

**FARMERSVILLE CITY COUNCIL
REGULAR SESSION AGENDA
July 14, 2015, 6:00 P.M.
Council Chambers, City Hall
205 S. Main Street**

I. PRELIMINARY MATTERS

- Call to Order, Roll Call, Prayer and Pledge of Allegiance
- Welcome guests and visitors: Anyone wanting to speak on any items that are not the subject of a Public Hearing on this agenda is asked to speak at this time, with an individual time limit of 3 minutes. This forum is limited to a total of 30 minutes. Please note that the City Council cannot comment or take any action on this item.
- Announcements relating to items of public interest: Announcements regarding local or regional civic and charitable events, staff recognition, commendation of citizens, traffic issues, upcoming meetings, awards, acknowledgement of meeting attendees, birthdays, and condolences.

II. CONSENT AGENDA

Items in the Consent Agenda consist of non-controversial or “housekeeping” items required by law. Council members may request prior to a motion and vote on the Consent Agenda that one or more Items be withdrawn from the Consent Agenda and considered individually. Following approval of the Consent Agenda, excepting the items requested to be removed, the City Council will consider and act on each item so withdrawn individually.

- A. City Council Minutes
- B. Police Department Report
- C. Code Enforcement/Animal Control Report
- D. Fire Department Report
- E. Municipal Court Report
- F. Warrant Officer Report
- G. Public Works Report
- H. Library Report
- I. City Manager’s Report

III. INFORMATIONAL ITEMS

These Informational Items are intended solely to keep the City Council apprised of the actions and efforts of the various boards and commissions serving the City of Farmersville. Council members may deliberate and/or request further information or clarification regarding any one or more of the items contained in this provision. City Council approval of, or action on, these items is not required or requested.

- A. FEDC (4A) Meeting Minutes
- B. FEDC (4A) Financial Report

- C. FCDC (4B) Meeting Minutes
- D. FCDC (4B) Financial Report
- E. Planning & Zoning Minutes
- F. Capital Improvements Advisory Commission Minutes
- G. Citizens Advisory Committee
- H. Sign Board of Appeals Minutes
- I. Parks Board Minutes
- J. Main Street Board Minutes
- K. Main Street Report
- L. Building & Property Standards Minutes
- M. TIRZ Minutes
- N. Library/Civic Center Board Minutes
- O. Farmersville Public Housing Authority
- P. North Texas Municipal Water District Board Agenda
- Q. Zoning Board of Adjustment Minutes

IV. PUBLIC HEARINGS

- A. Public Hearing to consider, discuss and act upon a Specific Use Permit on the property identified as Lot 2A, Block A of the Farmersville Original Donation, Farmersville, Collin County, Texas, more commonly known as 201 McKinney Street, Farmersville, Texas, to operate a “specialty food processing” business

V. READING OF ORDINANCES

- A. Second Reading – Consider, discuss and act upon an ordinance to amend Chapter 74 “Utilities” and adopting a new Article VI “On-Site Sewage Facilities” to update and adopt new rules for on-site sewage facilities consistent with the requirements of the Texas Commission on Environmental Quality

VI. REGULAR AGENDA

- A. Receive, discuss and act upon Requests for Qualifications for City Auditor
- B. Consider, discuss and act upon COBRA Continuation of Coverage Administrative Agreement with TML Multi-State Intergovernmental Employee Benefits Pool
- C. Consider, discuss and act upon an agreement with Collin County for jail services
- D. Consider, discuss and act upon an agreement with Collin County for dispatch services which includes the Virtual Private Network (VPN) agreement
- E. Consider, discuss and act upon Christi Adams resignation from the Farmersville Community Development Corporation Board

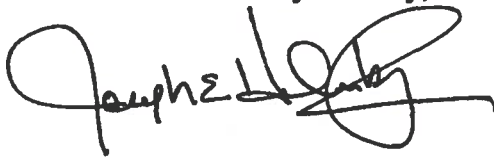
- F. Consider, discuss and act upon a replacement on the Farmersville Community Development Corporation Board
- G. Discuss potential change to the Zoning Ordinance and other City codes regarding alleys
- H. Consider, discuss and act upon bids for the Highway 78/Locust/Abbey Road wastewater project

VII. BUDGET WORKSHOP

VIII. REQUEST FOR CONSIDERATION OF PLACING ITEMS ON FUTURE AGENDAS

IX. ADJOURNMENT

Dated this the 10th day of July, 2015.



Joseph E. Helmberger, P.E., Mayor

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, including, but not limited to, Section 321.3022 (Sales Tax Information).

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 972-782-6151 or Fax 972-782-6604 at least two (2) working days prior to the meeting so that appropriate arrangements can be made. Handicap Parking is available in the front and rear parking lot of the building.

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in the regular posting place of the City Hall building for Farmersville, Texas, in a place and manner convenient and readily accessible to the general public at all times, and said Notice was posted July 10, 2015 by 5:00 P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.



Edie Sims, City Secretary





TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA - City Council Minutes

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.jsp

FARMERSVILLE CITY COUNCIL
MEETING MINUTES
April 28, 2015

The Farmersville City Council met in regular session on April 28, 2015 at 6:00pm in the Council Chambers at City Hall with the following members present: Mayor Helmberger, John Klostermann, Michael Hesse and Jim Foy. Councilmembers absent was John Politz and Russell Chandler. Staff members present were City Manager Ben White, Police Chief Mike Sullivan, Fire Chief Kim Morris, City Attorney Alan Lathrom, Finance Director Daphne Hamlin, Librarian Trisha Dowell, Main Street Manager Adah Leah Wolf and City Secretary Edie Sims.

Item I) CALL MEETING TO ORDER, ROLL CALL

Mayor Helmberger called the meeting to order. Edie Sims called the roll and announced a quorum was present. Mayor Helmberger welcomed all guests and visitors. Jim Foy offered the invocation with Mayor Helmberger leading the audience in the Pledge of Allegiance to the American Flag and the Texas Flag.

Mayor Helmberger proclaimed May as Motorcycle Safety and Awareness month. Pictures were taken with the local motorcycle group.

Adah Leah Wolf came and received the proclamation dedicating the month of May as Preservation Month in Farmersville.

Mayor Helmberger proclaimed April 25, 2015 as Joe Hayes Day.

Item II – A) CONSIDER, DISCUSS AND ACT UPON CITY FINANCIAL REPORTS

Mayor Helmberger responded to the note on the Financial Memo regarding the TIRZ account. The TIRZ account received \$34,714.29 from the City of Farmersville. Collin County will send a follow up check in the amount of \$4,838.47. After 3 years of having the TIRZ account, the balance is now approximately \$53,000.

Jim Foy noted the permit revenues were impressive and seeing growth. Michael Hesse motioned to approve the City Financials as presented with John Klostermann seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes and Jim Foy yes. Motion passed with full Council approval.

ITEM II – B) RECEIVE ENGINEER PRESENTATIONS FROM KIMLEY-HORN AND ASSOCIATES INC. (KIMLEY-HORN) AND LOCKWOOD, ANDREWS & NEWNAM, INC (LAN) REGARDING ENGINEERING SERVICES FOR THE WASTEWATER TREATMENT PLANT PROJECT

Mayor Helmberger recused himself from this item. Jim Foy, Mayor Pro-Tem, took over the proceedings. City Manager Ben White instructed the presenters of the process. A group will be brought outside the Council Chambers while the other firm introduced their presentation. Each presenter will have 10 minutes for their presentation and then the Council will take 10 minutes for a question and answer session.

Kimley-Horn was asked first through alphabetical choosing. Jeff James, Project Manager, began his presentation showing a power point presentation. With a cost-savings mindset, Mr. James' firm introduced an idea to utilize the existing sewer plant. He also proposed an alignment for the interceptor line along the existing creek to the new

sewer plant location south of the City. He proposed a 1,000,000 gallon capacity phase at the new 10 acre site and allow to grow in phases.

Eddy Daniel, City Engineer with Daniel & Brown, Inc., informed the Council as part of the WWTP Evaluation Team, he has reviewed all the information and verified Kimley-Horn's references. All checked positively.

City Manager Ben White questioned for the citizens regarding smell, noise and traffic issues. Mr. James stated his firm has not only performed this type of project, but has worked well with these issues. He is focused and in tune with the needs of the public. Once the sewer plant is in place, the public will not be aware of the plant's existence with the latest odor technology that has been improved over the past few years. All these factors will be taken into consideration when the plant and interceptor line is being designed.

Eddy Daniel questioned the timing factor. Mr. James stated his firm and team is ready to begin this project when the City is ready. His team researched and found the City has already attained funding through the Texas Water Development Board. This is a huge step in moving forward that the City has already undertaken. Mr. James also informed the Council his staff is very flexible and can start tomorrow if ready. Since the City has taken the largest time factor out of the equation, the next and longest step will be attaining easements along the alignment.

Jim Foy questioned how the design is different from another firm's design. Mr. James explained all customers are different and equal. His firm has handled many wastewater treatment facilities the same size as Farmersville's and has a working understanding of the needs of Farmersville individually. Easements were also questioned. His firm is capable of handling attaining all easements.

The next team to discuss their presentation was Terrace Stewart with LAN. Seth Cooksey would be the Project Manager for this project. Mr. Stewart began his presentation by stating his firm has worked extensively with North Texas Municipal Water District. Phase 1 would include a 1,000,000 gallon capacity plant. Phase 2 would allow adding capacity to the plant.

A traffic control engineer will be utilized through this project to ensure the safety of the public and construction workers throughout this project life. Also, odor will be controlled and aesthetics will protect the plant from the residents in the near area. Mr. Stewart also encouraged the Council that noise will also be greatly paid attention to during the time of construction.

Eddy Daniel questioned the timeframe for the construction to begin with Mr. Stewart stating approximately 12-15 months. The planning process can begin immediately. LAN is fully staffed for in-house right-of-way and easement acquisitions. Timing is being factored in for condemnation issues should they occur.

Jim Foy questioned if the current plant would be decommissioned once the new plant was activated. Mr. Stewart replied the current plant can be reutilized and supplement the new facility.

The Council discussed LAN's presentation. City Manager Ben White stated the Evaluation team analyzed the information from all the Request for Qualifications. A weighted matrix was used to grade each RFQ based on several criteria. Kimley Horn scored 1530 whereas LAN 1488. The other RFQ's scores fell 1262, 1247 and 899. The Evaluation Team felt it best for the Council to make the final selection.

The chosen team will be offered the opportunity to negotiate their contract with the City. The Council presently cannot discuss the contract or fees as this is part of the negotiation process. The Farmersville Economic Development Corporation is funding most of the fees for this portion of the project.

City Attorney Alan Lathrom indicated if the Council is unable to reach an agreement with the candidate, the candidate would need to be formally rejected and offer negotiations to the next firm.

Michael Hesse requested Eddy Daniel's advice. Both firms are qualified; however Kimley Horn had the highest ranking through the weighted matrix and recommended offering negotiations to Kimley Horn. Both presentations were expressed differently yet both were consistent with the needs of the City. With the City already utilizing funds and having the process through Texas Water Development Board underway, the timing factor has been lessened. Council discussed further the differences of the presentations and specifically how the existing plant was discussed. Both presenters spoke of aesthetics and other factors such as odor and traffic. Jim Foy stated he preferred Kimley Horn's answer of utilizing the existing plant. Eddy Daniel stated he preferred Kimley Horn's use of capital assets we already have. Mr. White stated he like having backup capability with the old plant. Kimley Horn showed a higher score through the weighted matrix although both are very qualified. There was also a great attention to cost and cost-convenience from Kimley Horn. Kimley Horn expressed their efforts in preparation.

John Klostermann motioned to begin negotiations with Kimley Horn with Michael Hesse seconding the motion. Motion carried unanimously.

ITEM II – C) CONSIDER, DISCUSS AND ACT UPON MAINTENANCE ACTIONS PROPOSED ON THE TEXAS NEW MEXICO TRANSMISSION LINE SUPPLYING ELECTRICITY TO THE FARMERSVILLE ELECTRIC SUBSTATION

City Manager Ben White informed the Council of maintenance on the transmission lines being performed by Texas New Mexico Power. This transmission line will use the interconnection with Sharyland which may affect the City of Farmersville on the west side. A debriefing will be held next Monday, but the maintenance should be for one day only. Testing will occur before the switch is made. This means we will be temporarily switched to Sharyland until after the maintenance is complete, then switched back for normal service. Mr. White stated he will monitor the rates charged by Sharyland. Jim Foy noted Sharyland currently is involved in a lawsuit regarding transmission charges and doubling the bills. No action was taken by the Council.

ITEM II – D) CONSIDER, DISCUSS AND ACT UPON MATERIAL USED TO CONSTRUCT FIRE LANES

Mayor Helmberger requested this item to be discussed due to the recent request from the School District. Fisd has requested the Council grant a variance to allow gravel to be used rather than concrete for the parking area. The future plans show the area to be developed into another section of the school. If concrete is placed, then the concrete would be removed in the near future. Per the City's ordinances, concrete is required. Collin County Fire Marshal's office has agreed to allow the gravel parking area even though our ordinances state concrete.

City Attorney Alan Lathrom indicated the Council could amend with portion in conjunction with the International Fire Code to state "or other approved surface" and have approved by the City. No further action was taken on this matter.

ITEM II – E) CONSIDER, DISCUSS AND ACT UPON ADOPTION OF LIFE, SAFETY AND HEALTH INSPECTION FOR RENTAL AND RESIDENTIAL PROPERTY

Mayor Helmberger opened this item stating the he had a concern of residential property and having the property inspection for health and safety purposes prior to having the structure occupied. This does not relate to rental properties only but any property that may have an issue regarding the safety and well-being of the residents. Mayor Helmberger also stated he is for private property rights, but dilapidated structures are a concern.

City Manager Ben White offered information regarding how the City of Commerce handled property issues. The City of Garland has set a legal precedence as well to abate dilapidated properties. The Property Maintenance Code is invoked to build upon our existing Code. Mr. White indicated the City currently issues a permit when a residential structure is built, but not a Certificate of Occupancy each time the occupancy changes. The City does attain a Certificate of Occupancy when businesses change to ensure the codes are met for the specific use. After a residential structure is built, there are no inspections coming forward other than code enforcement issues as seen from the outside. If a complaint is brought to our Code Enforcement Officer inviting her in, the City does not have the right to inspect inside a structure. Renters have the power if there are structural issues that are inappropriate which constitutes the Property Maintenance Code to be invoked.

Mayor Helmberger encouraged this dialogue to continue with a meeting of local property owners who have rental properties. Landlords will be invited to this upcoming meeting to discuss this topic. Mayor Helmberger encouraged the use of a "life safety inspection" to help address issues within residential structures. Mayor Helmberger's intent is to make Farmersville a safe place to live. Jim Foy stated he was at a conference recently in Sulphur Springs where code enforcement was attributed to improving their downtown area.

Michael Hesse stated he wants to have a positive experience and make a safer environment to live. Jim Foy stated we may not need a new ordinance, just enforce what we currently have. Maybe enhance how to enforce the current ordinances would be

helpful. After the meeting with property owners, Mayor Helmberger stated this item will be brought back to the Council for an update or discussion.

ITEM II – F) DISCUSSION RELATED TO CONSTRUCTION OF THE HERITAGE MUSEUM

Janis May, Chairman of the Farmersville Heritage Museum Board, came before the Council informing of construction beginning at the museum site at the Onion Shed #2 site. Ms. May stated until a variance is settled, the contractor would like to continue working on the structure by improving the roof.

Mayor Helmberger questioned how the fundraising for the museum was coming along with Ms. May stating very well. There is a concern of the funding being used quicker than anticipated due to the condition of the structure. Currently the floor, railing and ADA compliant ramp has been installed. There has been enough funds through fundraising to complete the first 3 phases of the project which will construct the interior walls and dry in the facility.

The funds required to complete the project will be \$150,000. This will be the overall project amount for all 5 phases and construction will continue as funding allows.

The windows will not be functional and the exterior structure is expected to be completed by Fall or Winter. Mayor Helmberger suggested removing the Onion Shed from the City's ownership however the City could provide electricity and water to offer support.

ITEM II – G) UPDATE ON CHAPARRAL TRAIL PROJECTS

City Manager Ben White stated the Open Space Grant is progressing on the Chaparral Trail with bollard configurations and having installed at the 4.5 mile marker and road crossings. There is also new benches, trash cans, storm water ditches and decomposed granite being installed. Kiosks will be next. Eddy Daniel stated everything else is being completed in a timely manner. The kiosks are being ordered now. Trash cans and benches are being anchored. The decomposed granite must wait until the ground dries after the rains.

ITEM II – H) UPDATE ON STREET, WATER AND WASTEWATER GENERAL OBLIGATION BOND PROJECTS

City Manager Ben White informed the Council the bonding company is preparing for the last letting of the bond this summer. The waterline/sewer project on South Washington and Side Nelson is now ready for asphalt. There were many infrastructure issues that were improved before the street project could be completed. Mr. White stated the overlay project on Sid Nelson from South Washington to Hamilton Street is next on the list. If funding allows after this project, Locust Street will be done with curbs. If the Council desires to not install curbs on Locust to save money, that will be accomplished as well. With curbs though, it helps with storm water dramatically unless there are defined ditches. Mr. White encouraged the installation of curbs.

The gravity main project on Locust Street will be following. Jim Foy stated there are only 2 homes and 2 churches affected by this improvement and Locust are sparsely

populated. Mr. Foy questioned if the funds on Locust could be reutilized on heavier used streets.

Mayor Helmberger questioned Orange Street. Also there are significant cracks on Beech and North Central. Mr. White indicated Orange Street has more than cracks, it failed on both sides. A 2" overlay was installed with no curbs and the area is terrible. Jim Foy stated he would rather see funds used on Jackson and North Washington as these streets impact more people than Locust. Eddy Daniel stated Orange Street will be partially funded by Collin County, but they have not done their part yet. The subgrade will need to be investigated and planned. The ditches can be formed and further defined which will offer the remaining funds toward Jackson Street.

City Manager Ben White stated the next water project will be on Rike, Houston and Austin Street. This is a big priority to loop the water lines. Maple Street should be added for a 2" galvanized line replacement. The scope of the project will need to be changed.

ITEM II – I) UPDATE ON HIGHWAY 380 PROJECT

City Manager Ben White indicated the ramp work is being done by TxDOT. One half of the railroad bridge is being installed. There is a bridge super structure being built with the second railroad bridge to be completed in June 2015. The second railroad bridge will affect the Main Street crossing in July. There is definite progress.

ITEM II – J) UPDATE ON COLLIN COUNTY DISPATCH SERVICES

Mayor Helmberger stated he will be meeting with the County Judge Friday, May 1st. At the most recent meeting, there was not input from the County regarding the dispatch situation. There is much talk about regionalization but nothing concrete. A meeting is scheduled with Sheriff Box the following Friday and this topic will be continued. Candidate for Sheriff Jim Skinner has the same viewpoint as Sheriff Box to disband the dispatch for area cities.

ITEM II – K) RECEIVE, DISCUSS AND ACT UPON INFORMATION REGARDING PLATTING, PERMITTING AND APPLICATION OF THE INTERNATIONAL CODES IN THE CITY'S EXTRATERRITORIAL JURISDICTION, AND THE "CITY-COUNTY PLAT APPROVAL AGREEMENT (EXCLUSIVE CITY CONTROL)" ("1445 AGREEMENT") PREPARED BY COLLIN COUNTY AND ENTERED INTO BY AND BETWEEN COLLIN COUNTY AND THE CITY

City Attorney Alan Lathrom stated he will check to see if a General Law city can follow the same proceedings as Frisco to make the City-County Plat Approval Agreement enforceable. A letter has been requested to the Attorney General's Office for an opinion on this matter from the Collin County Auditor. However, the letter was submitted from the Home Rule perspective.

City Manager Ben White stated he is experiencing different things that are impacting Farmersville. We must continue to push this topic to come to a resolve. Our City has signed an agreement for platting and related permits. The City has also adopted ordinances regarding building permits within our Extra Territorial Jurisdiction (ETJ).

A property that is platted within our ETJ must fall into our Subdivision Ordinance requirements. Mayor Helmberger will also be meeting with the Mayor of McKinney.

III) – EXECUTIVE SESSION

An Executive Session was not required.

IV) – RECONVENE FROM EXECUTIVE SESSION

An Executive Session was not required.

V) – REQUEST FOR CONSIDERATION OF PLACING ITEMS ON FUTURE AGENDAS

No one requested any items to be discussed for future agendas.

ITEM VI) ADJOURNMENT

Council adjourned at 8:08pm.

APPROVED

ATTEST

Joseph E. Helmberger, P.E., Mayor

Edie Sims, City Secretary

FARMERSVILLE CITY COUNCIL
MEETING MINUTES
May 12, 2015

The Farmersville City Council met in regular session on May 12, 2015 at 6:11pm in the Council Chambers at City Hall with the following members present: Mayor Joe Helmberger, John Klostermann, Michael Hesse, Jim Foy and Russell Chandler. Councilmember absent was John Politz. Staff members present were City Manager Ben White, Police Chief Mike Sullivan, Fire Chief Kim Morris, City Attorney Alan Lathrom, Warrant Officer Rick Ranspot, Assistant to the City Manager Paula Jackson, Librarian Trisha Dowell, Main Street Manager Adah Leah Wolf and City Secretary Edie Sims.

Item I) CALL MEETING TO ORDER, ROLL CALL

Mayor Helmberger called the meeting to order. Edie Sims called the roll and announced a quorum was present. Mayor Helmberger welcomed all guests and visitors. Jim Foy offered the invocation with Mayor Helmberger leading the audience in the Pledge of Allegiance to the American Flag and the Texas Flag.

Mayor Helmberger announced the annual Taste of Farmersville sponsored by the First United Methodist Church on May 23rd at the Onion Shed from 4pm-7pm.

Mayor Helmberger also announced the annual Yards of Yard Sales sponsored by the Farmersville Chamber of Commerce on June 6th.

Item II) SWEARING IN COUNCIL MEMBERS AND REORGANIZE CITY COUNCIL

Councilpersons John Klostermann, Michael Hesse and Leaca Caspari were sworn into office by City Secretary Edie Sims. Council took their respective seats with a plaque and appreciation be given to outgoing Councilman Russell Chandler.

With the change being made, Mayor Helmberger requested Jim Foy to continue serving as Mayor Pro-Tem and volunteered Michael Hesse as Council Treasurer. John Klostermann motioned to make said appointments with Leaca Caspari seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

Item III) CONSENT AGENDA

Mayor Helmberger announced the items on the Consent Agenda. With no one requesting any items to be pulled for discussion, Michael Hesse motioned to approve the Consent Agenda as presented with Jim Foy seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

Item IV) INFORMATIONAL ITEMS

Council did not request any information or clarification regarding Informational Items.

ITEM V – A) PUBLIC HEARING TO CONSIDER, DISCUSS AND ACT UPON A ZONING CHANGE ON APPROXIMATELY 0.741 ACRES OF LAND, MORE OR LESS, FROM SINGLE-FAMILY 2 (SF-2) DISTRICT USES TO MULTI-FAMILY 1 (MF-1) DISTRICT USES FOR A DEVELOPMENT LOCATED AT OR ABOUT THE SOUTHEAST CORNER OF LINCOLN AND CANDY STREETS ALSO KNOWN AS THE WHITAKER ADDITION, BLOCK 1, LOT 1 IN THE W.B. WILLIAMS SURVEY, ABSTRACT A952 OF FARMERSVILLE, COLLIN COUNTY, TEXAS

Mayor Helmberger opened the Public Hearing at 6:19pm and asked for those FOR the zoning change request to come forward. Nancy Gooch, residing at 2724 FM 36, Merit, Texas, came forward. Mrs. Gooch and her husband are the prospective owners and developers of the property. The intent is to build a quad-plex that meets a great need for senior adults with a 2 bedroom/1 bath apartment of approximately 1,000 square feet of living space. The proposed space will be of high quality at an affordable price. There have not been any structures on the property for at least 10 years. The quad-plex will be an improvement to the property, area and to the City. A builder and engineer have been secured to design the structure and plan for proper drainage which will improve the property. There are also plans for a community garden. Parking will be a covered area, but not enclosed. The plan is to accommodate seniors but the residents will not be limited to seniors only.

No one else came before the Council expressing their views FOR the project. Mayor Helmberger then requested those OPPOSING the zoning change request to come forward.

Steve Mitchell, residing at 119 N Johnson, stated he is not in favor of this zoning change and development due to the size of streets which are basically a width for one lane of traffic. Candy Street is also one lane from Lincoln to Hamilton and does not have a quality surface. The alley on the South side is gravel and mud. The entire area of streets/alleys is not well surfaced to uphold service vehicles. There is also a concern regarding the drainage as drainage ditches are almost non-existent.

Tommy Gilbert, residing at 120 N Hamilton, stated he opposes the zoning change and development. The area was very controversial when he built his home on North Hamilton due to Candy Street being dirt and gravel which is an alley beside his home. Drainage is another huge issue. With the recent rains, his back yard has been flooded and the water flow comes from this particular lot as there are not drainage ditches to carry the flow of water. If a structure is placed on this property, the drainage issue will become a larger problem. If the streets are not widened, the area will not support the services required for the residents.

Eva Barton, residing at 949 Highway 78 South, stated she owns property at 106 Lincoln Street. Having a quad-plex on this particular property will constitute too much traffic for the existing streets. Water run-off is another issue. It is a wonderful idea, but needs to be somewhere else.

With no one else coming forward, Mayor Helmberger closed the Public Hearing at 6:28pm.

City Manager Ben White indicated the same issues and concerns were discussed at the Planning and Zoning Commission; however P&Z approved the zoning change request. Mr. White continued the streets are indeed narrow. Drainage issues have not been turned into the City, but will investigate. At one time, there were three structures on this particular property which has since been replatted to be one lot.

Mayor Helmberger noted the replatting process included dedication of right-of-ways which is currently 20'. Candy Street is actually considered an alley and the alley south of the property has never changed from dirt and some rock. Mr. White added the lot would be very slim if expanding the streets and therefore rendering the lot unusable.

