authorized department representative who will work with the Finance Department on certain purchases.

IV. PURCHASING PROCESS

A. PURCHASES UP TO \$1,000

Purchases costing up to \$1,000 can be approved by the Department Director. These purchases do not require a purchase order number, but do require prior approval from the Department Director before purchasing an item or service.

B. PURCHASES OVER \$1,000 BUT LESS THAN \$5,000

1. The department representative must complete a requisition to be approved by the Department Director and the Finance Department.
2. Expenditures that are \$1,000 or more require three (3) quotes including pricing and contact information and must be noted on a form or attached to the purchase order.
3. For expenditures over \$3,000 but less than \$50,000, the City must contact at least two (2) Historically Underutilized Business (HUB) vendors on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situation, the municipality is exempt from this section.

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www.window.state.tx.us/procurement/prog/hub/

C. PURCHASES \$5,000 BUT LESS THAN \$10,000

1. Any requisition over \$5,000 must be approved by the City Manager or the Finance Director (in absence of the City Manager) prior to being processed by the AP department.
2. All requisitions over \$5,000 require three (3) bids from participating vendors.
3. For expenditures over \$3,000 but less than \$50,000, the City must contact at least two (2) Historically Underutilized Business (HUB) vendors on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situation, the municipality is exempt from this section.

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4. Departments Directors cannot split the purchase of like items totaling \$5,000 or more.

D. PURCHASES \$10,000 BUT LESS THAN \$50,000

1. The department representative must complete a purchase order with the three (3) bids attached and obtain the Department Directors approval.
2. The purchase order must also be approved by the Finance Department and the City Manager.

Deleted: <#>Of the three (3) bids two (2) shall be Historically Underutilized Business (HUB) vendors if applicable.¶
<http://www.cpa.state.tx.us/cmb/cmbhub.html>¶

3. For expenditures over \$3,000 but less than \$50,000, the City must contact at least two (2) Historically Underutilized Business (HUB) vendorso on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situation, the municipality is exempt from this section.

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E. PURCHASES OF \$50,000 AND GREATER

1. Purchases must be accomplished through the formal request for bid or the request for proposal process with detailed written specifications. The development of the written specifications will be prepared by the requesting Department.
2. All purchases over \$50,000 must be submitted to City Council for approval. This includes any purchases exempt from the bidding procedure. The Finance Department and the requesting Department will make a consensus award recommendation to the City Council. It is the responsibility of the requesting Department to present the request to City Council.
3. No purchase orders will be issued prior to City Council approval. City Council approval date and item number must be noted on purchase order.
4. A copy of all professional service contracts shall be attached to the original purchase order or in bid packet.

APPROVAL REQUIREMENT FOR PURCHASES

| Dollar Figure | Supervisor/ Manager or Director Designee | Department Directors | Finance Department | City Manager | City Council |
|--|---|-------------------------|-----------------------|--------------|-----------------|
| Up to \$1,000 NO purchase order required | X OR | X | | | |
| Over \$1,000 to less than \$5,000 Purchase Order Required Three Quotes Required | X | X | | | |
| \$5,000 to less than \$10,000 Purchase Order Required Three Quotes Required After \$1,000 | | X | X | | |
| \$10,000 to less than \$50,000 Purchase Order and Three Quotes Required | | X | X | X | |
| \$50,000 Formal Bids Required | | X | X | X | X |

F. TECHNOLOGY RELATED PURCHASES

1. All computer equipment, software, printers, wireless cards, monitors, cell phones, GIS related products or any items that will be used on the City network, or items related to the telephone system or require access to the City network must be approved through the Information Technology Staff Representative designated.
2. The requesting Department will place the request of purchase with the IT Staff Representative. The IT Staff Representative will coordinate the item to be purchased with the IT Consultant to ensure the City is receiving the lowest and best price. Then the IT Staff Representative working with the IT Consultant will approve the purchase and create a requisition, if required.

3. It will be the responsibility of the Information Technology Consultant to have the appropriate approvals on the requisition/ Purchase Order and then place the order.

G. STATE PURCHASING DEBARRED AND VENDOR LIST

Vendors who have failed to comply with their state contracts and have been debarred from doing business with the state of Texas for a specific period may be found at:

<https://www.epls.gov>

The City of Lucas prohibits conducting city business with vendors who are placed on this list for the time specified.

H. REQUISITION TO PURCHASE ORDER PROCESS

1. Departments will create a requisition in Incode and the approval requirements will automatically attach to the requisition.
2. Automatic notification of the requisition will be sent to the required approving officials who will review the requisition and approve/deny.
3. After approval of the requisition the Finance Department will create a Purchase Order and notify the requestor of the Purchase Order number.
4. If a signed printed copy of the Purchase Order is needed a request should be sent to the Finance Department who will print the signed Purchase Order.
5. The Purchase Order can be viewed or printed from Incode at any time by the requesting department.

I. FORMAL BID PROCEDURE FOR CITY DEPARTMENTS

In order to assist the City departments in complying with all purchasing laws, policies and procedures, Finance requests that each department soliciting formal bids abide by the following procedures.

1. Every formal bid, Request For Qualifications (RFQ) or Request For Proposal (RFP) should be assigned a bid number. Bid numbers can be obtained from the City Secretary. The department will need to provide the bid name, opening dates and time and the location of the bid opening. For RFQ's and RFP's, the bid name, due date and time will be required. This enables the City Secretary to easily identify each bid and also provides the information to advertise the bid on the City's website.
2. The Finance Department maintains a vendor list registering all vendors requesting to receive bid solicitations from the City of Lucas. The Finance

Department will be able to provide vendor information when you secure a bid number.

3. A Finance Department representative will attend all bid openings. This is to protect the using departments against any claims of impropriety.
4. If only one bid is received, the Finance Department may choose to call all other vendors receiving a bid package and confirm that they did not submit a bid. This is to protect the City and its departments from accusations of favoritism or soliciting bids that are proprietary.

The Finance Department is available to assist with soliciting bids. It is the intent of the Finance Department to support and protect the departments without increasing their work load.

J. ADVERTISING AND ADVERTISING TIME REQUIREMENTS

Section 252.041 of Chapter 252 of the Local Government Code requires that the sealed bid be advertised publicly with notice of the time and place at which the bids will be publicly opened and read aloud. The public notice must be published at least once a week for two (2) consecutive weeks in a newspaper published in the municipality. The date of the first publications must be before the 14th day before the date set to publicly open the bids. All bid notices will be posted through the City Secretary, to ensure they are posted with the correct newspaper and for the correct period of time.

K. COMPETITIVE BIDDING AND PROPOSALS

Invitations for Bid, Request for Proposals (RFP) and Request for Qualifications (RFQ) are means for notifying the vendors that the government has specific requirements for goods and/or services and that they are being offered an opportunity to fulfill those requirements.

1. Competitive bidding provides a means for the available vendors to compete with each other to provide goods and/or services.
 - a. The purpose of the competitive bidding is to ensure that public monies are spent properly, legally and that the best possible value is received for the money. It is also to give qualified and responsible vendors a fair and equitable opportunity to do business with the City.

L. BID SPECIFICATIONS

1. The creation and submission of specifications is the responsibility of the user department.
2. Vendors can be used as a source for specifications as long as they are advised that a sealed bid procedure will be used and the vendor cannot be treated with any type favoritism.

3. In order to assure fair and competitive bids, brand names should not be used in specifications unless it is made clear to each bidder that the brand name is being used for reference only, by adding a “or equal”.

N. SEALED BID ADMINISTRATION

All sealed bids and proposals will be administered by the City Secretary. A bid number will be assigned and advertising dates, pre-bid meeting dates and the bid opening date set. The City Secretary or designee will be responsible for the bid opening and reading of the bids received. Once opened, a bid tabulation will be created and all bids will be reviewed. When all bids have been reviewed, the user department will be responsible for submitting a written recommendation of bid award to the City Council.

M. SEALED BID OPENING AND PRE-BID MEETING PROCEDURES

In order to establish a standardized format of bid openings and pre-bid meetings the following procedures should be followed:

1. The City Secretary of the City of Lucas or designee shall conduct all bid openings and pre-bid meetings.
2. In addition to the City Secretary or the City Secretary’s representative there will be at least one representative from the Finance Department and a City employee from the department who submitted the purchase request at all bid openings and pre-bid meetings. This employee should be knowledgeable of the bid specifications and at pre-bid meetings should be prepared to answer all questions that pertain to the specifications. At bid openings the City Secretary’s representative will act as the recorder of all information that is read at the bid opening and will publicly confirm that all information was read completely and truthfully.

N. COMPETITIVE PROPOSALS

Competitive proposals are similar to competitive bids, but are limited by Texas statutes. They can only be used for procurements of high-technology products or services and in some cases for procuring insurance. Proposals are also used to procure professional or personal services. The Professional Services Procurement Act prohibits using competitive bids to procure professional or personal services.

1. Specifications are written using performance standards rather than the description of the good or service.
2. Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
3. The City will not hold proposal openings, unless requested by the Department Director, City Manager or City Council.

P. COOPERATIVE PURCHASING

Cooperative Purchasing is one of the ways that local governments can save time and money in their purchasing programs. It occurs when two or more entities (state, federal or local governments) coordinate some or all of their purchasing needs so that they can join in purchases to the mutual benefit of all the entities concerned (e.g. fuel, radio equipment, vehicles). A local government cooperative purchasing agreement must be developed and approved by the City Council.

1. The benefits are:
 1. Lower costs through increased volume.
 2. Lower (shared) administrative costs.
 3. Improved response from vendors.
 4. Shared experience leading to better product specifications.
 5. Better compliance with state statutes on purchasing.
2. There are several ways cooperative purchasing can be done:
 - a. Entering into a cooperative agreement with another government entity for a bid.
 - b. Two or more governments may join to purchase one or more goods/services jointly.
 - c. Buying from state contracts.
3. Purchasing through a third party
4. Legal Constraints – There are different statutes for different types of government. When purchasing cooperatively, the strictest statute should apply.

Q. SOLE SOURCE PURCHASES

Competitive bids cannot be obtained on items that are only available from one source.

1. The following are available from only one source and are exempt from bidding:
 - a. Items that are available from only one source because of patents, copyrights, secret processes or natural monopolies;
 - b. Films, manuscripts, or books;
 - c. Electricity, gas, water, or other utility services;

- d. Captive replacement parts or components for equipment;
 - e. Books, papers and other library materials for a public library that are available only from the person holding exclusive distribution rights to the material.
2. Any items not listed that are considered sole source will need to be supported by the following:
- a. Statement on how the determination was made that the item(s) requested is/are only available from one source. The statement must include why a functional equivalent is not available from any other source.
 - b. Statement on company letterhead from vendor attesting to the fact that the item(s) being requested is/are only available from that vendor.
 - c. Information concerning previous attempts to obtain competitive bids on the items(s) requested.
 - d. Names of those contacted in an effort to find other sources.
3. Sole Source determination will need to be approved by the Finance Department **BEFORE** purchase is made.

R. EMERGENCY PURCHASES

These purchases are exempt from competitive bidding.

- 1. Items purchased in case of public calamity to relieve the needs of the citizens or to preserve City property.
- 2. Items to preserve or protect the public health or safety of the residents of the City.
- 3. Items necessary because of unforeseen damage to public property. This includes damage which would stop the productivity of the department or which would cause a safety issue for the City or its citizens.

S. OTHER EXEMPTIONS FROM COMPETITIVE BIDDING

These items are exempt from competitive bidding. However, any use of City funds over \$50,000 must be approved by City Council.

- 1. Personal or professional services
 - a. Accounting
 - b. Architecture

- c. Professional Engineering
 - d. Land Surveying
 - e. Professional Auditor
2. Work paid for on a daily basis (day labor)
 3. Land or right of way
 4. State of Texas Catalog Purchases
 5. Interlocal Contracts (HGAC, TASB/Buyboard)

T. STATE LAW REGARDING BONDING

By State Statute, any person, persons, firm, or corporation (prime contractor) entering into a contract in excess of \$100,000 with the City for the constructions, alteration or repair of any public building or prosecution of completion of any public work, shall be required before commencing such work, to provide the following two (2) bonds, issued by a corporate Surety duly authorized and admitted to do business in the State of Texas.

Public Work: Although the term public work is not defined by statute, it is generally understood to mean construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property. Contracting for demolition of real property would also fall under this definition.

1. Performance Bond

A performance bond in the total amount of the contract conditioned upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. The bond shall be solely for the protection of the City.

The City must not require a performance or payment bond if the contract does not exceed \$100,000.

2. Payment Bond

A payment bond in the total amount of the contract, solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract, for the use of each claimant.

If the City fails to obtain from the prime contractor a payment bond covering contracts in excess of \$100,000, the City is subject to the same liability as that of a Surety who had issued a valid bond. The claimant is entitled to a lien on funds due the contractor.

3. Bonds for Non-Public Works Projects

There are no State requirements for bonds to cover contracts for goods and services that are not defined as public works projects; it is the City's option. Good business practice would dictate that whenever the City enters into a contract for the purchase of a product system or service in which the system or service will be a little value to the City until it is complete and progress payments are made, then performance and payment bonds should be required.

4. The following legislation has been passed by the State of Texas and must be provided with the bid if the amount of the bid award exceeds \$100,000.00.
 - a. If the amount of the bid exceeds \$100,000, the Surety must:
 1. Hold a certificate of authority from the United States Secretary of the Treasury to qualify as a Surety on obligations permitted or required under federal law; or
 2. Have obtained re-insurance for any liability in excess of \$100,000 from a Re-Insurer that is authorized and admitted as a Re-Insurer in this state and is the holder of a certificate of authority from the United States Secretary of the Treasury to qualify as a Surety or Re-Insurer on obligations permitted or required under federal law.

U. BLANKET PURCHASE ORDER

1. A blanket purchase order will be issued for the contracts full amount when the contract is signed.
2. If the contract will have several different invoices, the department will reference the purchase order number on all the invoices and **NOT** complete a different purchase order for each invoice.
3. A blanket purchase order may also be used for a department to set a side funding for the year to purchase a specific item with one vendor, for example asphalt or uniforms. This allows the department to set aside funds to purchase the one item over the year without having to issue a new purchase order every time a purchase is made.
4. A blanket purchase order may not be used for purchases such as office supplies or miscellaneous equipment from one vendor.

V. TAX EXEMPT STATUS

The City of Lucas is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certificate is available from the Finance Department and will be furnished to any of the City's suppliers upon request.

The Finance Department will also be responsible for the issuance of the necessary documentation to employees with purchasing authority to support the City's tax exempt

status. However, it is the responsibility of each employee with purchasing authority to ensure that the purchase price does not include exempt taxes. An employee MUST make every effort to avoid paying exempt taxes.

W. VENDOR CREDIT APPLICATIONS

The City of Lucas Finance Department has developed credit information which may be submitted to any vendor requiring credit information. The information will supply the necessary information for the City to be considered for credit and should be coordinated with the Finance Department. Any accounts that are created with a vendor should be reported to Accounts Payable with the credit limit amount. Must be pre-approved by the Department Director and the Finance Director.

X. IMPORTANT INFORMATION FOR THE USING DEPARTMENTS

1. The using departments should plan their work so that “rush order” and emergencies will be held to a minimum. The using department shall avoid additional expenses for rush orders that are due to poor planning.
2. Department Directors may not “split” desired purchases in order to circumvent formal bidding requirements. Such action may subject the employee to disciplinary action.
3. The using department should suggest the names of vendors that may be able to provide particular items or services being requested, especially items of a technical nature.
4. Department Directors should not request or write specifications which are considered “closed bids” (written around one specific brand). Brand name, catalogue number, etc. may be submitted as a guide to the vendor as to the type and quality of merchandise desired. However, the wording “or approved equal” will always be added as we do not want to discriminate against any vendor’s merchandise. Competition must be kept in mind throughout the writing of specifications. Without competition, specifications are not needed. Vendors must be given an equal opportunity to submit a quotation on their merchandise.

Y. SELECTION PROCEDURES ON PURCHASES

The City will use the following criteria or combination of criteria when choosing between vendors. Criteria are attributes that a buying organization values in its arrangements with suppliers. There are eight common supplier selection criteria, in no formal order:

1. Cost
2. Quality & Safety
3. Delivery

4. Service
5. Social Responsibility
6. Convenience/Simplicity
7. Risk
8. Agility

Depending on the situation, you may use them as-is, use more or fewer, or use a different combination of eight.

Often, sourcing team members will want some criteria to be treated as constraints - unbreakable rules in the supplier selection process. Examples of constraints include: there can only be one supplier, we must select the low bidder, delivery must be within six weeks, etc.

Your job as leader of the sourcing team is to determine whether the proposed constraint is a truly warranted constraint or simply an important criterion. You can do so by asking questions like "If we had to choose between (a) having the best quality for all items by using two suppliers and (b) having the best quality for only half the items by using one supplier, would we still insist on using one supplier?" or "If we could save 34% by accepting a seven week lead time instead, would we choose to save the money or would we still need to insist on the six week lead time?" The fewer constraints, the more flexibility the team has in its decision-making.

After agreeing on the constraints and criteria, the sourcing team must agree on a hierarchy - an order of these attributes from most important to least important, with constraints preceding criteria. In most cases, supplier offerings will differ and there will be tradeoffs involving the criteria: you may get a better price from one supplier (cost) but that supplier insists on contract terms less favorable to you (risk). It is important for the sourcing team remain focused on what's most important to make a balanced decision.

V. PURCHASING CREDIT CARD POLICY

This policy establishes the basis for the City's credit card program. The credit card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the credit cards.

This program will allow the cardholder to purchase approved supplies and services directly from vendors; but cannot be used to circumvent the Purchasing Policy and all credit card purchases must be less than \$1,000. Each credit card is issued in the name of the employee who is responsible for its use, and/or the "City of Lucas" is clearly shown on the card as the governmental buyer of the supplies/services.

The card may be used to purchase non-restricted commodities in person at the vendor site, over the telephone, via fax, by mail and over the Internet.

If a card is lost or stolen, immediately contact the Finance Department.

It is the responsibility of the cardholder to obtain transaction receipts for all purchases. Sales receipts and/or packing slips must be obtained whether a purchase is made in person or via telephone, fax, mail, or over the Internet. It is the employee's responsibility to assure that the description on the sales receipt or packing slip is legible and clearly describes the purchase. These receipts will be used by the Finance Department to balance the monthly reconciliation and be part of the documentation kept on file to substantiate the payment process. Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase. In addition to sales receipts and packing slips, the following are additional examples of supporting documentation:

- Copies of internal order forms
- Subscription or dues forms
- Conference registration forms
- Statement of service report from vendor performing on-site repairs
- Cash register receipts

In the event all efforts to obtain documentation of a transaction have failed, the cardholder must attach a written description of the purchase along with a signed certification that the purchase was made in accordance with City policy. Failure to provide certification may result in disciplinary action and the employee may be required to pay the City for the undocumented expense and cancellation of the employee's authority to utilize the City's credit card. City staff is responsible for submitting all documentation to the Finance Department in a timely manner.

VI. CITY CONTRACT ADMINISTERING POLICY

A. OVERVIEW: The Purchasing Policies and Procedures sets forth the guidelines for procurement of material, services and equipment but is silent with respect to signing authority of contracts that legally bind the City into contractual obligations relating to expenditures of city resources.

Due to the increasing number of contracts and leases generated by the various City departments, it is necessary to establish a policy to provide effective procedures to more efficiently monitor and administer certain contracts and leases. This policy provides for the creation and maintenance of a system to assist the City in meeting its objectives, and that contracts are timely reviewed and renewed as appropriate.

“Contract” as used herein means any lease or agreement wherein the City is to receive or expend funds for goods or services. This policy shall apply to all contracts except those specifically exempted.

B. STATEMENT OF PURPOSE:

The purpose of this policy is to

1. Provide a uniform system to monitor and administer certain City contracts and leases to ensure that all contracts undergo authorized review and approval prior to execution.
2. Provide clarity of roles and responsibilities so Department Directors and others can manage their respective areas of responsibilities in an effective, efficient and transparent manner.
3. To ensure that the City complies with all reasonable requirements from external agencies such as granting agencies.
4. To ensure sound stewardship of all resources and assets and that processes are in place to provide for consistent accountability and reporting throughout the City.

C. POLICY:

The Mayor and City Manager is hereby designated as the sole signors for all City contracts: Those contracts that specifically require the Mayor’s signature include, but are not exclusively limited to, banking contracts, interlocal agreements, and in accordance with Section 3.12 (3) of the Home Rule Charter, the Mayor is the signor of all Capital Improvements Contracts. Effective October 1, 2014 the City Manager is authorized to sign contracts up to \$50,000 providing funds are budgeted to cover the contract.

- D. Department Directors are responsible to ensure that the the contract is to be routed first through the City Attorney for approval with a copy to Finance to ensure that funds are available for the contract, then to the Mayor by placing the contract on the agenda or City Manager for approval whichever approval is required by the purchasing policy .

- E. Specific procedures are as follows:

1. If a contract is to be prepared, the Department Director will notify the City Attorney, who will coordinate and assist the Department Director in preparing the contract.

- a. After a final draft contract has been approved by the City Attorney's office, the Department Director will discuss and review the terms and conditions with the contracting party. The Department Director will, thereafter, notify the City Attorney of any changes to the previously approved contract document.
 - b. The Department Director will send it to Finance for verification that funding is available.
 - c. The City Attorney's Office or the Department, as appropriate, will finalize the contract.
 - d. The Department Director will forward the contract to the contracting party for signature prior to Council's action or execution by City Manager.
 - e. The Department Director will prepare the agenda item coversheet, if applicable.
 - f. Upon approval of the contract by City Council, the City Secretary will forward the contract to the Mayor or City Manager for execution.
 - g. An original signed copy of each contract will be filed with the City Secretary with a copy provided to the Finance Department.
2. The Department Directors are responsible for ensuring that certain events specified in contracts are timely met, such as release of maintenance/performance bonds, release of lien on certain properties, release of temporary easements, contract performance dates and contract renewals or extensions as necessary.
 3. Whenever possible, contracts will be for a timeframe that coincides with the City's fiscal year.



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Joe Hilbourn – Development Services Director

Agenda Item:

Discuss and consider a unilateral annexation of 1101 W Lucas Rd, Lucas, Texas situated in ABS A0428 Ann S Hurt Survey, Tract 2, and is a 20 acre parcel of land; Tract 13 is a ten acre parcel of land. This property is more commonly known as Willow Springs Middle School.