Mayor Helmberger also expressed concerns of runoff and would not have changed from three houses to one quad-plex. Mr. White also added concrete would be used rather than having a gravel driveway per our current ordinance. Jim Foy stated he agreed the need exists and like the need to accommodate seniors; however, he did not believe this location was the place for this type of development. Once the zoning has been changed, it opens opportunity to other types of multi-family. The next owner could have more living quarters which will create a larger problem for the streets in the future. The streets are not sized to accommodate this much traffic and service vehicles. Due to the street widths, the zoning of multi-family being open to others rather than specifically seniors and the opposing neighbors, Mr. Foy stated he would not be in favor of the rezoning request.

Leaca Caspari expressed her concern of the rezone if the Gooch's ownership changes. Also given the neighborhood's objections, she would not support this request. With that stated, Jim Foy motioned to deny the zoning request with Michael Hesse seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM V – B) PUBLIC HEARING REGARDING SUBMISSION OF NOMINATION TO CREATE A NATIONAL REGISTER OF THE FARMERSVILLE COMMERCIAL HISTORIC DISTRICT

Main Street Manager Adah Leah Wolf introduced Mary Tate who has performed a large amount of the research in preparing the National Register of the Farmersville Commercial Historic District. Mrs. Tate stated she has worked on this project for her Master's Degree. After submitting the information, she has been requested to make changes to reduce references. The National Register committee will perform a visit of each building. There will also be Main Street District lines redrawn to include the Cotton Gin. Adah Leah Wolf thanked the Farmersville Community Development Corporation for funding this project.

Mayor Helmberger opened the Public Hearing at 6:42pm and asked for those FOR the submission to come forward. Diane Piwko, residing at 200 McKinney Street, asked for the Council to continue moving this project forward.

Chris Grupido, owner of Charlie's stated he and Heather just purchased the Cotton Gin and wanted to ensure any changes made to their newly purchased property would not hinder them from proceeding to pursue their plans for the property. Adah Leah Wolf declared the changes to the National Register would not affect their plans for the property.

Mayor Helmberger asked for those OPPOSING the National Register submission to come forward. With no one coming forward, Mayor Helmberger closed the Public Hearing at 6:45pm.

Adah Leah Wolf also informed the Council of Matt Busby's contribution describing the boundary description and Jack Smith's time for taking the photographs.

ITEM VI – A) RECEIVE REQUEST FOR PROPOSALS FOR AUDITOR SERVICES AND CONSIDER, DISCUSS AND ACT UPON AWARDING THE AUDITOR CONTRACT THROUGH A LETTER OF UNDERSTANDING

Mayor Helmberger noted the City received only one response for the Request for Proposals. Other auditors were contacted to submit a proposal. Mayor Helmberger felt the City needs a fresh look at the books and requested the notice be re-publicized. Council concurred they would like to see more than one proposal and suggest expanding the invitations. Jim Foy motioned due to lack of proposals, to deny the one as presented with John Klostermann seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM VI – B) CONSIDER, DISCUSS AND ACT UPON A PROPOSAL TO AMEND THE COMPREHENSIVE ZONING ORDINANCE TO ALLOW AN EVENT CENTER AS AN APPROVED LAND USE

City Manager Ben White indicated a business has made a request to have an event center in the Highway Commercial District which our Zoning Ordinance currently does not allow. If someone wished to hold a simple wedding at a location other than a church or chapel, our Zoning Ordinance does not accommodate such an event. City Attorney Alan Lathrom indicated he was asked to present an ordinance and submit it to the Council to direct the Planning & Zoning Commission to revise and adjust the ordinance to see if an allowance can be made for this type of use. There was a question regarding fees for admission for fundraising uses which needs to be addressed. Another question was raised why the City might allow this type of use and still require a Specific Use Permit. Mr. Lathrom replied the SUP process will cover additional items of concerns due to the nature of this business to include traffic and other requirements. Due to the varying sizes of events, the Police Department would need to be, minimally, included to be prepared. Jim Foy noted the use should also be for Commercial and Light Industrial

Districts and not just to Highway Commercial zones only. Council concurred to submit the ordinance to the Planning & Zoning Commission for their recommendation.

ITEM VI – C) REORGANIZE BOARDS AND COMMISSIONS AND APPOINT A COUNCIL LIAISON TO EACH BOARD AND COMMISSION RESPECTIVELY

Mayor Helmberger recommended the following appointments for Council Liaisons: Leaca Caspari to the FCDC; Jim Foy to the Parks & Recreation Board, Fire Department and Farmersville ISD; John Politz to the Building and Property Standards Commission; Mayor Helmberger to the FEDC; John Klostermann to the Planning and Zoning Commission and the Senior Citizens Advisory Committee; and Michael Hesse to the Library/Civic Center Board.

Mayor Helmberger also suggested appointing Jason Lane to the FEDC; Christi Adams, Mike Goldstein and Kim Potter to the FCDC; Wyndi Veigel to the Library/Civic Center Board; Glenda Hart, Kim Potter and Kim Smith-Cole to Main Street Board; Glenn Bagwell to the Building & Property Standards Commission; Suzie Grusendorf and Bettye Petreeto to the Parks & Recreation Board; Patricia Jablonski for the Senior Citizens Advisory Committee; no action on the TIRZ Board and finally Wayne May appoint to the NTMWD Board of Directors.

Leaca Caspari expressed concern regarding only one applicant applying for boards and the same individual is appointed to other boards as well. Ms. Caspari stated she would rather postpone the appointments and encourage more applicants and not limit with board duplications. Ms. Caspari also stated she would assist with direct contacts in an effort for more volunteers.

Jim Foy motioned to appoint the Council Liaisons only and delay the other appointments until the next meeting. Michael Hesse seconded the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

Mayor Helmberger recused himself from the meeting for the next agenda item at 7:02pm. Mayor Pro-Tem Jim Foy administrated the meeting for the next item.

ITEM VI – D) RECEIVE PLANNER PRESENTATIONS FROM HALFF ASSOCIATES, INC. AND THARP PLANNING GROUP REGARDING PLANNING SERVICES FOR THE TOWNE CENTRE PROJECT

City Manager Ben White instructed the presenters they were allowed 10 minutes to offer their presentation to the Council. The Council would then have 10 minutes to ask questions.

Francois DeKoch and his team from Halff and Associates were the first presenters (alphabetically chosen). Mr. DeKoch stated he and his team want to make the vision of the Towne Centre real. With multiple staff, he felt his team can offer a great deal to the City of Farmersville with background making a catalyst of projects a reality. He also described Halff and Associates as having a broad range and depth of knowledge

necessary for this type of project. One team member would work with the City on pre-planning and implementation. Another would assist with market analysis.

Jim Foy questioned how Halff and Associates would bring stakeholders on board with the project. Mr. DeKoch stated the vision is based on values. By completing a market analysis and working with the stakeholders, he felt the constraints could be overcome. This also means working with what the City already has and grow from that. The Chaparral Trail is a great destination along with the historical downtown. These are assets with which to base the remainder of the vision.

A Charrette would also be prepared with maps and concept plan to discuss with the stakeholders and engage with discussions of preparations of how the Plan will affect property owners and other groups to provide input.

Mr. DeKoch stated he has a team on the ground and ready for action. His team can create a market with destination concepts. Mr. DeKoch also stated the townscapes are timeless principles that meet a great value to the community.

Janet Tharp with Tharp Planning Group offered their presentation to the Council. With her firm completing the Comprehensive Plan for the City of Farmersville recently, Ms. Tharp stated she felt her firm was very in tune with the City's needs. This would include an open discussion with the people who live here.

Leaca Caspari stated she was on the Planning & Zoning Commission when the Comprehensive Plan was developed. Her question, what is the difference between then and now? Ms. Tharp stated there is a small are plan with greater detail and is more design oriented. Ms. Tharp also stated she has the staff to perform a market analysis and will work with those resources.

Jim Foy asked how the stakeholders would be brought on board with the project. Ms. Tharp replied through numerous workshops, working with civic organizations and her team is willing to spend the time needed to visit with each and every stakeholder. This time would also be spent to test ideas from the stakeholders and achieve their involvement through a Charrette.

The scope is broad, but Ms. Tharp expressed she felt her team could have a plan within 6-9 months. The vision per the Tharp Planning Group would phase for 2 years, then 5 years and ultimately 10 years. Ms. Tharp stated she works with Kimley-Horn who can assist with resources for economic analysis.

City Manager Ben White stated the Evaluation Committee reviewed only two Request for Qualifications. The Farmersville Economic Development Corporation is funding the project through Council approval and support.

A weighted matrix was used to score the RFQ's. Halff and Associates scored 389 while Tharp Planning Group scored 295.

Unless the Council disagrees, Mr. White recommended going forward with Halff and Associates. The Council can proceed without a vote but recommend consent to choose one firm to go into negotiations. Typically the negotiations will further the Council to approve a Contract.

Council concurred to offer negotiations to Halff and Associates for the Towne Centre planning project.

Mayor Helmberger returned to the meeting for the next agenda item at 8:08pm.

ITEM VI – E) RECEIVE PLANNER PRESENTATIONS FROM HALFF ASSOCIATES, INC. AND MESA REGARDING PLANNING SERVICES FOR THE JW SPAIN ATHLETIC COMPLEX PROJECT

City Manager Ben White instructed the presenters they were allowed 10 minutes to offer their presentation to the Council. The Council would then have 10 minutes to ask questions.

Lenny Hughes and his team from Halff and Associates were the first presenters (alphabetically chosen). Mr. White indicated the planning and the site are limited to the Spain Athletic Complex only. Mr. Hughes expressed Halff and Associates has extensive experience in the planning and design of athletic complexes across the State and has proudly assisted multiple communities within Collin County. The time period expected to have a plan ready for action is 5 – 6 months. Mr. Hughes also expressed his team will produce a plan in three phases, one short-term, one mid-term and one long-term phase. There is a great need for soccer fields. The long-term phase will include funding and Halff and Associates has their own grant writing team in-house. The costs estimates will be detailed over a 5 year period.

Fred Walters with MESA Design Group offered his presentation to the Council stating the site is a key destination facility. The time period would be 1-2 months for planning and analysis of the project with public input. The Master Plan would take approximately 4-6 months. Mr. Walters stated his firm is extremely well versed in construction methods, documentation and project management.

Mr. Walters stated he would also include the Parks Staff, Parks Board in the workshops with the citizens. Mr. Walters stated it is very important to include the public and receive their comments and suggestions. Mr. Walters questioned if his presentation would be received as he noted the Parks and Recreation Board had made a recommendation for his competitor in their minutes.

City Manager Ben White discussed the evaluation teams with the City Council. The Evaluation Committee reviewed five Request for Qualifications. The Farmersville Community Development Corporation is funding the project through Council approval and support.

A weighted matrix was used to score the RFQ's. The Evaluation Committee whittled the RFQ's from 5 to 2. Halff and Associates scored 982 while MESA scored 867. Based on the scoring and the Evaluations Teams recommendation, Mr. White recommended offering negotiations to Halff and Associates.

Mayor Helmberger stated he would like to review the two RFQ's and return this item to the next Council meeting as opportunities are good from both presentations. Council concurred.

ITEM VI – F) UPDATE ON COLLIN COUNTY DISPATCH/COMMUNICATION SERVICES

Police Chief Mike Sullivan reported no new information regarding the dispatch services through Collin County. If the area cities are regionalized, the cities would need to piggyback on the County's channels. This is the biggest piece and the highest cost for frequency opportunities. If Collin County removes Homeland Security from their building, there would be room to expand the dispatch center by 2019, but this idea is not foreseeable.

Princeton is hosting a meeting on May 29th to discuss choosing a consultant with 7 of the area cities. Sheriff Box has agreed to show a report of why the changes are being pressed.

One minor victory in this saga has been one channel that the County will be releasing could be available to cover our entire area. There are no licenses available and no room for Public Safety Answering Point (PSAP). All grants are focusing on regionalization. Collin County's intention is to not cover police and they really are not interesting in covering fire, but are being forced to cover.

ITEM VI – G) RECEIVE, DISCUSS AND ACT UPON INFORMATION REGARDING PLATTING, PERMITTING AND APPLICATION OF THE INTERNATIONAL CODES IN THE CITY'S EXTRATERRITORIAL JURISDICTION, AND THE "CITY-COUNTY PLAT APPROVAL AGREEMENT (EXCLUSIVE CITY CONTROL)" ("1445 AGREEMENT") PREPARED BY COLLIN COUNTY AND ENTERED INTO BY AND BETWEEN COLLIN COUNTY AND THE CITY

City Attorney Alan Lathrom all cities in Collin County signed a 1445 Agreement giving authority to the cities to enforce control within the city's Extra Territorial Jurisdiction (ETJ) including plats, subdivisions and codes. The agreement indicates the City has control of enforcement within the ETJ. There is an ongoing battle between some cities and Collin County. The County has expanded services to issue permits under the International Fire Code and for On Site Sewage Facilities. They also are reviewing and issuing permits for the National Flood Insurance Program under the Vested Rights Act.

Collin County wants to pick and choose who and how they govern the areas while the cities are fighting for their rights adjacent to their cities. Collin County has requested an Attorney General's Opinion for home-rule cities. Lakewood Village has filed with the

Supreme Court of Texas. There is also a conflict of opinion with the Dallas Court of Appeals that cities enforce codes within their ETJ and related permitting.

Currently, the City has permitted structures within the ETJ, even if platting is not required. The County has limited cities to continue this practice under the present leadership. Suboptimizing is a detriment to everyone and there needs to be a change of philosophy. Mr. Lathrom indicated he is preparing a brief to the Attorney General's Office regarding General Law cities. The Texas Municipal League should also be involved with this battle as well.

One option would be to tweak our Subdivision Ordinance to require all properties be platted, hence the City would then be allowed to enforce all permits within the platted area.

ITEM VI – H) UPDATE REGARDING PIPE REPLACEMENT PROGRAM THROUGH ATMOS ENERGY

Per a letter (included with the Council packet) from Atmos Energy, the pipe replacement program has been completed in Farmersville. There were segments of pipe replaced based on various factors, not just pipe material. This replacement is to help with an ongoing effort to provide a safe delivery system of natural gas.

ITEM VII) REQUEST FOR CONSIDERATION OF PLACING ITEMS ON FUTURE AGENDAS

Mayor Helmberger requested the Council to discuss transferring the Onion Shed ownership to the Farmersville Heritage Museum.

John Klostermann requested the Council to discuss updates regarding ADA compliancy.

ITEM VI) ADJOURNMENT

Council adjourned at 9:26pm.

APPROVED

ATTEST

Joseph E. Helmberger, P.E., Mayor

Edie Sims, City Secretary

FARMERSVILLE CITY COUNCIL
MEETING MINUTES
May 26, 2015

The Farmersville City Council met in regular session on May 26, 2015 at 6:00pm in the Council Chambers at City Hall with the following members present: Mayor Helmberger, John Politz, Michael Hesse, Leaca Caspari and Jim Foy. Councilmember absent was John Klostermann. Staff members present were City Manager Ben White, Police Chief Mike Sullivan, Fire Chief Kim Morris, City Attorney Alan Lathrom, Finance Director Daphne Hamlin, Librarian Trisha Dowell, and Assistant to the City Manager Paula Jackson.

Item I) CALL MEETING TO ORDER, ROLL CALL

Mayor Helmberger called the meeting to order. Paula Jackson called the roll and announced a quorum was present. Mayor Helmberger welcomed all guests and visitors. Jim Foy offered the invocation with Mayor Helmberger leading the audience in the Pledge of Allegiance to the American Flag and the Texas Flag.

Mayor Helmberger announced the Yards of Yard Sales event sponsored by the Farmersville Chamber of Commerce.

Mayor Helmberger also announced the Latter Day Saints Church of Christ will be having missionaries doing a service project for the City of Farmersville on May 29th. Their efforts are greatly appreciated.

First Baptist Church will be celebrating their 150th year with Mayor Helmberger reading a proclamation dedicating May 31st as First Baptist Church Day in Farmersville.

Item II – A) FIRST READING TO CONSIDER, DISCUSS AND ACT UPON AN ORDINANCE PROHIBITING PARKING ON SYCAMORE STREET

Mayor Helmberger opened this item for discussion with Jim Foy questioning how many residences front Sycamore Street. With only four residents facing Sycamore Street, Mayor Helmberger wanted to ensure those residents were made aware of this proposed ordinance. Mr. Hesse mentioned a concern regarding parking during funerals as the cemetery aligns with Sycamore Street. Mr. Foy stated this type of parking is an exception as it is not for an extended period of time and there is not an issue regarding funerals. Jim Foy motioned to approve the first reading of this ordinance with John Politz seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM II – B) FIRST READING TO CONSIDER, DISCUSS AND ACT UPON AN ORDINANCE REGARDING THE RATE REVIEW MECHANISM SETTLEMENT BETWEEN ATMOS AND MEMBER CITIES OF ACSC

Jeanette Moser, representative for Atmos Energy, came before the Council to answer questions that may arise regarding this topic. The rate increase as discussed in the settlement affects residential, commercial and industrial customers alike. Jim Foy motioned to approve the ordinance as presented with John Politz seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – A) CONSIDER, DISCUSS AND ACT UPON CITY FINANCIAL REPORTS

Daphne Hamlin, City Finance Director, came to offer the financial report for the month of April 2015. At the end of April, the total revenues in the General Fund are at 67.21% collected. The ad valorem collections currently received are at 92.32%. Stating these two percentages, we are in line with the budget as anticipated.

City Manager Ben White indicated the Electric Fund is being carefully evaluated. Michael Hesse motioned to approve the Financial Reports as presented with John Politz seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – B) CONSIDER, DISCUSS AND ACT UPON RENAMING AN INACTIVE CITY ACCOUNT AT FIRST NATIONAL BANK OF TRENTON FOR USE AS A TIRZ ACCOUNT

Finance Director Daphne Hamlin explained the need for an existing account to be reutilized for the TIRZ Funds now that funding is coming into the City's account. The need to keep these funds separate is imperative. Leaca Caspari motioned to approve renaming an inactive account at First National Bank of Trenton to TIRZ Account with Michael Hesse seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – C) CONSIDER, DISCUSS AND ACT UPON A MARKET ADJUSTMENT FOR COMMUNITY WASTE DISPOSAL

Robert Medigovich, representing Community Waste Disposal (CWD), came before the Council pleased to report a request to decrease the market rate adjustment from \$3.14 to \$3.03 to be effective October 1, 2015. Michael Hesse motioned to approve the market adjustment as recommended with John Politz seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – D) CONSIDER, DISCUSS AND ACT UPON PLANNING SERVICES FOR THE JW SPAIN ATHLETIC COMPLEX PROJECT PER PRESENTATIONS FROM HALFF ASSOCIATES, INC. AND MESA DESOGM ASSOCIATES, INC.

City Council received presentations for planning services from Lenny Hughes with Halff Associates, Inc. and Fred Walters with MESA Design Associates, Inc. Both firms presented their perspective of providing the best planning services in regards to the JW Spain Athletic Complex. Each presented their experience specializing in Athletic Complexes and the leadership within each organization. After completing their presentations, City Manager Ben White stated both firms were very capable of meeting the needs for the City of Farmersville regarding the JW Spain Athletic Complex.

An evaluation team comprising of Glenn Bagwell (serving on the Parks Board), Russell Chandler (serving on the City Council), Eddy Daniel (City Engineer), Paul Kelly (serving on the FCDC), and City Manager Ben White, evaluated five Request for Qualifications. Of those polled, Halff Associates and MESA rated the highest through a weighted matrix. Halff rated 982 with MESA rating 867. Based on the findings of the

evaluation team, Jim Foy motioned to offer negotiations for a contract to Halff Associates with Michael Hesse seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – E) CONSIDER, DISCUSS AND ACT UPON MARGARET VIGIL'S RESIGNATION FROM THE MAIN STREET BOARD

Margaret Vigil has offered her resignation from the Main Street Board. Jim Foy motioned to approve the resignation with John Politz seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – F) REORGANIZE BOARDS AND COMMISSIONS TO EACH BOARD AND COMMISSION

After making further contacts requesting applications to serve on boards, the following board members were suggested to serve:

FEDC: Renewal for Kevin Meguire and new board member Jason Lane.

FCDC: Renewal for Donna Williams and new board members Christi Adams, Cynthia Craddock-Clark and Mike Goldstein.

Building & Property Standards: New board member Diane Jackson.

Capital Improvements Advisory Commission/Planning & Zoning Commission: Renewal for Mark Vincent, Todd Rolen and Bryce Thompson and new board member Sarah Jackson-Butler.

Library/Civic Center Board: Renewal for Sarah Odom and new board member Wyndi Veigel.

Main Street Board: New board members Kim Smith-Cole, Glenda Hart and Kim Potter.

Parks & Recreation Board: Renewal for Glenn Bagwell and Todd Rolen and new board member Bettye Petree.

Senior Citizens Advisory Committee: New board member Patricia Jablonski.

North Texas Municipal Water District: New board member Wayne May.

Leaca Caspari motioned to approve the appointments as described with Jim Foy seconding the motion. A poll of the Council was taken as follows: John Politz yes, Michael Hesse yes, Leaca Caspari yes and Jim Foy yes. Motion passed with full Council approval.

ITEM III – G) UPDATE ON CHAPARRAL TRAIL PROJECT

City Manager Ben White indicated the intense rain has prohibited work on the Chaparral Trail project. Once the ground has dried and the flood waters have subsided, the work will continue.

ITEM III – H) UPDATE ON STREET, WATER AND WASTEWATER GENERAL OBLIGATION BOND PROJECTS

City Manager Ben White reported a majority of the street projects are completed and the remaining are underway either with construction, engineering or prepping for contracting. Once completed with the Washington / Santa Fe project, the contractor will be moving to Sid Nelson and then Locust Street overlays. We are expecting to be under budget after completing these projects.

The water projects are well underway; however the rain is keeping construction from continuing. Three of the wastewater projects are being financed through the CDBG Grant which are involved with engineering presently. We continue to forge ahead.

Jim Foy questioned the possibility of straightening South Hamilton. Mr. White stated he will certainly open this topic for discussion.

ITEM III – I) UPDATE ON HIGHWAY 380 PROJECT

Due to the onslaught of rain, the Highway 380 project has been pushed back to June for the west bound on-ramp. Walnut Street crossing is still planned for July 2015 as well as the main railroad track crossing.

ITEM III – J) UPDATE ON WASTEWATER TREATMENT FACILITY

City Manager Ben White reported the contract is almost complete for the wastewater treatment plant. Mr. White hopes to have the contract presented to the Council at the next meeting.

ITEM III – K) UPDATE ON COLLIN COUNTY DISPATCH SERVICES

A meeting will be held in Princeton on May 29th to continue discussions regarding the Collin County dispatching issue. Thus far, there has not been any feedback from Collin County Commissioners.

ITEM III – L) RECEIVE, DISCUSS AND ACT UPON INFORMATION REGARDING PLATTING, PERMITTING AND APPLICATION OF THE INTERNATIONAL CODES IN THE CITY'S EXTRATERRITORIAL JURISDICTION, AND THE "CITY-COUNTY PLAT APPROVAL AGREEMENT (EXCLUSIVE CITY CONTROL)" ("1445 AGREEMENT") PREPARED BY COLLIN COUNTY AND ENTERED INTO BY AND BETWEEN COLLIN COUNTY AND THE CITY

City Attorney Alan Lathrom offered the definitions of "permit" as found in two Chapters of the Texas Local Government Code. Of which, one defining permit as authorizing a person to engage in an action. However, another definition was offered which is broader and was developed through legislation of the "Vested Rights Act" which benefited the Texas Homebuilder's Association allowing looser guidelines which locks down the city's development regulations. The Vested Rights Act assists developers to avoid possible changes in regulations that might impact or reduce their profitability.

Mr. Lathrom explained the issues being presented to the Attorney General are identified with Home-Rule cities and not General Law cities. Home-rule charter cities have a much broader power and authority than a General Law city as the Texas Legislature guides our style of power and authority.

The City of Farmersville is also situated within an area of the State of Texas which is subject to the rulings of the Dallas Court of Appeals. Case law has granted statutory authority to apply, by ordinance, General Law cities their subdivision rules regarding extraterritorial jurisdiction regarding development including platting, building standards and permitting. There is still a great deal of turmoil regarding this issue.

IV) – REQUEST FOR CONSIDERATION OF PLACING ITEMS ON FUTURE AGENDAS

Mayor Helmberger requested the Collin County dispatch item and the extraterritorial jurisdiction item be removed from future agendas until further notice. No one requested any items to be discussed for future agendas.

ITEM V) ADJOURNMENT

Council adjourned at 6:58pm.

APPROVED

ATTEST

Joseph E. Helmberger, P.E., Mayor

Edie Sims, City Secretary



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA - Police Department Report



Farmersville Police Department
134 North Washington Street
Farmersville, TX 75442
972-782-6141

Farmersville Police Department Monthly Report June-15

Total Calls For Service:

375

Tier 1 Crimes

Robbery:

0

Assault:

2

Theft:

5

Burglary:

0

Motor Vehicle Theft:

0

Tier 2 Crimes

Forgery:

0

Fraud:

0

Criminal Mischief:

2

Weapons:

0

DWI:

2

Public Intoxication:

1

Disorderly Conduct:

1

Drugs:

3

Miscellaneous

Traffic Stops:

155

Citations:

65 (82 violations)

Alarms:

9

Major Accidents:

1

Minor Accidents:

10

Agency Assist:

28

Cases filed with the District Attorney's Office:

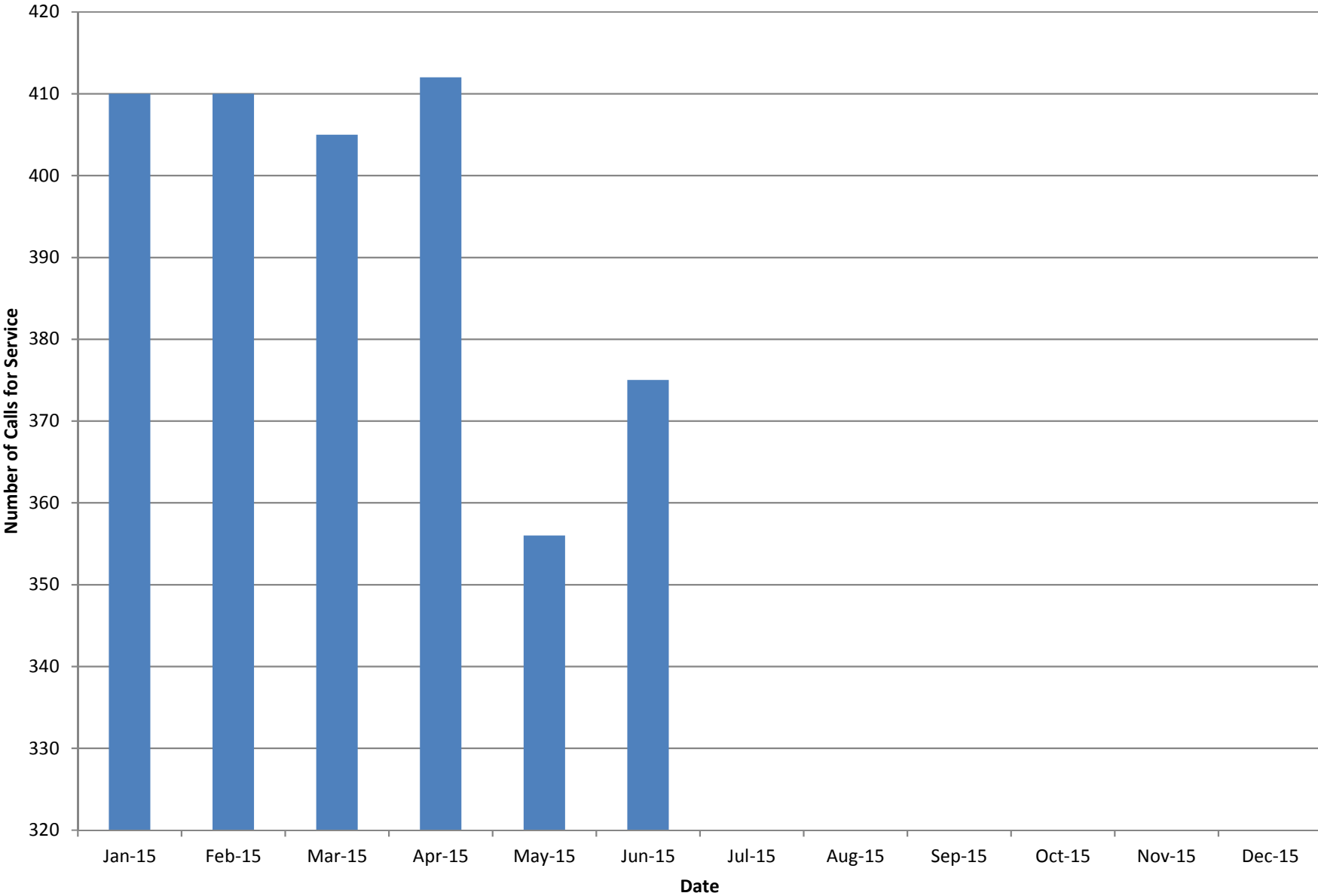
Felony:

2

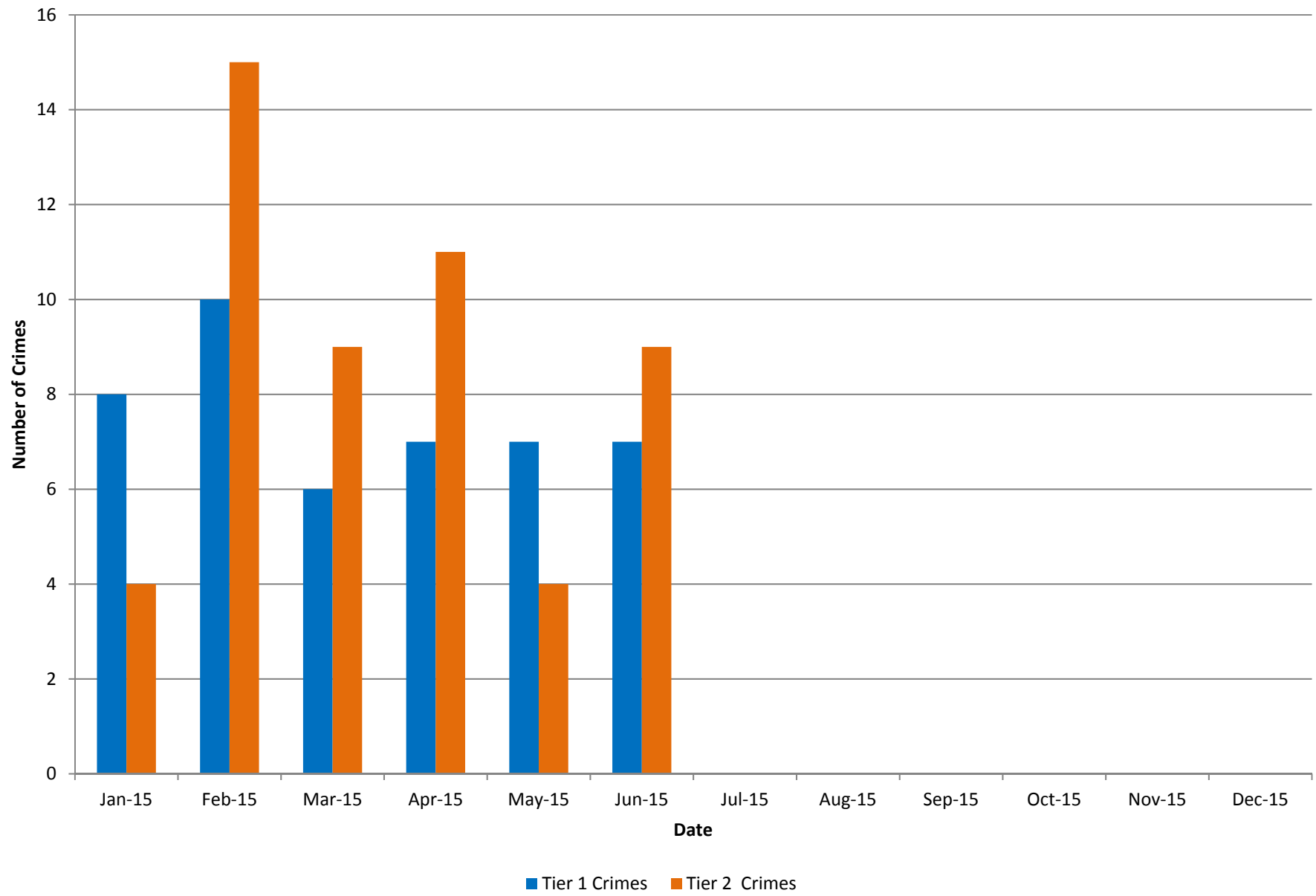
Misdemeanor:

3

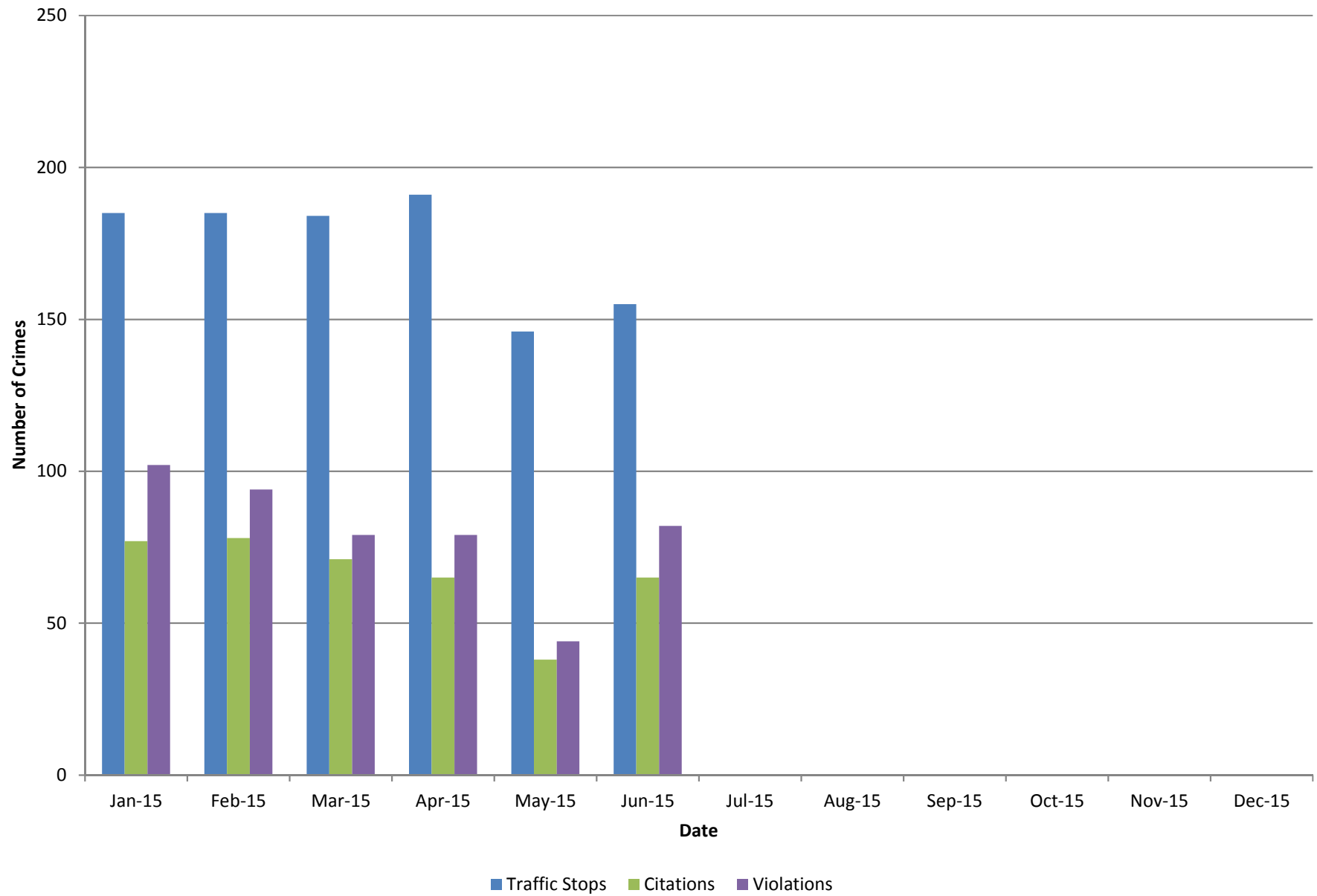
Police Department Calls for Service



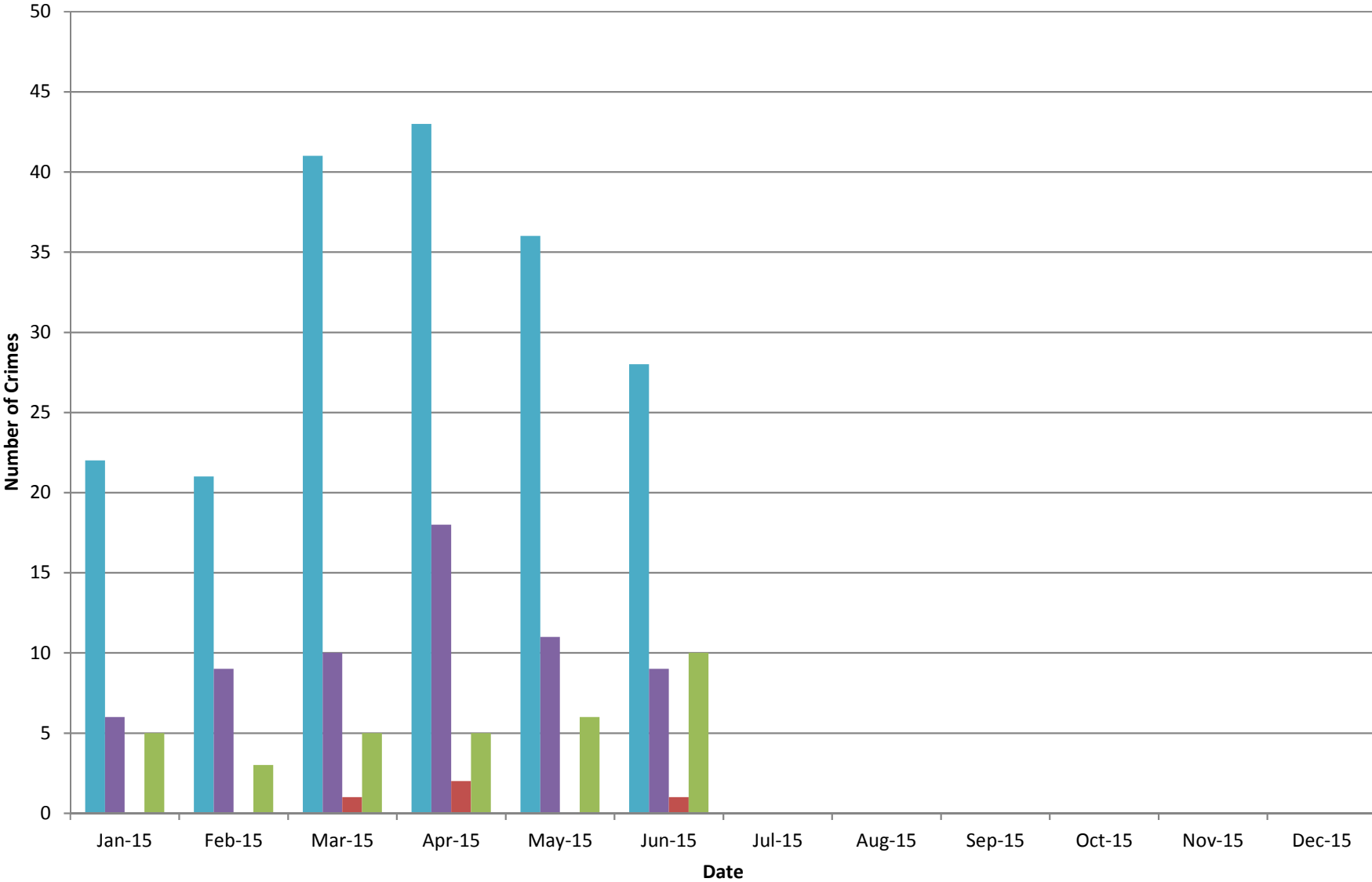
Uniform Crime Reporting



Traffic Enforcement



Police Activity



Agency Assist Alarms Major Accidents Minor Accidents



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Code Enforcement/Animal Control Report

Farmersville Police Department										
Code Enforcement										

Date	Address	Violation	Inspect	Warn	Notice	Cite	Proactive	Reactive	Closed	Notes/CFS
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04/15/2015

06/03/2014	703 SH 78	Car, Boat, Appliance	X		X		X			Extended 6/19/2015
06/03/2015	701 SH 78	Brush	X		X		X		06/19/2014	Letter Sent 6/5/2015
06/03/2015	709 Pecan Creek	Illegal Dumping	X		X		X		06/08/2015	Letter Sent 6/15/2015
06/03/2015	613 Maple	Grass	X		X		X		06/03/2015	Recheck
06/03/2015	402 Murchison	Grass	X	X			X		06/09/2015	Spoke w/Owner
06/03/2015	Spain Complex	Fridge	X	X			X		06/09/2015	City Called
06/03/2015	PR 100 #23	Trailer w/Debris	X	X	X		X		06/19/2015	Given 2 wks
06/03/2015	PR 100 #27	Parking	X	X			X		06/30/2015	Spoke w/Owner
06/08/2015	Hooper-N. Washington	Truck on Lot	X	X			X		06/09/2015	Removed Truck
06/08/2015	214 N. Hamikton	Grass	X		X		X		06/25/2015	Send Letter
06/08/2015	318 N. Hamikton	Baot S/Y	X		X		X		07/08/2015	Send Final Notice
06/08/2015	202 Rolling Hills	Trailer w/Debris	X		X		X		06/08/2015	Recheck
06/08/2015	314 Rolling Hills	Grass	X		X		X		06/18/2015	Send Letter
06/08/2015	417 Summit	Parking F/Y	X		X		X		06/25/2015	Send Letter
06/08/2015	404 Floyd	Appliances	X		X		X		06/25/2015	Send Letter
06/08/2015	409 Hill	Illegal Dumping	X		X			X		Complaint
06/08/2015	Donaldson-Orange	Grass	X		X		X		06/08/2015	Recheck
06/08/2015	903 S. Main	Brush-Back Lot	X		X		X		06/08/2015	Recheck
06/08/2015	Dent Werka	Signs-No Permit	X	X			X			Sent to City Hall
06/08/2015	301 Hill	Tires	X		X		X		06/08/2015	Recheck
06/08/2015	Hayward Inv	Grass	X		X		X			Send Final Notice
06/08/2015	708 Pecan Creek	Illegal Dumping	X	X				X	06/08/2015	No Dumping
06/08/2015	Horner-McKinney	Grass	X		X		X		06/08/2015	Recheck
06/08/2015	1406 Audie Murphy	Sign	X	X	X		X		06/08/2015	Recheck
06/08/2015	Feed Store Aux Bldg	Roof	X	X			X		06/08/2015	Recheck
06/08/2015	118 S. Buckskin	Grass	X	X	X		X		06/08/2015	Recheck
06/09/2015	305 College	Grass	X	X			X		06/09/2015	Recheck
06/09/2015	309 College	Grass	X	X			X		06/09/2015	Recheck
06/09/2015	317 College	Grass B/Y	X		X		X		06/09/2015	Recheck
06/09/2015	116 S. Bucksin	Parking	X		X		X		06/09/2014	Recheck
06/09/2015	503 Houston	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	Spain Complex	Fridge	X	X			X		06/09/2015	Recheck
06/09/2015	402 Murchison	Grass	X	X			X		06/09/2015	Recheck
06/09/2015	309 Murchison	Grass B/Y	X	X			X		06/09/2015	Recheck
06/09/2015	308 Austin	Grass B/Y	X	X			X		06/09/2015	Recheck

Farmersville Police Department Code Enforcement										
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Date	Address	Violation	Inspect	Warn	Notice	Cite	Proactive	Reactive	Closed	Notes/CFS
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04/15/2015

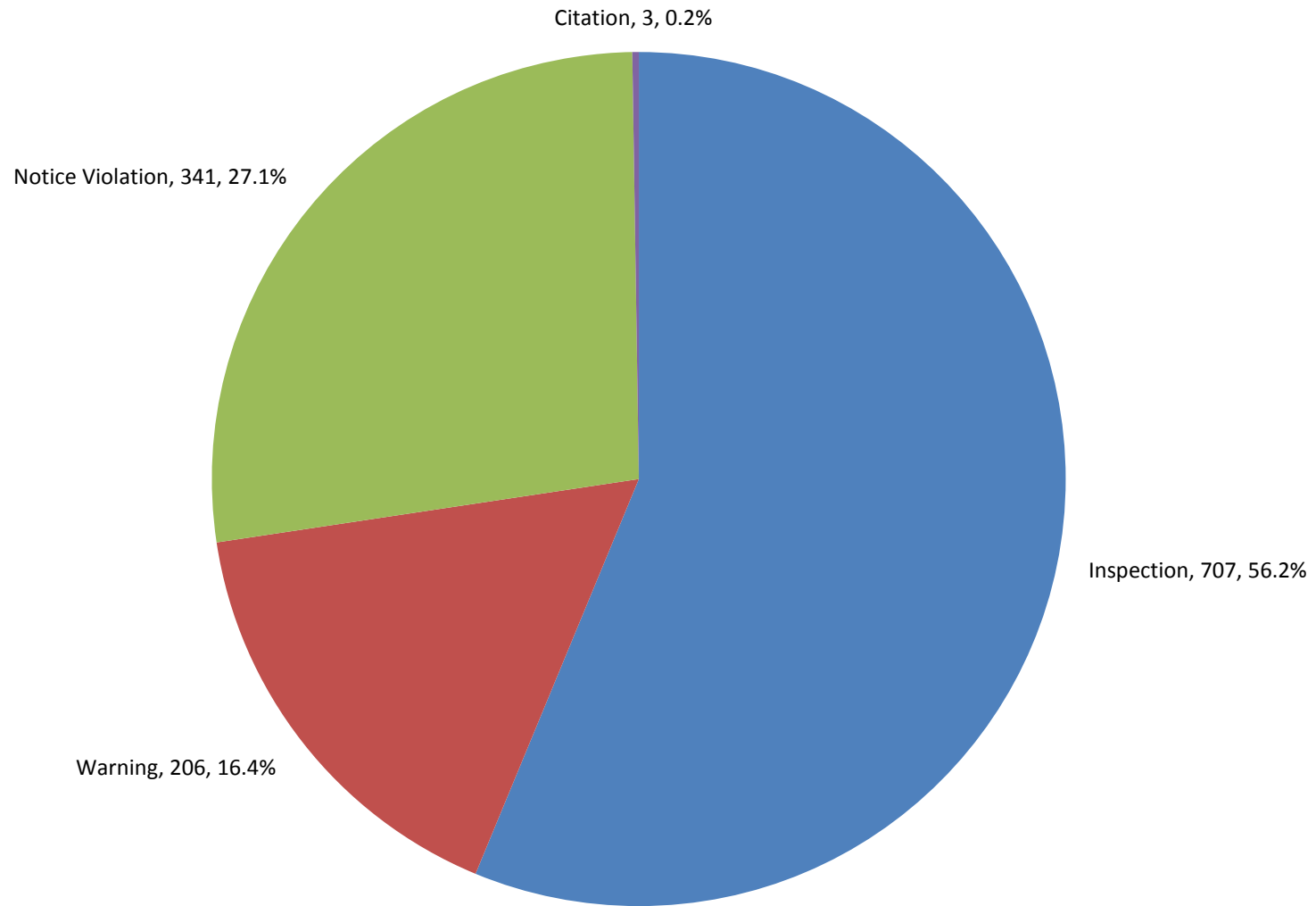
06/09/2015	305 Austin	Brush	X	X			X			City Called-Extended
06/09/2015	214 Austin	Brush	X	X	X		X		06/25/2015	Send Letter
06/09/2015	211 Houston	Brush S/Y	X		X		X		7/8/2015	Extended 6/25/2015
06/09/2015	309 Murchison	Grass, Mattress	X		X		X		06/09/2014	Recheck
06/09/2015	214 Woodard	Grass	X		X		X		06/09/2014	Recheck
06/09/2015	213 Hill	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	201 Summit	Grass	X		X		X		06/18/2015	Letter Sent 6/15/2015
06/09/2015	405 McKinney	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	407 Summit	Debris D/W	X	X			X		06/09/2015	Recheck
06/09/2015	107 N. Hamilton	Numerous	X		X		X			Send Final Notice
06/09/2015	212 N. Washington	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	426 N. Washington	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	1000 Westgate	Grass S/Y	X		X		X			Extended
06/09/2015	121 N. Lincoln	Brush	X		X		X		06/09/2015	Recheck
06/09/2015	402 McKinney	Grass	X		X		X			Send Final Notice
06/09/2015	508 Waterford	Fence	X	X	X		X		06/25/2015	Letter Sent 6/15/2015
06/09/2015	516 Jackson	Parking	X		X		X		06/30/2015	Letter Sent 6/15/2015
06/09/2015	411 Jackson	Grass	X	X			X		6/25/2015	Spoke w/Owner
06/09/2015	407 Jackson	Grass	X		X		X		06/09/2015	Recheck
06/09/2015	McClouds	Grass	X	X			X		06/22/2015	Spoke w/Clerk
06/09/2015	421 Audie Murphy	Grass	X		X		X		06/12/2014	Recheck
06/10/2015	AT&T Bldg	Grass	X		X		X		06/25/2015	Letter Sent 6/15/2015
06/10/2015	315 Maple	Parking	X		X		X			Send Final Notice
06/10/2015	204 Candy	Brush S/Y, B/Y	X		X		X			Extended 1 Week 6/26/2015
06/10/2015	211 Maple	Brush S/Y	X		X		X		07/08/2015	Letter Sent 6/15/2015
06/10/2015	502 Waterford	Grass	X	X			X		06/19/2015	Spoke w/Owner
06/10/2015	505 Clairmont	Grass	X	X			X		6/19/2015	Spoke w/Owner
06/10/2015	506 Clairmont	Grass	X	X			X		06/19/2014	Spoke w/Owner
06/10/2015	512 Clairmont	Grass	X	X			X		06/19/2015	Spoke w/Owner
06/10/2015	209 Windom	Truck	X	X			X		06/30/2015	Spoke w/Owner
06/10/2015	311 Windom	Appliances	X	X			X		06/19/2015	Spoke w/Owner
06/10/2015	417 Windom	Brush	X	X			X		06/18/2014	Spoke w/Owner
06/10/2015	Farmersville Tires	Tires	X	X			X		6/11/2015	Spoke w/Owner
06/18/2015	115 Buckskin	Fence	X	X	X		X		06/18/2015	Recheck
06/18/2015	106 Woodard	Appliance	X	X			X		06/22/2015	