Background Information:

This item was originally brought before City Council on January 16, 2014 regarding the unilateral annexation of the above-described property. The City Council denied unilateral annexation and directed staff to enter into a contractual agreement with Lovejoy ISD to provide ambulance service to Willow Springs Middle School. Chief Kitchens met with representatives of the Southeast Collin County EMS Coalition and was advised that East Texas Medical would continue to provide services to the middle school because of contractual obligations. Chief Kitchens and City Manager Joni Clarke met with County Administrator Bill Bilyeu and Fire Marshal Jason Browning regarding the provision of ambulance service and because of their current contract with East Texas Medical, would not entertain the idea of negotiating a separate agreement. City Manager Clarke has informed Superintendent Ted Moore that the City of Lucas staff was trying to facilitate a solution to be able to provide emergency medical services including transport via a contractual arrangement without success.

Staff is bringing this item back for further consideration by the City Council and requesting that the City Council give consideration to unilateral annexation for this parcel to allow for improved emergency medical services through a reduction in the response time.

If the City Council authorizes staff to proceed with the unilateral annexation, staff will bring the public hearings before the City Council on June 19, 2014 and the Ordinance approval would be scheduled for July 17, 2014. This is the only path that would permit annexation prior to the start of the school year.

Attachments/Supporting Documentation:

1. An excerpt from the January 16, 2014, City Council Meeting minutes
2. Minutes from the March 11, 2014, Southeast Coalition Meeting

Budget/Financial Impact:

Estimated annual reduction in revenue from ETJ rate surcharge for providing water service to Willow Springs Middle School is estimated at \$10,000.

Recommendation:

Staff recommends annexing property as presented.



Southeast Collin County EMS Coalition Meeting Minutes

Meeting Date: 3/11/2014

Meeting Location: Wylie PSB

Meeting Start Time: 10:10 a.m.

Facilitator: Chairman Rick White

Meeting End Time: 12:00 p.m.

Note Taker: Cheryl Smith

Attendees:

| | | |
|-------------------------------|------------------------------|-----------------------------|
| Jason Browning, Collin County | Rick White, City of Wylie | Todd Loper, ETMC |
| Randy Corbin, City of Wylie | Ted Stephens, City of Lucas | Brent Parker, City of Wylie |
| Joe Flowers, City of Parker | Cheryl Smith, City of Wylie | |
| Jim Kitchens, City of Lucas | Bob London, Town of St. Paul | |

Old Business

| | |
|----------------------------|--|
| Agenda Topic: | Minute Approval |
| Lead Presenter: | Chairman Rick White |
| Discussion: | Approve Minutes from January 23, 2014 meeting. |
| Conclusion | A motion was made to approve the minutes by Mr. London and seconded by Fire Marshal Browning. The motion to approve the minutes from January 23, 2014 carried. |
| Action Items: | N/A |
| Person Responsible: | N/A |
| Deadline: | N/A |



Southeast Collin County EMS Coalition Meeting Minutes

| | |
|----------------------------|--|
| Agenda Topic: | New Contract with ETMC |
| Lead Presenter: | Chief Brent Parker |
| Discussion: | <p>Chief Parker shared information he gathered from negotiations with ETMC.</p> <ol style="list-style-type: none"> 1) With a five year contract beginning in 2014, ETMC will replace 990 within six months. 2) If another five year contract is negotiated within the 2014 five year contract, ETMC will replace both ambulances with the second five year contract beginning in approximately 2019. 3) ETMC will supply durable goods on back-up ambulances. This includes tablets and software for patient documentation. 4) The cost to include durable goods in the contract is \$20,000.00 / \$1,667.00 per month and added to the subsidy costs. The \$20,000 will be split among members based on per capita. 5) Mr. Franklin is still working on the numbers to include supplying first responder apparatus with durable goods. This number should be available by the April 24th meeting. <ol style="list-style-type: none"> a. The City of Parker currently carries Lifepak 12 & 15 and AED's on smaller vehicles. |
| Conclusion | Coalition members agreed to continue negotiations with ETMC. |
| Action Items: | Contract negotiations will continue. |
| Person Responsible: | Chief Brent Parker |
| Deadline: | April 24, 2014 unless requested earlier. |



Southeast Collin County EMS Coalition Meeting Minutes

Open Discussion

| | |
|----------------------------|--|
| Agenda Topic: | City of Lucas Ambulance |
| Lead Presenter: | Chief Jim Kitchens |
| Discussion: | <p>The City of Lucas ambulance service will begin April 1, 2014. The City of Lucas will no longer be a member of the SECCEMSC unless members are notified by March 31, 2014. If the City of Lucas must extend the date of membership beginning April 1, 2014, a thirty day notice of cancellation will be required, as well as, all associated fees.</p> <p>The Lucas Fire Department is currently running ALS on apparatus but is unsure whether they will continue running ALS after the ambulance is placed in service.</p> |
| Conclusion | The City of Lucas will begin their ambulance service on April 1, 2014 at 12:00 a.m. |
| Action Items: | None, if the City of Lucas begins their ambulance service on April 1, 2014 at 12:00 a.m.; however, if they do not, they must notify the coalition by March 31, 2014 at 12:00 p.m. that they wish to remain in the coalition temporarily. A 30 day cancellation notice will be required if leaving the coalition after March 31, 2014 at 11:59 p.m. along with all associated fees. |
| Person Responsible: | Chief Jim Kitchens |
| Deadline: | March 31, 2014 at 12:00 p.m. or N/A |

| | |
|----------------------------|---|
| Agenda Topic: | County / Coalition Ambulance Response |
| Lead Presenter: | Group |
| Discussion: | When Lucas is dispatched to a call, Wylie's Dispatch will not know whether or not to send a coalition ambulance if the call is in Lucas' fire district but outside their city limits. |
| Conclusion | If Lucas First Responders are dispatched to a call in the county, requiring an ambulance, they will radio Wylie's Dispatch for a coalition ambulance. |
| Action Items: | The Lucas Fire Department will request ambulance service for county runs via radio. |
| Person Responsible: | Chief Jim Kitchens |
| Deadline: | March 31, 2014 at 12:00 p.m. |



Southeast Collin County EMS Coalition Meeting Minutes

| | |
|----------------------------|---|
| Agenda Topic: | County / Coalition Ambulance Response Continued |
| Discussion: | The City of Lucas reiterated their concerns about an ambulance being across the street from the new junior high school/stadium should a medical emergency arise at the location. Their concern is the coalition ambulance would be dispatched from Wylie and would delay transport time because of the distance. Coalition members stated the way to resolve this issue would be for the City of Lucas to annex the school property. The school is located in Collin County and coalition members stated the coalition ambulance must respond because of contractual obligations. |
| Conclusion | The coalition ambulance will respond to the new junior high/stadium located within Collin County's jurisdiction. |
| Action Items: | Continued as contractually required. |
| Person Responsible: | Coalition |
| Deadline: | April 1, 2014 12:00 a.m. |

| | |
|----------------------------|--|
| Agenda Topic: | The New Huffines Development |
| Lead Presenter: | Chief Randy Corbin |
| Discussion: | The Huffines Development is in the county and ambulance service will be provided by the Coalition. |
| Conclusion | The Huffines Development is in the county and ambulance service will be provided by the Coalition. |
| Action Items: | Informational only |
| Person Responsible: | N/A |
| Deadline: | N/A |

- 11) Discuss and Consider a recommendation to annex Willow Springs Middle School to enable Fire Department to provide direct ambulance service to the property. [Savage]

Interim City Manager Dan Savages states that sometime in March the Fire Department will begin providing the citizens of Lucas with advanced life support ambulance services. This is going to be a major accomplishment for the City of Lucas.

The City should take delivery of the new ambulance around the 1st of March and the state has approved the department for advance life support first responder capability. All the equipment has been acquired through the lease/purchase program, other than the ambulance being delivered. All the drugs, supplies, and minor equipment to outfit the ambulances has been purchased.

The middle school front parking lot is in the city limits. The sports field and the building are in the county. The City currently has a contract with East Texas Medical Services for ambulance service for the city. The County has a contract to cover certain portions of the county, including areas surrounding Lucas that are not in an incorporated city. Should the need arise today for ambulance service to the middle school, East Texas Medical Services would respond. Their closest ambulance is stationed at Wylie Fire Station on Country Club Road, some six miles away. The City's fire station is just across the street and could respond much quicker.

The school is surrounded by the city. While perhaps not all students are Lucas citizens, Interim City Manager Dan Savage feels that the city providing ambulance service to the school is the best option.

The school district would go along with the annexation should Council wish to move forward. There is a potential loss in water revenue of approximately \$8 - \$10K due to the water rates reverting to in-city rates with the annexation. This is just an approximation due to the school not going through a full year water cycle.

If Council chose not to consider the annexation then Interim City Manager Savage stated that a contract between the City of Lucas and Lovejoy ISD to provide ambulance service. Some cities are questioning whether to charge a resident and non-resident fee for this type services. For example, the City could charge \$600 for a resident and \$700 for non-resident. Other items that could be charged is supplies used, mileage, oxygen, and the like.

Staff needs direction from Council at this time.

Councilmember Wayne Millsap said the right thing to do is provide ambulance service and we lose the water revenue. It is surrounding by the city on all sides and Council's goal over the past few months is to fill in those holes created by out-of-city property. The right thing to do is to annex the school.

Councilmember Philip Lawrence said he would hold comments for last.

Mayor Pro Tem Kathleen Peele would prefer to enter into an agreement for these services. Annexation of the school has no benefit for the city as they do not pay property taxes. The City would be better off with a contract that explicitly states the city's obligations.

Councilmember Steve Duke had no comments.

Councilmember Jim Olk said the water rates are set to cover the costs. To lose \$8-\$10K annually is not a great loss. Councilmember Olk said if his children were in this school and was waiting on an ambulance it should be from Lucas and not East Texas Medical Services. There have been some issues with response time and level of care and Councilmember Olk would rather see our first responders answering those calls. Councilmember Olk fully supports the annexation of the school.

Councilmember Debbie Fisher prefers an interlocal agreement and would not be opposed a contract amount for the water. The ambulance service is needed by the school. Councilmember Fisher wants to avoid a jurisdiction battle over who is responsible.

Mayor Rebecca Mark stated that Council all seems in agreement that the kids need to be protected the best way possible. It is cleaner to annex the school rather than enter into a long term agreement. It is easier to regulate an expansion of the school should they choose to do so in the future. Mayor Mark is not concerned at all with the loss of water revenue.

Councilmember Philip Lawrence feels the intention is to provide adequate ambulance service to the kids. Whether it be by contractual agreement or annexation this could be accomplished. Councilmember Lawrence would like to see an agreement to make sure that the children are covered for ambulance service. The loss of water revenue should not even be considered as part of the discussion of providing ambulance service to the school.

Councilmember Wayne Millsap said that Council had set a policy to close in and annex all the property inside the city limits of Lucas. There is a conflicting situation, the school is in our fire district and the fire department will answer a call to put out a fire in the building. But should one of the kids need an ambulance they have to wait for an ambulance to come from East Texas Medical Services when there is an ambulance across the street. The school will not pay the cost of the ambulance service, the patient will be responsible. It seems odd that Council wants other properties in the city to be annexed. Properties where the city is asked to put in roads, waterlines, etc. But when it comes to the school there is a question whether or not to annex. This is weird situation stated Councilmember Millsap. Councilmember Millsap asked if other cities exclude the schools from their city and

does not provide these type services. This seems to be contradictory to what the city has been trying to do.

Councilmember Philip Lawrence said he did not have all his questions answered about the annexation. The contract does not have to charge a fee to the school. The cost of the ambulance service would be the responsibility of the patient.

Mayor Pro Tem Kathleen Peele said the city annexes to control development. The school is developed already.

The City Attorney stated that the school district can come forward with an application for annexation.

MOTION: Councilmember Wayne Millsap made a Motion to proceed forward with the annexation of annex Willow Springs Middle School to enable Fire Department to provide direct ambulance service to the property. Councilmember Jim Olk seconded the Motion. **Motion failed.** Vote: 3-4, Councilmember(s) Debbie Fisher, Philip Lawrence, Steve Duke and Mayor Pro Tem Kathleen Peele voting NAY.

MOTION: Councilmember Debbie Fisher made a Motion to direct staff to proceed with a contract between the City of Lucas and Lovejoy ISD to provide direct ambulance and EMS services to Willow Springs Middle School. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote 4-3, Mayor Rebecca Mark, Councilmember(s) Jim Olk and Wayne Millsap voting NAY.

12) Discuss and Consider authorizing Wiginton Hooker Jeffrey P.C. to prepare construction documents for the Lucas Fire Station Expansion project. **[Savage]**

The architect is currently working on the schematic design and we do not have a revised cost estimate but should have this done by next week. Staff asks for Council to authorize Wiginton Hooker Jeffrey P.C. to prepare construction documents for the Lucas Fire Station Expansion project should the cost estimate remain within the budget of \$2.3M. If the revised estimate is higher, it will be brought back to Council for review.

MOTION: Councilmember Debbie Fisher made a Motion to authorize Wiginton Hooker Jeffrey P.C. to prepare construction documents for the Lucas Fire Station Expansion project upon approval by Interim City Manager, provided it stays within budget. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 7-0.

City Attorney Joe Gorfida asked the Mayor and Council to go back and address Item # 11 further. Upon speaking with the school district there are some concerns that need to be addressed.



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider approval of the APAC Road Repair Agreement in the amount of \$459,884 and authorize the Mayor to execute the agreement.

Background Information:

Through an interlocal agreement with Dallas County, staff is requesting the engagement of APAC for asphalt (HMAC) repairs and reclamation along the following roadways:

1. Blondy Jhune Rd – 2000 LF of full depth reclamation and three-inch overlay in various locations
2. Carey Ln – 500 LF of full depth reclamation towards the eastern end and two-inch overlay of the entire street
3. Cedar Bend Cir – full depth reclamation and two-inch overlay of the entire street
4. Cedar Bend Trl – 1000 LF of full depth reclamation and two-inch overlay in various locations
5. Christian Ln – 2000 LF of full depth reclamation and three-inch overlay in various locations
6. Edgefield Ln – 50% of full depth reclamation and two-inch overlay of the entire street with improvements to the cul-de-sac
7. Estelle Ln – 1000 LF of full depth reclamation and three-inch overlay in various locations
8. Janna Way – 200 LF of full depth reclamation and two-inch overlay in various locations
9. Shiloh Dr – 1000 LF of two-inch overlay
10. Stinson Rd -- 1000 LF of full depth reclamation and three-inch overlay in various locations
11. Toole Dr -- full depth reclamation and two-inch overlay of the entire street

12. Winningkoff Rd -- 1000 LF of full depth reclamation and three-inch overlay in various locations

Attachments/Supporting Documentation:

1. APAC Agreement (agreement not available at the time packet was assembled, it will be emailed or made available prior to the meeting).

Budget/Financial Impact:

This work was included in the FY 13-14 Budget line 11-8210-301. There will be \$14,534 left in this line item for miscellaneous roadway repairs.

Recommendation:



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider amending the FY13-14 budget to include funding for the Estates Parkway construction between Angel Parkway and Lovejoy High School.

Background Information:

In January of this year, the City Council approved a professional services agreement with Metropolitan Infrastructure for the design of the above project. TxDOT is requiring a June letting of this locally-let project. The current engineer's estimate for the project is \$450,000

Attachments/Supporting Documentation:

1. Engineer's budget

Budget/Financial Impact:

Add \$450,000 to the FY 13-14 line 21-8210-491-114 using Roadway Impact Fees.

Recommendation:



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider amending the FY13-14 budget to include funding for a professional service contract with BW2 Engineers to create an official city map as required by state law and the Lucas Charter and allow the city manager to execute an agreement to be drafted by the City Attorney in amount not to exceed \$30,000 for the creating of the Official City Map by BW2 Engineers.

Background Information:

Sections 1.02 and 2.04(13) of the Lucas Charter call for the establishment of and need for an official City map. The City currently maintains a pictorial representation of the city limits, but not a metes and bounds description of the city limits.

Attachments/Supporting Documentation:

None

Budget/Financial Impact:

Add \$30,000 line item 11-6210-309 in the FY 13-14 budget. These funds were able to be absorbed using operating revenues.

Recommendation:



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider amending the FY13-14 budget to include funding for the Osage six-inch waterline construction.

Background Information:

In August 2012, the properties on the south side of Osage Lane were annexed into the City of Lucas. In keeping with state law, staff is pursuing water delivery before the August 2015 deadline. BW2 has completed the construction plans, specifications, and estimates for the waterline. Staff is obtaining the utility easements for the waterline. The engineer's estimate for the construction is \$120,000. The new waterline will be 2,700 LF and serve 15 properties.

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

Add \$120,000 to the FY 13-14 line 21-8210-490-111: \$38,422 from 2011 COs and \$91,558 from Developer Contribution Reserves.

Recommendation:



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider 1) amending the FY 13-14 budget to include funding design and construction of the 12-inch Country Club waterline in conflict with the widening of the Country Club Bridge over White Rock Creek south of Forest Grove Road; 2) allow the Mayor to enter into an agreement to be drafted by the City Attorney with Lockwood, Andrews, & Newman, Inc. (LAN) for said design in an amount not to exceed \$25,000; and 3) allow the City Manager to authorize a change order to the Stinson Road Waterline project with Dickerson Construction in an amount not to exceed \$205,000 for said construction.

Background Information:

In July of this year, the Texas Department of Transportation (TxDOT) plans to let a project to widen the Country Club Bridge over White Rock Creek. On the east side of Country Club Rd (aka FM 1378), the City has a 12-inch waterline. The new bridge is east of the existing bridge and will be in conflict with the City's waterline.

The engineering firm of LAN is designing the new bridge for TxDOT. Staff plans to engage the services of LAN to prepare a change order for the Stinson Road 12-inch waterline contractor, Dickerson Construction, to relocate the new waterline along Country Club in an effort to save time and money.

Attachments/Supporting Documentation:

1. FM 1378 Project Scope
2. LAN 12-Inch Waterline Scope

Budget/Financial Impact:

Add \$230,000 line item to the FY 13-14 Budget (21-8210-490-xxx) funded by \$120,000 in Water Impact Fees and \$110,000 in Developer Contribution Reserves.

Recommendation:



ATCH LINE STA 216+00

46.25

215+00

PT 214+52.82

PCC 213+52.51

PC 211+19.94

PC 210+25.90

EXIST. R.O.W.

EXIST. R.O.W.

FM 1378
(COUNTRY CLUB RD)

PROPOSED C FM 1378

PT 205+54.57

205+00

PCC 203+33.56

PCC 201+73.35

PC 200+63.65

200+00

JESSICA LANE

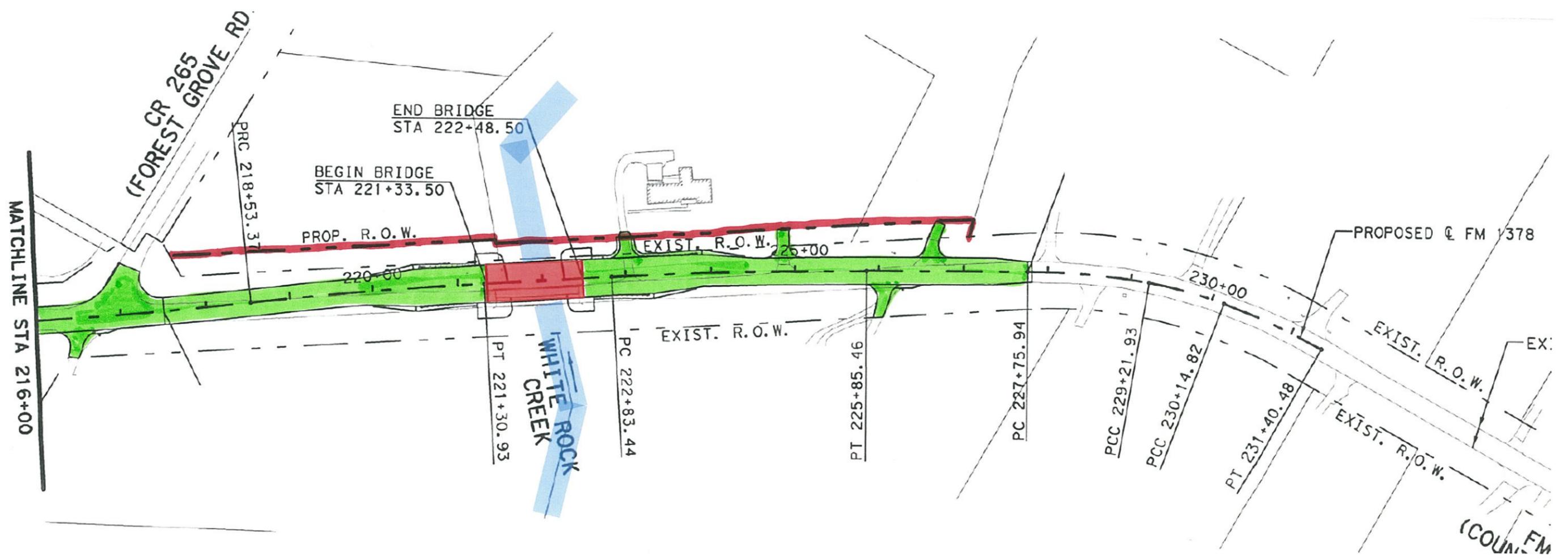
RI 198+91.99

CREST LANE

ROCK RIDGE ROAD

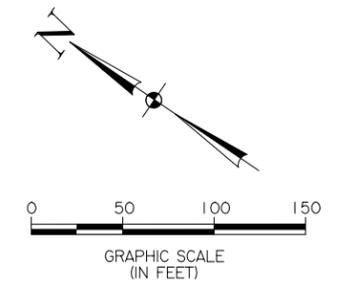
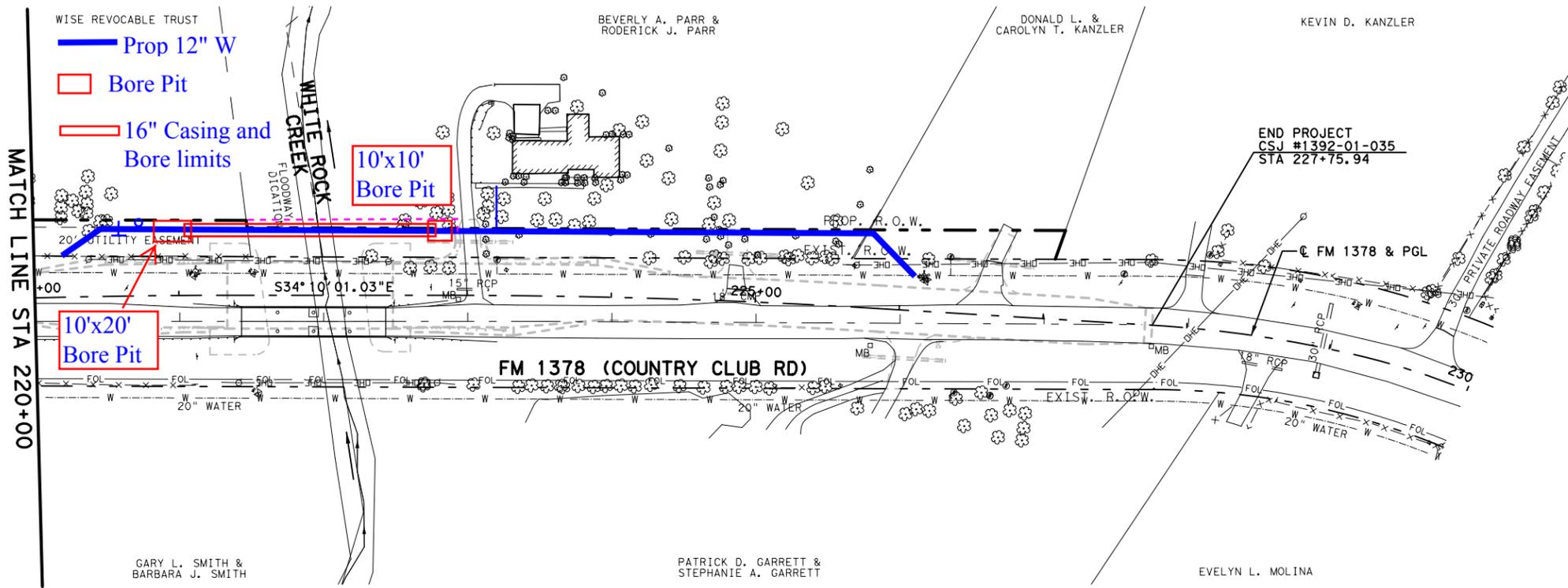
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DWAY



○ Prop FH
 ----- Temp Const Esmt

Prop 12" W
 Bore Pit
 16" Casing and Bore limits
 10'x10' Bore Pit
 10'x20' Bore Pit



LEGEND

- PROPOSED ROADWAY
- W ----- WATER LINE
- G ----- GAS LINE
- FOL ----- FIBER OPTIC LINE
- DHE ----- OVERHEAD ELECTRIC

NOTE:

EXISTING UTILITIES ARE BASED ON THE BEST AVAILABLE INFORMATION. CONTRACTOR TO FIELD VERIFY UTILITY LOCATIONS PRIOR TO BEGINNING CONSTRUCTION.