Farmersville Police Department Code Enforcement										
Date	Address	Violation	Inspect	Warn	Notice	Cite	Proactive	Reactive	Closed	Notes/CFS
04/15/2015										
06/18/2015	603 Meadowview	Debris B/Y	X	X			X		06/30/2015	Spoke w/Owner
06/18/2015	513 Pendleton	Parking	X	X			X		06/19/2015	Spoke w/Owner
06/18/2015	313 Audie Murphy	Appliances	X	X	X		X		06/18/2015	Recheck
06/18/2015	Harless-380	Grass, Brush	X		X		X			Letter Sent 6/24/2015
06/18/2015	Rosen-380	Grass	X		X		X			Letter Sent 6/24/2015
06/18/2015	Copeland-380	Grass	X		X		X			Letter Sent 6/24/2015
06/18/2015	307 Audie Murphy	Driveway	X	X	X		X			Spoke w/Owner
06/18/2015	317 Audie Murphy	Grass	X	X			X			Spoke w/Owner
06/19/2015	205 Windom	Truck, Boat S/Y	X		X		X			Letter Sent 6/24/2015
06/19/2015	312 Windom	Car B/Y	X		X		X			Letter Sent 6/24/2015
06/19/2015	315 N. Main	Bushes-Obst Traffic	X		X		X			Send Final Notice
06/19/2015	424 N. Main	Plants	X	X	X		X			Extended 2 Weeks
06/19/2015	411 Jackson	Parking S/Y	X	X			X		06/25/2015	Spoke w/Owner
06/19/2015	412 Jacksin	Grass	X	X			X		06/25/2015	Left Card
06/19/2015	403 Jackson	Grass	X	X			X			NOV 6/25/2015
06/19/2015	202 Murchison	Vehicles B/Y	X		X		X			Letter Sent 6/24/2015
06/19/2015	209 Murchison	Grass	X		X		X		06/25/2015	Letter Sent 6/24/2015
06/19/2015	320 College	Bldg Debris S/Y	X		X		X			Letter Sent 6/24/2015
06/19/2015	109 College	Brush S/Y	X		X		X			Letter Sent 6/24/2015
06/19/2015	213 Hill	Vehicles B/Y	X		X		X			Prop Manage Board
06/19/2015	PR100 #23	Trailer w/Debris	X	X	X		X		06/19/2015	Recheck
06/19/2015	PR 100 #27	Living in Trailer	X	X			X		06/30/2015	Spoke w/Owner
06/19/2015	PR 100 #42	Fridge on Porch	X	X			X		06/30/2015	Spoke w/Owner
06/19/2015	1000 Westgate	Grass	X		X		X			Final Notice emailed 6/24/20185
06/19/2015	300 Gotcher	Grass	X	X			X		06/19/2015	Recheck
06/19/2015	914 S. Main	Grass	X		X		X			Letter Sent 6/24/2015
06/19/2015	918 S. Main	Grass	X		X		X			Letter Sent 6/24/2015
06/19/2015	PR 100 #10	Grass	X	X	X		X		06/19/2015	Recheck
06/19/2015	Given's Cahpel	Grass	X	X			X		06/19/2015	Recheck
06/22/2015	McClouds	Trash, Tree Limb	X	X			X			Spoke w/Owner
06/22/2015	307 N. Main	Grass, Truck B/Y	X	X			X		06/30/2014	Spoke w/Owner
06/22/2015	315 N. Main	Grass	X		X		X			Letter Sent 6/24/2015
06/22/2015	111 Wilcoxson	Grass	X	X			X		06/22/2015	Recheck
06/23/2015	605 Jackson	Elect w/No Permit	X		X			X		Letter Sen 6/26/2015
06/25/2015	469 Audie Murphy	Trucks, Brush	X	X	X		X		06/25/2015	

Farmersville Police Department Code Enforcement										
Date	Address	Violation	Inspect	Warn	Notice	Cite	Proactive	Reactive	Closed	Notes/CFS
04/15/2015										
06/25/2015	435 Audie Murphy	Grass	X		X		X			Letter Sent 6/26/2015
06/25/2015	Moffet-W. Audie Murphy	Grass	X		X		X			Letter Sent 6/26/2015
06/25/2015	510 Mimosa	Grass	X		X		X		06/30/2015	Letter Sent 6/26/2015
06/25/2015	200 S. Main	Grass	X		X		X			Letter Sent 6/26/2015
06/25/2015	509 Jackson	Grass	X	X			X		6/30/20145	Spoke w/Owner
06/25/2015	514 Jackson	Grass	X	X			X		6/30/20145	Spoke w/Owner
06/25/2015	601 Jackson	Grass	X	X			X		06/30/2015	Spoke w/Owner
06/25/2015	Morrow-Sycamore	Grass	X		X		X			Send Letter
06/25/2015	515 Windom	Grass	X	X			X			Left Card
06/25/2015	209 E. Santa Fe	Grass S/Y	X		X		X			Letter Sent 6/26/2015
06/25/2015	121 Windom	Grass	X		X		X			Letter Sent 6/26/2015
06/25/2015	420 Audie Murphy	Grass	X		X		X			Letter Sent 6/26/2015
06/25/2015	302 Austin	Appliances B/Y	X		X		X			Letter Snet 6/26/2015
06/25/2015	309 Prospect	Grass	X	X			X		06/30/2015	Spoke w/Owner
06/25/2015	Mondy-Murchison	Grass	X		X		X		6/30/20154	Letter Sent 6/26/2015
06/25/2015	104 Halle	Acc Bldg-No Permit	X	X			X		06/29/2015	Sent to City Hall
06/29/2015	Family Dollar	Dumping	X	X			X			Spoke w/Owner
06/29/2015	604 SH 78	Grass	X	X			X			Spoke w/Owner
6/30/20154	106B Beech	Car S/Y	X		X		X			Send Letter

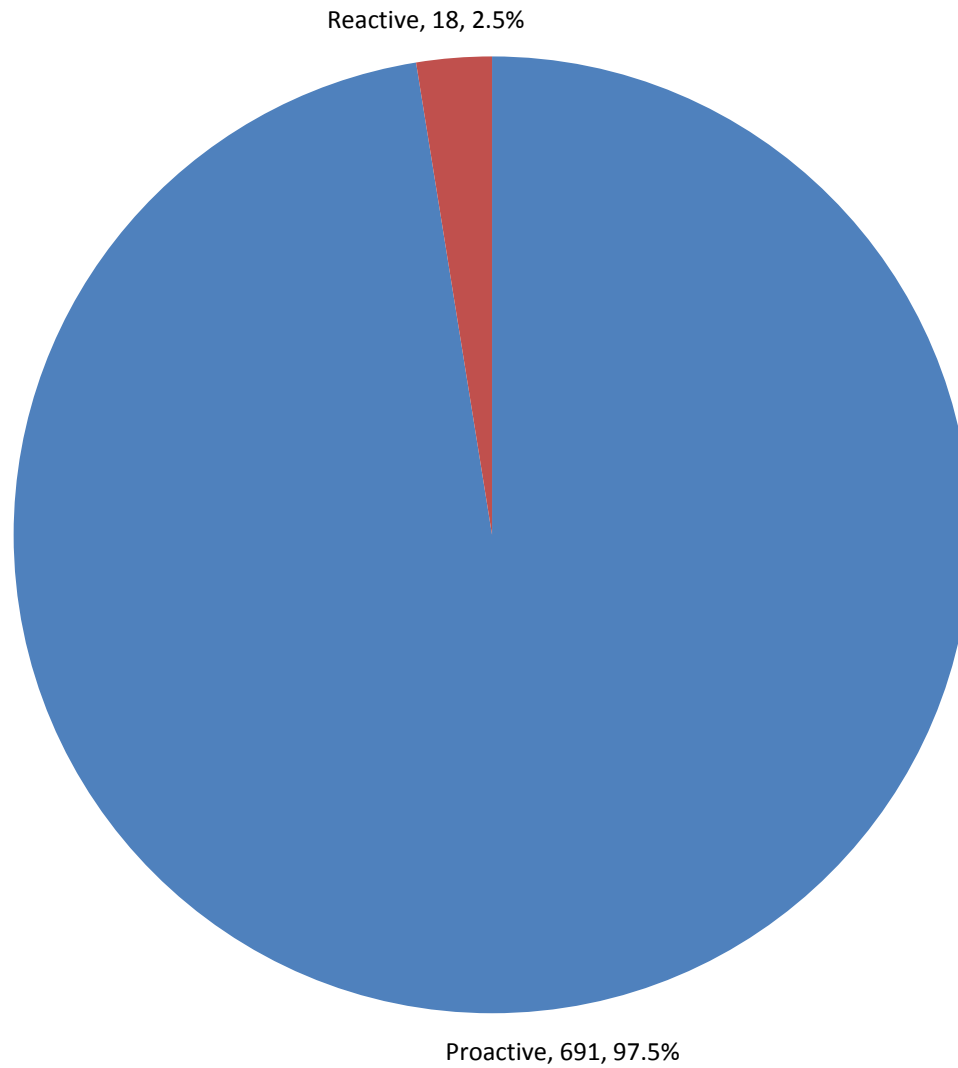
Code Enforcement Activity Results

City of Farmersville Police Department

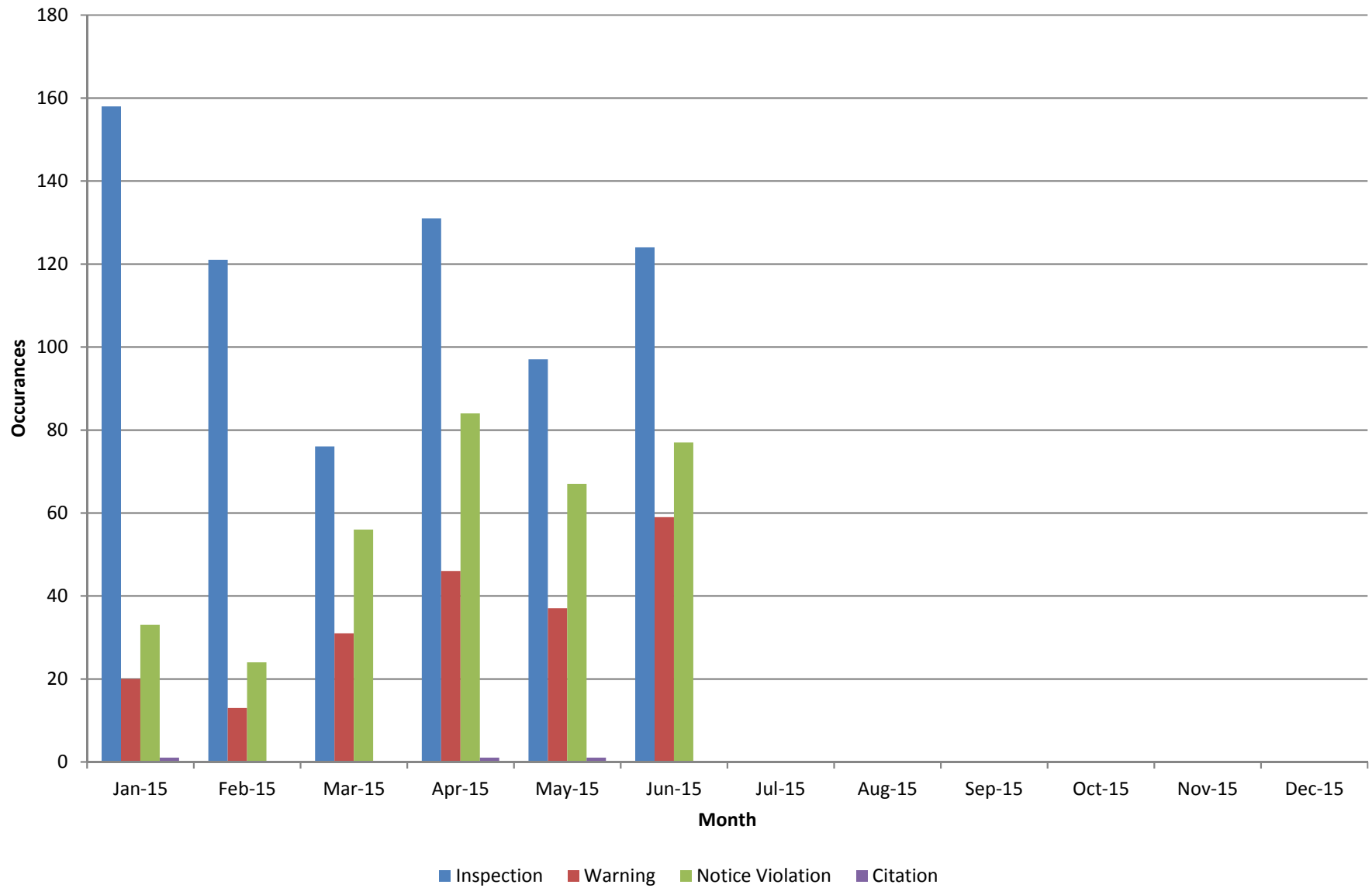


Code Enforcement Activity Results

City of Farmersville Police Department



Code Enforcement Activity Results City of Farmersville Police Department

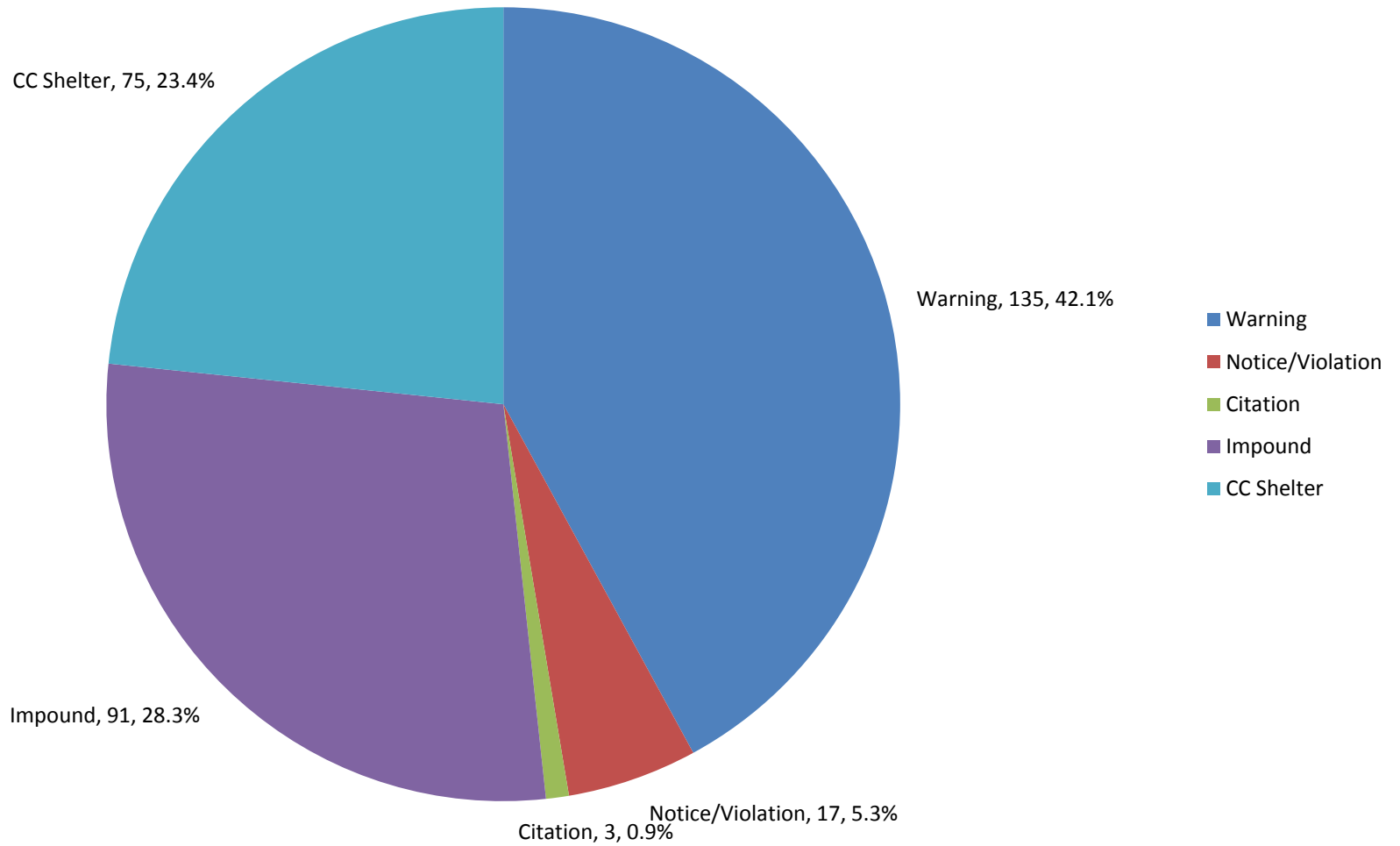


FARMERSVILLE POLICE DEPARTMENT
PUBLIC SERVICE OFFICER: ANIMAL CONTROL MONTHLY REPORT

DATE	TYPE OF CALL	ADDRESS	VIOLATION	WARNING	NOTICE/VIOL	CITATION	IMPOUND	CC SHELTER	CFS#
06/02/2015	Loose Dog	N. Main	Unable to Locate						
06/03/2015	Loose Dog	Summit	Unable to Locate						
06/03/2015	Loose Livestock	217 Windom	Spoke w/Owner	X					
06/05/2015	Stray Cat	N. Main	Pound				X		
06/08/2015	Stuck Kiiten	McKinney	Kept By On Looker						
06/08/2015	Dead Cat	N. Main	Disposed Of						
06/09/2015	Dead Kitten	McKinney	Disposed Of						
06/09/2014	Loose Dog	Summit	Unable to Locate						
06/10/2015	Loose Dog	Haughton	Returned to Owner	X					
06/11/2015	Loose Dog	408 S. Washington	Spoke w/Owner	X					
06/09/2015	Loose Dog	N. Hamilton	Returned to Owner	X					
06/12/2014	Loose Dogs	Clairmont	CCAS (2)					X	
06/16/2015	Loose Dog	Jouette	CCAS					X	
06/15/2015	Loose Dog	Summit	Trtured to Owner	X					
06/15/2015	Loose Dogs	308 College	Spoke w/Owner	X					
06/16/2015	Loose Dog	Jouette	CCAS					X	
06/18/2015	Loose Dog	McKinney	Returned to Owner	X					
06/19/2015	P/U Trap	Pound	Drop Off 410 Summit						
06/19/2015	Loose Dog	S. Main	Put in Fence						
06/20/2015	Snake	409 SH 78	Unable to Locate						
06/22/2015	Fix Trap	410 Summit							
06/22/2015	Loose Dogs	113 Buckskin	Left Card						
06/22/2015	Loose Dog	Jouette	Unable to Locate						
06/22/2015	loose Dgs	SH 78	Unable to Locater						
06/23/2015	Loose Dog	Jouette	CCAS					X	
06/25/2015	Loose Dog	Santa Fe	Unable to Locate						
06/25/2015	Loose Dog	Summit	Returned to Owner	X					
06/26/2015	Loose Dog	Prospect	Spoke w/Owner	X					
06/26/2015	Dumped Dogs	Went into County	CCAS Called						
06/28/2015	Loose Horses	Farmersville Pkwy	CCAS (3)					X	
06/29/2015	Loose Dogs	113 Buckskin	Returned to Owner	X					
06/29/2015	Loose Dogs	305 College	Returned to Owner	X					
06/29/2014	Stray Dog	406 Murchison	CCAS					X	