GARY L. SMITH & BARBARA J. SMITH

PATRICK D. GARRETT & STEPHANIE A. GARRETT

EVELYN L. MOLINA

PRELIMINARY
 NOT FOR CONSTRUCTION,
 BIDDING, OR PERMIT
 PURPOSES.
 FOR REVIEW ONLY.
 Lockwood, Andrews, &
 Newnam, INC.
 Consulting Engineers
 ID# 2614
 Nancy D. Mitchell
 P.E. No. 79762
 Date: 04/04/2014

lan 8350 NORTH CENTRAL EXPWY.
 SUITE 1400
 Lockwood, Andrews & Newnam, Inc. DALLAS, TX 75206
 214.522.8778
 www.lan-inc.com
 A LEO A. DALY COMPANY TBPE REG. NO. F-2614

Texas Department of Transportation
 © 2014

FM 1378
EXISTING UTILITY PLAN
STA 220+00 TO END PROJECT

SCALE: 1"=100' SHEET 4 OF 4

| | | | | |
|------------|------------------------|--|----------|------------------------|
| DESIGN | FED. RD. DEV. NO. 6 | FEDERAL AID PROJECT NO. (SEE TITLE SHEET) | | HIGHWAY NO. FM 1378 |
| DESIGN CK | STATE | DISTRICT | COUNTY | SHEET NO. |
| GRAPHICS | TEXAS | DALLAS | COLLIN | 48 |
| GRPH CHECK | CONTROL | SECTION | JOB | |
| | 1392 | 01 | 035, ETC | |



City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014

Name & Title of Requestor: Stanton Foerster, Public Works Director

Agenda Item:

Discuss and consider amending the FY13-14 budget to include funding for the abandonment of 6,600 feet of eight-inch asbestos-cement waterline.

Background Information:

The City currently operates and maintains an eight-inch asbestos-cement waterline from the Country Club/Estelle intersection to the old water tower on W Lucas Road. The waterline runs along the west side of Country Club and the south side of W Lucas Road. This line supplies water to meters along Estates Road and seven meters along Country Club. In connection with the new water service to the new fire station, staff is proposing tying the Estates Road eight-inch waterline into the Country Club 12-inch waterline and move the old city hall tap to the Lucas Road 12-waterline.

Staff is considering adding this work to the Stinson Road Waterline contract as a change order.

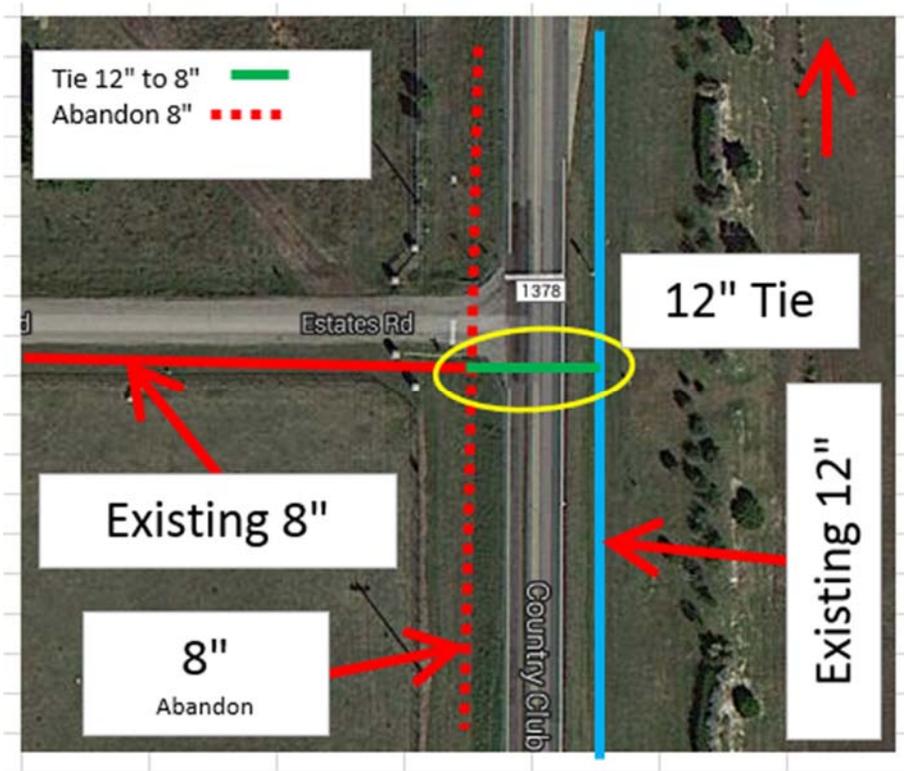
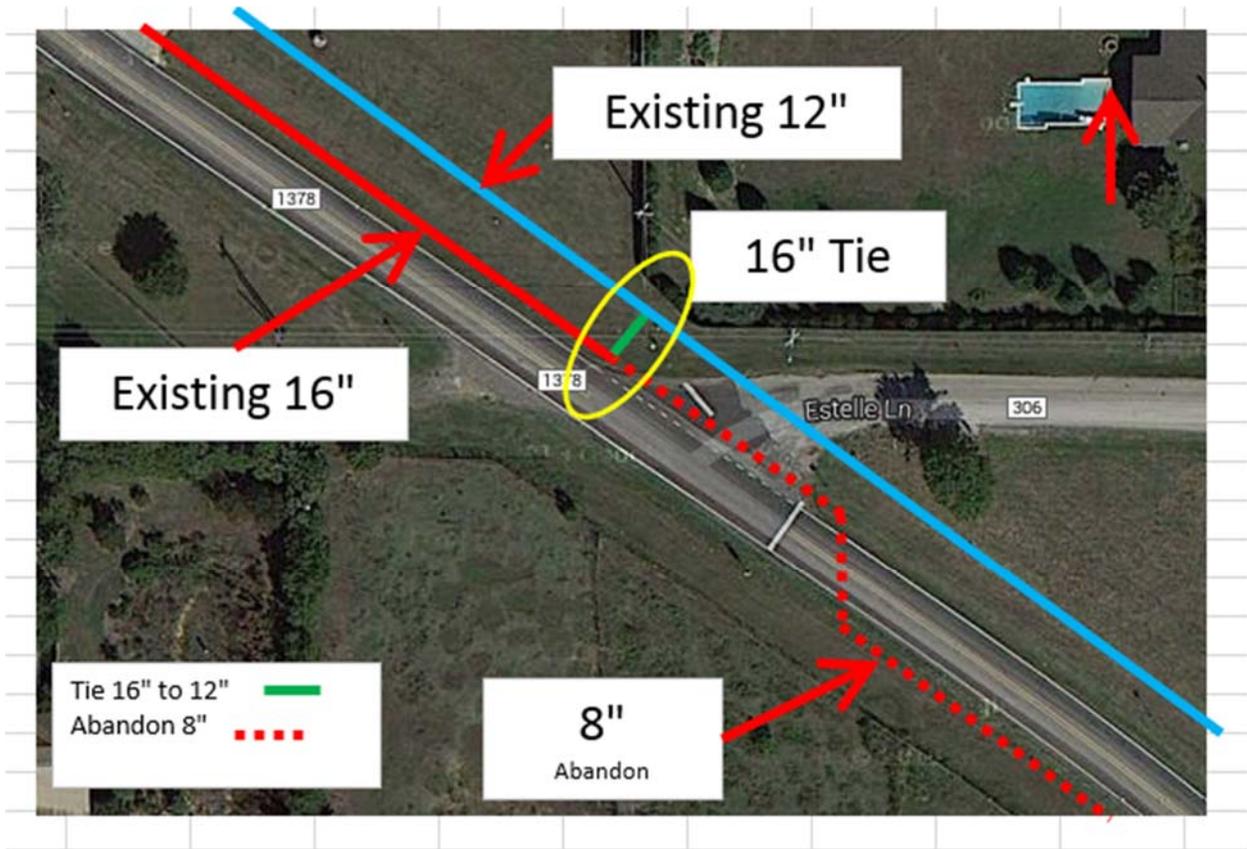
Attachments/Supporting Documentation:

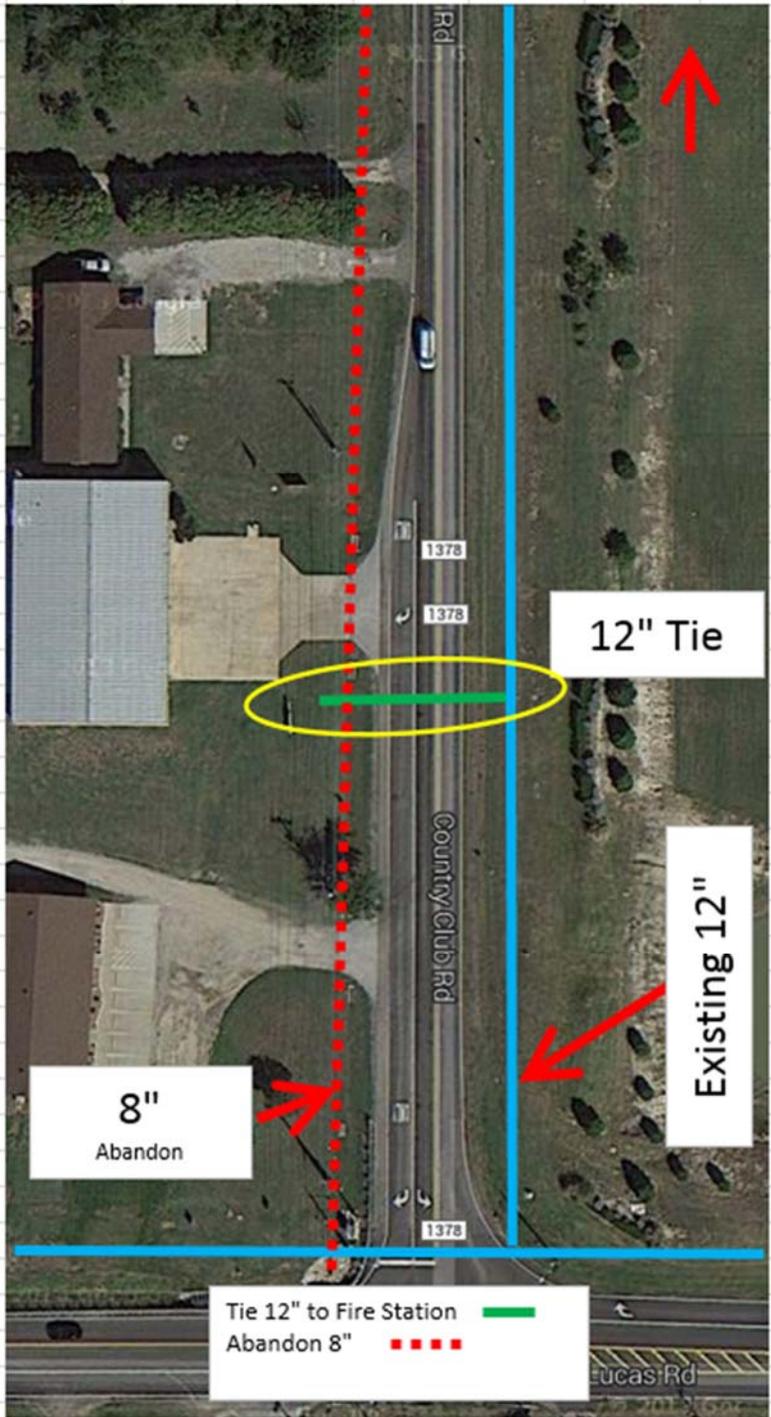
1. Maps showing the new waterline connections and the abandon waterline.

Budget/Financial Impact:

Add \$25,000 line item to the FY 13-14 budget using Developer Contribution Reserves.

Recommendation:









**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Liz Exum – Finance Director

Agenda Item:

Discuss and consider the approval of **Ordinance # 2014-05-00781** of the City of Lucas amending the budget for Fiscal Year beginning October 1, 2013 and ending September 30, 2014; providing a repealing clause; providing a severability clause; providing a savings clause; and providing an effective date.

Background Information:

The Finance Department has completed the review process with the City departments for the mid-year budget review. Several accounts have been adjusted to properly reflect actual trends in activity, and record previously approved council budgeted agenda items.

Attachments/Supporting Documentation:

1. Mid-Year Budget Adjustment presentation.
2. Ordinance # 2014-05-00781 with Exhibit A detailing Budget Amendments for FY 2013-2014.

Budget/Financial Impact:

The financial impact to the budget is varied and is outlined in detail to be reviewed and discussed.

Recommendation:

| | |
|-------------------------------------|--------------------|
| <input type="checkbox"/> | Annexation |
| <input type="checkbox"/> | Disannexation |
| <input type="checkbox"/> | Code of Ordinances |
| <input checked="" type="checkbox"/> | Other |

ORDINANCE # 2014-05-00781
[Adopting Amended Budget for FY 2013-2014]

AN ORDINANCE OF THE CITY OF LUCAS AMENDING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014, was duly created by the financial office of the City of Lucas, Texas, in accordance with Chapter 102.002 of the Local Government Code and adopted by the City Council on September 19, 2013; and

WHEREAS, the City has reviewed the budget adopted on September 19, 2013, and has determined that amendments to said budget are necessary;

WHEREAS, the City desires to amend the budget adopted on September 19, 2013, attached hereto as Exhibit "A"; and

WHEREAS, the financial office for the City of Lucas has filed the proposed amended budget in the office of the City Secretary and the proposed amended budget was made available for public inspection in accordance with Chapter 102.005 of the Local Government Code; and

WHEREAS, a public hearing was held by the City in accordance with Chapter 102.006 of the local Government Code, following due publication of notice thereof, at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed amended budget; and

WHEREAS, after full and final consideration, it is the opinion of the Lucas City Council that the 2012-2013 fiscal year budget as hereinafter set forth shall be amended.

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

SECTION 1. That the proposed amended budget attached hereto as Exhibit "A" is hereby adopted as the amended budget of the City of Lucas for the fiscal year beginning October 1, 2013 and ending September 30, 2014.

SECTION 2. That the expenditures during the fiscal year beginning October 1, 2013, and ending September 30, 2014, shall be made in accordance with the amended budget approved

by this ordinance unless otherwise authorized by a duly enacted ordinance of the City of Lucas, Texas.

SECTION 3. Upon approval of the amended budget, the budget office shall file a true and certified copy thereof with the County Clerk of Collin County, Texas.

SECTION 4. All ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 6. That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 7. This Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

DULY PASSED by the City Council of the City of Lucas, Texas, on this the 15th day May, 2014.

APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

ATTEST:

Joe Gorfida, Jr., City Attorney

Kathy Wingo, TRMC, MMC, City Secretary

**EXHIBIT A
AMENDMENTS TO BUDGET**

CITY OF LUCAS
MID-YEAR BUDGET ADJUSTMENTS
Fiscal Year 2013-2014



| | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL |
|---|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|
| REVENUE SUMMARY | | | | | |
| GENERAL FUND | | | | | |
| PROPERTY TAXES | \$ 1,694,628.00 | \$ - | \$ 1,694,628.00 | \$ 1,656,073.03 | \$ 1,694,628.00 |
| OTHER TAXES | \$ 999,950.00 | \$ - | \$ 999,950.00 | \$ 556,570.62 | \$ 999,950.00 |
| FINES & FORFEITURES | \$ 20,295.00 | \$ - | \$ 20,295.00 | \$ 10,053.05 | \$ 20,295.00 |
| LICENSES & PERMITS | \$ 346,510.00 | \$ 61,105.00 | \$ 407,615.00 | \$ 210,064.20 | \$ 407,615.00 |
| FIRE DEPARTMENT REVENUE | \$ 191,751.00 | \$ 33,251.55 | \$ 225,002.55 | \$ 95,256.71 | \$ 225,002.55 |
| FEES & SERVICE CHARGES | \$ 79,000.00 | \$ 62.52 | \$ 79,062.52 | \$ 30,476.24 | \$ 79,062.52 |
| NOTE PROCEEDS | \$ - | \$ 345,000.00 | \$ 345,000.00 | \$ 345,000.00 | \$ 345,000.00 |
| MISCELLANEOUS REVENUES | \$ 275,384.00 | \$ 132,998.57 | \$ 408,382.57 | \$ 45,047.17 | \$ 408,382.57 |
| TOTAL GENERAL FUND REVENUE | \$ 3,607,518.00 | \$ 572,417.64 | \$ 4,179,935.64 | \$ 2,948,541.02 | \$ 4,179,935.64 |
| WATER UTILITIES FUND | | | | | |
| FEES & SERVICE CHARGES | \$ 3,169,200.00 | \$ 19,437.66 | \$ 3,188,637.66 | \$ 1,325,223.35 | \$ 3,188,637.66 |
| MISCELLANEOUS REVENUES | \$ 56,400.00 | \$ (1,580.00) | \$ 54,820.00 | \$ 2,514.62 | \$ 54,820.00 |
| TOTAL WATER UTILITIES FUND REVENUE | \$ 3,225,600.00 | \$ 17,857.66 | \$ 3,243,457.66 | \$ 1,327,737.97 | \$ 3,243,457.66 |
| DEBT SERVICE FUND | | | | | |
| PROPERTY TAXES | \$ 623,110.00 | \$ 42,540.00 | \$ 665,650.00 | \$ 655,555.79 | \$ 665,650.00 |
| TOTAL DEBT SERVICE FUND REVENUE | \$ 623,110.00 | \$ 42,540.00 | \$ 665,650.00 | \$ 655,555.79 | \$ 665,650.00 |
| COMBINED REVENUE TOTALS | \$ 7,456,228.00 | \$ 632,815.30 | \$ 8,089,043.30 | \$ 4,931,834.78 | \$ 8,089,043.30 |
| EXPENDITURES | | | | | |
| GENERAL FUND | | | | | |
| CITY COUNCIL | \$ 40,425.00 | \$ 1,004.95 | \$ 41,429.95 | \$ 24,547.65 | \$ 41,429.95 |
| CITY SEC | \$ 128,805.15 | \$ 5,623.00 | \$ 134,428.15 | \$ 68,947.83 | \$ 134,428.15 |
| ADMIN/FINANCE | \$ 398,559.89 | \$ 39,923.35 | \$ 438,483.24 | \$ 207,157.94 | \$ 438,483.24 |
| DEVELOPMENT SERVICES | \$ 293,150.56 | \$ (5,964.32) | \$ 287,186.24 | \$ 128,577.69 | \$ 287,186.24 |
| PUBLIC WORKS | \$ 885,890.78 | \$ 150,511.93 | \$ 1,036,402.71 | \$ 197,311.40 | \$ 1,036,402.71 |
| PARKS | \$ 106,339.70 | \$ 3,669.29 | \$ 110,008.99 | \$ 38,261.19 | \$ 110,008.99 |
| FIRE | \$ 1,343,832.33 | \$ 406,364.60 | \$ 1,750,196.93 | \$ 748,521.29 | \$ 1,750,196.93 |
| NON-DEPARTMENTAL | \$ 397,511.00 | \$ (16,034.00) | \$ 381,477.00 | \$ 159,927.45 | \$ 381,477.00 |
| TOTAL GENERAL FUND EXPENDITURES | \$ 3,594,514.41 | \$ 585,098.80 | \$ 4,179,613.21 | \$ 1,573,252.44 | \$ 4,179,613.21 |
| WATER UTILITIES FUND | | | | | |
| TOTAL EXPENDITURES | \$ 2,608,488.61 | \$ 3,026.78 | \$ 2,611,515.39 | \$ 1,080,469.20 | \$ 2,611,515.39 |
| DEBT SERVICE | | | | | |
| WATER UTILITIES | \$ 533,220.00 | \$ - | \$ 533,220.00 | \$ 444,905.50 | \$ 533,220.00 |
| GENERAL FUND | \$ 612,710.00 | \$ 250.00 | \$ 612,960.00 | \$ 499,612.75 | \$ 612,960.00 |
| TOTAL DEBT SERVICE | \$ 1,145,930.00 | \$ 250.00 | \$ 1,146,180.00 | \$ 944,518.25 | \$ 1,146,180.00 |
| TOTAL EXPENDITURES | \$ 7,348,933.02 | \$ 588,375.58 | \$ 7,937,308.60 | \$ 3,598,239.89 | \$ 7,937,308.60 |
| NET REVENUE LESS EXPENDITURES | \$ 107,294.98 | \$ 44,439.72 | \$ 151,734.70 | \$ 1,333,594.89 | \$ 151,734.70 |

| | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL |
|----------------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|
| SUMMARY BY FUND | | | | | |
| GENERAL FUND | | | | | |
| REVENUE | \$ 3,607,518.00 | \$ 572,417.64 | \$ 4,179,935.64 | \$ 2,948,541.02 | \$ 4,179,935.64 |
| EXPENDITURES | \$ 3,594,514.41 | \$ 585,098.80 | \$ 4,179,613.21 | \$ 1,573,252.44 | \$ 4,179,613.21 |
| NET REVENUE LESS EXPENDITURES | \$ 13,003.59 | \$ (12,681.16) | \$ 322.43 | \$ 1,375,288.58 | \$ 322.43 |
| WATER UTILITES FUND | | | | | |
| REVENUE | \$ 3,225,600.00 | \$ 17,857.66 | \$ 3,243,457.66 | \$ 1,327,737.97 | \$ 3,243,457.66 |
| EXPENDITURES | \$ 2,608,488.61 | \$ 3,026.78 | \$ 2,611,515.39 | \$ 1,080,469.20 | \$ 2,611,515.39 |
| DEBT SERVICE | \$ 533,220.00 | \$ - | \$ 533,220.00 | \$ 444,905.50 | \$ 533,220.00 |
| NET REVENUE LESS EXPENDITURES | \$ 83,891.39 | \$ 14,830.88 | \$ 98,722.27 | \$ (197,636.73) | \$ 98,722.27 |
| DEBT SERVICE FUND-GENERAL | | | | | |
| REVENUE | \$ 623,110.00 | \$ 42,540.00 | \$ 665,650.00 | \$ 655,555.79 | \$ 665,650.00 |
| EXPENDITURES | \$ 612,710.00 | \$ 250.00 | \$ 612,960.00 | \$ 499,612.75 | \$ 612,960.00 |
| NET REVENUE LESS EXPENDITURES | \$ 10,400.00 | \$ 42,290.00 | \$ 52,690.00 | \$ 155,943.04 | \$ 52,690.00 |
| NET REVENUE LESS EXPENDITURES | \$ 107,294.98 | \$ 44,439.72 | \$ 151,734.70 | \$ 1,333,594.89 | \$ 151,734.70 |

FUND SUMMARIES - GOVERNMENTAL FUNDS

COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE

| | GENERAL | DEBT SERVICE | CAPITAL IMPROVEMENTS | RTR/TXDOT COUNTY/FUNDING | IMPACT FEES | TOTAL GOVERNMENTAL |
|--|-------------------|-----------------|----------------------|--------------------------|-----------------|--------------------|
| BEGINNING FUND BALANCE | \$ 5,109,153.20 | \$ 379,905.00 | \$ 2,757,222.00 | \$ 300,240.00 | \$ 828,316.00 | \$ 9,374,836.20 |
| PROPERTY TAXES | \$ 1,694,628.00 | \$ 665,650.00 | | | | \$ 2,360,278.00 |
| OTHER TAXES | \$ 999,950.00 | | | | | \$ 999,950.00 |
| FINES & FORFEITURES | \$ 20,295.00 | | | | | \$ 20,295.00 |
| LICENSES & PERMITS | \$ 407,615.00 | | | | | \$ 407,615.00 |
| FIRE DEPARTMENT REVENUE | \$ 225,002.55 | | | | | \$ 225,002.55 |
| FEES & SERVICE CHARGES | \$ 79,062.52 | | | | | \$ 79,062.52 |
| MISCELLANEOUS REVENUES | \$ 408,382.57 | | \$ 6,634.60 | | | \$ 415,017.17 |
| NOTE PROCEEDS | \$ 345,000.00 | | | | | \$ 345,000.00 |
| IMPACT FEES | | | | | \$ 64,000.00 | \$ 64,000.00 |
| RTR FUNDING | | | | \$ 1,244,000.00 | | \$ 1,244,000.00 |
| TRANSFER IN RESERVES | | | \$ 13,000.00 | | | \$ 13,000.00 |
| TOTAL REVENUES | \$ 4,179,935.64 | \$ 665,650.00 | \$ 19,634.60 | \$ 1,244,000.00 | \$ 64,000.00 | \$ 6,173,220.24 |
| EXPENDITURES | | | | | | |
| CITY COUNCIL | \$ 41,429.95 | | | | | \$ 41,429.95 |
| CITY SEC | \$ 134,428.15 | | | | | \$ 134,428.15 |
| ADMIN/FINANCE | \$ 438,483.24 | | | | | \$ 438,483.24 |
| DEVELOPMENT SERVICES | \$ 287,186.24 | | | | | \$ 287,186.24 |
| PUBLIC WORKS | \$ 1,036,402.71 | | | | | \$ 1,036,402.71 |
| PARKS | \$ 110,008.99 | | | | | \$ 110,008.99 |
| FIRE | \$ 1,750,196.93 | | | | | \$ 1,750,196.93 |
| NON-DEPARTMENTAL | \$ 381,477.00 | | | | | \$ 381,477.00 |
| DEBT SERVICE PRINCIPAL | | \$ 380,000.00 | | | | \$ 380,000.00 |
| DEBT SERVICE INTEREST/BOND EXP | | \$ 232,960.00 | | | | \$ 232,960.00 |
| CAPITAL PROJECTS GF | | | \$ 699,486.00 | \$ 1,544,240.00 | \$ 601,060.00 | \$ 2,844,786.00 |
| | | | | | | \$ - |
| TOTAL EXPENDITURES | \$ 4,179,613.21 | \$ 612,960.00 | \$ 699,486.00 | \$ 1,544,240.00 | \$ 601,060.00 | \$ 7,637,359.21 |
| NET CHANGE IN FUND BALANCE | \$ 322.43 | \$ 52,690.00 | \$ (679,851.40) | \$ (300,240.00) | \$ (537,060.00) | \$ (1,464,138.97) |
| ENDING FUND BALANCE | \$ 5,109,475.63 | \$ 432,595.00 | \$ 2,077,370.60 | \$ - | \$ 291,256.00 | \$ 7,910,697.23 |
| MINUS RESTRICTED FOR: | | | | | | |
| IMPACT FEES | | | | | \$ (291,256.00) | \$ (291,256.00) |
| DEBT SERVICE PAYMENTS | | \$ (432,595.00) | | | | \$ (432,595.00) |
| MUNICIPAL COURT | \$ (26,897.12) | | | | | \$ (26,897.12) |
| TRSF TO CAPITAL FROM RESERVES | \$ (13,000.00) | | | | | \$ (13,000.00) |
| RTR PROJECTS | | | | \$ - | | \$ - |
| CAPITAL IMPROVEMENT PROJECTS | | | \$ (2,077,370.60) | | | \$ (2,077,370.60) |
| UNASSIGNED FUND BALANCE | \$ 5,069,578.51 | \$ - | \$ - | \$ - | \$ - | \$ 5,069,578.51 |
| TOTAL AMOUNT OF RESERVES PRIOR TO GASB 54 REQUIREMENT | \$ 5,069,578.51 | \$ - | \$ - | \$ - | \$ - | \$ 5,069,578.51 |
| AMOUNT IN DAYS OPERATING COST | 483 | | | | | 483 |
| AMOUNT IN MONTHS OPERATING COST | 16.1 | | | | | 16.1 |
| RESERVES FOR GASB 54 FUND BALANCE POLICY (50% OF CURRENT YR EXPENDITURES IN GENERAL FUND) | \$ (1,917,306.61) | | | | | \$ (1,917,306.61) |
| TOTAL RESERVES AFTER GASB 54 REQUIREMENTS | \$ 3,152,271.91 | | | | | \$ 3,152,271.91 |
| AMOUNT IN DAYS OPERATING COST | 300 | | | | | 300 |
| AMOUNT IN MONTHS OPERATING COST | 10.0 | | | | | 10.0 |

FUND SUMMARIES - PROPRIETARY

COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE

| | WATER | CAPITAL IMPROVEMENTS | IMPACT /DEVELOP FEES | TOTAL PROPRIETARY |
|--|------------------------|--------------------------|-------------------------|--------------------------|
| BEGINNING BALANCE RESTRICTED/UNRESTRICTED | \$ 4,512,620.00 | \$ 1,233,792.68 | \$ - | \$ 5,746,412.68 |
| WATER REVENUE | \$ 2,744,637.66 | | | \$ 2,744,637.66 |
| WASTE WATER REVENUE | \$ 30,000.00 | | | \$ 30,000.00 |
| TRASH REVENUE | \$ 414,000.00 | | | \$ 414,000.00 |
| MISCELLANEOUS REVENUES | \$ 54,820.00 | | | \$ 54,820.00 |
| DEVELOPERS CONTRIBUTIONS | | | \$ 437,078.25 | \$ 437,078.25 |
| IMPACT FEES | | | \$ 120,000.00 | \$ 120,000.00 |
| TRANSFER IN IMPACT FEES | | \$ 120,000.00 | | \$ 120,000.00 |
| TRANSFER IN DEVELOPERS FEES | | \$ 367,078.25 | | \$ 367,078.25 |
| TRANSFER IN FUND BALANCE | | \$ 455,755.07 | | \$ 455,755.07 |
| TOTAL REVENUES | \$ 3,243,457.66 | \$ 942,833.32 | \$ 557,078.25 | \$ 4,743,369.23 |
| EXPENDITURES | | | | |
| WATER | \$ 2,218,215.39 | | | \$ 2,218,215.39 |
| TRASH | \$ 369,300.00 | | | \$ 369,300.00 |
| WASTEWATER | \$ 24,000.00 | | | \$ 24,000.00 |
| DEBT SERVICE PRINCIPAL | \$ 350,000.00 | | | \$ 350,000.00 |
| DEBT SERVICE INTEREST/BOND EXP | \$ 183,220.00 | | | \$ 183,220.00 |
| TRANSFER OUT TO FUND WATER PROJECT IMPACT FEES | | | \$ 120,000.00 | \$ 120,000.00 |
| TRANSFER OUT TO FUND WATER PROJECT DEVELOPERS FEES | | | \$ 367,078.25 | \$ 367,078.25 |
| CAPITAL PROJECTS WF/WATER AND SEWER | | \$ 2,176,626.00 | \$ 70,000.00 | \$ 2,246,626.00 |
| | | | | \$ - |
| TOTAL EXPENDITURES | \$ 3,144,735.39 | \$ 2,176,626.00 | \$ 557,078.25 | \$ 5,878,439.64 |
| NET CHANGE IN BALANCE | \$ 98,722.27 | \$ (1,233,792.68) | \$ - | \$ (1,135,070.41) |
| ENDING BALANCE | \$ 4,611,342.27 | \$ - | \$ - | \$ 4,611,342.27 |
| MINUS RESTRICTED FOR: | | | | |
| IMPACT FEES | | | \$ - | \$ - |
| DEBT SERVICE PAYMENTS | \$ (360,000.00) | | | \$ (360,000.00) |
| CUSTOMER DEPOSITS | \$ (202,125.00) | | | \$ (202,125.00) |
| TRANSFER TO CAPITAL FROM RESERVES | \$ (455,755.07) | \$ - | | \$ (455,755.07) |
| UNASSIGNED FUND BALANCE | \$ 3,593,462.20 | \$ - | \$ - | \$ 3,593,462.20 |
| TOTAL AMOUNT OF RESERVES PRIOR TO GASB 54 REQUIREMENT | \$ 3,593,462.20 | \$ - | \$ - | \$ 3,593,462.20 |
| AMOUNT IN DAYS OPERATING COST | 469 | | | 469 |
| AMOUNT IN MONTHS OPERATING COST | 15.6 | | | 15.6 |
| RESERVES FOR GASB 54 FUND BALANCE POLICY (50% OF CURRENT YR EXPENDITURES IN GENERAL FUND) | \$ (1,397,367.70) | | | \$ (1,397,367.70) |
| TOTAL RESERVES AFTER GASB 54 REQUIREMENTS | \$ 2,196,094.51 | \$ - | \$ - | \$ 2,196,094.51 |
| AMOUNT IN DAYS OPERATING COST | 287 | | | 287 |
| AMOUNT IN MONTHS OPERATING COST | 9.6 | | | 9.6 |

2013-2014

FINAL BUDGET

CAPITAL FUND SUMMARY

CAPITAL WATER PROJECTS:

| | | |
|--|----|----------------|
| TOTAL WATER/SEWER CAPITAL PROJECTS | \$ | 2,246,626.00 |
| FY 2013/2014 IMPACT FEES | \$ | (120,000.00) |
| 2011 CO FUNDS | \$ | (1,233,792.68) |
| DEVELOPERS CONTRIBUTIONS(Wal-Mart, Sterling) | \$ | (437,078.25) |
| FUND/RESERVE BALANCE TO FUND WATER/SEWER | \$ | (455,755.07) |
| TOTAL | \$ | - |

CAPITAL ROADWAY AND GF PROJECTS:

| | | |
|------------------------------------|----|----------------|
| TOTAL GENERAL FUND CAPITAL EXPENSE | \$ | 2,844,786.00 |
| 2011 CO FUNDS | \$ | (686,486.00) |
| TXDOT/RTR FUNDING | \$ | (1,300,240.00) |
| ROADWAY IMPACT FEES | \$ | (601,060.00) |
| COUNTY FUNDS | \$ | (244,000.00) |
| GENERAL FUND RESERVES | \$ | (13,000.00) |
| TOTAL | \$ | - |

| | FISCAL YEAR 2012-2013 | FISCAL YEAR 2013-2014 ACTUAL YTD AS OF 3/13 | FISCAL YEAR 2013-2014 BUDGET | 2013-2014 MID-YR BUD ADJ | FISCAL YEAR 2013-2014 BUD REVISED |
|--|--------------------------|---|---------------------------------|-----------------------------|--------------------------------------|
|--|--------------------------|---|---------------------------------|-----------------------------|--------------------------------------|

Impact/Development Fee Summary

GENERAL FUND:

| | | | | | | | | | | |
|---|----|------------|----|------------|----|------------|----|--------------|----|------------|
| Beginning Balance General Fund (Restricted) | \$ | 828,315.77 | \$ | 828,315.77 | \$ | 828,315.77 | \$ | 828,315.77 | | |
| Revenue | | | | | | | | | | |
| Roadway Impact Fees | \$ | - | \$ | 44,250.00 | \$ | 100,000.00 | \$ | (36,000.00) | \$ | 64,000.00 |
| Roadway Impact Fees - Walmart | | | | | | | | | | |
| Total Revenues | \$ | 828,315.77 | \$ | 44,250.00 | \$ | 100,000.00 | \$ | (36,000.00) | \$ | 892,315.77 |
| Expenditures | | | | | | | | | | |
| Capital Projects | \$ | - | \$ | 64,819.00 | \$ | 62,000.00 | \$ | 539,060.00 | \$ | 601,060.00 |
| Total Expenditures | | | \$ | 64,819.00 | \$ | 62,000.00 | \$ | 539,060.00 | \$ | 601,060.00 |
| Revenues less Expenditures | | | | | | | | | | |
| General Fund Ending Balance (Restricted) | \$ | 828,315.77 | \$ | 807,746.77 | \$ | 866,315.77 | \$ | (575,060.00) | \$ | 291,255.77 |

WATER FUND:

| | | | | | | | | | | |
|-----------------------------------|----|----------------|----|----------------|----|----------------|----|----------------|----|----------------|
| Beginning Balance - Water Fund | \$ | (5,360,204.63) | \$ | (5,360,204.63) | \$ | (5,360,204.63) | \$ | (5,360,204.63) | | |
| Revenue | | | | | | | | | | |
| Water Impact Fees | | | \$ | 94,522.80 | \$ | 85,000.00 | \$ | 35,000.00 | \$ | 120,000.00 |
| Development Fees -Sewer | | | \$ | 66,723.79 | \$ | 437,078.25 | \$ | - | \$ | 437,078.25 |
| Total Revenues | \$ | - | \$ | 161,246.59 | \$ | 522,078.25 | \$ | 35,000.00 | \$ | 557,078.25 |
| Expenditures | | | | | | | | | | |
| Capital Projects - Water | | | \$ | 523,687.47 | \$ | 1,476,633.00 | \$ | 699,993.00 | \$ | 2,176,626.00 |
| Capital Projects- Sewer | | | \$ | 2,161.43 | \$ | - | \$ | 70,000.00 | \$ | 70,000.00 |
| Total Expenditures | \$ | - | \$ | 525,848.90 | \$ | 1,476,633.00 | \$ | 769,993.00 | \$ | 2,246,626.00 |
| Revenues less Expenditures | \$ | - | \$ | (364,602.31) | \$ | (954,554.75) | \$ | (734,993.00) | \$ | (1,689,547.75) |
| Water Fund Ending Balance | \$ | (5,360,204.63) | \$ | (5,724,806.94) | \$ | (6,314,759.38) | \$ | (734,993.00) | \$ | (7,049,752.38) |

GENERAL FUND



| 11 -GENERAL FUND | | 2013-2014 | MID-YEAR | 2013-2014 | 2013-2014 | 2013-2014 | |
|--------------------------------------|---------------------------------|---------------------|------------------|---------------------|---------------------|---------------------|--|
| REVENUE | | FISCAL YEAR | BUDGET REVISIONS | FISCAL YEAR | YTD ACTUAL | PROJECTED | ADJ DESCRIPTION |
| | | BUDGET | | BUDGET REVISED | AS OF 3/14 | ACTUAL | |
| PROPERTY TAXES | | | | | | | |
| 4011 | PROPERTY TAXES | 1,676,628.00 | (5,600.00) | 1,671,028.00 | 1,632,725.18 | 1,671,028.00 | Adj to actual trend |
| 4012 | PROPERTY TAXES-DEL. | 15,000.00 | 4,000.00 | 19,000.00 | 18,882.66 | 19,000.00 | Adj to actual trend |
| 4015 | PROPERTY TAXES-P&I | 3,000.00 | 1,600.00 | 4,600.00 | 4,465.19 | 4,600.00 | Adj to actual trend |
| TOTAL PROPERTY TAXES | | 1,694,628.00 | - | 1,694,628.00 | 1,656,073.03 | 1,694,628.00 | |
| OTHER TAXES | | | | | | | |
| 4101 | SALES TAX | 489,060.00 | | 489,060.00 | 256,936.02 | 489,060.00 | |
| 4101.101 | SALES TAX -STREETS | 125,970.00 | | 125,970.00 | 64,426.91 | 125,970.00 | |
| 4101.102 | SALES TAX-PROP TAX REDUC | 125,970.00 | | 125,970.00 | 64,426.90 | 125,970.00 | |
| 4102 | FRANCHISE-ELECTRICAL | 197,000.00 | | 197,000.00 | 134,586.41 | 197,000.00 | |
| 4103 | FRANCHISE-TELEPHONE | 7,300.00 | | 7,300.00 | 3,629.63 | 7,300.00 | |
| 4104 | FRANCHISE-CABLE | 36,000.00 | | 36,000.00 | 21,167.96 | 36,000.00 | |
| 4105 | FRANCHISE-GAS | 16,000.00 | | 16,000.00 | 9,716.04 | 16,000.00 | |
| 4106 | CABLE PEG FEES | 2,650.00 | | 2,650.00 | 1,680.75 | 2,650.00 | |
| TOTAL OTHER TAXES | | 999,950.00 | - | 999,950.00 | 556,570.62 | 999,950.00 | |
| FINES & FORFEITURES | | | | | | | |
| 4202 | COURT TECHNOLOGY FUND | 400.00 | | 400.00 | 140.96 | 400.00 | |
| 4203 | COURT SECURITY FUND | 250.00 | | 250.00 | 105.71 | 250.00 | |
| 4204 | COURT COST-CITY | 1,200.00 | | 1,200.00 | 501.06 | 1,200.00 | |
| 4205 | TRAFFIC FINES | 13,200.00 | | 13,200.00 | 6,915.66 | 13,200.00 | |
| 4206 | COURT COST-STATE | 4,000.00 | | 4,000.00 | 1,966.77 | 4,000.00 | |
| 4208 | STATE JURY FEE | 300.00 | | 300.00 | 140.96 | 300.00 | |
| 4212 | JUDICIAL FEES-STATE | 500.00 | | 500.00 | 190.30 | 500.00 | |
| 4213 | JUDICIAL FEES-CITY | 75.00 | | 75.00 | 21.15 | 75.00 | |
| 4215 | OMNI STATE FEE | 140.00 | | 140.00 | - | 140.00 | |
| 4216 | OMNI MGMT FEE | 50.00 | | 50.00 | - | 50.00 | |
| 4217 | OMNI LOCAL FEE | 30.00 | | 30.00 | - | 30.00 | |
| 4218 | INDIGENT DEFENSE FEE | 150.00 | | 150.00 | 70.48 | 150.00 | |
| TOTAL FINES & FORFEITURES | | 20,295.00 | - | 20,295.00 | 10,053.05 | 20,295.00 | |
| LICENSES & PERMITS | | | | | | | |
| 4301 | GEN CONTRACTOR REG. | 5,775.00 | 3,000.00 | 8,775.00 | 6,920.00 | 8,775.00 | Adj to actual trend |
| 4302 | ELECTRICIAN REG. | 2,625.00 | (1,625.00) | 1,000.00 | 450.00 | 1,000.00 | Adj to actual trend |
| 4304 | IRRIGATION REG. | 1,890.00 | (1,400.00) | 490.00 | 220.00 | 490.00 | Adj to actual trend |
| 4305 | MECHANICAL REG. | 2,310.00 | (2,000.00) | 310.00 | 150.00 | 310.00 | Adj to actual trend |
| 4361 | ZONING REQUEST | - | 500.00 | 500.00 | 350.00 | 500.00 | Adj to actual trend |
| 4362 | SPECIFIC USE PERMITS | 1,103.00 | (700.00) | 403.00 | - | 403.00 | Adj to actual trend |
| 4363 | VARIANCE REQUEST | 1,890.00 | (1,590.00) | 300.00 | 300.00 | 300.00 | Adj to actual trend |
| 4365 | BLDG PERMITS-NEW HOMES | 220,812.00 | 59,000.00 | 279,812.00 | 145,465.00 | 279,812.00 | Adj to actual trend |
| 4366 | PERMITS - SINGLE FAMILY REMODEL | 3,150.00 | (3,150.00) | - | - | - | Adj to actual trend |
| 4367 | BLDG PERMITS-ACC. | 11,025.00 | 1,500.00 | 12,525.00 | 8,213.75 | 12,525.00 | Adj to actual trend |
| 4368 | BLDG PERMITS-SFR | 2,730.00 | 420.00 | 3,150.00 | 1,975.00 | 3,150.00 | Adj to actual trend |
| 4369 | BLDG PERMITS-COMM. | 25,000.00 | (1,000.00) | 24,000.00 | 900.00 | 24,000.00 | Adj to actual trend |
| 4371 | ELECTRICAL PERMITS | 500.00 | 300.00 | 800.00 | 650.00 | 800.00 | Adj to actual trend |
| 4372 | PLUMBING PERMITS | 1,950.00 | | 1,950.00 | 1,250.00 | 1,950.00 | |
| 4373 | HEATING & A/C PERMITS | 800.00 | | 800.00 | 550.00 | 800.00 | |
| 4374 | FENCE PERMITS | 2,500.00 | | 2,500.00 | 1,275.00 | 2,500.00 | |
| 4375 | SWIMMING POOL PERMITS | 10,000.00 | 5,000.00 | 15,000.00 | 7,990.00 | 15,000.00 | Adj to actual trend |
| 4376 | WEIGHT LIMIT PERMITS | 36,850.00 | | 36,850.00 | 21,000.00 | 36,850.00 | |
| 4377 | ROOF PERMITS | 800.00 | | 800.00 | 300.00 | 800.00 | |
| 4378 | SPRINKLER SYST PERMITS | 4,500.00 | 500.00 | 5,000.00 | 3,075.00 | 5,000.00 | Adj to actual trend |
| 4379 | DRIVEWAY PERMIT | 400.00 | 500.00 | 900.00 | 650.00 | 900.00 | Adj to actual trend |
| 4380 | SIGN PERMIT | 1,000.00 | 500.00 | 1,500.00 | 1,325.00 | 1,500.00 | Adj to actual trend |
| 4382 | STORM WATER MGMT PERMIT | 3,000.00 | 500.00 | 3,500.00 | 2,225.00 | 3,500.00 | Adj to actual trend |
| 4390 | PLANNED DEVELOPMENT | 500.00 | 750.00 | 1,250.00 | 1,020.45 | 1,250.00 | Adj to actual trend |
| 4391 | BURN PERMITS | 1,700.00 | 300.00 | 2,000.00 | 1,360.00 | 2,000.00 | Adj to actual trend |
| 4395 | HEALTH SERVICE PERMITS | 3,000.00 | | 3,000.00 | 2,200.00 | 3,000.00 | |
| 4398 | MISC LICENSES & PERMITS | 700.00 | (200.00) | 500.00 | 250.00 | 500.00 | Adj to actual trend |
| TOTAL LICENSES & PERMITS | | 346,510.00 | 61,105.00 | 407,615.00 | 210,064.20 | 407,615.00 | |
| FIRE DEPARTMENT REVENUE | | | | | | | |
| 4611 | FIRE SPRINKLER PERMIT | 16,000.00 | | 16,000.00 | 10,500.00 | 16,000.00 | |
| 4612 | COUNTY FIRE DISTRICT | 12,000.00 | 24,938.00 | 36,938.00 | 18,469.00 | 36,938.00 | Adjust to annual contract amount |
| 4613 | FIRE DEPT SVC AGREEMENTS | 133,751.00 | 23,313.55 | 157,064.55 | 66,287.71 | 157,064.55 | Seis Lagos Annual Billing Trueup FY 12-13 |
| 4614 | AMBULANCE SERVICES | 30,000.00 | (15,000.00) | 15,000.00 | - | 15,000.00 | Later start date/no particip fr County or City of Parker |
| 4616 | DONATIONS | - | | - | - | - | |
| TOTAL FIRE DEPARTMENT REVENUE | | 191,751.00 | 33,251.55 | 225,002.55 | 95,256.71 | 225,002.55 | |