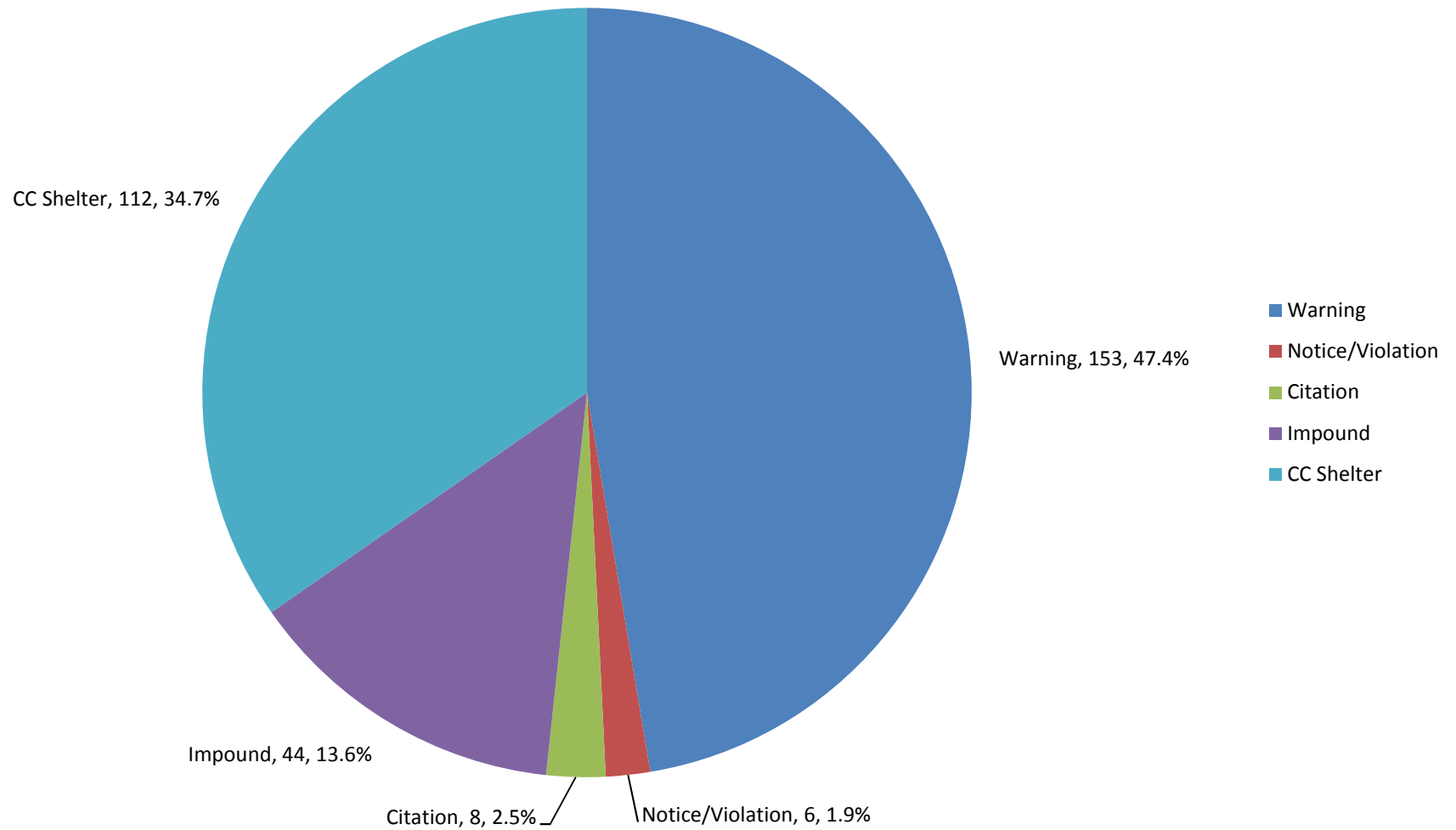
Animal Control Activity Results

Farmersville Police Department
Cumulative, Calendar Year 2014



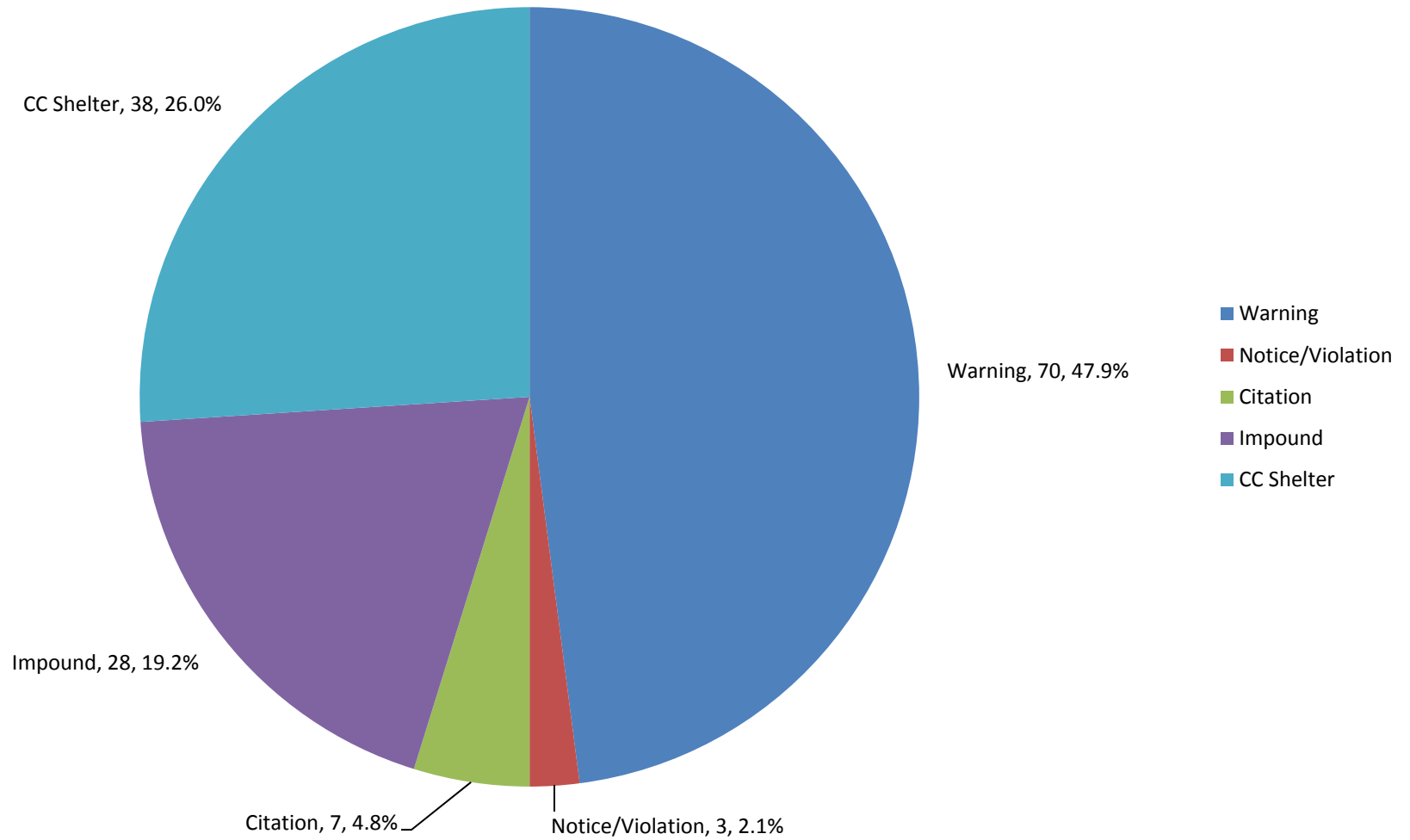
Animal Control Activity Results

Farmersville Police Department
Cumulative, Calendar Year 2014



Animal Control Activity Results

Farmersville Police Department
Cumulative, Calendar Year 2015





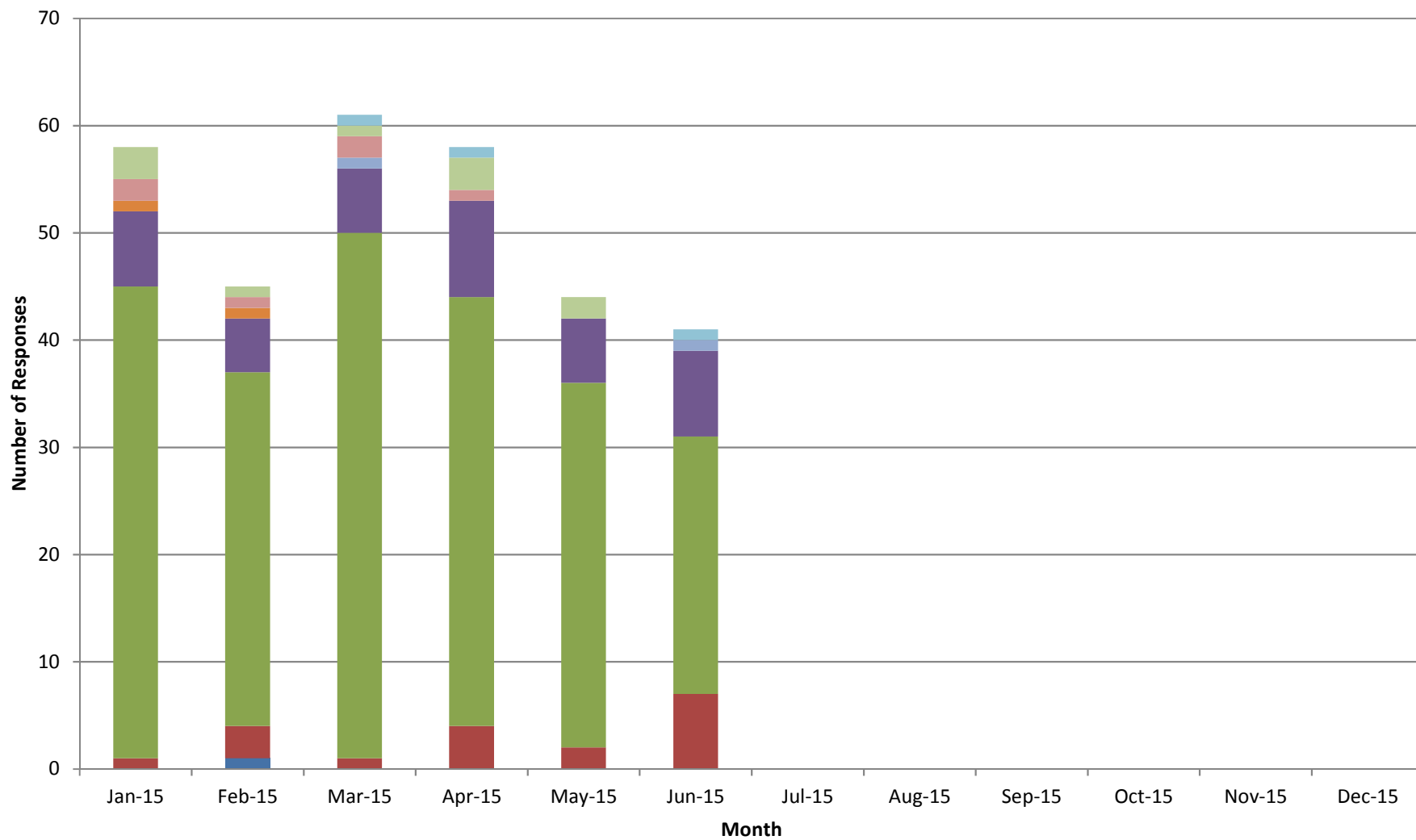
TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Fire Department Report

FARMERSVILLE FIRE DEPARTMENT
CITY COUNCIL MONTHLY REPORT
JUNE, 2015

1. Brookshires in Farmersville held a Gatorade drive to assist the local fire departments in the area and was very much appreciated.
2. On June 19th the department along with the police department escorted motorcycles into town from FM 2756 to Spain Field for Jarren McTee day,
3. The town square was washed down in preparation for Audie Murphy Day.
4. The department participated in the Audie Murphy Day parade.
5. We had another member David Fox who successfully passed and is now a certified Emergency Medical Technician.

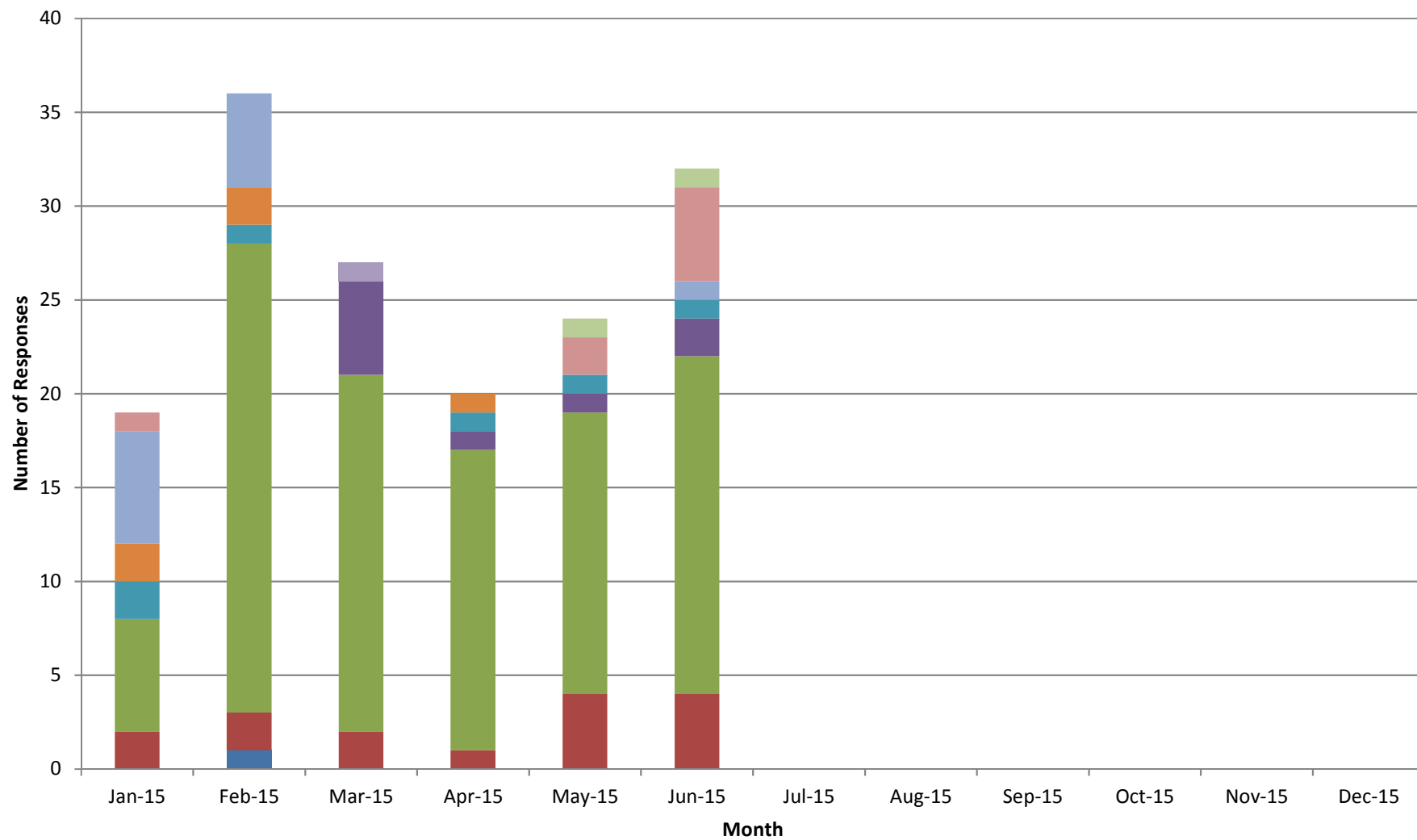
KIM R. MORRIS
Farmersville Fire Department Chief

Farmersville Fire Department City Responses



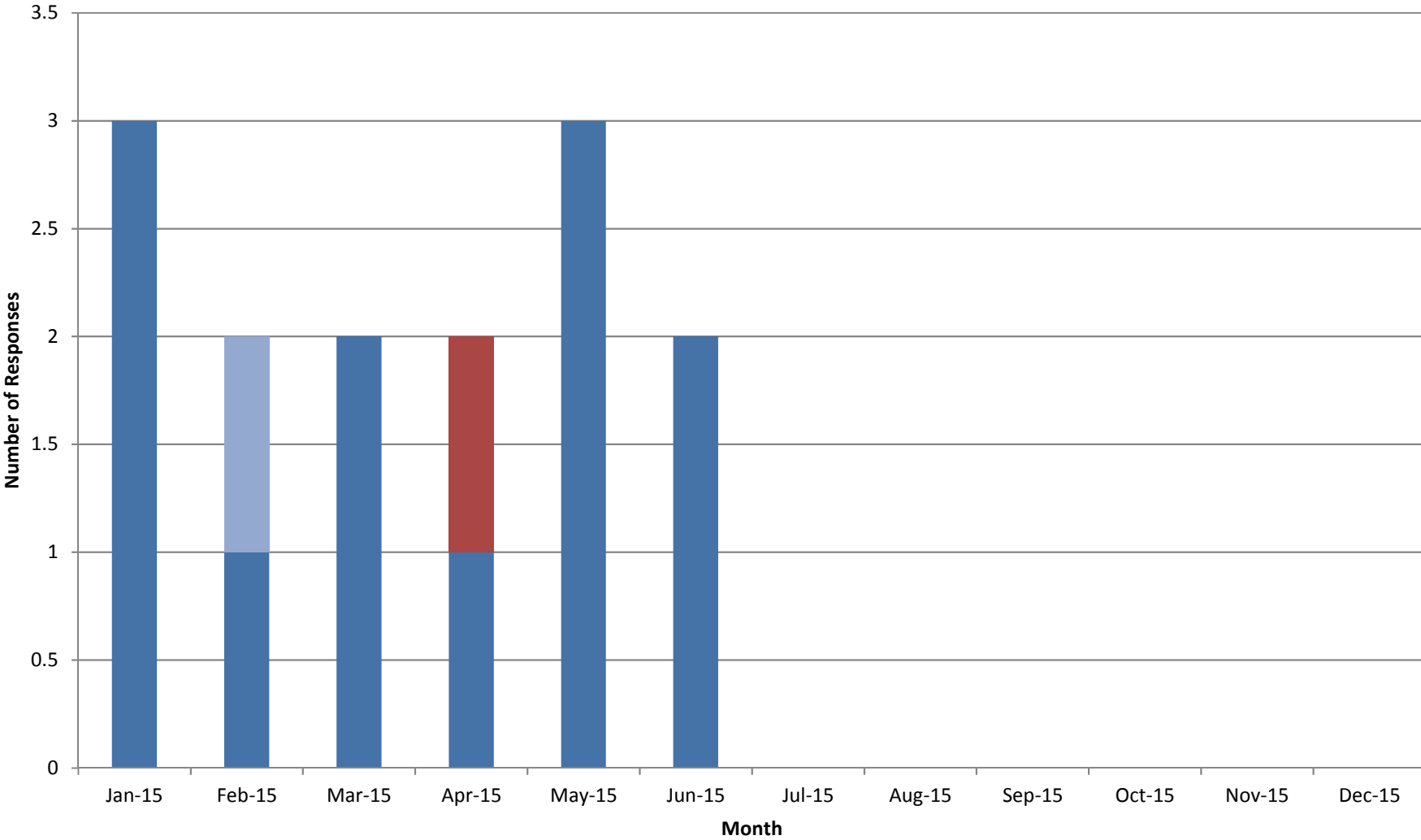
- Structure Fire
- Unauthorized Burn
- Alarms
- Major Accident
- Smoke/Odor Investigation
- Mobile Fires
- First Responder
- Grass Fire
- PD Assist
- Public Assist
- Hazardous Conditions

Farmersville Fire Department County Responses



Structure Fire Major Accident First Responder Public Assist
Unauthorized Burn Smoke/Odor Investigation Grass Fire Hazardous Conditions
Alarms Mobile Fires PD Assist

Farmersville Fire Department Mutual Aid Responses



- Structure Fire

■ Major Accident

■ First Responder

■ Public Assist
- Unauthorized Burn

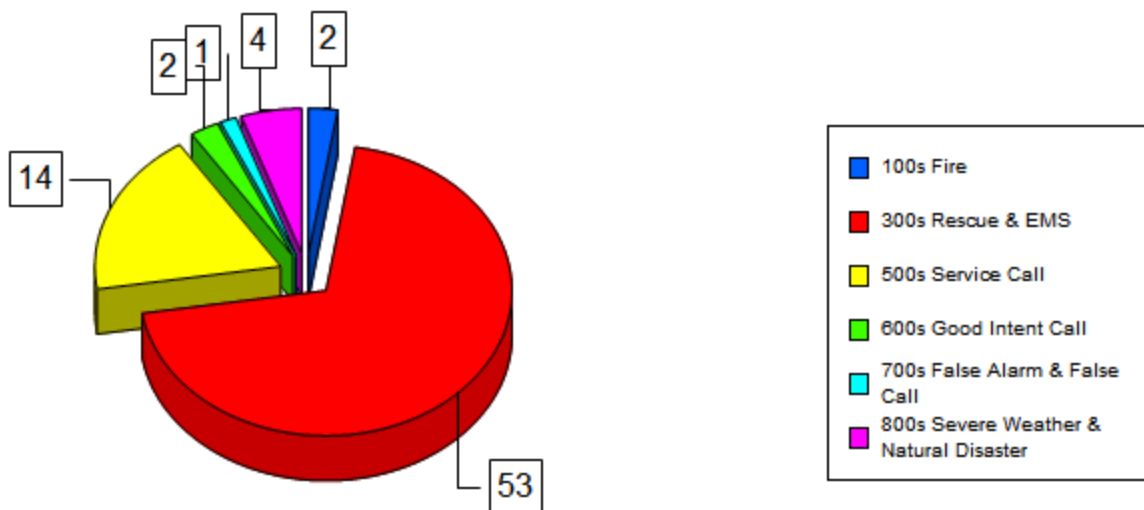
■ Smoke/Odor Investigation

■ Grass Fire

■ Hazardous Conditions
- Alarms

■ Mobile Fires

■ PD Assist



Graphed Items are sorted by Incident Type

Type Of Incident:

Total Of Incidents:

Percentage Value:

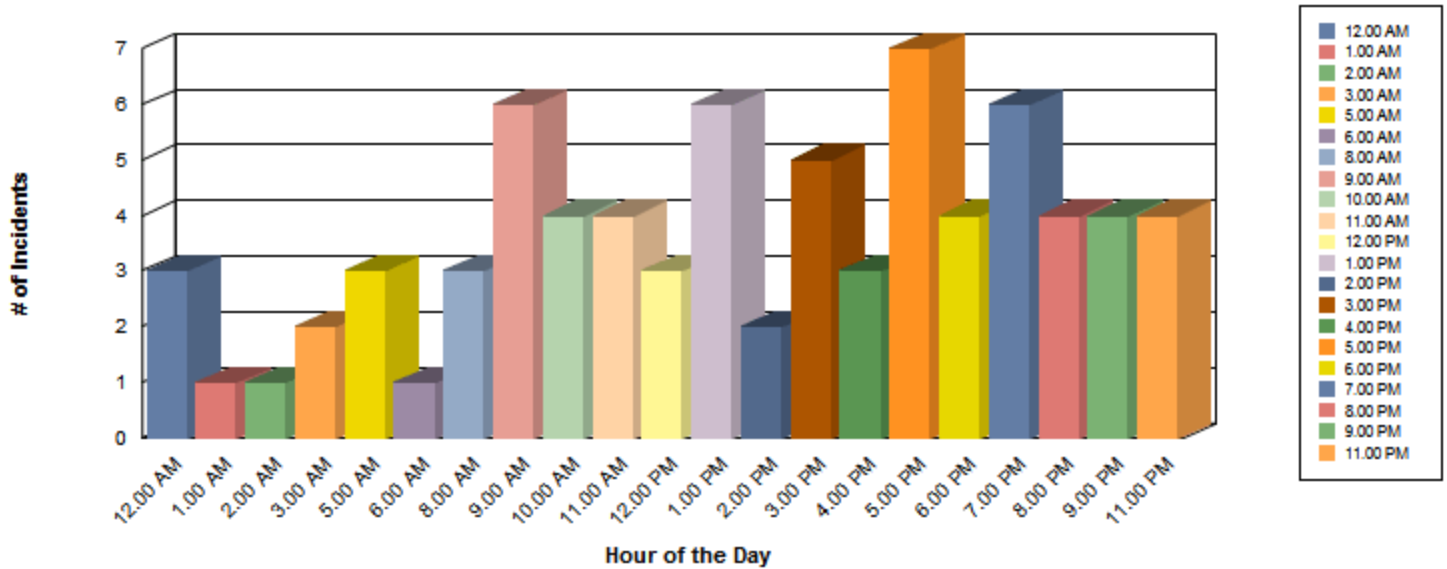
100 Series-Fire	2	2.63%
300 Series-Rescue & EMS	53	69.74%
500 Series-Service Call	14	18.42%
600 Series-Good Intent Call	2	2.63%
700 Series-False Alarm & False Call	1	1.32%
800 Series-Severe Weather & Natural Disaster	4	5.26%

Grand Total: 76

Type Of Incident Most Frequent: 300 Series-Rescue & EMS

Print Date: 7/1/2015

Incident Totals by Hour



Hour of the Day: 12.00 AM

Total # of Incidents: **3.00** % of Total Incidents: **3.95%**

Hour of the Day: 1.00 AM

Total # of Incidents: **1.00** % of Total Incidents: **1.32%**

Hour of the Day: 2.00 AM

Total # of Incidents: **1.00** % of Total Incidents: **1.32%**

Hour of the Day: 3.00 AM

Total # of Incidents: **2.00** % of Total Incidents: **2.63%**

Hour of the Day: 5.00 AM

Total # of Incidents: **3.00** % of Total Incidents: **3.95%**

Hour of the Day: 6.00 AM

Total # of Incidents: **1.00** % of Total Incidents: **1.32%**

Hour of the Day: 8.00 AM

Total # of Incidents: **3.00** % of Total Incidents: **3.95%**

Hour of the Day: 9.00 AM

Total # of Incidents: **6.00** % of Total Incidents: **7.89%**

Hour of the Day: 10.00 AM

Total # of Incidents: **4.00** % of Total Incidents: **5.26%**

Hour of the Day: 11.00 AM

Total # of Incidents: **4.00** % of Total Incidents: **5.26%**

Hour of the Day: 12.00 PM

Total # of Incidents: **3.00** % of Total Incidents: **3.95%**

Hour of the Day: 1.00 PM

Total # of Incidents: **6.00** % of Total Incidents: **7.89%**

Hour of the Day: 2.00 PM

Total # of Incidents:	2.00	% of Total Incidents:	2.63%
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Hour of the Day: 3.00 PM

Total # of Incidents:	5.00	% of Total Incidents:	6.58%
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Hour of the Day: 4.00 PM

Total # of Incidents:	3.00	% of Total Incidents:	3.95%
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Hour of the Day: 5.00 PM

Total # of Incidents:	7.00	% of Total Incidents:	9.21%
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Hour of the Day: 6.00 PM

Total # of Incidents:	4.00	% of Total Incidents:	5.26%
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Hour of the Day: 7.00 PM

Total # of Incidents:	6.00	% of Total Incidents:	7.89%
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Hour of the Day: 8.00 PM

Total # of Incidents:	4.00	% of Total Incidents:	5.26%
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Hour of the Day: 9.00 PM

Total # of Incidents:	4.00	% of Total Incidents:	5.26%
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Hour of the Day: 11.00 PM

Total # of Incidents:	4.00	% of Total Incidents:	5.26%
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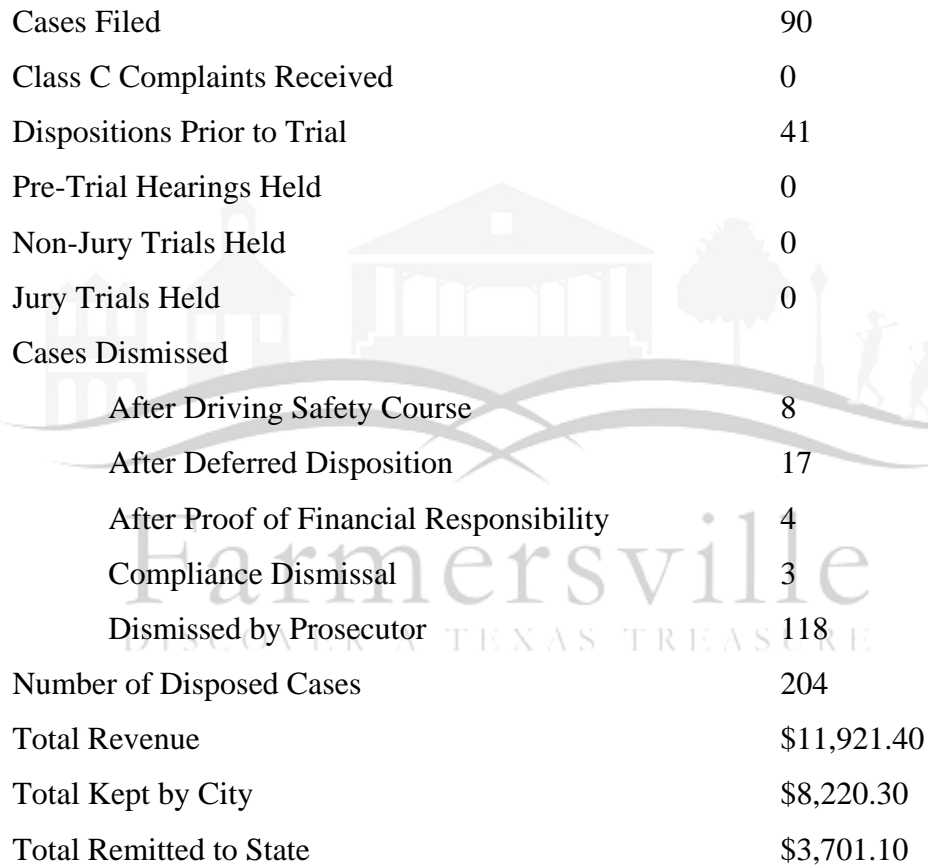
<u>Grand Total Incidents:</u>	<u>76.00</u>
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TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Municipal Court Report

FARMERSVILLE MUNICIPAL COURT

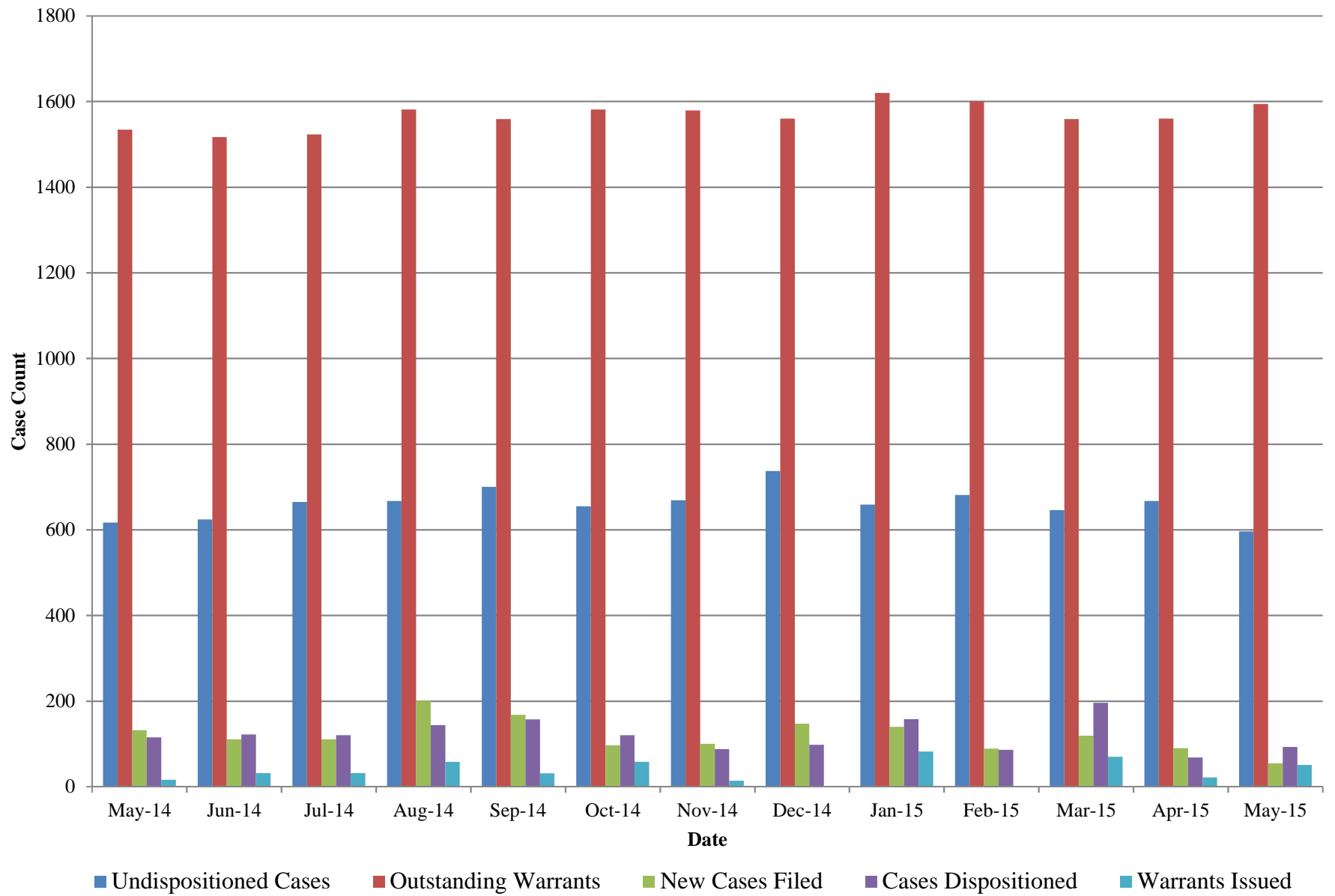
MONTHLY REPORT JUNE 2015



Cases Filed	90
Class C Complaints Received	0
Dispositions Prior to Trial	41
Pre-Trial Hearings Held	0
Non-Jury Trials Held	0
Jury Trials Held	0
Cases Dismissed	
After Driving Safety Course	8
After Deferred Disposition	17
After Proof of Financial Responsibility	4
Compliance Dismissal	3
Dismissed by Prosecutor	118
Number of Disposed Cases	204
Total Revenue	\$11,921.40
Total Kept by City	\$8,220.30
Total Remitted to State	\$3,701.10