| 11 -GENERAL FUND | | 2013-2014 | MID-YEAR | 2013-2014 | 2013-2014 | 2013-2014 | |
|---|----------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|--|
| REVENUE | | FISCAL YEAR | BUDGET REVISIONS | FISCAL YEAR | YTD ACTUAL | PROJECTED | ADJ DESCRIPTION |
| | | BUDGET | | BUDGET REVISED | AS OF 3/14 | ACTUAL | |
| FEES & SERVICE CHARGES | | | | | | | |
| 4424 | PLAT & REPLAT FEES | 12,500.00 | | 12,500.00 | 8,120.00 | 12,500.00 | |
| 4425 | RE-INSPECTION FEES | 4,000.00 | | 4,000.00 | 1,725.00 | 4,000.00 | |
| 4426 | FEES-BUILDING PROJECTS | 2,400.00 | | 2,400.00 | 800.00 | 2,400.00 | |
| 4427 | PUBLIC INSPECTION 3 % | 60,000.00 | | 60,000.00 | 19,690.12 | 60,000.00 | |
| 4497 | PUBLIC INFO. REQUESTS | 100.00 | | 100.00 | 78.60 | 100.00 | |
| 4498 | MISC. FEES & CHARGES | - | 62.52 | 62.52 | 62.52 | 62.52 | Adj to Actual |
| TOTAL FEES & SERVICE CHARGES | | 79,000.00 | 62.52 | 79,062.52 | 30,476.24 | 79,062.52 | |
| NOTE PROCEEDS | | | | | | | |
| 4800 | NOTE PROCEEDS | - | 345,000.00 | 345,000.00 | 345,000.00 | 345,000.00 | Govern Capital Financing 11-7-13 CC |
| TOTAL NOTE PROCEEDS | | - | 345,000.00 | 345,000.00 | 345,000.00 | 345,000.00 | |
| MISCELLANEOUS REVENUE | | | | | | | |
| 4911 | INTEREST INCOME | 9,000.00 | | 9,000.00 | 5,301.61 | 9,000.00 | |
| 4912 | RETURN CK FEE | - | | - | - | - | |
| 4913 | FUEL TAX REFUND | 2,200.00 | | 2,200.00 | - | 2,200.00 | |
| 4914 | INSURANCE CLAIM REIMB | - | 24,500.00 | 24,500.00 | - | 24,500.00 | Insr reimburs guardrail damage |
| 4915 | CHILD SAFETY INCOME | 5,840.00 | | 5,840.00 | 3,042.55 | 5,840.00 | |
| 4916 | CREDIT CARD REVENUE | 2,400.00 | | 2,400.00 | 1,682.76 | 2,400.00 | |
| 4917 | CERT APP FEE BEER & WINE | - | 750.00 | 750.00 | 750.00 | 750.00 | Cert App Rev for Beer & Wine Applic |
| 4931 | RENTAL INCOME | 32,400.00 | 13,800.00 | 46,200.00 | 16,230.00 | 46,200.00 | Verizon Contract \$2.3k per mo. (Apr-Sept) |
| 4980 | PARK DEDICATION FEES | 45,000.00 | 10,000.00 | 55,000.00 | 11,000.00 | 55,000.00 | Adj to actual trend |
| 4985 | GRANT REVENUES | - | 3,498.57 | 3,498.57 | - | 3,498.57 | FEMA grant SHSP 11-7-13 CC |
| 4986 | FOUNDERS DAY DONATIONS | - | 250.00 | 250.00 | 250.00 | 250.00 | Adj to actual |
| 4990 | ROAD IMPROVEMENTS CONTRIB | - | 75,000.00 | 75,000.00 | - | 75,000.00 | Brockdale Rd Improv 5-1-14 CC appr |
| 4991 | STREET IMPROVEMENTS ASSESS | - | | - | - | - | |
| 4992 | SALE OF ASSETS | - | 2,000.00 | 2,000.00 | - | 2,000.00 | Fixed Assets Sold |
| 4993 | POSTAGE | - | | - | - | - | |
| 4994 | CASH DRWR OVR/UND | - | | - | - | - | |
| 4995 | REIMBURSEMENTS | 2,000.00 | (1,000.00) | 1,000.00 | 885.00 | 1,000.00 | Adj to actual trend |
| 4996 | TRANSFER IN | - | | - | - | - | |
| 4997 | MISCELLANEOUS | 2,000.00 | 4,200.00 | 6,200.00 | 5,905.25 | 6,200.00 | Adj to actual trend |
| 4998 | PILOT TRANSER IN | 174,544.00 | | 174,544.00 | - | 174,544.00 | |
| | | 275,384.00 | 132,998.57 | 408,382.57 | 45,047.17 | 408,382.57 | |
| ***TOTAL REVENUES*** | | 3,607,518.00 | 572,417.64 | 4,179,935.64 | 2,948,541.02 | 4,179,935.64 | |

| 11 -GENERAL FUND CITY COUNCIL DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISION | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/14 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------|------------------------------------|-----------------------------|--|---------------------------------------|----------------------------------|-------------------------|
| PERSONNEL SERVICES | | | | | | | |
| 6100-112 | WORKERS' COMPENSATION | | 98.43 | 98.43 | 98.43 | 98.43 | Adj to actual |
| 6100-127 | MEDICARE | - | 132.00 | 132.00 | 32.63 | 132.00 | Adj for quarterly pmt |
| TOTAL PERSONNEL SERVICES | | - | 230.43 | 230.43 | 131.06 | 230.43 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6100-201 | OFFICE SUPPLIES | 1,500.00 | | 1,500.00 | 510.91 | 1,500.00 | |
| 6100-202 | POSTAGE | 100.00 | | 100.00 | - | 100.00 | |
| 6100-204 | FOOD/BEVERAGE | 500.00 | | 500.00 | 93.38 | 500.00 | |
| 6100-228 | MEETING SUPPLIES | 75.00 | | 75.00 | - | 75.00 | |
| 6100-233 | EQUIPMENT MAINTENANCE | 100.00 | | 100.00 | - | 100.00 | |
| TOTAL MATERIALS & SUPPLIES | | 2,275.00 | - | 2,275.00 | 604.29 | 2,275.00 | |
| PURCHASED SERVICES: | | | | | | | |
| 6100-307 | TRAINING & TRAVEL | 2,500.00 | | 2,500.00 | 36.29 | 2,500.00 | |
| 6100-313 | MAINTENANCE AGREEMENTS | 3,600.00 | (484.00) | 3,116.00 | 2,125.73 | 3,116.00 | Rec to Admin for Konica |
| 6100-323 | CELL PHONE | 1,200.00 | | 1,200.00 | 438.86 | 1,200.00 | |
| 6100-331 | ELECTRICITY | 1,500.00 | | 1,500.00 | 456.81 | 1,500.00 | |
| TOTAL PURCHASED SERVICES | | 8,800.00 | (484.00) | 8,316.00 | 3,057.69 | 8,316.00 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6100-444 | FOUNDERS DAY | 15,000.00 | | 15,000.00 | 11,166.77 | 15,000.00 | |
| 6100-440 | BOARDS & COMMISSIONS | 250.00 | | 250.00 | - | 250.00 | |
| 6100-441 | APPRECIATION/AWARDS | 2,500.00 | | 2,500.00 | 1,373.32 | 2,500.00 | |
| 6100-451 | SOFTWARE, BOOKS, & CDS | 600.00 | | 600.00 | 456.00 | 600.00 | |
| 6100-442 | CONTINGENCY FUND | 2,000.00 | 1,258.52 | 3,258.52 | 3,258.52 | 3,258.52 | City Manager interviews |
| 6100-468 | CITY COUNCIL FEES | 9,000.00 | | 9,000.00 | 4,500.00 | 9,000.00 | |
| TOTAL GENERAL & ADMINISTRATION SERV | | 29,350.00 | 1,258.52 | 30,608.52 | 20,754.61 | 30,608.52 | |
| CAPITAL OUTLAY | | | | | | | |
| 8100-420 | EQUIPMENT | - | | - | - | - | |
| 8100-450 | COMPUTER EQUIPMENT | - | | - | - | - | |
| TOTAL CAPITAL OUTLAY | | - | - | - | - | - | |
| TOTAL CITY COUNCIL | | 40,425.00 | 1,004.95 | 41,429.95 | 24,547.65 | 41,429.95 | |

| 11 -GENERAL FUND CITY SECRETARY DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/14 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|----------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|-----------------------|
| PERSONNEL SERVICES | | | | | | | |
| 6110-101 | SALARIES - EXEMPT | 64,729.60 | 2,103.40 | 66,833.00 | 33,500.93 | 66,833.00 | Adj for annual review |
| 6110-112 | WORKERS' COMPENSATION | 205.00 | (12.83) | 192.17 | 192.17 | 192.17 | Adj to actual |
| 6110-113 | LONGEVITY PAY | 400.00 | 2.43 | 402.43 | 402.43 | 402.43 | Adj to actual |
| 6110-122 | TMRS | 5,259.12 | | 5,259.12 | 2,493.07 | 5,259.12 | |
| 6110-123 | GROUP INSURANCE | 6,960.00 | | 6,960.00 | 3,132.29 | 6,960.00 | |
| 6110-124 | AFLAC | 300.00 | | 300.00 | 141.96 | 300.00 | |
| 6110-127 | MEDICARE | 971.43 | 20.00 | 991.43 | 489.68 | 991.43 | |
| 6110-129 | ST DISABILITY | 320.00 | 10.00 | 330.00 | 161.34 | 330.00 | |
| TOTAL PERSONNEL SERVICES | | 79,145.15 | 2,123.00 | 81,268.15 | 40,513.87 | 81,268.15 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6110-201 | OFFICE SUPPLIES | 1,000.00 | | 1,000.00 | 594.46 | 1,000.00 | |
| 6110-202 | POSTAGE | 7,500.00 | | 7,500.00 | 2,000.00 | 7,500.00 | |
| 6110-204 | FOOD/BEVERAGE | | | - | | | |
| 6110-238 | PRINTING & COPYING | 250.00 | (250.00) | - | | - | Recl to 239 |
| 6110-239 | RECORDS MANAGEMENT | 1,200.00 | 250.00 | 1,450.00 | 690.00 | 1,450.00 | Recl from 238 |
| TOTAL MATERIALS & SUPPLIES | | 9,950.00 | - | 9,950.00 | 3,284.46 | 9,950.00 | |
| PURCHASED SERVICES: | | | | | | | |
| 6110-303 | TELEPHONE | 1,250.00 | | 1,250.00 | 544.59 | 1,250.00 | |
| 6110-307 | TRAINING & TRAVEL | 1,985.00 | | 1,985.00 | 276.71 | 1,985.00 | |
| 6110-306 | ADVERTISING/PUBLIC NOTICES | 8,500.00 | 3,500.00 | 12,000.00 | 3,010.70 | 12,000.00 | Adj for annexations |
| 6110-309 | PROFESSIONAL SERVICES | 9,500.00 | | 9,500.00 | 9,375.00 | 9,500.00 | |
| 6110-313 | MAINTENANCE AGREEMENTS | 3,710.00 | | 3,710.00 | 3,503.80 | 3,710.00 | |
| 6110-349 | FILING FEES | 2,000.00 | | 2,000.00 | 308.00 | 2,000.00 | |
| TOTAL PURCHASED SERVICES | | 26,945.00 | 3,500.00 | 30,445.00 | 17,018.80 | 30,445.00 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6110-443 | DUES & MEMBERSHIPS | 265.00 | | 265.00 | 95.00 | 265.00 | |
| 6110-445 | ELECTIONS | 12,000.00 | | 12,000.00 | 7,824.70 | 12,000.00 | |
| 6110-451 | SOFTWARE, BOOKS & CD'S | 500.00 | | 500.00 | 211.00 | 500.00 | |
| TOTAL GENERAL & ADMIN SERVICES | | 12,765.00 | - | 12,765.00 | 8,130.70 | 12,765.00 | |
| TOTAL CITY SECRETARY | | 128,805.15 | 5,623.00 | 134,428.15 | 68,947.83 | 134,428.15 | |

| 11 -GENERAL FUND ADMINISTRATION & FINANCE DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|-----------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|---|
| PERSONNEL SERVICES | | | | | | | |
| 6200-101 | SALARIES - EXEMPT | 115,573.80 | 13,927.28 | 129,501.08 | 63,879.47 | 129,501.08 | Adj for annual review / City Mgr change |
| 6200-102 | SALARIES - NON-EXEMPT | 72,696.00 | 13,141.80 | 85,837.80 | 37,410.12 | 85,837.80 | Adj for annual/change Court position to FT purch |
| 6200-103 | SALARIES - PART - TIME | 27,417.00 | (9,737.00) | 17,680.00 | 12,789.27 | 17,680.00 | Adj for position change Court PT to FT purchasing |
| 6200-111 | OVERTIME | 100.00 | | 100.00 | - | 100.00 | |
| 6200-112 | WORKERS' COMP | 545.00 | (34.11) | 510.89 | 510.89 | 510.89 | Adj to actual |
| 6200-113 | LONGEVITY PAY | 1,035.20 | (19.09) | 1,016.11 | 1,016.11 | 1,016.11 | Adj to actual |
| 6200-122 | TMRS | 15,289.64 | | 15,289.64 | 6,190.14 | 15,289.64 | |
| 6200-123 | GROUP INSURANCE | 27,960.00 | | 27,960.00 | 11,052.12 | 27,960.00 | |
| 6200-124 | AFLAC | 1,140.00 | | 1,140.00 | 465.03 | 1,140.00 | |
| 6200-127 | MEDICARE | 3,013.25 | 796.75 | 3,810.00 | 1,717.10 | 3,810.00 | Adj for position change/new city mgr |
| 6200-129 | ST DISABILITY | 850.00 | 375.00 | 1,225.00 | 442.41 | 1,225.00 | Adj for position change/new city mgr |
| 6200-131 | UNEMPLOYMENT | | 8,172.00 | 8,172.00 | 2,724.00 | 8,172.00 | Adj for unemployment JJ |
| 6200-133 | TELEPHONE ALLOWANCE | 900.00 | (525.00) | 375.00 | 375.00 | 375.00 | City mgr change |
| 6200-141 | CAR ALLOWANCE | 2,400.00 | | 2,400.00 | 1,600.00 | 2,400.00 | |
| TOTAL PERSONNEL SERVICES | | 268,919.89 | 26,097.63 | 295,017.52 | 140,171.66 | 295,017.52 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6200-201 | OFFICE SUPPLIES | 4,000.00 | 1,500.00 | 5,500.00 | 2,712.12 | 5,500.00 | Addt exp for check stock and C Mgr cell phone |
| 6200-202 | POSTAGE | 2,000.00 | (1,000.00) | 1,000.00 | 362.05 | 1,000.00 | Adj for trend |
| 6200-203 | SUBSCRIPTIONS | 400.00 | (300.00) | 100.00 | | 100.00 | Adj for trend |
| 6200-204 | FOOD/BEVERAGE | 2,500.00 | | 2,500.00 | 480.75 | 2,500.00 | |
| 6200-205 | LOGO/UNIFORM ALLOWANCE | 300.00 | | 300.00 | | 300.00 | |
| 6200-211 | MEDICAL & SURGICAL SUPPLIES | 100.00 | (100.00) | - | | - | Adj for trend |
| 6200-238 | PRINTING & COPYING | 350.00 | (100.00) | 250.00 | | 250.00 | Adj for trend |
| TOTAL MATERIALS & SUPPLIES | | 9,650.00 | - | 9,650.00 | 3,554.92 | 9,650.00 | |
| PURCHASED SERVICES: | | | | | | | |
| 6200-302 | AUDITING & ACCOUNTING | 11,500.00 | | 11,500.00 | 6,720.00 | 11,500.00 | |
| 6200-303 | TELEPHONE | 2,800.00 | 600.00 | 3,400.00 | 1,304.94 | 3,400.00 | Adj for extra phone lines new system |
| 6200-305 | SOFTWARE SUPPORT/MAINT | 10,800.00 | 7,400.00 | 18,200.00 | 3,156.66 | 18,200.00 | \$7.4K Purchasing software/maint Pending CC Approval 5-15-14 |
| 6200-307 | TRAINING & TRAVEL | 10,165.00 | | 10,165.00 | 3,150.87 | 10,165.00 | |
| 6200-309 | PROFESSIONAL SERVICES | 10,800.00 | (2,100.00) | 8,700.00 | 3,681.00 | 8,700.00 | Brinson Benefit non renewal |
| 6200-313 | MAINTENANCE AGREEMENTS | 3,400.00 | 484.00 | 3,884.00 | 1,331.85 | 3,884.00 | Recl from CC for Konica lease |
| 6200-318 | TAX COLLECTION | 2,000.00 | (75.50) | 1,924.50 | 1,924.50 | 1,924.50 | Adj to actual |
| 6200-319 | CENTRAL APPRAISAL FEE | 15,825.00 | (760.00) | 15,065.00 | 7,529.37 | 15,065.00 | Adj to actual |
| 6200-321 | STATE COMPTROLLER (CT FEES) | 13,000.00 | | 13,000.00 | 2,179.45 | 13,000.00 | |
| 6200-321.1 | OMNI COURT FEES | - | 6.00 | 6.00 | 6.00 | 6.00 | Adj to actual |
| 6200-322 | CONTRACTS | 6,000.00 | | 6,000.00 | 1,500.00 | 6,000.00 | |
| 6200-322 | CELL PHONE | - | 560.00 | 560.00 | 79.65 | 560.00 | New City Mgr Cell phone |
| 6200-324 | INMATE BOARDING | 400.00 | | 400.00 | 279.16 | 400.00 | |
| 6200-325 | LIABILITY INSURANCE | 18,150.00 | 2,711.22 | 20,861.22 | 20,861.22 | 20,861.22 | Adj to actual |
| 6200-331 | ELECTRICITY | 3,700.00 | | 3,700.00 | 1,145.36 | 3,700.00 | |
| 6200-333 | UTILITIES, WATER | 500.00 | | 500.00 | 185.91 | 500.00 | |
| TOTAL PURCHASED SERVICES | | 109,040.00 | 8,825.72 | 117,865.72 | 55,035.94 | 117,865.72 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6200-441 | APPRECIATION/AWARDS | 1,500.00 | | 1,500.00 | 638.80 | 1,500.00 | |
| 6200-443 | DUES & MEMBERSHIPS | 4,200.00 | | 4,200.00 | 1,255.00 | 4,200.00 | |
| 6200-444 | EMPLOYMENT SCREENING | 200.00 | | 200.00 | 105.00 | 200.00 | |
| 6200-445 | CHILD SAFETY EXPENSE | 1,000.00 | | 1,000.00 | 418.68 | 1,000.00 | |
| 6200-446 | LICENSES & REGISTRATIONS | 150.00 | | 150.00 | | 150.00 | |
| 6200-497 | CREDIT CARD FEES | 1,600.00 | | 1,600.00 | 977.94 | 1,600.00 | |
| 6200-498 | MISCELLANEOUS | 300.00 | 5,000.00 | 5,300.00 | 5,000.00 | 5,300.00 | Relocation Allowance New City Mgr |
| TOTAL GENERAL & ADMIN SERVICES | | 8,950.00 | 5,000.00 | 13,950.00 | 8,395.42 | 13,950.00 | |
| CAPITAL OUTLAY | | | | | | | |
| 8200-411 | FURNITURE & FIXTURES | 2,000.00 | | 2,000.00 | | 2,000.00 | |
| 8200-415 | OFFICE EQUIPMENT | | | - | | - | |
| 8200-451 | SOFTWARE, BOOKS & NON PRINT | | | - | | - | |
| 8200-452 | HARDWARE & TELECOMM | | | - | | - | |
| TOTAL CAPITAL OUTLAY | | 2,000.00 | - | 2,000.00 | - | 2,000.00 | |
| TOTAL ADMINISTRATION | | 398,559.89 | 39,923.35 | 438,483.24 | 207,157.94 | 438,483.24 | |

| 11 -GENERAL FUND PUBLIC WORKS DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|----------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|--|
| PERSONNEL SERVICES | | | | | | | |
| 6210-101 | SALARIES - EXEMPT | 36,883.20 | | 36,883.20 | 16,615.20 | 36,883.20 | |
| 6210-102 | SALARIES - NON-EXEMPT | 129,272.00 | | 129,272.00 | 58,969.65 | 129,272.00 | |
| 6210-111 | OVERTIME | 1,000.00 | | 1,000.00 | | 1,000.00 | |
| 6210-112 | WORKERS' COMPENSATION | 5,298.82 | (325.89) | 4,972.93 | 4,972.93 | 4,972.93 | Adj to actual |
| 6210-113 | LONGEVITY | 1,063.20 | (435.58) | 627.62 | 627.62 | 627.62 | Adj to actual |
| 6210-122 | TMRS | 13,298.20 | | 13,298.20 | 5,639.05 | 13,298.20 | |
| 6210-123 | GROUP INSURANCE | 30,624.00 | | 30,624.00 | 12,600.92 | 30,624.00 | |
| 6210-124 | AFLAC | 1,320.00 | | 1,320.00 | 433.55 | 1,320.00 | |
| 6210-127 | MEDICARE | 2,456.36 | | 2,456.36 | 1,099.68 | 2,456.36 | |
| 6210-129 | ST DISABILITY | 1,005.00 | | 1,005.00 | 288.47 | 1,005.00 | |
| 6210-141 | CAR ALLOWANCE | 1,200.00 | | 1,200.00 | | 1,200.00 | |
| TOTAL PERSONNEL SERVICES | | 223,420.78 | (761.47) | 222,659.31 | 101,247.07 | 222,659.31 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6210-201 | OFFICE SUPPLIES | 400.00 | | 400.00 | 306.39 | 400.00 | |
| 6210-202 | POSTAGE | 60.00 | | 60.00 | | 60.00 | |
| 6210-204 | FOOD/BEVERAGE | 700.00 | | 700.00 | 91.19 | 700.00 | |
| 6210-205 | LOGO/UNIFORM ALLOWANCE | 2,400.00 | | 2,400.00 | 888.02 | 2,400.00 | |
| 6210-206 | FUEL & LUBRICANTS | 12,000.00 | | 12,000.00 | 3,574.03 | 12,000.00 | |
| 6210-208 | MINOR APPARATUS | 1,000.00 | 2,000.00 | 3,000.00 | 206.95 | 3,000.00 | recl from acct 8210-416 |
| 6210-209 | PROTECTIVE CLOTHING | 1,400.00 | | 1,400.00 | 1,398.36 | 1,400.00 | |
| 6210-211 | MEDICAL SUPPLIES | 100.00 | | 100.00 | 37.68 | 100.00 | |
| 6210-214 | CLEANING SUPPLIES | 2,000.00 | | 2,000.00 | | 2,000.00 | |
| 6210-223 | SAND/DIRT | 500.00 | | 500.00 | 216.00 | 500.00 | |
| 6210-224 | ASPHALT/BASE/CONC/CULVERT | 25,000.00 | | 25,000.00 | 793.43 | 25,000.00 | |
| TOTAL MATERIALS & SUPPLIES | | 45,560.00 | 2,000.00 | 47,560.00 | 7,512.05 | 47,560.00 | |
| MAINTENANCE & REPAIR | | | | | | | |
| 6210-231 | FACILITY MAINTENANCE | 3,000.00 | | 3,000.00 | 2,420.86 | 3,000.00 | |
| 6210-232 | VEHICLE MAINTENANCE | 4,800.00 | | 4,800.00 | 1,341.45 | 4,800.00 | |
| 6210-233 | EQUIPMENT MAINTENANCE | 7,000.00 | | 7,000.00 | 1,916.74 | 7,000.00 | |
| 6210-234 | WASTE DISPOSAL | 2,000.00 | | 2,000.00 | | 2,000.00 | |
| 6210-298 | MAINTENANCE & PARTS - MISC | 2,000.00 | | 2,000.00 | 339.98 | 2,000.00 | |
| TOTAL MAINTENANCE & REPAIR | | 18,800.00 | - | 18,800.00 | 6,019.03 | 18,800.00 | |
| PURCHASED SERVICES | | | | | | | |
| 6210-303 | TELEPHONE | 3,200.00 | | 3,200.00 | 1,354.23 | 3,200.00 | |
| 6210-307 | TRAVEL/TRAINING | 1,500.00 | | 1,500.00 | 1,015.68 | 1,500.00 | |
| 6210-309 | PROFESSIONAL SERVICES | 6,000.00 | 30,000.00 | 36,000.00 | 5,906.31 | 36,000.00 | Pending Approval CC 5-15-14 BW2 Map update |
| 6210-311 | ENGINEERING FEES | 3,000.00 | | 3,000.00 | 400.00 | 3,000.00 | |
| 6210-322 | CONTRACTS, OTHER | 1,800.00 | | 1,800.00 | 337.19 | 1,800.00 | |
| 6210-323 | CELL PHONE | 3,500.00 | | 3,500.00 | 891.64 | 3,500.00 | |
| 6210-325 | AUCTION FEES | - | 1,000.00 | 1,000.00 | - | 1,000.00 | Offsetting revenue 11-4992 |
| 6210-331 | UTILITIES, ELECTRIC | 9,000.00 | (2,500.00) | 6,500.00 | 2,395.65 | 6,500.00 | Adj to trend |
| 6210-332 | DRAINAGE | - | | - | | - | |
| 6210-334 | STREET LIGHTING | 18,000.00 | (1,400.00) | 16,600.00 | 6,847.60 | 16,600.00 | Adj to trend |
| 6210-346 | EQUIPMENT RENTAL | 500.00 | | 500.00 | (53.50) | 500.00 | |
| 6210-349 | PLAT COST | - | | - | | - | |
| TOTAL PURCHASED SERVICES | | 46,500.00 | 27,100.00 | 73,600.00 | 19,094.80 | 73,600.00 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6210-441 | APPRECIATION/AWARDS | 200.00 | | 200.00 | 109.63 | 200.00 | |
| 6210-444 | EMPLOYEE SCREENING | 175.00 | | 175.00 | 35.00 | 175.00 | |
| 6210-446 | LICENSES & REGISTRATIONS | 235.00 | | 235.00 | 100.00 | 235.00 | |
| TOTAL GENERAL & ADMIN SERVICES | | 610.00 | - | 610.00 | 244.63 | 610.00 | |
| CAPITAL OUTLAY | | | | | | | |
| 8210-301 | IMPROVEMENTS ROADS | 500,000.00 | 124,500.00 | 624,500.00 | 25,581.90 | 624,500.00 | Adj for guard rail damage CC 3-20-14 Brockdale Rd Improv CC 5-1-14 Appr |
| 8210-411 | FURNITURE | | | - | | - | |
| 8210-416 | IMPLEMENTS & APPARATUS | 2,000.00 | (2,000.00) | - | | - | Reclass to minor apparatus acct 208 |
| 8210-420 | EQUIPMENT | | | - | | - | |

| 11 -GENERAL FUND | | 2013-2014 | MID-YEAR | 2013-2014 | 2013-2014 | 2013-2014 | |
|-----------------------------|------------------|-------------------|-------------------|---------------------|-------------------|---------------------|------------------|
| PUBLIC WORKS | | FISCAL YEAR | BUDGET REVISIONS | FISCAL YEAR | YTD ACTUAL | PROJECTED | |
| DEPARTMENTAL EXPENDITURES | | BUDGET | | BUDGET REVISED | AS OF 3/13 | ACTUAL | ADJ DESCRIPTION |
| 8210-421 | VEHICLES | 31,000.00 | (326.60) | 30,673.40 | 30,673.40 | 30,673.40 | Adjust to actual |
| 8210-433 | SIGNS & MARKINGS | 18,000.00 | | 18,000.00 | 6,938.52 | 18,000.00 | |
| TOTAL CAPITAL OUTLAY | | 551,000.00 | 122,173.40 | 673,173.40 | 63,193.82 | 673,173.40 | |
| TOTAL PUBLIC WORKS | | 885,890.78 | 150,511.93 | 1,036,402.71 | 197,311.40 | 1,036,402.71 | |

| 11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|-----------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|--|
| PERSONNEL SERVICES | | | | | | | |
| 6211-102 | SALARIES - NON-EXEMPT | 33,280.00 | 3,665.00 | 36,945.00 | 18,276.89 | 36,945.00 | Adj for annual review |
| 6211-103 | SALARIES - TEMP PART - TIME | 17,595.00 | | 17,595.00 | 2,920.00 | 17,595.00 | |
| 6211-111 | OVERTIME | 500.00 | | 500.00 | | 500.00 | |
| 6211-112 | WORKERS' COMPENSATION | 1,160.00 | (72.61) | 1,087.39 | 1,087.39 | 1,087.39 | Adj for actual |
| 6211-113 | LONGEVITY | 176.00 | 1.90 | 177.90 | 177.90 | 177.90 | Adj for actual |
| 6211-122 | TMRS | 2,703.92 | | 2,703.92 | 1,358.57 | 2,703.92 | |
| 6211-123 | GROUP INSURANCE | 6,960.00 | | 6,960.00 | 3,108.47 | 6,960.00 | |
| 6211-124 | AFLAC | 300.00 | | 300.00 | 134.65 | 300.00 | |
| 6211-127 | MEDICARE | 764.78 | 65.00 | 829.78 | 295.84 | 829.78 | Adj for annual review |
| 6211-129 | ST DISABILITY | 150.00 | 10.00 | 160.00 | 75.87 | 160.00 | Adj for actual |
| TOTAL PERSONNEL SERVICES | | 63,589.70 | 3,669.29 | 67,258.99 | 27,435.58 | 67,258.99 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6211-205 | LOGO/UNIFORM ALLOWANCE | 800.00 | (165.00) | 635.00 | | 635.00 | Recl to 209 |
| 6211-206 | FUEL & LUBRICANTS | 6,000.00 | | 6,000.00 | 1,772.78 | 6,000.00 | |
| 6211-208 | MINOR APPARATUS | 1,000.00 | | 1,000.00 | 169.43 | 1,000.00 | |
| 6211-209 | PROTECTIVE CLOTHING | 350.00 | 165.00 | 515.00 | 513.00 | 515.00 | Recl from 205 |
| 6211-212 | CHEMICALS | 8,500.00 | | 8,500.00 | 1,292.21 | 8,500.00 | |
| 6211-223 | SAND/DIRT | 6,500.00 | | 6,500.00 | | 6,500.00 | |
| TOTAL MATERIALS & SUPPLIES | | 23,150.00 | - | 23,150.00 | 3,747.42 | 23,150.00 | |
| MAINTENANCE & REPAIR | | | | | | | |
| 6211-229 | MAINT & PARTS | 3,500.00 | | 3,500.00 | 2,100.74 | 3,500.00 | |
| 6211-232 | VEHICLE MAINTENANCE | 800.00 | | 800.00 | 207.13 | 800.00 | |
| 6211-233 | EQUIPMENT MAINTENANCE | 2,500.00 | | 2,500.00 | 1,101.77 | 2,500.00 | |
| TOTAL MAINTENANCE & REPAIR | | 6,800.00 | - | 6,800.00 | 3,409.64 | 6,800.00 | |
| PURCHASED SERVICES | | | | | | | |
| 6211-307 | TRAVEL/TRAINING | 1,000.00 | | 1,000.00 | 1,000.00 | 1,000.00 | |
| 6211-322 | CONTRACTS OTHER (SEPTIC) | 500.00 | | 500.00 | | 500.00 | |
| 6211-323 | CELL PHONE | 1,000.00 | | 1,000.00 | 447.13 | 1,000.00 | |
| 6211-331 | UTILITIES, ELECTRIC | 1,500.00 | | 1,500.00 | 938.32 | 1,500.00 | |
| 6211-333 | UTILITIES, WATER | 8,000.00 | | 8,000.00 | 1,833.31 | 8,000.00 | |
| 6211-346 | EQUIPMENT RENTAL | 500.00 | | 500.00 | | 500.00 | |
| TOTAL PURCHASED SERVICES | | 12,500.00 | - | 12,500.00 | 4,218.76 | 12,500.00 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6211-441 | APPRECIATION/AWARDS | 100.00 | | 100.00 | 25.54 | 100.00 | |
| 6211-444 | EMPLOYEE SCREENING | 100.00 | | 100.00 | | 100.00 | |
| 6211-446 | LICENSES & REGISTRATIONS | 100.00 | | 100.00 | | 100.00 | |
| TOTAL GENERAL & ADMINISTRATIVE SERVICES | | 300.00 | - | 300.00 | 25.54 | 300.00 | |
| CAPITAL OUTLAY | | | | | | | |
| 8211-416 | IMPLEMENTS & APPARATUS | | | - | | | |
| 8211-420 | EQUIPMENT | | | - | | | |
| 8211-421 | VEHICLES | | | - | | | |
| 8211-498 | MISC - LANDSCAPING | | | - | (575.75) | - | Funds to purchase swing set from raffle 10-3-13 CC |
| TOTAL CAPITAL OUTLAY | | - | - | - | (575.75) | - | |
| TOTAL PARKS DEPARTMENT | | 106,339.70 | 3,669.29 | 110,008.99 | 38,261.19 | 110,008.99 | |

| 11 -GENERAL FUND DEVELOPMENT SERVICES DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|---------------------------------|
| PERSONNEL SERVICES | | | | | | | |
| 6212-101 | SALARIES - EXEMPT | 114,325.12 | (24,251.12) | 90,074.00 | 55,975.68 | 90,074.00 | Adj for review/personnel change |
| 6212-102 | SALARIES - NON-EXEMPT | 69,888.00 | 21,979.00 | 91,867.00 | 35,347.48 | 91,867.00 | Adj for annual review increase |
| 6212-106 | CERTIFICATION FEES | 600.00 | | 600.00 | | 600.00 | |
| 6212-111 | OVERTIME | 250.00 | 375.00 | 625.00 | 312.00 | 625.00 | Adj. for actual pmt |
| 6212-112 | WORKERS' COMPENSATION | 1,230.00 | (76.99) | 1,153.01 | 1,153.01 | 1,153.01 | Adj. for actual pmt |
| 6212-113 | LONGEVITY PAY | 796.00 | (90.21) | 705.79 | 705.79 | 705.79 | Adj. for actual pmt |
| 6212-122 | TMRS | 14,966.86 | | 14,966.86 | 6,801.61 | 14,966.86 | |
| 6212-123 | GROUP INSURANCE | 27,840.00 | | 27,840.00 | 11,320.32 | 27,840.00 | |
| 6212-124 | AFLAC | 1,200.00 | | 1,200.00 | 386.35 | 1,200.00 | |
| 6212-127 | MEDICARE | 2,764.58 | | 2,764.58 | 1,241.58 | 2,764.58 | |
| 6212-129 | ST DISABILITY | 835.00 | 100.00 | 935.00 | 424.76 | 935.00 | Adj. for actual pmt |
| 6212-131 | UNEMPLOYMENT | | | - | - | - | |
| TOTAL PERSONNEL SERVICES | | 234,695.56 | (1,964.32) | 232,731.24 | 113,668.58 | 232,731.24 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6212-201 | OFFICE SUPPLIES | 3,500.00 | 1,500.00 | 5,000.00 | 1,844.48 | 5,000.00 | Reclass from computer 8212-452 |
| 6212-202 | POSTAGE | 500.00 | | 500.00 | | 500.00 | |
| 6212-203 | SUBSCRIPTIONS | 350.00 | | 350.00 | | 350.00 | |
| 6212-204 | FOOD/BEVERAGE | 750.00 | | 750.00 | 76.00 | 750.00 | |
| 6212-205 | LOGO/UNIFORM ALLOWANCE | 1,200.00 | | 1,200.00 | 234.50 | 1,200.00 | |
| 6212-206 | FUEL & LUBRICANTS | 7,000.00 | (2,000.00) | 5,000.00 | 1,660.63 | 5,000.00 | Adjust to actual trend |
| 6212-213 | SIGNS,FLAGS,LOGOS | - | | - | - | - | |
| 6212-228 | MEETING SUPPLIES | - | | - | - | - | |
| TOTAL MATERIALS & SUPPLIES | | 13,300.00 | (500.00) | 12,800.00 | 3,815.61 | 12,800.00 | |
| MAINTENANCE & REPAIR | | | | | | | |
| 6212-232 | VEHICLE MAINTENANCE | 4,200.00 | (1,500.00) | 2,700.00 | 39.75 | 2,700.00 | Adjust to actual trend |
| TOTAL MAINTENANCE & REPAIR | | 4,200.00 | (1,500.00) | 2,700.00 | 39.75 | 2,700.00 | |
| PURCHASED SERVICES: | | | | | | | |
| 6212-238 | PRINTING & COPYING | | | - | | | |
| 6212-303 | TELEPHONE | 3,600.00 | | 3,600.00 | 1,556.85 | 3,600.00 | |
| 6212-305 | SOFTWARE SUPPORT/MAINTENANCE | 1,500.00 | | 1,500.00 | | 1,500.00 | |
| 6212-307 | TRAINING & TRAVEL | 8,000.00 | | 8,000.00 | 2,431.13 | 8,000.00 | |
| 6212-309 | PROFESSIONAL SERVICES | 15,000.00 | | 15,000.00 | 3,109.00 | 15,000.00 | |
| 6212-313 | MAINTENANCE AGREEMENTS | 100.00 | | 100.00 | | 100.00 | |
| 6212-323 | CELL PHONE | 2,320.00 | | 2,320.00 | 917.19 | 2,320.00 | |
| 6212-331 | UTILITIES, ELECTRIC | | | - | | | |
| 6212-349 | FILING FEES | 1,000.00 | (500.00) | 500.00 | 51.00 | 500.00 | Adjust to actual trend |
| TOTAL PURCHASED SERVICES | | 31,520.00 | (500.00) | 31,020.00 | 8,065.17 | 31,020.00 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | | |
| 6212-441 | APPRECIATION/AWARDS | 400.00 | | 400.00 | 266.23 | 400.00 | |
| 6212-443 | DUES & MEMBERSHIPS | 2,465.00 | | 2,465.00 | 707.16 | 2,465.00 | |
| 6212-444 | EMPLOYMENT SCREENING | 120.00 | | 120.00 | | 120.00 | |
| 6212-446 | LICENSES & REGISTRATIONS | 1,200.00 | | 1,200.00 | 221.00 | 1,200.00 | |
| 6212-451 | SOFTWARE, BOOKS & CD'S | 750.00 | | 750.00 | 185.00 | 750.00 | |
| 6212-452 | STORM WATER MGMT EXPENSE | 3,000.00 | | 3,000.00 | 1,609.19 | 3,000.00 | |
| TOTAL GENERAL & ADMINISTRATION SERVICES | | 7,935.00 | - | 7,935.00 | 2,988.58 | 7,935.00 | |
| CAPITAL OUTLAY | | | | | | | |
| 8212-420 | EQUIPMENT | | | - | | | |
| 8212-452 | COMPUTERS | 1,500.00 | (1,500.00) | - | | - | Reclass to office 201 |
| 8212-421 | VEHICLES | | | | | | |
| TOTAL CAPITAL OUTLAY | | 1,500.00 | (1,500.00) | - | - | - | |
| TOTAL DEVELOPMENT SERVICES | | 293,150.56 | (5,964.32) | 287,186.24 | 128,577.69 | 287,186.24 | |