***Cases dismissed by Prosecutor includes a portion of the warrant time purge.**

Municipal Court Case and Warrant Rate





TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Warrant Officer Report

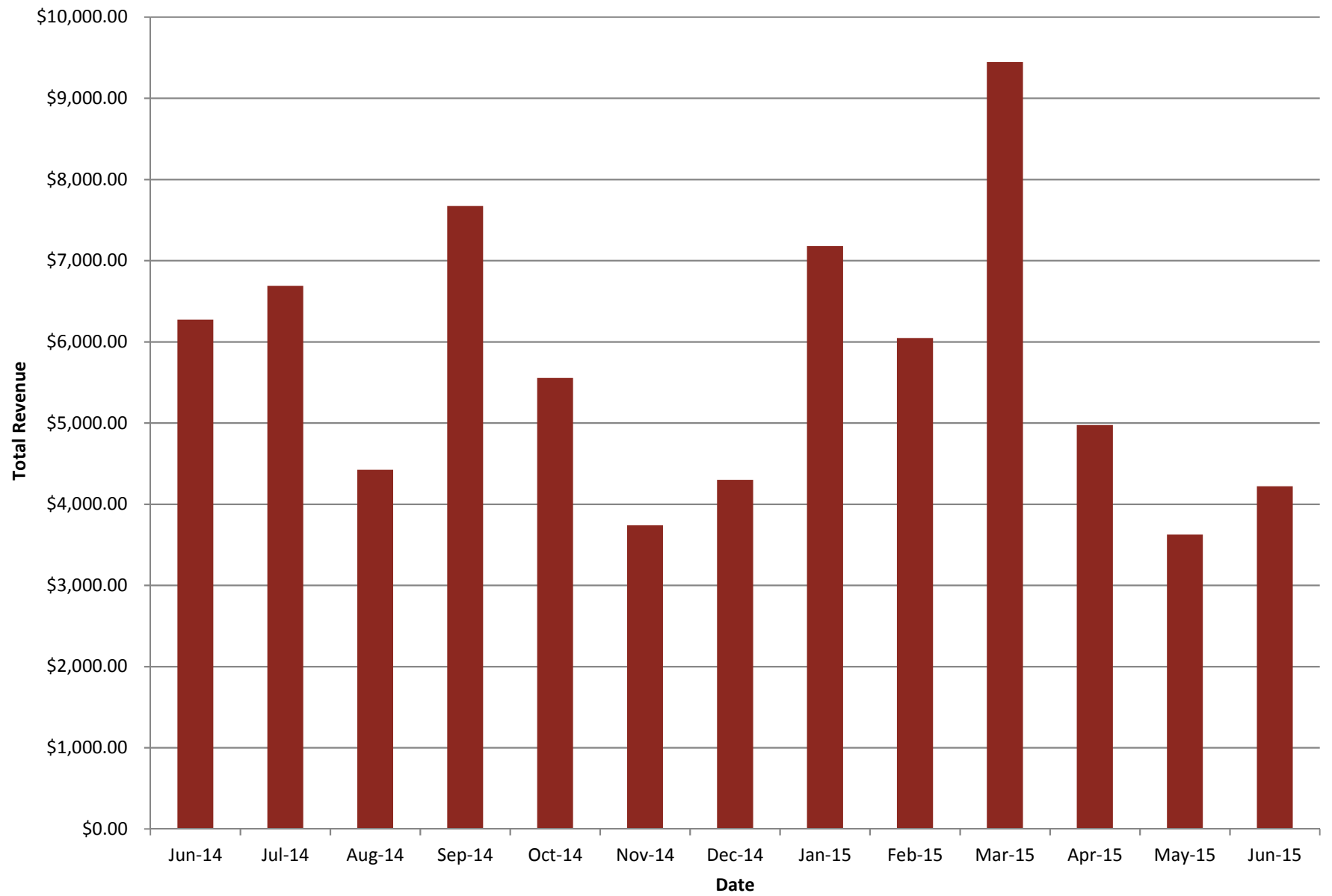


FARMERSVILLE MUNICIPAL COURT WARRANT OFFICER REPORT

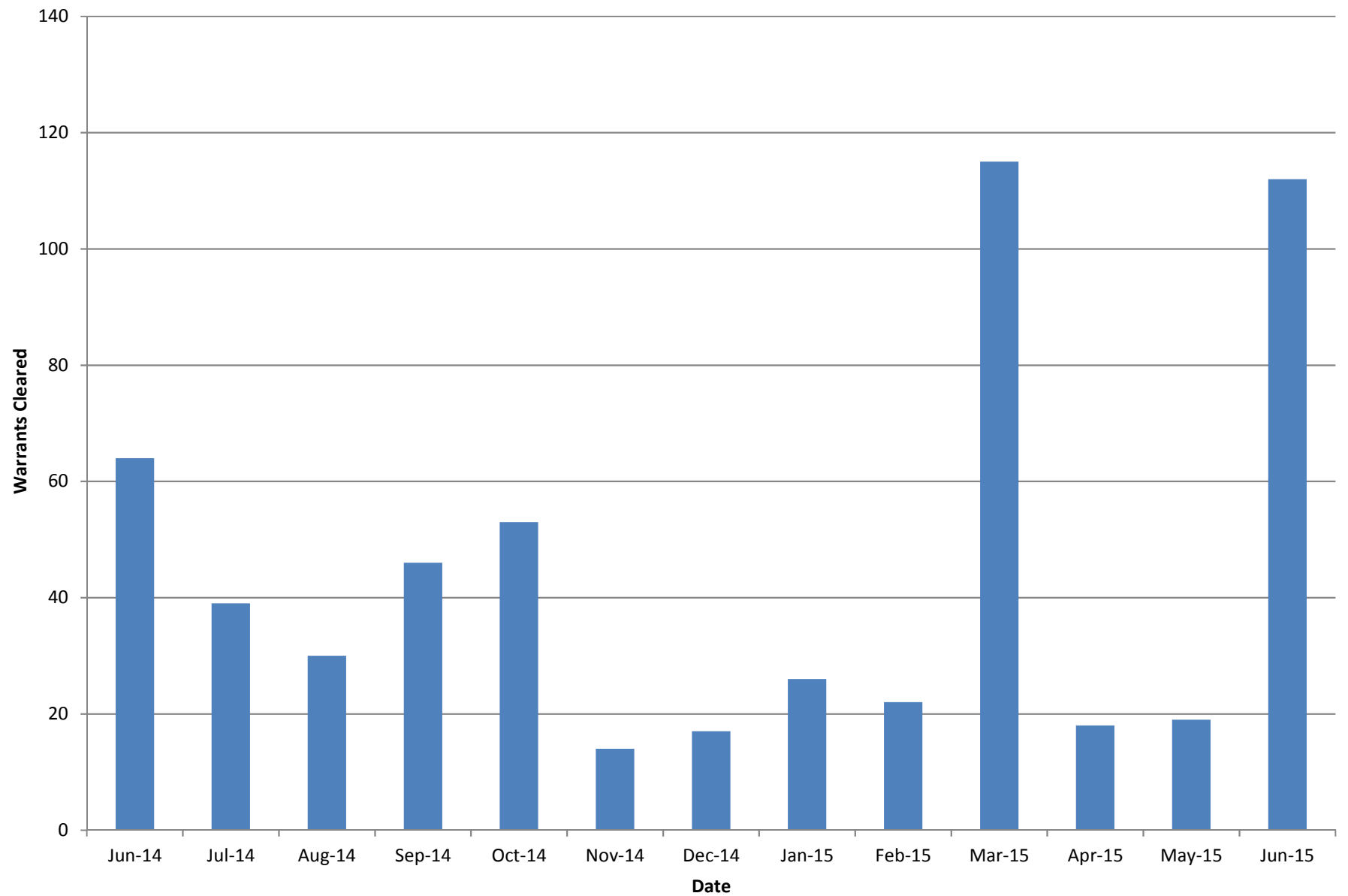
JUNE 2015

Total Outstanding Warrants	1177
Total Due from Outstanding Warrants	\$350,705.05
New Warrants Issued by Court	0
Total Warrants Cleared	112
Warrants Cleared by Arrest	5
Total on Payment Plan	148
Total Warrant Revenue	\$4,219.40
Total Time Served Credit	\$1,068.00
Total Cash Payments/Bonds Applied	\$2,646.40
Service Attempts (Including Served)	10
Process Served	10

Total Warrant Revenue



Total Warrants Cleared



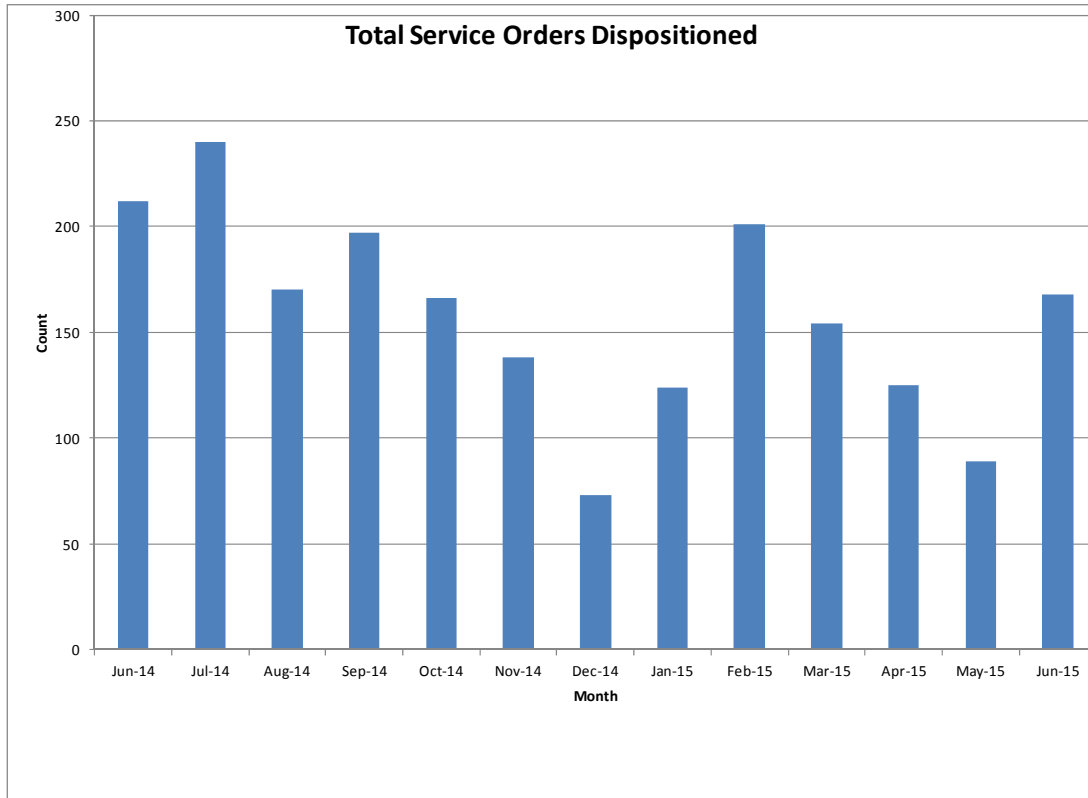


TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Public Works Report



Public Works Monthly Report

Service Order Status



Service Order Group	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Utility Billing	42	56	70	54	67	32	22	31	29	31	19	42	47
Street System	6	4	5	2	4	4	2	1	1	13	13	8	10
Water System	91	102	35	86	41	61	37	56	81	30	27	10	52
Waste Water System	2	7	2	5	4	4	2	8	5	5	6	2	1
Storm Water System	0	0	0	0	0	0	0	0	2	0	0	2	0
Property and Buildings	2	8	5	5	2	4	2	0	3	7	6	2	2
Electrical System	47	38	34	22	29	19	3	12	59	37	37	12	28
Refuse System	14	13	15	20	15	9	5	14	17	24	10	6	20
Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Works	1	2	2	0	3	1	0	0	1	0	0	0	2
Miscellaneous	7	10	2	3	1	4	0	2	3	7	7	5	6
Total	212	240	170	197	166	138	73	124	201	154	125	89	168

Note:

1. Number of outstanding service orders, 22 days or older (backlog): 30
2. Number of elevated service orders: 6 completed, 0 outstanding

Public Works General

1. No increase in lost time accidents for the year.
 - a. Total Number for 2014-2015: 0
2. Total lost days for 2014-2015: 0
 - a. Accidents in Month: None

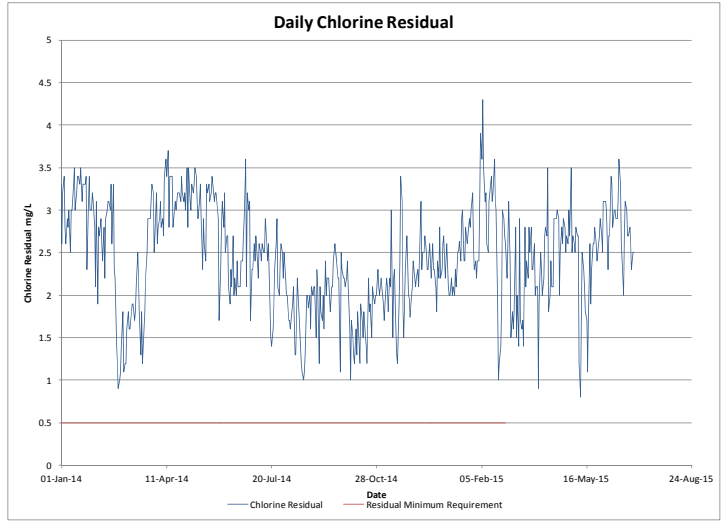
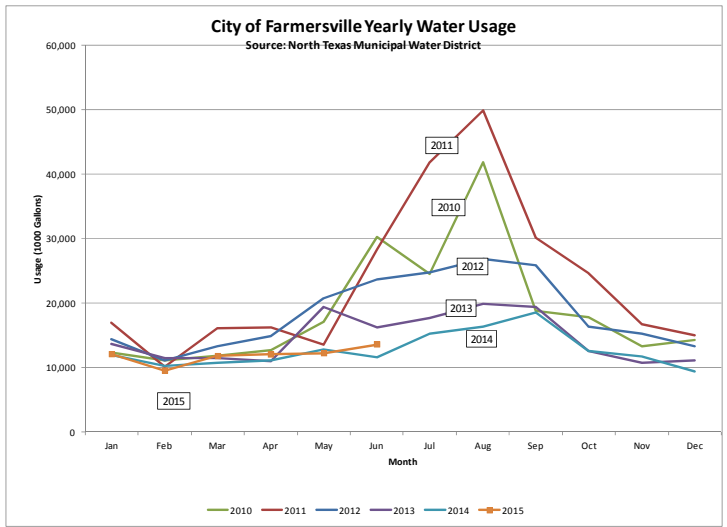
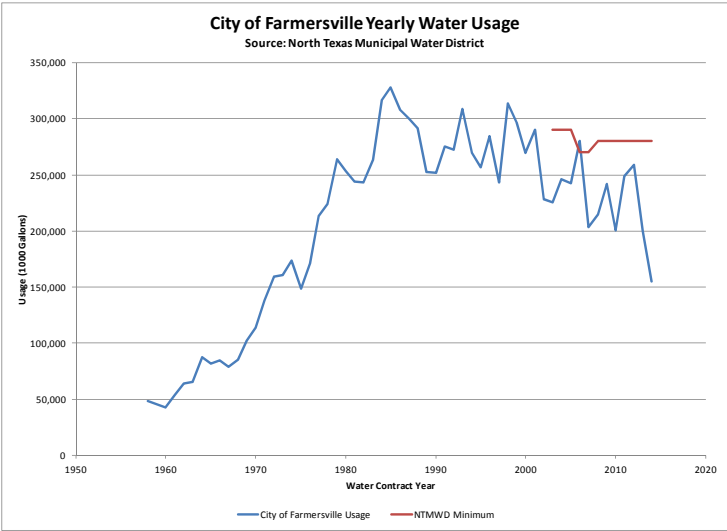
Street System

1. Project Backlog
 - a. Maintenance resurfacing and panel replacement.
 - i. Jackson Street
 - ii. Maple Street
 - iii. Locust Street
 - iv. North Washington Street by school, drainage issues
 - v. Hale Street
 - vi. Gaddy Street, King Street to Windom Street
 - vii. Propect
 - b. Install remainder of school zone signs.
 - c. Mark stop lines at Summit and Rike.
2. Extensive pothole repair all over the city due to recent rains.
3. Completed replacing concrete driveway approach at 413 Welch drive.
4. Cleared culvert blockage Main Street at Old Josephine.
5. Cleaned out bar ditch Gaddy Street at SH 78.
6. GO Bond related projects. See project status below.
7. US 380 Highway Project status.
 - a. 1st Railroad Bridge, Passing Track: Complete.
 - b. 2nd Railroad Bridge, Main Track: Dec 2014 thru August 2015
 - c. 380 Roadway, East Bound: Complete. Open to two-way traffic.
 - i. East Bound Off-Ramp (Southwest Ramp), July 2015
 - ii. East Bound On-Ramp (Southeast Ramp), Complete. Two-way ramp.
 - d. 380 Roadway, West Bound: July 2015.
 - i. West Bound Off-Ramp (Northeast Ramp), Complete, opens with westbound traffic
 - ii. West Bound On-Ramp (Northwest Ramp), July 2015
 - iii. Street interconnection, Floyd: Complete
 - iv. Street interconnection, Mimosa: Complete
 - v. Street interconnection, Rike: Complete
 - vi. Street interconnection, Hamilton: Complete
 - vii. Street interconnection, Beene: Complete
 - viii. Street interconnection, Raymond: Complete
 - ix. Street interconnection, Orange: July 2015, opens with west bound lanes
 - e. Main Street Bridge Construction: Complete
 - i. Main Street Roadway: Complete
 - f. Hill Street Crossing: Complete, sidewalk concrete complete, awaiting clean-up.
 - g. Walnut Street Crossing: October 2015
 - h. Main/Summit Street Crossing:

- i. Passing track: Complete
- ii. Main track: September 2015

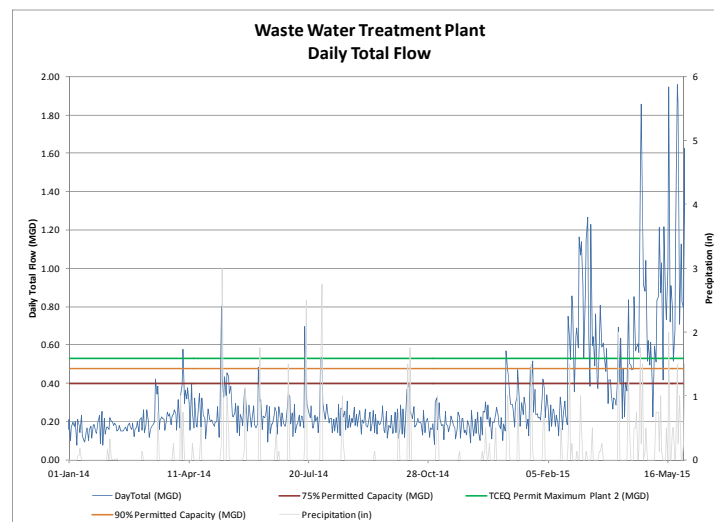
Water System

1. Project backlog
 - a. GO Bond related engineering. See project status below.
 - b. Recoat inside of north elevated water tank.
 - c. Transfer NTMWD customers to CoF along Hwy 380.
 - d. Install water line on Lee Street to replace extremely poor 2" galvanized line.
 - e. Waterline extension for Caddo Park.
2. Continuing to deploy new automated meter reading system. The following meters have been deployed:
 - a. West of SH78
 - b. East of Floyd Road
 - c. FM 2194, Willowbrook, and Merit Road (north of Murchison)
 - d. Pecan Creek
 - e. 100% of the meters along SH78.
 - f. Lincoln Heights.
 - g. Currently working on meters south of US 380 in area bounded by Summit, South Main, Audie Murphy Parkway, Floyd.
3. Meter Report (1413 +5):
 - a. Residential Meters (1169, + 3)
 - b. Commercial Meters (191, + 2)
 - c. Industrial Meters (28, - 0)
 - d. Public Meters (19, +0)
 - e. Wholesale Meters (6, +0)
4. Consumption Report (Calendar Year Start 21 Dec 2012), 20 May 2015 Month thru 18 June 2015, 29 days)
 - a. Inflow (NTMWD), Calendar Year to Date: 67,190,000
 - b. Inflow (NTMWD), Month: 11,990,000
 - c. Unmetered Usage, Calendar Year to Date: 201,348 gallons
 - d. Unmetered Usage, Month: 49,140 gallons
 - e. Real Losses, Calendar Year to Date: 0 gallons
 - f. Real Losses, Month: 0 gallons
 - g. Usage, Calendar Year to Date 62,636,270 gallons
 - h. Usage, Month: 12,500,630
 - i. Usage, Average Daily Water Usage for the Month: 431,057 gallons
 - j. Calendar Year Water Loss Percentage (to date): 6.47%



Waste Water System

1. Project backlog:
 - a. Community Development Block Grant (CDBG) to fund sewer system project. See project status below.
 - b. GO Bond related engineering. See project status below.
2. While our quality number coming out of our current waste water treatment plant continue to be good but we have busted the quantity limit for the third month in a row. This could mean that TCEQ starts to take action. Met with NTMWD to be prepared for this possibility. We are doubling our efforts regarding infiltration prevention. This could impact our current budget as we place more assets in this area.
3. OSSF ordinance close due to be approved by council in July.
4. Wastewater Treatment Plant Status
 - a. Kimley-Horn selected as WWTP engineer. Contract signed. Work has begun on interceptor alignment.



Storm Water System

1. Project backlog:
 - a. Currently working on drainage issue behind Hurst Antiques. Wreaked out interior walls and waiting on structural reinforcement of the Candy Kitchen roof before demolition of remaining structures.
 - b. Drainage issues behind May Furniture building.

Property and Buildings

1. See action item list below for Fire Marshal findings.
2. City Hall
 - a. Backlog: Mark front door ramp area with yellow warning stripes.
 - b. Backlog: Install new generator.
 - c. Backlog: Upgrade parking lot to address ADA requirements at front entrance.
 - d. Backlog: Additional window tinting.
 - e. Backlog: Fix upstairs window.
3. Chamber of Commerce

- a. Backlog: Upgrade parking lot to address ADA requirements at front entrance.
- 4. Public Works Annex
 - a. No new news.
- 5. JW Spain
 - a. Awaiting contract for JW Spain engineering planning services. Halff and Associates selected as engineer.
- 6. Onion Shed
 - a. Completed roof repairs. Roof secured by screws now.
 - b. Started work on foundation repairs.
- 7. West Onion Shed
 - a. Work on Heritage Museum underway.
- 8. Charles R. Curington Public Safety Building
 - a. No new news.
- 9. Chaparral Trail
 - a. See project status below.
- 10. Riding Arena.
 - a. No new news.
- 11. Public Works Service Center
 - a. Working on new inventory system.
- 12. Rambler Park.
 - a. Splash pad is open and working!!
 - b. Backlog: Move gazebo closer to splash pad.
 - c. Backlog: Sidewalk connector to the gazebo.
- 13. North Lake
 - a. Construct Police shooting range.
- 14. South Lake Park
 - a. Backlog: The following items are due for replacement/maintenance:
 - i. Repair/remove broken portal.
 - ii. Replace hanging bars, 10.
 - iii. Replace missing grill, qty 2.
 - iv. Replace bench at the boat ramp.
 - v. Replace weak boards on fishing pier.
 - vi. Improve hose bib installation
- 15. Civic Center/Library
 - a. Backlog: Handicap ramp compliance issues.
 - b. Backlog: Handicap parking striping and signage.
- 16. Best Center
 - a. Backlog: Change locks.
- 17. Senior Center
 - a. Backlog: Concrete for entrance area.
 - b. Backlog: Lights for the parking lot.
- 18. City Park
 - a. Backlog: The following items are due for replacement/maintenance
 - i. Place engineered wood fiber box around slide.

- ii. Remove rock from underneath playground equipment and replace with engineered wood fiber.
- 19. Downtown
 - a. Backlog: Install banner mounts.
- 20. Install historical markers for the following items:
 - a. Backlog: Old city standpipe location.
 - b. Backlog: Ramblers Baseball Park.
 - c. Backlog: Old Train Depot site.
 - d. Backlog: Downtown square, William Gotcher
 - e. Backlog: Looney-Dowlin First Public School

Electrical System

1. Meter Report (1567 + 1):
 - a. Residential Meters (1282 + 1)
 - b. Commercial Meters (224 + 0)
 - c. Industrial Meters (16)
 - d. Public Meters (45)
2. Consumption Report (History Started 16 Apr 2014, Month 20 May, 2015 thru 22 June May 2015, 32 days)
 - a. Usage, Month: 2,807,164 kW-Hr.
3. Fusing and segmentation project. Fusing design is complete. Sectionalizing approach is currently being engineered. This project will help increase system reliability.
4. McCord continues working on electrical system standards.
5. At the request of Sharyland, on 06-30-2015, the backup feed was established while sub techs performed routine maintenance on the substation transformer and switches. Also, Sharyland changed out a defective regulator inside the substation, feeder 1, C phase.
6. Backlog: Create electrical system metrics list
7. Backlog: Install statement billing
8. Backlog: Install average billing
9. Tree Trimming
 - i. 400 block of Jackson
 - ii. 400 block of S. HWY 78
 - iii. Sycamore @ Windom
 - iv. 600 block of Maple
 - v. Summit just east of Farr Hill
 - vi. 300 block of Neathery
10. Pole change outs and new poles

Installed 45' riser pole for Fisd Stadium project

Replaced broken 40' at 300 block of Neathery (hit by car)

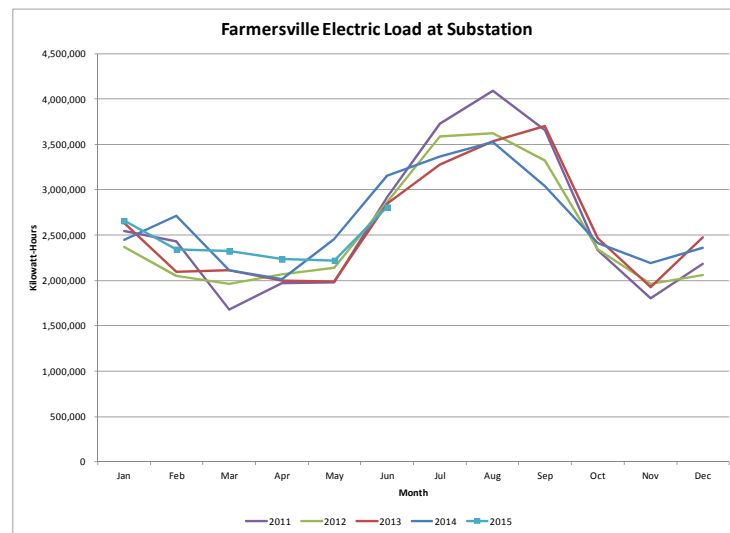
Changed out broken service pole @ 903 S Main

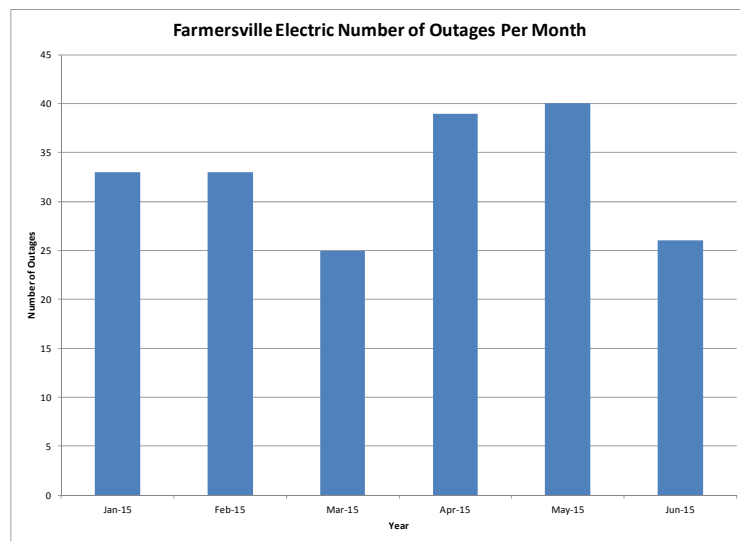
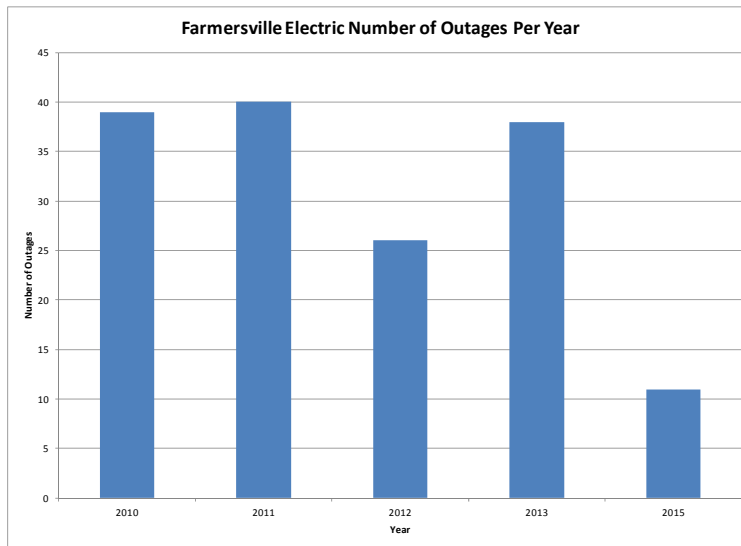
Surcharge Projects.

 - a. Pole Straightening/Replacement
 - i. S. Main St between HWY 380 and Old Josephine Rd.

Underway. Poles have been set for phase 1 (Old Josephine Rd to 900 block of S Main St.). In the process of transferring primary conductors, underground risers, transformers, secondary, and services over to new poles and removing old poles with an emphasis on not interrupting customer's electrical service unless absolutely unavoidable.

- b. Wire upgrade. Copper to aluminum/resizing
 - i. (in progress, 30%) S Main between 380/Old Josephine Rd replacing #6 copper neutral with #2 aluminum
- c. Transformer resizing.
- d. Capital Projects
 - FISD Stadium Upgrade:
Installed Riser pole, 350' of 4" conduit, and 6'x4' concrete transformer pad.
Project is 40% complete and should be finished before July 24th.
- e. Lighting upgrades
 - i. 300 block of Neathery
 - ii. 400 block of McKinney
 - iii. (in progress, 30%) S Main, every non LED light between Audie Murphy and Old Josephine Rd.
- f. Fusing & Sectionalizing.
- g. Removal of open wire secondary. (replaced with triplex unless omitted)
 - i. 400+' at S. Main
 - ii. 150' PR 100
 - iii. 250' 500 block of Jackson
 - iv. 150' 300 block of Neathery
- h. Automated Meter Infrastructure System
 - i. Working on data transfer mechanisms between TuNet and Incode.
 - ii. Order next phase of single phase meters from Irby.





DATE ON	TIME ON	HOURS	ADDRESS	Feeder	TROUBLE	CAUSE	ACTION TAKEN	WEATHER	TEMP	WIND	# OF METERS	METER-HOURS
17-May-15	12:25	0.83	WATER ST @ 78	2	FV2 LOCK OUT	LIGHTENING	ISOLATED BLOWN ARRESTOR. REFUSED B PHASE AT HWY 78, N. OF WATER ST.	RAIN	71	20+NW	50	42
21-May-15	10:36	0.02	FVILL PKWY @ S WASHINGTON	2	FV2 LOCK OUT	WILDLIFE	CONFIRMED LINE CLEAR. RE-ENERGIZED FV2	CLOUDY	77	10 NW	650	11
28-May-15	14:55	0.25	1500 AUDIE MURPHY PKWY	2	FV2 LOCK OUT	BROKE POLE	CLEARED LINE, RE-ENERGIZED FV 2, CHANGED OUT 40 POLE AND RECONFIGURED	CLEAR	87	15 NW	650	163

Refuse System

1. No new news.

Inspections, Permits, Plats

1. Amy Carwash building continues progressing. Slowly!! New 8" water line installed.
2. Nursing center on West Audie Murphy Parkway continues towards completion.
3. Camden Park development going forward.

Vehicles/Tools

1. New Trimble GPS gear working splendidly.

Special Projects/Loans/Grants

Description	Total Project Estimate	City's Share	Estimated Construction Begin Date	Estimated Construction Completion Date	Comments and Status
Chaparral Trail Grant Collin County Open Space (Phase III)	\$300,000	\$150,000 (4B, \$60K 2013) (4B, \$60K 2014) (CoF, \$30K 2014)	Feb-15	Jun-15	Activity in work: bollards, bridge at mile ~4.5, road crossings, benches, trash cans, storm water ditches, decomposed granite. Complete activity: Onion Shed parking lot.
Waste Water System Community Development Block Grant (CDBG)	\$275,000	\$41,250 (Cash from Bond)			State contract is in place. Engineering and grant administration contracts awarded. Construction contracts to follow.
Waste Water Treatment Plant Texas Revolving Fund	\$14,000,000	Loan, 100%			Application turned in. Funded delayed to next calendar year. Started work on procuring a design engineer for the treatment plant.
Farmersville Parkway Phase III Collin County Bond	\$3,800,000	\$1,900,000	On-Hold	On-Hold	On hold awaiting matching funding, 50%.
Floyd Street Extension Collin County Bond	\$200,000	\$100,000	On-Hold	On-Hold	On hold awaiting matching funding, 50%

General Obligation Bond Projects

Project Number	Project Name	Current Budget	Actual Bond CTD	Status	Estimated Construction Start Date	Estimated Construction End Date
Street Projects						
1	Sycamore Street Panel Replacement (Hwy 78 to Jackson)	156,119	156,119	Complete	Apr-13	Aug-14
2	Orange Street Overlay (380 to Old Josephine, Partially County Funded)	59,589	59,589	Complete	Oct-14	Nov-14
3	CR557 Overlay (US 380 to SH 78), Majority County Funded	265	265	Complete	Oct-12	Jul-13
4	Westgate Overlay (Hwy 78 to Wilcoxson)	203,627	203,627	Complete	Dec-13	May-14
5	Hamilton Overlay (McKinney to Yucca)	342,243	342,243	Complete	May-14	Sep-14
6	Hamilton Street Overlay (Yucca to Gaddy)			Complete	May-14	Sep-14
7	Central Overlay (College to Prospect)	103,607	103,607	Complete	Apr-14	May-14
8	Beech Street Overlay (Main to Beene)	247,718	247,718	Complete	Aug-14	Oct-14
9	Windom Overlay (Maple to McKinney)	48,053	48,053	Complete	Nov-14	Nov-14
10	South Washington Overlay (Farmersville Parkway to Sid Nelson)	145,410	0	Construction	Mar-15	Jun-15
11	Sid Nelson Overlay (South Washington to Hamilton)	240,963	688	Contract	Apr-15	Jul-15
12	Hamilton Street (380 to Farmersville Parkway)	1,384,000	0	Engineering	Jun-15	Oct-15
13	Santa Fe Reconstruct (Johnson to Main)	92,001	274	Construction	Mar-15	Jun-15
14	Locust Street Overlay	297,120	274	Contract	Jun-15	Jul-15
15	Street Signs and Installation	95,000	2,048	Ready for Construction	Dec-15	Aug-15
Street Projects Total		3,415,715	1,164,506	2,251,209		
Street Projects GO Bond Allocation		3,575,000				
Water Projects						
16	North ET/North Main Street	658,800	606,378	Complete	Apr-14	Feb-15
17	Sycamore St/Hwy 78/N Washington			Complete	Apr-14	Oct-14
18	Hamilton St	24,737	24,737	Complete	Jun-14	Jul-14
19	Rike/Houston/Austin Street	180,000	8,300	Engineering	May-15	Aug-15
20	Automated Meter Reading System	520,000	391,417	Construction	Mar-13	May-15
21	Bob Tedford Drive	100,000	85,741	Complete	Nov-14	Mar-15
22	S Washington/Sante Fe	150,000	2,799	Contract	Apr-15	May-15
23	CR 608/CR 609	0		N/A		
Wastewater Projects						
24	S Main & Abbey – Gravity Main	18,750		Engineering	Jul-15	Nov-15
25	Hwy 78 & Maple St – Gravity Main	18,750		Engineering	Jul-15	Nov-15
26	Hwy 78 & CR 611 – Gravity Main	18,750		Engineering	Jul-05	Nov-15
27	Floyd St – Lift Station	75,000		Not Started	Jun-15	Dec-15
28	Sycamore – Gravity Main	16,497	16,497	Complete	May-13	Jul-13
29	Hamilton St - Gravity Main	16,608	16,608	Complete	Jun-14	Jul-14
30	Hwy 380 & Welch Dr – Gravity Main	0		Not Started	Jun-15	Dec-15
31	Hwy 380 (AFI to Floyd St) – Lift Station & Force Main	550,000		Not Started	Jun-15	Dec-15
32	Locust – Gravity Main	50,000		Not Started	Jun-15	Dec-15
Water and Wastewater Projects Total		2,397,892	1,152,475	1,245,417		
Water and Wastewater Projects GO Bond		2,400,000				

Action Item List

Project Name	Project Description	Date of Request	Person Assigned	Service Order Number	Notes	Close Date
Brick and Tree	for all past city council and mayors	14-Jan-13	Paula Jackson		Bricks and trees received. LDS project got delayed so Public Works is planting the trees	Open
Painted Stop Lines	Painted stop lines at the intersection of Summit and Rike	2-Dec-14	Ben White		Flatline has been contracted to handle this activity	Open
Water hole in the sidewalk at Tony's Restaurant	have public works look to see what can be done to correct	14-Jan-13	Public Works	149337		Open
Requirements for thickness of driveways	Research Suddivision and Zoning for the thickness for driveways. Questions regarding 6 in accompanied by geotechnical study	15-Jan-13	Ben White/Paula			Open
Rambler Park	The Playground in in need of mulch	12-Mar-13	Public Works			Open
Goettcher Street Sign	Install street signs related to Goettcher Street	17-May-13	Ben White		Received quotes and downselected supplier. Sign on order with Roadrunner.	Open
Replacement Meter Covers	Replace hand made water meter covers downtown. People are tripping over them.	14-Jan-14	Ben White			Open
Side walk repairs needed	the Sidewalk infront of Independent Bank and infornt of McGuire Building	15-Jan-14				Open
City Hall	floor - replacement and duct cleaning	20-Feb-14				Open
City Hall Fire Marshal Action Items	1. provide panic hardware on second exit 2. secure chairs together(when 4 in row) 3. provide fire extinguisher in council chabmbers 4. remove extension cords	25-Mar-14	Ben White		3. Complete	Open
Sewer Plant Fire Marshal Action Items	1. provide fire extinguisher 2. label diesel tank 3. open spaces in elect panel 4. SCBA missing (is this required per emergency plan?)	25-Mar-14	Ben White		1. Complete	Open
J.W. Spain Fire Marshal Action Items	1. Provide commercial ansul system with hood above frier and flat top. <alt-enter> 2. Provide fire extinguisher in concession stand. 3. Repair damaged bleachers.	28-Mar-14	Ben White		2. Complete 3. Complete	Open

Project Name	Project Description	Date of Request	Person Assigned	Service Order Number	Notes	Close Date
Riding Arena Fire Marshal Action Items	1. comply with ICC bleacher requirements 2. provide access to building (key provided did not work	28-Mar-14	Ben White			Open
Public Works Annex Fire Marshal Action Items	No violations Note: recommended to put "Do Not Enter" sign on storage side of the building or provide rails	28-Mar-14	Ben White			Open
Public Safety Building Fire Marshal Action Items	PD: Fire: 1. Repair rear exit sign 2. gas must be stored in metal UL can 3. provide ansul kitchen system or do not cook w/grease vapors. EMS: 1. Provide no smoking sign above oxygen 2. provide ansul kitchen system or do not cook w/grease vapors. 3. do not store combustibles in hot water heater closet.	28-Mar-14	Ben White		PD: No action Fire: 1. Complete 2. Complete 3. Complete EMS 1. Complete 3. Complete	Open
Civic Center Fire Marshal Action Items	1. Provide panic hardware (all doors except main entrance) 2. Post occ load 3. Provide ansul cooking system	28-Mar-14	Ben White		1. Complete 2. Occupant load sign on order	Open
JW Spain Handicap Parking	Install parking places for handicap parking	28-Mar-14	Ben White			Open
Restrooms at parks	Audrey has requested a number of things to be fixed or replaced at the restrooms like signs on the mens and womens and fix the water fountain and the toilet lids	15-Apr-14	Paula Jackson		Ben and I are looking into signs to be placed.	Open
Welcome Sign north	fix the welcome billboard	22-Apr-14	public works		On hold pending artwork completion	Open

Project Name	Project Description	Date of Request	Person Assigned	Service Order Number	Notes
Civic Center Fire Marshal Action Items	1. Provide panic hardware(all doors except main entrance 2. Post occ load 3.Provide ansul cooking system	28-Mar-14	Ben White		1. Complete 2. Occupant load sign order
JW Spain Handicap Parking	Install parking places for handicap parking	28-Mar-14	Ben White		
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Welcome Sign north	fix the welcome billboard	22-Apr-14	public works		On hold pending artwo completion



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – Library Report



Charles J. Rike Memorial Library

203 Orange Street - Farmersville, Texas

www.rikelibrary.com

972-782-6681

June – 2015

Circulation:	3414
Computer Users:	425
Wi-Fi User Estimate:	93
Visitors:	2506
Inter-library Loan	
Books loaned to other libraries:	4
Books borrowed for our patrons:	7
Patrons Saved \$ *	\$ 46,809.64
New Patrons:	65
Volunteer Hours Donated:	74 hours

Summer Reading Club - June Attendance

Date	Children	Adults	Theme
06/04/2015	21	11	SRC Kick Off Program - Ringling Bros. Clowns
06/10/2015	35	19	What's your superhero name?
06/17/2015	45	19	Working for the Daily Planet / newspaper
06/24/2015	40	19	Protectors of freedom / In-service / Veterans
June Totals:	141	68	209 Total Participants

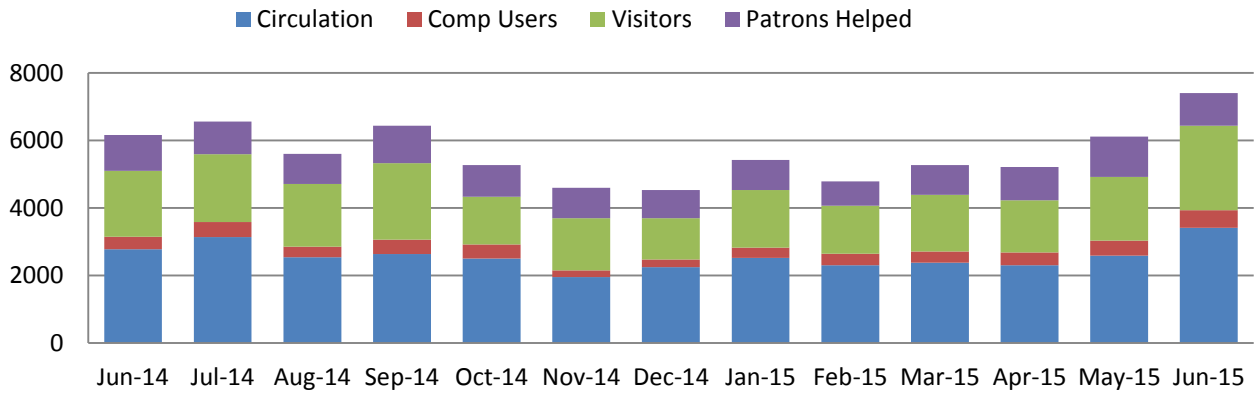
Food for Fines for June: 29 items donated, \$27 fines forgiven.

Audie Murphy Day visitors: approximately 40 visitors.

On Friday, June 26, the Library hosted a live portrayal of Audie Murphy by Duffy Hudson. There were approximately 25 attendees. The performance was thought provoking and very powerful.

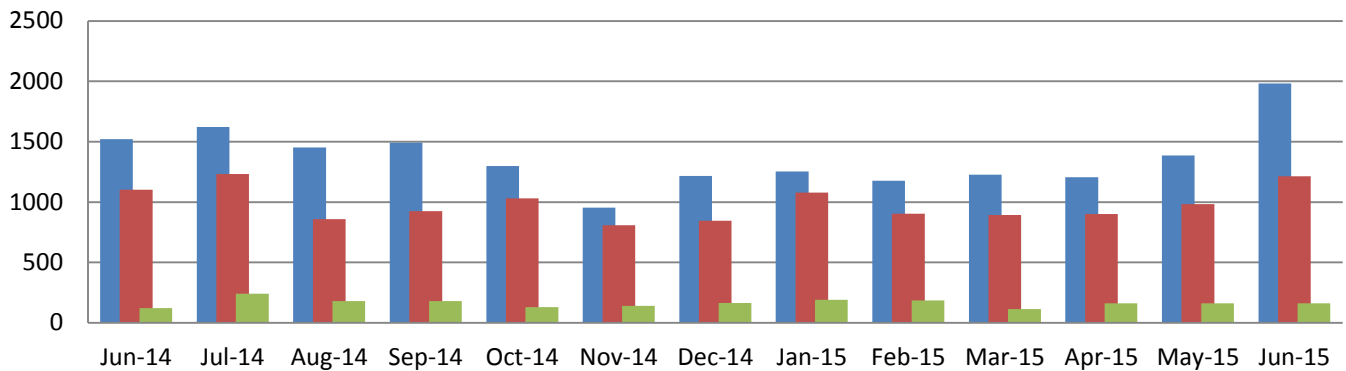


Library Usage



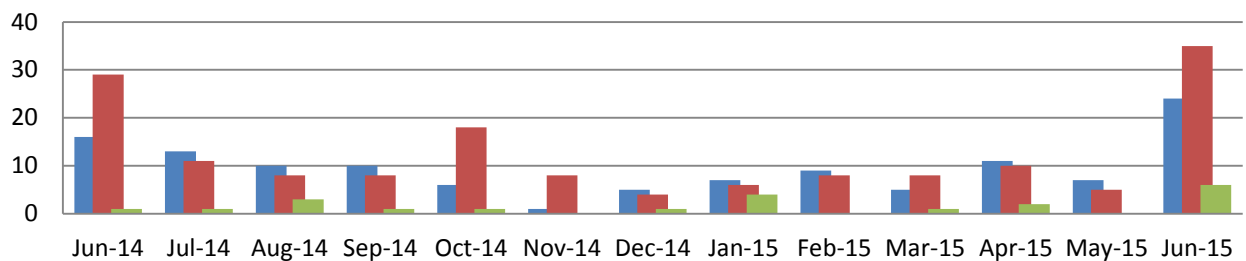
	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Patrons Helped	1057	967	886	1112	938	905	828	885	721	887	985	1190	966
Visitors	1952	2011	1859	2265	1409	1540	1229	1715	1421	1675	1546	1883	2506
Comp Users	367	446	317	419	421	198	223	302	345	334	382	454	518
Circulation	2784	3141	2539	2642	2504	1958	2251	2521	2306	2378	2305	2586	3414

Circulation by Patron Type



	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
City	1521	1621	1451	1491	1299	953	1216	1252	1176	1228	1205	1387	1983
County	1101	1232	858	925	1030	809	846	1078	903	894	900	984	1213
Other	122	240	180	179	130	140	163	191	186	114	161	160	160

New Patrons



	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
City	16	13	10	10	6	1	5	7	9	5	11	7	24
County	29	11	8	8	18	8	4	6	8	8	10	5	35
Out of County	1	1	3	1	1		1	4		1	2		6



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: CONSENT AGENDA – City Manager's Report



City Manager Monthly Report

City Manager General

1. Attended the following meetings:

Meeting Description	Attended
City Council Meeting	2
Farmersville Economic Development Corporation (FEDC)	0
Farmersville Community Development Corporation (FCDC)	1
Planning and Zoning Commission	1
Citizens Advisory Committee	0
Parks and Recreation Board	1
Main Street Board	0
Downtown Merchants Meeting	0
Capital Improvements Advisory Commission	0
Building and Property Standards Meeting	0
Realtors Meeting	0
Chamber of Commerce Board Meeting	0
Chamber of Commerce Networking Meeting	0
Farmersville Riding Club	0
Northeast Texas Trail Association (NETT)	0

Ordinances and Ordinance Changes

1. Backlog
 - a. New
 - i. Knox boxes.
 - ii. TCEQ on-site sewage amendment.
 - iii. Revise the City's Thoroughfare Plan and the City's design standards to remove areas of disagreement between the documents.
 - b. Change
 - i. Pool backwash standards.
 - ii. Standard design details for: water, wastewater, electrical, etc.

Contracts

1. Backlog
 - a. J.W. Spain Athletic Complex park planner (in work)
 - b. Farmersville Towne Centre planner (in work)
 - c. Auditor contract (in work)

Planning

1. Awaiting contract with Halff and Associates for Towne Centre engineering planning services.

Policy/Procedural Changes

1. Backlog
 - a. Information Technology policy.
 - b. Financial procedures.
 - c. Long term financial planning and debt management policy.

Personnel Related Matters

1. Loni Matthews hired as new Customer Service Associate.

Customer Service Window

1. No new news.

Budget/Finance

1. Preparing for revised budget 2015/2016.
2. Documents for next bond sale with First Southwest complete. Will appear for council approval on August 11th.
3. Preparing tax rate documents for 2015/2016.
4. Established health insurance re-rate. See attached.

Information Technology

1. Upcoming projects
 - a. Better backup processes (98% complete)
 - b. Microsoft Office Suite 2013 (30% complete)
 - c. Hardware and software review audit (25% complete)
 - d. Continued inter-office fiber optic line planning
 - e. Establish VPN tunnel to service center. Hardware in place but still working on configuration issues.