| 11 -GENERAL FUND FIRE DEPARTMENT DEPARTMENTAL EXPENDITURES | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|--|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|---|
| PERSONNEL SERVICES | | | | | | |
| 6300-101 SALARIES - EXEMPT | 107,569.28 | 3,500.00 | 111,069.28 | 55,066.61 | 111,069.28 | Adj for annual review /City mgr. change |
| 6300-102 SALARIES - NON EXEMP FF/EI | 332,500.00 | (11,000.00) | 321,500.00 | 154,356.75 | 321,500.00 | Adjust for turn over in personnel |
| 6300-111 SALARIES - OVERTIME | 20,000.00 | 26,600.00 | 46,600.00 | 10,546.97 | 46,600.00 | Turnover in personnel/coverage |
| 6300-112 WORKERS' COMPENSATION | 23,426.05 | 931.00 | 24,357.05 | 15,757.30 | 24,357.05 | Adj Workers Comp Audit FY12-13/volunteer hours |
| 6300-113 LONGEVITY PAY | 813.00 | (260.54) | 552.46 | 552.46 | 552.46 | Adj for actual |
| 6300-122 TMRS | 35,755.00 | 2,873.00 | 38,628.00 | 15,948.66 | 38,628.00 | Adj for annual review/City mgr. change/personnel OT |
| 6300-123 GROUP INSURANCE | 58,146.00 | | 58,146.00 | 27,036.57 | 58,146.00 | |
| 6300-124 AFLAC | 2,490.00 | | 2,490.00 | 971.84 | 2,490.00 | |
| 6300-125 AD&D INSURANCE | 4,946.00 | | 4,946.00 | 4,946.00 | 4,946.00 | |
| 6300-126 WATER | 2,950.00 | | 2,950.00 | 1,289.09 | 2,950.00 | |
| 6300-127 MEDICARE | 6,604.00 | 981.00 | 7,585.00 | 3,501.06 | 7,585.00 | Adj for annual review /City mgr. change/personnel OT |
| 6300-128 OTHER RETIREMENT | 36,000.00 | | 36,000.00 | 5,940.00 | 36,000.00 | |
| 6300-129 ST DISABILITY | 2,193.00 | | 2,193.00 | 920.97 | 2,193.00 | |
| TOTAL PERSONNEL SERVICES | 633,392.33 | 23,624.46 | 657,016.79 | 296,834.28 | 657,016.79 | |
| MATERIALS & SUPPLIES | | | | | | |
| 6300-201 OFFICE SUPPLIES | 3,500.00 | | 3,500.00 | 473.91 | 3,500.00 | |
| 6300-202 POSTAGE | 200.00 | | 200.00 | 72.51 | 200.00 | |
| 6300-203 SUBSCRIPTIONS | 150.00 | | 150.00 | 39.00 | 150.00 | |
| 6300-204 FOOD/BEVERAGE | 6,000.00 | | 6,000.00 | 2,879.28 | 6,000.00 | |
| 6300-205 LOGO/UNIFORM ALLOWANCE | 12,800.00 | | 12,800.00 | 363.20 | 12,800.00 | |
| 6300-206 FUEL & LUBRICANTS | 16,000.00 | | 16,000.00 | 5,439.37 | 16,000.00 | |
| 6300-207 FUEL - PROPANE | 1,900.00 | 936.22 | 2,836.22 | 2,636.22 | 2,836.22 | Due to colder winter |
| 6300-208 MINOR APPARATUS | 26,635.00 | 14,000.00 | 40,635.00 | 15,599.40 | 40,635.00 | Work/Equip for ambulances |
| 6300-209 PROTECTIVE CLOTHING | 30,000.00 | | 30,000.00 | 86.64 | 30,000.00 | |
| 6300-211 MEDICAL & SURGICAL SUPPLIES | 42,210.00 | 6,000.00 | 48,210.00 | 20,632.24 | 48,210.00 | Supplies for ambulance |
| 6300-227 PREVENTION ACTIVITES | 3,800.00 | | 3,800.00 | - | 3,800.00 | |
| TOTAL MATERIALS & SUPPLIES | 143,195.00 | 20,936.22 | 164,131.22 | 48,221.77 | 164,131.22 | |
| MAINTENANCE & REPAIR | | | | | | |
| 6300-231 FACILITY MAINTENANCE | 12,000.00 | | 12,000.00 | 4,568.70 | 12,000.00 | |
| 6300-232 VEHICLE MAINTENANCE | 29,650.00 | | 29,650.00 | 16,986.98 | 29,650.00 | |
| 6300-233 EQUIPMENT MAINT | 3,000.00 | | 3,000.00 | 472.75 | 3,000.00 | |
| TOTAL MAINTENANCE & REPAIR | 44,650.00 | - | 44,650.00 | 22,028.43 | 44,650.00 | |
| PURCHASED SERVICES | | | | | | |
| 6300-302 FIRE DEPT REIBURSEMENT RUNS | 125,000.00 | | 125,000.00 | 31,250.97 | 125,000.00 | |
| 6300-303 TELEPHONE | 1,700.00 | | 1,700.00 | 815.65 | 1,700.00 | |
| 6300-304 INTERNET | 6,600.00 | | 6,600.00 | 3,270.27 | 6,600.00 | |
| 6300-307 TRAINING & TRAVEL | 25,755.00 | 3,498.57 | 29,253.57 | 4,707.01 | 29,253.57 | \$3.5k 11- 7-13 CC SHSP grant training |
| 6300-309 PROFESSIONAL SERVICES | 113,650.00 | | 113,650.00 | 26,696.97 | 113,650.00 | |
| 6300-312 PARAMEDIC SCHOOL | 7,600.00 | | 7,600.00 | 7,600.00 | 7,600.00 | |
| 6300-313 MAINTENANCE AGREEMENTS | 4,100.00 | | 4,100.00 | 3,254.00 | 4,100.00 | |
| 6300-316 911 DISPATCH | 27,795.00 | 2,105.00 | 29,900.00 | 29,900.00 | 29,900.00 | Inc population/increase pricing |
| 6300-317 AMBULANCE (EMS) SERVICE | 26,000.00 | | 26,000.00 | 22,823.16 | 26,000.00 | |
| 6300-323 CELL PHONE | 4,000.00 | | 4,000.00 | 1,628.46 | 4,000.00 | |
| 6300-325 LIABILITY INSURANCE | 5,925.00 | 473.09 | 6,398.09 | 6,398.09 | 6,398.09 | Adj to actual |
| 6300-331 UTILITIES, ELECTRIC | 17,000.00 | | 17,000.00 | 7,786.18 | 17,000.00 | |
| 6300-333 UTILITIES, WATER | 2,050.00 | | 2,050.00 | 1,132.71 | 2,050.00 | |
| 6300-337 PAGER SERVICE | 600.00 | | 600.00 | 600.00 | 600.00 | |
| 6300-346 EQUIPMENT RENTAL | 300.00 | | 300.00 | 300.00 | 300.00 | |
| 6300-350 EMS/AMBULANC/EQP FINANCE | - | 62,688.47 | 62,688.47 | 62,688.47 | 62,688.47 | 11-7-13 CC Ambl lease |
| TOTAL PURCHASED SERVICES | 368,075.00 | 68,765.13 | 436,840.13 | 202,351.94 | 436,840.13 | |
| GENERAL & ADMINISTRATIVE SERVICES | | | | | | |
| 6300-441 APPRECIATION/AWARDS | 4,500.00 | | 4,500.00 | 2,339.50 | 4,500.00 | |
| 6300-443 DUES & MEMBERSHIPS | 7,870.00 | | 7,870.00 | 1,643.20 | 7,870.00 | |
| 6300-444 MEDICAL EXAMINATIONS | 1,600.00 | | 1,600.00 | 134.00 | 1,600.00 | |
| 6300-447 EMERGENCY MANAGEMENT SERVICE | 7,500.00 | | 7,500.00 | 2,038.55 | 7,500.00 | |
| 6300-448 CERT TRAINING & EQUIPMENT | 12,700.00 | | 12,700.00 | 3,019.01 | 12,700.00 | |
| 6300-451 SOFTWARE, BOOKS & CD'S | 2,500.00 | | 2,500.00 | - | 2,500.00 | |
| 6300-498 MISCELLANEOUS | 1,500.00 | | 1,500.00 | 68.88 | 1,500.00 | |
| TOTAL GENERAL & ADMINISTRATIVE SERVICES | 38,170.00 | - | 38,170.00 | 9,243.14 | 38,170.00 | |
| CAPITAL OUTLAY | | | | | | |
| 8300-200 BUILDING IMPROVEMENTS | | | - | | | |
| 8300-411 FURNITURE & FIXTURES | | | - | | | |
| 8300-420 EQUIPMENT | | 99,277.20 | 99,277.20 | 97,401.80 | 99,277.20 | 2 Lifepaks \$84k/1Cot & 1Chair \$16K/ 10-17-13 CC lease funded |
| 8300-421 VEHICLES | 71,750.00 | 182,057.00 | 253,807.00 | 27,480.00 | 253,807.00 | Purchase new \$226K and used \$27K 10-17-13 CC/new is lease funded |
| 8300-450 COMPUTER HARDWARE | 19,600.00 | 10,597.81 | 30,197.81 | 18,853.15 | 30,197.81 | \$10.5 k Ambulance computer/internet modem part of lease |
| 8300-452 HARDWARE & TELECOMMUN | 25,000.00 | 1,106.78 | 26,106.78 | 26,106.78 | 26,106.78 | Part of lease funding 10-13 CC radios for ambulance/4 portable/2 dual band |
| TOTAL CAPITAL OUTLAY | 116,350.00 | 293,038.79 | 409,388.79 | 169,841.73 | 409,388.79 | |
| TOTAL FIRE | 1,343,832.33 | 406,364.60 | 1,750,196.93 | 748,521.29 | 1,750,196.93 | |

| 11 -GENERAL FUND GENERAL ADMINISTRATION - NON-DEPARTM DEPARTMENTAL EXPENDITURES | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|---|
| PERSONNEL SERVICES | | | | | | | |
| 6999-110 | PERFORMANCE/INCENTIVE PAY | 37,934.00 | (37,934.00) | - | - | - | Recl Salary incr/to GF departments |
| TOTAL PERSONNEL SERVICES | | 37,934.00 | (37,934.00) | - | - | - | |
| MAINT & SUPPLIES | | | | | | | |
| 6999-214 | CLEANING SUPPLIES | 1,000.00 | | 1,000.00 | 454.89 | 1,000.00 | |
| 6999-231 | FACILITY MAINT | 14,000.00 | | 14,000.00 | 8,577.02 | 14,000.00 | |
| TOTAL MAINT & SUPPLIES | | 15,000.00 | | 15,000.00 | 9,031.91 | 15,000.00 | |
| 6999-305 | SOFTWARE SUPPORT/MAINT | 54,450.00 | | 54,450.00 | 18,150.00 | 54,450.00 | |
| 6999-306 | SOFTWARE MAINTENANCE | 19,900.00 | | 19,900.00 | 12,623.55 | 19,900.00 | |
| 6999-308 | CLEANING/PEST CONTROL | 13,700.00 | | 13,700.00 | 4,985.97 | 13,700.00 | |
| 6999-310 | LEGAL SERVICES | 70,000.00 | | 70,000.00 | 28,468.46 | 70,000.00 | |
| 6999-313 | MAINTENANCE AGREEMENTS | 1,000.00 | | 1,000.00 | | 1,000.00 | |
| 6999-326 | LAW ENFORCEMENT | 84,827.00 | | 84,827.00 | 42,413.50 | 84,827.00 | |
| 6999-327 | CITIZENS ON PATROL | 4,000.00 | (2,500.00) | 1,500.00 | 54.32 | 1,500.00 | Decrease in activity |
| 6999-336 | ANIMAL CONTROL | 33,600.00 | 400.00 | 34,000.00 | 17,000.00 | 34,000.00 | Incr in Animal Shelter fee 10-17-13 CC appr |
| TOTAL PURCHASED SERVICES | | 281,477.00 | (2,100.00) | 279,377.00 | 123,695.80 | 279,377.00 | |
| CAPITAL OUTLAY | | | | | | | |
| 8999-200 | BUILDING IMPROVEMENTS | | | - | | | |
| 8999-420 | EQUIPMENT | | 19,000.00 | 19,000.00 | | 19,000.00 | New Telephone System |
| 8999-421 | VEHICLES | 45,300.00 | | 45,300.00 | 22,650.00 | 45,300.00 | |
| 8999-451 | SOFTWARE, SUBSCRIPTIONS, BOC | 7,400.00 | 5,000.00 | 12,400.00 | 3,261.84 | 12,400.00 | Web Filtering CC 4-17-14 |
| 8999-452 | HARDWARE, TELECOMMUNICATI | 10,400.00 | | 10,400.00 | 1,287.90 | 10,400.00 | |
| TOTAL CAPITAL OUTLAY | | 63,100.00 | 24,000.00 | 87,100.00 | 27,199.74 | 87,100.00 | |
| TOTAL ADMINISTRATION | | 397,511.00 | (16,034.00) | 381,477.00 | 159,927.45 | 381,477.00 | |

CAPITAL IMPROVEMENTS



| 21 - CAPITAL IMPROVEMENTS | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|--|
| REVENUES | | | | | | |
| FEES & SERVICE CHARGES | | | | | | |
| 4404 INTERGOVERNMENTAL REVENUE | 1,495,370.00 | (251,370.00) | 1,244,000.00 | 1,000,000.00 | 1,244,000.00 | RVS PROCEEDS ACCRD FY 12-13 DURING AUDIT CC Funding \$244K/\$1 Million from TXDOT |
| TOTAL FEES & SERVICE CHARGES | 1,495,370.00 | (251,370.00) | 1,244,000.00 | 1,000,000.00 | 1,244,000.00 | |
| INTERGOVERNMENTAL | | | | | | |
| 4800 BOND PROCEEDS | - | - | - | - | - | |
| TOTAL INTERGOVERNMENTAL | - | - | - | - | - | |
| MISCELLANEOUS REVENUE | | | | | | |
| 4911 INTEREST INCOME | | 6,634.60 | 6,634.60 | 3,634.60 | 6,634.60 | |
| TOTAL MISCELLANEOUS REVENUE | 0.00 | 6,634.60 | 6,634.60 | 3,634.60 | 6,634.60 | |
| ***TOTAL REVENUES*** | 1,495,370.00 | (244,735.40) | 1,250,634.60 | 1,003,634.60 | 1,250,634.60 | |

21 - CAPITAL IMPROVEMENTS
 PUBLIC WORKS
 DEPARTMENTAL EXPENDITURES

| | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|---|
| CAPITAL OUTLAY | | | | | | |
| 8210-490-105 FM 2551 WASTE WATER GRAVITY SEWER | | \$ 70,000.00 | 70,000.00 | \$ 2,161.43 | \$ 70,000.00 | PART OF FY 12-13 BUDGET/TIMING OF PMTS |
| 8210-490-108 STINSON WATER LINE PROJECT | 1,458,333.00 | \$ (262,962.00) | 1,195,371.00 | \$ 8,877.00 | \$ 1,195,371.00 | APPR CC 4-3-14 \$1,075,374 CONSTR/ CO FUND |
| 8210-490-111 OSAGE WATER PROJECT | | \$ 129,980.00 | 129,980.00 | \$ 2,655.00 | \$ 129,980.00 | PENDING CC APPROV 5-15-14 |
| 8210-490-112 ROCK RIDGE WATER LINE PROJECT | 18,300.00 | \$ 500,000.00 | 518,300.00 | \$ 489,580.47 | \$ 518,300.00 | APPR CC 12-19-13/NTMWD CONSTR/W RESERVES |
| 8210-490-113 SHEPARDS CREEK PROJECT | | \$ 15,500.00 | 15,500.00 | \$ 9,600.00 | \$ 15,500.00 | APPR CC 1-16-14 DESIGN/RESERVES |
| 8210-490-114 LOST VALLEY WATER PROJECT | | \$ 12,975.00 | 12,975.00 | \$ 12,975.00 | \$ 12,975.00 | APP CC 1-16-14 CONSTRUC/ RESERVES |
| 8210-490-115 ROCK RIDGE WATER LINE PHASE 2 PROJECT | | \$ 49,500.00 | 49,500.00 | | \$ 49,500.00 | APPR CC 2-20-14 DESIGN FUNDED BY RESERVES |
| 8210-490-116 WHITE ROCK CREEK BRIDGE WATER L ADJ | | \$ 230,000.00 | 230,000.00 | | \$ 230,000.00 | PENDING CC APPROV 5-15-14 |
| 8210-490-116 ABANDONED 8 INCH AC FM 1378 WATER LINE | | \$ 25,000.00 | 25,000.00 | | \$ 25,000.00 | PENDING CC APPROV 5-15-14 |
| 8210-491-110 FIRE DEPT EXPANSION PROJ | 277,000.00 | \$ 409,486.00 | 686,486.00 | \$ 123,313.91 | \$ 686,486.00 | EST. CONSTRUC/ARCHITECT PMTS FOR FY 13-14 |
| 8210-491-112 W LUCAS CC INTERSECTION | 30,000.00 | \$ 95,300.00 | 125,300.00 | \$ 13,708.82 | \$ 125,300.00 | FUNDED BY RTR 80% MATCHING FUNDS |
| 8210-491-113 W LUCAS RD FM 2551/FM 1378 | 1,500,000.00 | | 1,500,000.00 | \$ 17,430.00 | \$ 1,500,000.00 | FUNDED RTR 80% /\$244K COUNTY FUNDS |
| 8210-491-114 ESTATES/ANGEL PARKWAY INTERS | | \$ 520,000.00 | 520,000.00 | \$ 58,590.50 | \$ 520,000.00 | \$70K APPR CC 1-16-14 DESIGN/\$450K PENDING CC APPR 5-15-14/ FUNDED WITH IMPACT FEES |
| 8210-491-115 WHITE ROCK BRIDGE ROW | | \$ 13,000.00 | 13,000.00 | | \$ 13,000.00 | APPR CC 4-17-14 GF RESERVES |
| TOTAL CAPITAL OUTLAY | 3,283,633.00 | 1,807,779.00 | 5,091,412.00 | 738,892.13 | 5,091,412.00 | |
| TOTAL PUBLIC WORKS | 3,283,633.00 | \$ 1,807,779.00 | 5,091,412.00 | 738,892.13 | \$ 5,091,412.00 | |

WATER FUND



51 - WATER UTILITIES FUND

| | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISIONS | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|------------------------|------------------------------------|------------------------------|--|---------------------------------------|----------------------------------|--------------------------------|
| REVENUES | | | | | | | |
| FEES & SERVICE CHARGES | | | | | | | |
| 4461 | WATER REVENUE | 2,554,000.00 | | 2,554,000.00 | 999,082.26 | 2,554,000.00 | |
| 4462 | WATER TAPS & BORES | | 500.00 | 500.00 | 500.00 | 500.00 | Adj to actual |
| 4463 | PENALTY & INTEREST | 18,000.00 | | 18,000.00 | 10,535.00 | 18,000.00 | |
| 4467 | WATER METER | 165,000.00 | | 165,000.00 | 89,600.00 | 165,000.00 | |
| 4468 | WATER METER REPAIRS | 700.00 | 1,937.66 | 2,637.66 | 2,637.66 | 2,637.66 | Adj to actual |
| 4469 | WASTEWATER FEES | 26,000.00 | 4,000.00 | 30,000.00 | 14,815.58 | 30,000.00 | Adj to trend |
| 4473 | DISCONNECT CHGS | | | - | | | |
| 4478 | TRASH SERVICE | 401,000.00 | 13,000.00 | 414,000.00 | 205,602.85 | 414,000.00 | Inc in customer trash billings |
| 4497 | FH METER RENTAL INCOME | 4,500.00 | | 4,500.00 | 2,450.00 | 4,500.00 | |
| 4498 | MISC. FEE AND CHARGES | | | - | | | |
| TOTAL FEES & SERVICE CHARGES | | 3,169,200.00 | 19,437.66 | 3,188,637.66 | 1,325,223.35 | 3,188,637.66 | |
| MISCELLANEOUS REVENUE | | | | | | | |
| 4911 | INTEREST INCOME | 6,000.00 | (1,580.00) | 4,420.00 | 2,314.62 | 4,420.00 | Lower int/decr CO bal |
| 4912 | RETURN CHECK CHARGE | 400.00 | | 400.00 | 200.00 | 400.00 | |
| 4913 | NTMWD REFUND | 50,000.00 | | 50,000.00 | | 50,000.00 | |
| 4914 | INSURANCE CLAIM REIMB | | | - | - | | |
| 4995 | REIMBURSEMENTS | | | - | | | |
| 4996 | TRANSFER IN | | | | | | |
| TOTAL MISCELLANEOUS REVENUE | | 56,400.00 | (1,580.00) | 54,820.00 | 2,514.62 | 54,820.00 | |
| *** TOTAL REVENUES *** | | 3,225,600.00 | 17,857.66 | 3,243,457.66 | 1,327,737.97 | 3,243,457.66 | |

51 - WATER UTILITIES FUND

| | | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISION | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|---|---------------------------------|------------------------------------|-----------------------------|--|---------------------------------------|----------------------------------|---|
| DEPARTMENTAL EXPENDITURES | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 6400-101 | SALARIES - EXEMPT | 176,955.40 | 3,700.00 | 180,655.40 | 84,752.62 | 180,655.40 | Adj for annual review /City Mgr change |
| 6400-102 | SALARIES - NON-EXEMPT | 107,172.00 | 1,882.40 | 109,054.40 | 50,931.69 | 109,054.40 | Adj for annual review |
| 6400-103 | SALARIES - TEMPORARY | 8,000.00 | (4,000.00) | 4,000.00 | 3,967.88 | 4,000.00 | Adj for actual |
| 6400-106 | CERTIFICATION FEES | 6,000.00 | | 6,000.00 | 2,325.10 | 6,000.00 | |
| 6400-110 | PERFORMANCE/INCENTIVE PAY | 10,703.01 | (10,703.01) | - | - | - | Allocate salary incr to departments |
| 6400-111 | OVERTIME | 20,000.00 | | 20,000.00 | 10,079.04 | 20,000.00 | |
| 6400-112 | WORKERS' COMPENSATION | 5,160.00 | (322.99) | 4,837.01 | 4,837.01 | 4,837.01 | Adj to actual |
| 6400-113 | LONGEVITY PAY | 1,904.00 | (264.52) | 1,639.48 | 1,639.48 | 1,639.48 | Adj to actual |
| 6400-122 | TMRS | 22,731.49 | 900.00 | 23,631.49 | 9,916.24 | 23,631.49 | Adj for annual review |
| 6400-123 | GROUP INSURANCE | 40,170.00 | | 40,170.00 | 17,532.85 | 40,170.00 | |
| 6400-124 | AFLAC | 1,650.00 | | 1,650.00 | 730.60 | 1,650.00 | |
| 6400-127 | MEDICARE | 4,384.11 | 500.00 | 4,884.11 | 2,195.15 | 4,884.11 | Adj for annual review /City Mgr change |
| 6400-129 | ST DISABILITY | 1,325.00 | 50.00 | 1,375.00 | 624.06 | 1,375.00 | Adj for actual |
| 6400-141 | CAR ALLOWANCE | 3,600.00 | | 3,600.00 | 2,000.08 | 3,600.00 | |
| TOTAL PERSONNEL SERVICES | | 409,755.01 | (8,258.12) | 401,496.89 | 191,531.80 | 401,496.89 | |
| MATERIALS & SUPPLIES | | | | | | | |
| 6400-201 | OFFICE SUPPLIES | 750.00 | | 750.00 | 668.20 | 750.00 | |
| 6400-202 | POSTAGE | 1,000.00 | | 1,000.00 | 989.68 | 1,000.00 | |
| 6400-204 | FOOD/BEVERAGE | 500.00 | | 500.00 | | 500.00 | |
| 6400-205 | LOGO/UNIFORM ALLOWANCE | 1,200.00 | | 1,200.00 | 55.13 | 1,200.00 | |
| 6400-206 | FUEL & LUBRICANTS | 18,000.00 | | 18,000.00 | 3,574.03 | 18,000.00 | |
| 6400-207 | FUEL - PROPANE | 2,000.00 | | 2,000.00 | 803.60 | 2,000.00 | |
| 6400-208 | MINOR APPARATUS | 1,000.00 | 995.88 | 1,995.88 | | 1,995.88 | Recl From 8400-316 |
| 6400-209 | PROTECTIVE CLOTHING | 1,000.00 | | 1,000.00 | 999.92 | 1,000.00 | |
| 6400-211 | MEDICAL SUPPLIES | 100.00 | | 100.00 | | 100.00 | |
| 6400-212 | CHEMICALS | 300.00 | | 300.00 | | 300.00 | |
| 6400-222 | MISCELLANEOUS | 500.00 | | 500.00 | | 500.00 | |
| 6400-223 | SAND/DIRT | 500.00 | | 500.00 | | 500.00 | |
| 6400-224 | ASPHALT/FLEXBASE/CONCRETE | 1,500.00 | | 1,500.00 | | 1,500.00 | |
| TOTAL MATERIALS & SUPPLIES | | 28,350.00 | 995.88 | 29,345.88 | 7,090.56 | 29,345.88 | |
| MAINTENANCE & REPAIR | | | | | | | |
| 6400-231 | FACILITY MAINTENANCE | 1,000.00 | | 1,000.00 | 15.40 | 1,000.00 | |
| 6400-232 | VEHICLE MAINTENANCE | 4,500.00 | | 4,500.00 | 1,500.09 | 4,500.00 | |
| 6400-233 | REPAIR & MAINT WTR FACILITIES | 57,000.00 | | 57,000.00 | 21,882.53 | 57,000.00 | |
| 6400-234 | REPAIR & MAINT SEWER FACILITIES | 5,000.00 | | 5,000.00 | 179.23 | 5,000.00 | |
| TOTAL MAINTENANCE & REPAIR | | 67,500.00 | - | 67,500.00 | 23,577.25 | 67,500.00 | |
| PURCHASED SERVICES: | | | | | | | |
| 6400-237 | TRASH SERVICES/RECYCLE | 360,000.00 | 9,300.00 | 369,300.00 | 182,181.09 | 369,300.00 | Incr in customer billing/incr recycle costs |
| 6400-302 | AUDITING & ACCOUNTING | 11,500.00 | | 11,500.00 | 6,350.00 | 11,500.00 | |
| 6400-303 | TELEPHONE | 4,800.00 | 600.00 | 5,400.00 | 2,009.40 | 5,400.00 | Adj for extra phone lines new system |
| 6400-304 | UB PROCESSING | 20,000.00 | | 20,000.00 | 9,170.76 | 20,000.00 | |
| 6400-305 | SOFTWARE SUPPORT/MAINT | 9,450.00 | | 9,450.00 | | 9,450.00 | |
| 6400-307 | TRAINING & TRAVEL | 5,500.00 | | 5,500.00 | 3,930.40 | 5,500.00 | |
| 6400-309 | PROFESSIONAL SERVICES | 95,000.00 | (6,968.00) | 88,032.00 | 14,503.47 | 88,032.00 | Recl to 8400-490 |
| 6400-311 | ENGINEERING FEES | 4,000.00 | (2,000.00) | 2,000.00 | 750.00 | 2,000.00 | Recl to 8400-490 |
| 6400-313 | MAINTENANCE AGREEMENTS | 5,750.00 | | 5,750.00 | 2,026.82 | 5,750.00 | |
| 6400-315 | WATER - NTMWD | 1,213,184.60 | (6,291.80) | 1,206,892.80 | 502,872.00 | 1,206,892.80 | Recl to 8400-490 |
| 6400-316 | WASTEWATER NTMWD | 23,000.00 | 1,000.00 | 24,000.00 | 12,971.36 | 24,000.00 | Adj to actual trend |
| 6400-323 | CELL PHONE | 3,405.00 | | 3,405.00 | 2,997.43 | 3,405.00 | |
| 6400-325 | LIABILITY INSURANCE | 13,000.00 | 384.70 | 13,384.70 | 13,384.70 | 13,384.70 | Adj to actual billing amt |
| 6400-331 | ELECTRICITY | 65,000.00 | | 65,000.00 | 27,062.72 | 65,000.00 | |
| 6400-333 | UTILITIES, WATER | 250.00 | | 250.00 | 97.52 | 250.00 | |
| 6400-346 | EQUIPMENT RENTAL | 2,000.00 | (1,000.00) | 1,000.00 | | 1,000.00 | Recl to 8400-490 |
| TOTAL PURCHASED SERVICES | | 1,835,839.60 | (4,975.10) | 1,830,864.50 | 780,307.67 | 1,830,864.50 | |
| GENERAL & ADMIN SERVICES/TRANSFERS | | | | | | | |
| 6400-441 | APPRECIATION/AWARDS | 500.00 | | 500.00 | 321.83 | 500.00 | |
| 6400-443 | DUES & MEMBERSHIPS | | | - | | | |
| 6400-444 | EMPLOYMENT SCREENING | 300.00 | | 300.00 | | 300.00 | |
| 6400-446 | LICENSES & REGISTRATIONS | 500.00 | | 500.00 | 238.00 | 500.00 | |
| 6400-999 | PILOT TRANSFER OUT | 174,544.00 | | 174,544.00 | | 174,544.00 | |
| TOTAL GENERAL & ADMIN SERVICES/TRANSFERS | | 175,844.00 | - | 175,844.00 | 559.83 | 175,844.00 | |

51 - WATER UTILITIES FUND

| DEPARTMENTAL EXPENDITURES | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR UDGET REVISION | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION |
|-----------------------------------|------------------------------------|----------------------------|--|---------------------------------------|----------------------------------|-------------------|
| CAPITAL OUTLAY | | | | | | |
| 8400-411 FURNITURE | - | | - | | | |
| 8400-416 IMPLEMENTS & APPARATUS | 2,000.00 | (995.88) | 1,004.12 | 1,004.12 | 1,004.12 | Recl to 6400-208 |
| 8400-417 IMPLEMENTS & APPAR SEWER | | | - | | | |
| 8400-420 EQUIPMENT WATER | 5,000.00 | (5,000.00) | - | | | Recl to 8400-490 |
| 8400-421 VEHICLE | 33,000.00 | 860.00 | 33,860.00 | 33,854.20 | 33,860.00 | Adj to actual |
| 8400-422 EQUIPMENT SEWER | | | - | | | |
| 8400-451 SOFTWARE, BOOKS & CD'S | 3,500.00 | (3,500.00) | - | | | Recl to 8400-490 |
| 8400-452 HARDWARE & TELECOMM | 3,700.00 | (3,700.00) | - | | | Recl to 8400-490 |
| 8400-490 METER READ SYSTEM | 44,000.00 | 27,600.00 | 71,600.00 | 42,543.77 | 71,600.00 | Recl from various |
| TOTAL CAPITAL OUTLAY | 91,200.00 | 15,264.12 | 106,464.12 | 77,402.09 | 106,464.12 | |
| TOTAL WATER UTILITIES | 2,608,488.61 | 3,026.78 | 2,611,515.39 | 1,080,469.20 | 2,611,515.39 | |

51 - WATER UTILITIES FUND

| | | 2013-2014 | MID-YEAR | 2013-2014 | 2013-2014 | 2013-2014 |
|----------------------------------|------------------------------|--------------------|-------------------------|-----------------------|-------------------|-------------------------|
| DEPARTMENTAL EXPENDITURES | | FISCAL YEAR | BUDGET REVISIONS | FISCAL YEAR | YTD ACTUAL | PROJECTED ACTUAL |
| | | BUDGET | | BUDGET REVISED | AS OF 3/13 | |
| DEBT SERVICE | | | | | | |
| 7900-209 | 2002 WATER BOND-PRINCIPAL | 100,000.00 | | 100,000.00 | 100,000.00 | 100,000.00 |
| 7900-210 | 2002 WATER BOND-INTEREST | 2,350.00 | | 2,350.00 | 2,350.00 | 2,350.00 |
| 7900-214 | 2007 CERT OF OBLIG-PRINCIPAL | 100,000.00 | | 100,000.00 | 100,000.00 | 100,000.00 |
| 7900-215 | 2007 CERT OF OBLIG-INTEREST | 68,425.00 | | 68,425.00 | 35,275.00 | 68,425.00 |
| 7900-216 | 2007 GO REFUNDING- PRINCIPAL | 70,000.00 | | 70,000.00 | 70,000.00 | 70,000.00 |
| 7900-217 | 2007 GO REFUNDING- INTEREST | 40,420.00 | | 40,420.00 | 20,868.00 | 40,420.00 |
| 7900-218 | 2011 CERT OF OBLIG-PRINCIPAL | 80,000.00 | | 80,000.00 | 80,000.00 | 80,000.00 |
| 7900-219 | 2011 CERT OF OBLIG-INTEREST | 71,825.00 | | 71,825.00 | 36,312.50 | 71,825.00 |
| 7900-298 | BOND SALE EXPENSES | 200.00 | | 200.00 | 100.00 | 200.00 |
| TOTAL DEBT SERVICE | | 533,220.00 | - | 533,220.00 | 444,905.50 | 533,220.00 |

DEBT SERVICE FUND



59 - DEBT SERVICES FUND

| | 2013-2014 FISCAL YEAR BUDGET | MID-YEAR BUDGET REVISION | 2013-2014 FISCAL YEAR BUDGET REVISED | 2013-2014 YTD ACTUAL AS OF 3/13 | 2013-2014 PROJECTED ACTUAL | ADJ DESCRIPTION | |
|----------------------------------|------------------------------------|-----------------------------|--|---------------------------------------|----------------------------------|-------------------|-----------------------------------|
| DEPARTMENTAL EXPENDITURES | | | | | | | |
| REVENUES | | | | | | | |
| PROPERTY TAXES | | | | | | | |
| 4011 | PROPERTY TAXES | 612,710.00 | 42,000.00 | 654,710.00 | 645,379.71 | 654,710.00 | Adj to actual |
| 4012 | PROPERTY TAXES-DELINQUENT | 8,000.00 | 500.00 | 8,500.00 | 8,376.01 | 8,500.00 | Adj to actual |
| 4015 | PROPERTY TAXES-P&I | 1,900.00 | 300.00 | 2,200.00 | 1,679.44 | 2,200.00 | Adj to actual |
| 4911 | INTEREST INCOME | 500.00 | (260.00) | 240.00 | 120.63 | 240.00 | Adj for interest/CO Bal |
| TOTAL PROPERTY TAXES | | 623,110.00 | 42,540.00 | 665,650.00 | 655,555.79 | 665,650.00 | |
| TOTAL REVENUES | | 623,110.00 | 42,540.00 | 665,650.00 | 655,555.79 | 665,650.00 | |
| EXPENDITURES | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 7900-209 | 2002 WATER BOND-PRINCIPAL | 165,000.00 | | 165,000.00 | 165,000.00 | 165,000.00 | |
| 7900-210 | 2002 WATER BOND-INTEREST | 3,877.50 | | 3,877.50 | 3,877.50 | 3,877.50 | |
| 7900-214 | 2007 CERT OF OBLIG-PRINCIPAL | 80,000.00 | | 80,000.00 | 80,000.00 | 80,000.00 | |
| 7900-215 | 2007 CERT OF OBLIG-INTEREST | 52,912.50 | | 52,912.50 | 27,306.25 | 52,912.50 | |
| 7900-216 | 2007 GO REFUNDING- PRINCIPAL | 10,000.00 | | 10,000.00 | 10,000.00 | 10,000.00 | |
| 7900-217 | 2007 GO REFUNDING- INTEREST | 63,920.00 | | 63,920.00 | 32,054.00 | 63,920.00 | |
| 7900-218 | 2011 CERT OF OBLIG-PRINCIPAL | 125,000.00 | | 125,000.00 | 125,000.00 | 125,000.00 | |
| 7900-219 | 2011 CERT OF OBLIG-INTEREST | 111,300.00 | | 111,300.00 | 56,275.00 | 111,300.00 | |
| 7900-298 | BOND SALE EXPENSES | 700.00 | 250.00 | 950.00 | 100.00 | 950.00 | Increase in Admin Fees Bank of NY |
| TOTAL DEBT SERVICE | | 612,710.00 | 250.00 | 612,960.00 | 499,612.75 | 612,960.00 | |

Mid-Year Budget Adjs FY 2013-2014



City of Lucas

General Fund

| | |
|-------------------------|--------------------|
| Original Revenue Budget | \$3,607,518 |
| Revised Revenue Budget | <u>\$4,179,936</u> |
| Change | +\$572,418 |

| | |
|-------------------------|--------------------|
| Original Expense Budget | \$3,594,514 |
| Revised Expense Budget | <u>\$4,179,613</u> |
| Change | +\$585,099 |

Change in General Fund Revenue Budget

Revenue:

| | |
|---|-------------------|
| ▶ Park Dedication Fees | +\$10,000 |
| ▶ Seis Lagos FY 12-13 audit true-up | +\$23,314 |
| ▶ County Fire Run Reimbursement | +\$24,938 |
| ▶ Building Permits | +\$61,105 |
| ▶ Ambulance services(1 month delay/no participation from county or City of Parker) (\$15,000) | |
| ▶ Tower Rental Income Verizon | +\$13,800 |
| ▶ Gov. Cap Note Proceeds | +\$345,000 |
| ▶ Insurance Proceeds guardrail damage | +\$25,500 |
| ▶ Brockdale Rd Improvements Funding | +\$75,000 |
| ▶ Other misc. | +\$8,761 |
| Total Net Change Revenue | +\$572,418 |

Change in General Fund Expense Budget

Expense:

| | |
|---|-------------------|
| ▶ City Council - Interviews with City Mgr Candidates | +\$1,259 |
| ▶ City Secretary/Advertising - Annexations | +\$3,500 |
| ▶ Admin - Unemployment Pmts - previous City Manager | +\$8,172 |
| ▶ Admin- General Liability Insr price increase | +\$2,711 |
| ▶ Admin- Purchasing Module -pending council appr 5-15-14 | +\$7,400 |
| ▶ P Works - BW2 Map update-pending council approval 5-15-14 | +\$30,000 |
| ▶ P Works - Guardrail Damage 3-20-14 CC approved | +\$49,500 |
| ▶ P Works - Brockdale Rd Improv 5-1-14 CC approved | +\$75,000 |
| ▶ Non-Depart - New Phone System | +\$19,000 |
| ▶ Non-Depart - Web Filtering 4-17-14 CC approved | +\$5,000 |
| ▶ Non-Depart - Reduced fuel Citizens on Patrol (COP) program | (\$2,500) |
| ▶ Fire Dept. funded by Government Capital 11-7-13 CC appr (details to follow) | +\$345,000 |
| ▶ Fire Dept. used ambulance 10-17-13 CC approved | +\$27,000 |
| ▶ Fire Dept. other adjustments (details to follow) | +\$26,440 |
| ▶ Development Services reductions in fuel/repairs | (\$5,964) |
| ▶ Misc. /Other savings from position vacancies | (\$6,419) |
| Total Net Change Expense | +\$585,099 |

Fire Depart. Government Capital Financed

| | |
|-------------------------------------|-------------------|
| ▶ New Ambulance | +\$226,807 |
| ▶ Two life paks, 1 cot, and 1 chair | +\$99,277 |
| ▶ Radios – Four portable | + <u>\$18,916</u> |
| Total | + \$345,000 |

Fire Dept. – Other

| | |
|---|------------------|
| ▶ General Liability Insurance price increase | +\$473 |
| ▶ Fuel – Propane due to weather | +\$936 |
| ▶ Overtime – turnover in staff – 2 vacancies Remaining overtime to cover is 26 shifts of vacation, six shifts from vacant position, and 12 shifts of holiday. | |
| Additional amount needed | +\$26,600 |
| ▶ Adj to regular wages/pay due to vacancies | (\$11,000) |
| ▶ Training Grant SHSP 11-7-13 CC approv. | +\$3,499 |
| ▶ Dispatch increase population/pricing | +\$2,105 |
| ▶ Equip/supplies/repairs– used ambulance | + <u>\$3,827</u> |
| Total | +\$26,440 |

Water Fund

| | |
|-------------------------|--------------------|
| Original Revenue Budget | \$3,225,600 |
| Revised Revenue Budget | <u>\$3,243,458</u> |
| Change | +\$17,858 |

| | |
|-------------------------|--------------------|
| Original Expense Budget | \$3,141,709 |
| Revised Expense Budget | <u>\$3,144,735</u> |
| Change | +\$3,026 |

****Note: Stage 4 Water Restrictions would impact water revenue and the budget would have to be evaluated and adjusted accordingly. This budget has not been revised for Stage 4 water restrictions.**

Change in Water Fund Revenue Budget

Revenue:

| | |
|--------------------------------------|---------------|
| ▶ Increase in trash service accounts | +\$13,000 |
| ▶ Increase in wastewater revenue | +\$4,000 |
| ▶ <u>Misc./other</u> | <u>+\$858</u> |
| Total Net Change Revenue | +\$17,858 |

Change in Water Fund Expense Budget

Expense:

| | |
|--|-----------------|
| ▶ Meter costs commercial/residential growth | +\$27,600 |
| ▶ Increase in customer accounts trash service | +\$9,300 |
| ▶ Reduction in professional fees | (\$6,968) |
| ▶ Reduction in Engineer fees | (\$2,000) |
| ▶ Reduced NTMWD costs from original estimate | (\$6,292) |
| ▶ Reduction equipment capital | (\$12,200) |
| ▶ Misc. /Other savings from position vacancies | (\$8,287) |
| ▶ <u>Misc other charges/credits</u> | <u>+\$1,873</u> |
| Total Net Change Expense | +\$3,026 |

Capital Improvements General Fund Projects

| | |
|----------------------|--------------------|
| Original Funding/Rev | \$1,495,370 |
| Revised Funding/Rev | <u>\$1,250,635</u> |
| Change | (\$244,735) |

| | |
|----------------------|--------------------|
| Original Expenditure | \$1,807,000 |
| Revised Expenditures | <u>\$2,844,786</u> |
| Change | +\$1,037,786 |

Capital Improvements – General Fund Projects

Funding Change:

| | |
|---|-----------------|
| TX Dot/RTR Funding recognized during FY 12/13 audit | (\$251,370) |
| Interest Capital Fund | <u>+\$6,635</u> |
| Total | (\$244,735) |

Expenditure Change:

| | | |
|--------------------------------|------------------|--|
| Fire Dept. Expansion | +\$409,486 | Estimate for FY 13/14 |
| W Lucas & CC Intersection | +\$95,300 | Carryover from Fiscal Year 12/13 – TX Dot Funded |
| Estates/Angel Parkway–Constr. | +\$450,000 | Pending CC appr 5–15–14 |
| Estates & Angel Parkway–Design | +\$70,000 | 1–16–14 CC approved |
| White Rock Bridge ROW | <u>+\$13,000</u> | 4–17–14 CC approved |
| Total | \$1,037,786 | |

Funding for Capital General Fund Projects

| | | |
|------------------------------|-----------------|---------------------|
| Fire Dept. Expansion | \$686,486 | 2011 CO |
| W Lucas & CC intersection | \$100,240 | RTR Funds |
| W Lucas & CC intersection | \$25,060 | Road Impact Fees |
| W Lucas FM 1378/2551 | \$1,200,000 | RTR Funds |
| W Lucas FM 1378/2551 | \$56,000 | Road Impact Fees |
| W Lucas FM 1378/2551 | \$244,000 | Collin County Funds |
| Estates/Angel Pkwy–Design | \$70,000 | Road Impact Fees |
| Estates/Angel Pkwy–Construc. | \$450,000 | Road Impact Fees |
| White Rock Bridge ROW | <u>\$13,000</u> | <u>GF Reserves</u> |
| Total | \$2,844,786 | |

Capital Improvements – Water Fund Projects

| | |
|----------------------|--------------------|
| Original Expenditure | \$1,476,633 |
| Revised Expenditures | <u>\$2,246,626</u> |
| Change | +\$769,993 |

Capital Improvements Water Fund Projects

Expenditure Change:

| | | |
|--|------------------|------------------------------|
| FM 2551 Gravity Sewer | \$70,000 | Carryover costs FY 12-13 |
| Stinson Water Line | (\$262,962) | Project came in under budget |
| Osage Water Project | +\$129,980 | Pending 5-15-14 CC approval |
| Rock Ridge Water Line(NTMWD constructed) Phase I | +\$500,000 | 12-19-13 CC approved |
| Shepard's Creek (Design) | +\$15,500 | 1-16-14 CC approved |
| Lost Valley (Construction) | +\$12,975 | 1-16-14 CC approved |
| Rock Ridge Phase II (Design) | +\$49,500 | 2-20-14 CC approved |
| White Rock Creek Bridge Water Line Adjust. | +\$230,000 | Pending 5-15-14 CC approval |
| FM 1378 abandoned 8 inch water line | <u>+\$25,000</u> | Pending 5-15-14 CC approval |
| Total | \$769,993 | |

Funding for Capital Water Fund Projects

| | | |
|---------------------------------|-----------------|-----------------------------|
| FM 2551 Gravity Sewer | \$70,000 | Developers Contributions |
| Stinson Water Line | \$1,195,371 | 2011 CO |
| Osage Water Line | \$38,422 | 2011 CO |
| Osage Water Line | \$91,558 | Develop Contrib. (Reserves) |
| Rock Ridge Phase I | \$455,755 | Water Fund Reserves |
| Rock Ridge Phase I | \$62,545 | Develop Contrib. (Reserves) |
| Shepard's Creek | \$15,500 | Develop Contrib.(Reserves) |
| Lost Valley | \$12,975 | Develop Contrib.(Reserves) |
| Rock Ridge Phase II | \$49,500 | Develop Contrib. (Reserves) |
| White Rock Creek Water Line Adj | \$110,000 | Develop Contrib. (Reserves) |
| White Rock Creek Water Line Adj | \$120,000 | Impact Fees |
| FM 1378 Abandoned Line | <u>\$25,000</u> | Develop Contrib. (Reserves) |
| Total | \$2,246,626 | |

Note: Water Fund Reserves were used to fund Sewer project in FY 12-13. Developers Contributions for sewer are used as Water Fund Reserves in FY 13-14.

Projected 2011 Co Balances as of 9-30-14

General Fund:

| | |
|-----------------------------|-------------------|
| Ending Balance 9-30-13 | \$2,757,222 |
| Minus expenditures FY 13-14 | <u>-\$686,486</u> |
| Remaining Balance 9-30-14 | \$2,070,736 |

Water Fund:

| | |
|-----------------------------|--------------------|
| Ending Balance 9-30-13 | \$1,233,793 |
| Minus expenditures FY 13-14 | <u>\$1,233,793</u> |
| Remaining Balance 9-30-14 | \$0 |

Projected Unrestricted Cash Balance as of 9-30-14

Prior to GASB 54 Fund Balance Policy Requirements:

| | | |
|---------------|-------------|-------------|
| General Fund: | \$5,069,579 | 16.1 Months |
| Water Fund: | \$3,593,462 | 15.6 Months |

After GASB 54 Fund Balance Policy Requirements:

| | | |
|---------------|-------------|-------------|
| General Fund: | \$3,152,272 | 10.0 Months |
| Water Fund: | \$2,196,095 | 9.6 Months |



**City of Lucas
Council Agenda Request
Meeting Date: May 15, 2014**

Name & Title of Requestor: Kathy Wingo – City Secretary

Agenda Item:

Adjournment.

Background Information:

N/A

Attachments/Supporting Documentation:

N/A

Budget/Financial Impact:

N/A

Recommendation:

N/A