Special Events

1. Third annual Sparks of Freedom was very successful. Food vendors were thought to be a very successful dimension of this year's celebration.



TML MultiState Intergovernmental Employee Benefits Pool Rerate Notice and Benefit Verification Form

Farmersville

Original

Plan Year 2015-2016 (12 Months)

Rates are subject to change if there is any legislation passed during the plan year affecting benefits.
Supplemental benefits cannot be accessed without accessing the TML MultiState IEBP Medical Benefit Plan

Medical

Consumer Centered Pool Plans/Restat Card Program Mac A

<u>Plan</u>	<u>Benefit Percent</u>	<u>In Net Ded</u>	<u>Out Net Ded</u>	<u>In Net OOP</u>	<u>Office Visit</u>	<u>XRay & Lab in OV</u>	<u>Rates</u>	<u>Current</u>	<u>New</u>	<u>Emp Subsidy</u>	<u>195% of Employee</u>
P85-20-25	80/50	\$200	\$450	\$2500	\$30	No	Employee:	\$798.74	\$772.22	\$772.22	\$1,505.84
							Family:	\$1,201.24	\$1,161.36	\$1,161.36	\$2,264.66
P75-0-30	70/50	N/A	\$250	\$3000	N/A	No	Employee:	\$726.30	\$680.52	\$680.52	\$1,327.00
							Family:	\$1,092.32	\$1,023.46	\$1,023.46	\$1,995.76
P85-50-20	80/50	\$500	\$750	\$2000	N/A	No	Employee:	\$681.48	\$643.44	\$643.44	\$1,254.68
							Family:	\$1,024.92	\$967.70	\$967.70	\$1,887.00
P85-50-30	80/50	\$500	\$750	\$3000	N/A	No	Employee:	\$635.98	\$600.74	\$600.74	\$1,171.46
							Family:	\$956.46	\$903.48	\$903.48	\$1,761.76
P85-75-30	80/50	\$750	\$1000	\$3000	N/A	No	Employee:	\$527.88	\$568.86	\$568.86	\$1,109.26
							Family:	\$793.88	\$855.50	\$855.50	\$1,668.22
P85-100-30	80/50	\$1000	\$1250	\$3000	N/A	No	Employee:	\$477.06	\$548.62	\$548.62	\$1,069.82
							Family:	\$717.44	\$825.06	\$825.06	\$1,608.86
H85-150-40	80/50	\$1500	\$1750	\$4000	N/A	No	Employee:	\$395.10	\$490.64	\$490.64	\$956.74
							Family:	\$594.16	\$737.82	\$737.82	\$1,438.74
H85-250-30	80/50	\$2500	\$2750	\$3000	N/A	No	Employee:	\$338.96	\$441.68	\$441.68	\$861.26
							Family:	\$509.76	\$664.24	\$664.24	\$1,295.26

Vol Dental IV

	<u>Current Rate</u>	<u>New Rate</u>
Employee:	\$29.24	\$32.16
Family:	\$48.28	\$53.12

Vision Plan

No Vision Coverage

Calendar Year Pre-65 Retiree Medical

Retirees at 195% of Active Plan

Calendar Year Pre-65 Voluntary Dental IV

	<u>Current Rate</u>	<u>New Rate</u>
Retiree:	\$43.16	\$64.74
Family:	\$71.28	\$106.92

Calendar Year Pre-65 Retiree Vision

No Pre-65 Retiree Vision Coverage

LTD

No LTD Coverage

STD

No STD Coverage

Basic Life and AD&D: Plan 11 (\$20,000)

	<u>Current Rate</u>	<u>New Rate</u>
Life:	\$0.100	\$0.100
AD&D:	\$0.035	\$0.035

Dependent Life: Plan 1 (\$2,000/\$1,000)

<u>Current Rate</u>	<u>New Rate</u>
\$0.70 per dependent unit	\$0.70 per dependent unit

Voluntary AD&D

No Voluntary AD&D Coverage

Additional Employee Life and AD&D

No Additional Employee Life and AD&D Coverage

Basic & Additional Retiree Life

No Basic & Additional Retiree Life Coverage

Continuation of Coverage (COC)

Yes

Benefit Waiting Period

Medical: None

Life: None

Medical Network

Choice Plus

Flex, HRA, HSA & RRA

Flex Admin

No

HRA Admin

Yes

HSA Admin

Yes

RRA Admin

Yes

Select one of the following options for Flex:

- ☐ Debit Card Flex (\$3.70 per participant per month)
- ☐ Paper Flex (\$5 per participant per month)

Select one or all of the following options for HRA, HSA & RRA:

- ☒ HRA (\$3.70 per participant per month - debit card only)
- ☒ HSA (\$3.70 per participant per month - debit card only)
- ☒ RRA (\$3.70 per participant per month - debit card only)

If employer accesses Debit Card Flex and/or HRA, HSA or RRA, only one charge of \$3.70 per participant per month will be incurred.

Medication Therapy Management Program

MAC A Plan: If a brand name drug is dispensed and a generic alternate drug exists, the **Covered Individual pays the difference between the brand name and generic price** in addition to the appropriate copayment for the brand name. The **cost difference between the brand name and generic price does not apply to any individual deductibles or out of pocket amounts.** The MAC differential applies to all prescriptions purchased through this program when a generic alternate is available.

MAC C Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the appropriate brand copay.

Covered Individual Out of Pocket (OOP)			
Prescribed (Doctor Ordered) Over the Counter Alternates and Prescription Networks	Retail: (up to 34 day supply max unless noted otherwise)	Mail/Maintenance: (up to 90 day dispensement)	SpecialtyRx/Biotech/Biosimilar: (up to 34 day dispensement)
<ul style="list-style-type: none"> Smoking Cessation (Nicorette Gum), Quantity Limit - 3 months per plan year Aspirin, Folic Acid, Fluoride Chemoprevention Supplements, Iron Deficiency Supplements, and Vitamin D supplementation to prevent falls in community-dwelling adults age 65 years and older who are at an increased risk for falls; per prescription 	\$0.00	N/A	N/A
Network Retail: 34 day Non-Cost Share most Generic Dispensement	\$0.00 (up to 34 day supply)	N/A	N/A
Network Retail: 90 day Non-Cost Share most Generic Dispensement	\$9.00 (35 up to 90 day supply)	\$25.00	
OptumRx Network Non-Cost Share Best Brand/Formulary List	\$38.00	\$95.00	
OptumRx Network Non-Cost Share Non-Best Brand/Non-Formulary List	\$60.00	\$150.00	
OptumRx Network Cost Share	\$120.00	\$300.00	
OptumRx Specialty/Biotech Prescriptions	N/A	N/A	\$100.00 (up to 34 day supply)
OptumRx Biosimilar Generic Prescriptions	N/A	N/A	\$75.00 (up to 34 day supply)
Prescription Refill Control Standards	75%	70%	

Women's Preventive Health Services Covered Individual Out of Pocket (OOP)			
Benefit	Retail Rx Medical Plan	Prescription Plan	Plan Ineligible
Oral Contraceptives Generic (<i>no cost share</i>)		X	
IUD Device (<i>no cost share</i>)	X	X	
Implant Device (<i>no cost share</i>)	X	X	
Permanent Implantable Contraceptive Coil (<i>subject to the appropriate deductible and benefit percentages</i>)	X		
Insertion and/or Removal of Devices (<i>no cost share</i>)	X		
Sonogram to Detect Placement of Device (<i>no cost share</i>)	X		
Injectable Contraceptives (<i>no cost share</i>)	X	X	
Injectable Administration Fee (<i>no cost share</i>)	X		
Diaphragm (cervical), Hormone Vaginal Ring, Hormone Patch, Cervical Cap, Spermicides, Sponges (<i>no cost share</i>)		X	
Diaphragm Instruction and Fitting Fee (<i>no cost share</i>)	X		
Emergency Birth Control			X
Over-The-Counter (OTC) Birth Control			X
Contraceptive Management/Urinalysis/Pregnancy Test (<i>no cost share</i>)	X		
Female Condoms (<i>no cost share</i>)		X	
Medications for risk reduction of breast cancer in women who are at increased risk for breast cancer and at low risk for adverse medication effects: Tamoxifen or Raloxifene		X	

Monthly Employer Subsidy or Defined Contribution Amounts

Due to the employer customization regarding defined contribution amount for employees, part-time employees that meet the definition of an active employee (an Employee who works at least twenty (20) hours per week or is accessing vacation, sick or paid/unpaid Family Medical Leave Act of 1993 (FMLA) and is receiving the same benefits as all other employees) and/or dependents, TML MultiState Intergovernmental Employee Benefits Pool requests the below information to ensure accurate information is maintained in the enrollment, eligibility and billing adjudication system.

Employer Funded Defined Contribution

Dependent Additional Employer Subsidy or Defined Contribution

	<u>Employee</u>		<u>Spouse</u>		<u>Child</u>		<u>Family</u>	
	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate
Active Employees								
Employer Subsidy	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %
Employer Defined Contribution	\$ <u>730.27</u>		\$ _____		\$ _____		\$ _____	
Retirees	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %

Additional Employer Funding for HRA, FSA or HSA (Example criteria: 100% participation in Employer Fair; Receipt of Healthy Initiative Payment)

HRA \$ _____ Criteria: _____

Employer Contribution to FSA \$ _____ Criteria: _____

Employer Contribution to HSA \$ _____ Criteria: _____

NOTE: If you have funding requirements that cannot be specified in the above form, please contact your Billing & Eligibility Representative.

Signature Section

The entity named on this Rerate and Benefit Verification Form desires large claim information as specified in Article 21.49-15 of the Insurance Code in Section 2.(2), to be for individual claims that reach or exceed \$35,000 during the plan year. This information is considered confidential for purposes of Chapter 552 of the Local Government Code.

The rates are based on May census information. If the census changes by more than 10%, TML MultiState IEBP reserves the right to revise rates due to census change and underwriting impact.

75-6000-524

Tax ID Number



Authorized Signature

8 Jul 2015

Date



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – FEDC (4A) Meeting Minutes

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/economic_development/index.jsp

FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES
MAY 21ST, 2015

The Farmersville EDC met in regular session on May 21st, 2015 at 7:00 p.m. in the City Council Chambers of City Hall with the following members present: Chairman Bob Collins, Robbie Tedford, Chris Lair, Kris Washam and Kevin Meguire. Staff members present were City Accountant Daphne Hamlin and Mayor Joe Helmberger. No special guest recognized

CALL TO ORDER

Chairman Collins convened the meeting at 7:05 p.m. and announced a quorum was present.

RECOGNITION OF CITIZENS/VISITORS

No special guest recognized.

RECEIVE REPORT ON STATUS OF STATE HIGHWAY 380 RECONSTRUCTION PROJECT FROM LAKE LAVON TO THE COLLIN/HUNT COUNTY LINE

Due to a prior commitment City Manager Ben White was unable to attend meeting and submitted an email with the updates regarding the Highway 380 project.

"Not much has changed. TxDOT still working on completing the railroad bridge. Westbound lane opening will probably delay to June 2015. Main Street and Locust Street crossings will likely delay to June or July 2015."

UPDATE REGARDING COLLIN COLLEGE CAMPUS

Chairman Collins stated he had nothing new to report on the Collin College campus. Chairman Collins stated the President for the College Dr. Neal Matkin is getting his feet on the ground and looking forward to the challenges.

RECEIVE REPORT ON STATUS OF COLLIN COLLEGE SMALL BUSINESS DEVELOPMENT CENTER REGARDING ASSISTING SMALL BUSINESSES

Due to a prior commitment City Manager Ben White was unable to attend meeting and submitted an email with the updates regarding the Collin College Small Business Development Center.

"I hoped to have more to report here but Marta and I did not meet as I would have hoped for. Recommend keeping this item on the next agenda."

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CITY OF FARMERSVILLE WASTEWATER FACILITY ENGINEER

Due to a prior commitment City Manager Ben White was unable to attend meeting and submitted an email with the updates regarding the Farmersville Wastewater Facility Engineer.

"Lots of activity regarding this item. Council chose Kimley-Horn as the engineering firm in accordance with the selection team's recommendation. We are working quickly to get Kimley-Horn under contract to actually do the work. Everything is going smoothly so far. Still do not have an estimate of cost for the overall project since it is still early in the process. Probably late June before Kimley-Horn under contract."

DISCUSSION AND POSSIBLE ACTION REGARDING FARMERSVILLE TOWNE CENTRE PLANNER

Due to a prior commitment City Manager Ben White was unable to attend meeting and submitted an email with the updates regarding the Farmersville Towne Centre Planner.

"City Council has not approved an engineering firm yet. This should happen at the next council meeting on 26 May 2015. They wanted more time to evaluate the presentations and material."

RECEIVE REPORT ON STATUS OF FIBER-OPTIC CABLE FOR THE CITY

Due to a prior commitment City Manager Ben White was unable to attend meeting and submitted an email with the updates regarding the Fiber Optic Cable for the City.

"City staff has met with Corning Optical Communications and their local area approved installer NCS to determine the feasibility of installing a fiber optic communications ring involving the following City buildings: City Hall, Charles Curington Public Safety Building, Public Works Service Center, and Library. The thought is to build a ring that could be expanded to offer service to businesses and/or residences if desired. Fiber would be installed above ground using City poles. First thing would be to establish internal city intra-web services with our current internet service provider then connect to a higher speed service provider directly on the fiber line running along US 380. Corning is developing a cost of material. The City would provide labor to

place the fiber on the poles. NCS would provide all the delicate termination services that would be needed."

CONSIDERATION AND POSSIBLE ACTION REGARDING ITEMS LISTED FOR PAYMENT

Kris Washam motioned to approve items listed for payment as presented Chris Lair seconding the motion. Motion carried unanimously.

CONSIDERATION AND POSSIBLE ACTION REGARDING FINANCIAL STATEMENTS FOR MARCH AND APRIL 2015, AND REQUIRED BUDGET AMENDMENTS

Robbie Tedford motioned to approve the financial statements for March 2015 as presented Kris Washam seconding the motion. Motion carried unanimously.

Chris Lair motioned to approve the financial statements for April 2015 as presented Kevin Meguire seconding the motion. Motion carried unanimously.

CONSIDERATION AND POSSIBLE APPROVAL OF THE MINUTES OF THE MARCH 19th, 2015 MEETING

Robbie Tedford motioned to approve March 19th, 2015 minutes presented with Kevin Meguire seconding the motion. Motion carried unanimously.

DISCUSSION IN CONTEMPLATION OF PLACING ITEMS ON FUTURE AGENDA

Robbie Robinson / Collin County Growth
ADJOURNMENT

Meeting adjourned at 7:20 p.m.



Bob Collins, President

ATTEST:



Kris Washam, Secretary



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – FEDC (4A) Financial Report

**Farmersville Economic Development Corp 4A
Investment and Budget Report**

June 2015

Prepared by: Daphne Hamlin

Farmersville Economic Development Corp 4A
June 2015

Statement Balance 6-1-2015	\$144,531.63
Deposits:	
Sales Tax:	\$18,274.77
Cking Int .05%	\$6.07
CD Interest	\$74.32
Transfer to Texpool	
Cleared Checks 1260	\$(750.00)
Transfer Fee	
Statement balance 6-30-2015	<hr/> \$162,136.79

Outstanding Transactions

Sales Tax
Transfer to Texpool
CD Interest
Check

Balance 7-8-2015	<hr/> \$162,136.79 <hr/>
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Farmersville Economic Development Corporation
Cumulative Income Statement
For the 12 Months Ended, September 30, 2015

	FY 2015 Budget	October	November	December	January	February	March	April	May	June	July	August	September	YTD
Beginning Bank Balance		\$294,282.00	\$300,074.89	\$67,686.23	\$63,764.93	\$78,129.46	\$98,530.66	\$110,202.89	\$124,679.84	\$144,531.63				
Deposits														
Sales Tax Collections	\$200,000.00	\$16,546.49	\$17,755.33	\$21,003.44	\$14,286.73	\$20,323.58	\$20,056.31	\$14,397.72	\$19,984.22	\$18,274.77				\$162,828.59
Interest Income cking	\$1,100.00	\$12.88	\$9.34	\$3.34	\$3.49	\$3.30	\$4.54	\$	\$5.65	\$6.07				\$53.53
Transfer from Texpool to First Bank														
Transfer funds to CD														
Transfer to Texpool														\$-(250,000.00)
Transfer Fee														\$-(40.00)
CD Interest Earned														\$654.45
Total Revenue	\$201,100.00	\$16,631.28	\$(232,201.01)	\$88,764.93	\$78,129.46	\$98,530.66	\$118,658.63	\$124,679.84	\$144,741.63	\$162,886.79				\$(86,703.43)
Expenses:														
Administration	\$1,000.00	\$5.00			\$71.92	\$74.32	\$67.12	\$	\$71.92	\$74.32				\$5.00
Meeting Expenses	\$1,000.00	\$233.39					\$455.74							\$889.13
Dues/School/Travel	\$500.00													\$
Office Supplies	\$200.00		\$187.65											\$187.65
														\$
Marketing/promotion Expenses														
Marketing/Promotion Expenses/Advertising	\$10,000.00	\$10,000.00												\$
Collin College Sponsorship	\$7,500.00						\$7,500.00							\$10,000.00
Small Business Entrepreneurship Conf	\$500.00						\$500.00							\$7,500.00
Legal Service	\$2,500.00	\$600.00												\$500.00
Farmersville Chamber	\$1,000.00													\$600.00
Farmersville Rotary	\$500.00													\$
Total Expenditures	\$24,700.00	\$10,838.39	\$187.65				\$8,455.74							\$19,476.78
Directive Business Incentives														\$
Collin College Project(sewer/street/electric)	\$100,000.00													\$
NTMWD Regional WW Treatment	\$150,000.00													\$
Electrical Study	\$25,000.00													\$
Farmersville Towne Centre	\$30,000.00								\$210.00	\$750.00				\$25,000.00
Facade Grant Program	\$50,000.00			\$25,000.00					\$210.00	\$750.00				\$25,000.00
Total Development Cost	\$355,000.00													
Total Expenditures	\$379,700.00	\$10,838.39	\$187.65	\$25,000.00			\$8,455.74		\$210.00	\$750.00				\$44,476.78
Revenue vs Expenditures	\$(178,600)													\$
From Reserves	\$178,600.00													\$
Balance Budget	\$-													\$
Total Expenditures		\$10,838.39	\$187.65	\$25,000.00										\$44,476.78
Ending Bank Balance		\$300,074.89	\$67,686.23	\$63,764.93	\$78,129.46	\$98,530.66	\$110,202.89	\$124,679.84	\$144,531.63	\$162,136.79				
CD Investment	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00				\$250,000.00
Texpool Balance	\$366,633.91	\$366,633.91	\$616,644.63	\$616,666.56	\$616,690.91	\$616,711.79	\$616,736.92	\$616,763.51	\$616,792.46	\$616,821.63				\$616,821.63
Interest Earned		\$8.37	\$10.72	\$21.93	\$24.35	\$20.88	\$25.13	\$26.59	\$28.95	\$29.17				\$29.17
Total Available Funds		\$916,708.80	\$934,330.86	\$930,431.49	\$944,820.37	\$965,242.45	\$976,939.81	\$991,443.35	\$1,011,324.09	\$1,028,958.42				



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – FCDC (4B) Meeting Minutes

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/community_development/index.jsp

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION BOARD (4B)

MINUTES ~ June 8, 2015

CALL TO ORDER, ROLL CALL AND RECOGNITION OF VISITORS

The Farmersville Community Development Corporation Board met on June 8, 2015 in the City Council Chambers at City Hall. President Leaca Caspari convened the meeting at 5:45 p.m. and announced that a quorum was present after roll call. The following board members were present: Leaca Caspari, Donna Williams, Paul Kelly, John Garcia, and Dick Seward. President Caspari welcomed Main Street Manager Adah Leah Wolf, City Manager Ben White, City Secretary Edie Sims, as well as incoming Board members Christi Adams, Mike Goldstein, and Cynthia Craddock Clark, and guest Ricky Sims.

CONSIDER FOR APPROVAL MAY 11, 2015 MEETING MINUTES

Paul Kelly motioned to accept the May 11, 2015 minutes as written. John Garcia seconded the motion, which passed the full Board.

SWEAR IN NEW AND RETURNING BOARD MEMBERS

City Secretary Edie Sims swore in returning board member Donna Williams, as well as new members Christi Adams, Mike Goldstein, and Cynthia Craddock Clark. The new board members were welcomed. The Board thanked Leaca Caspari for her outstanding service to the 4B Board. Then Vice President Paul Kelly led the meeting for outgoing President Leaca Caspari.

REORGANIZE 4B BOARD

Dick Seward made a motion to nominate Paul Kelly for President; motion seconded by Donna Williams. No other nominations were received; vote was unanimous for Kelly as President.

Mike Goldstein nominated Dick Seward for Vice President; motion seconded by Paul Kelly. No other nominations were received; vote was unanimous for Seward as Vice President.

Paul Kelly nominated Donna Williams for Secretary/Treasurer; motion seconded by Mike Goldstein. No other nominations were received; vote was unanimous for Williams as Secretary/Treasurer.

RESOLUTION FOR INDEPENDENT BANK ACCOUNT SIGNATURE CARD AND SIGNATURE FOR TEXPOOL ACCOUNT

Kelly made a motion that the President (Paul Kelly) and Treasurer (Donna Williams) be placed on the signature card for Independent Bank and for the TexPool Account; seconded by Dick Seward and unanimously approved.

APPOINT 4B BOARD LIAISON TO MAIN STREET BOARD

Donna Williams was appointed as 4B Board liaison to the Main Street Board.

CONSIDERATION AND POSSIBLE APPROVAL OF ITEMS FOR PAYMENT

Donna Williams motioned to approve the items presented for payment; Mike Goldstein seconded the motion, which passed the full board.

CONSIDERATION AND POSSIBLE ACTION REGARDING FINANCIAL STATEMENTS FOR MAY 2015 AND ANY REQUIRED BUDGET AMENDMENTS

President Kelly provided a brief explanation of the financial statement as well as the current budget status. Donna Williams motioned to accept the May 2015 financial statements with one change (should read FY 2015). Mike Goldstein seconded the motion, which passed the full board.

REVIEW GRANT APPLICATION FORM

There was discussion of the revised grant request form. No necessary changes were noted by the board.

DISCUSSION REGARDING FISCAL YEAR 2016 BUDGET AND GOALS FOR FISCAL YEAR 2016

Paul Kelly led a discussion of projects to be considered for Fiscal Year 2016:

Ongoing projects to be considered for next year:

Main Street Program	\$70,000
Miscellaneous	\$2,000
Marketing Program	\$13,000
Accounting Services	\$1,000
Collin College Scholarship program	\$2,500
Chamber sponsorship	\$5,000
May Taxes	\$1,000
Christmas lighting/décor: City Manager recommends \$5,000 for additional lights/décor	\$5,000
Land Purchase	\$20,000
Fireworks: Fire Department requests	\$5,000
Farmersville Historical Society: maintenance of Bain Honker House	\$5,000
Onion Shed Repairs: City Manager recommends \$8,000 for ongoing structural repairs	\$8,000
Farmersville Heritage Museum	\$25,000

New Projects to be considered for next year:

Spain Complex improvements Phase One grant match:	\$60,000
Flagpole lighting	\$5,000
Farmersville Parkway Flags, near Monument area	\$15,000

For budgeting purposes, tax revenue to be estimated at \$225,000

Kelly recommended the committee study the information and be prepared to discuss at the July meeting.

CITY MANAGER REPORT—BEN WHITE

Ben White presented a written report, and highlighted the following: Halff and Associates have been selected to help with a plan for developing the Spain Athletic Complex, and will be working with the Parks Board. Onion Shed repairs are underway. Homegrown Plants is donating new flowers for the downtown planters and hanging baskets. Roads at Southlake Park are under repair. Phase 3 of Chaparral Trail improvements are finishing up, to be concluded at the end of July. These improvements to include drainage, signage, and bollards. Highway 380 construction has seen delays due to rain. Streets under construction are West Santa Fe and South Washington. Sid Nelson Street will receive curbs, and Locust Street will get a new asphalt surface. The new nursing home on Hwy 380 is due for completion this fall.

The Camden Park development is being considered at this time, with 150 homes planned. The alley way between 101 Candy Street and the neighboring buildings fronting McKinney Street is receiving improvements, including drainage issues, water meters, concrete, and utility upgrades.

MAIN STREET MANAGER UPDATE—ADAH LEAH WOLF

Adah Leah Wolf presented a written report, and highlighted the following:

Debbie Ranspot continues to assist with administrative tasks, including email data base, and Facebook updates. Taylor Trusty, a student at A & M Commerce, will begin her 8 week internship in the Main Street office this week. Plans for Audie Murphy Day are in full swing, with mailings to over 400 plus a postcard mailing to the entire 75442 zip code. The Downtown Shoppers Guide has been updated. In 2004 the guide contained 35 listings, today it contains 61. The Texas Lakes Trail regional quarterly meeting was hosted in town, with over 40 participants coming from out of town. The theme was rails to trails. The Heritage Museum is progressing on the roof, and is looking for additional weathered tin. The metal storage shed behind 125 S. Main has been removed and the area cleaned up. The “Porter Auto Building” at 107 S. Main is now for sale. Cutting Horse Barbershop has opened at 116 McKinney Street. Heather and Chris Grupido have purchased the old Cotton Gin building.

DISCUSSION OF PLACING ITEMS ON FUTURE AGENDAS

The next meeting will be on July 13, 2015. Training information will be provided about 4B Board responsibilities and function. The FY 2016 budget will be discussed.

ADJOURNMENT

There being no further business, President Kelly adjourned the meeting at 7:03 PM.

Signatures:

Paul Kelly, President

Donna K. Williams, Secretary



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – FCDC (4B) Financial Report

Farmersville Community Development Corp 4B
Investment and Budget Report

June 2015

Prepared by: Daphne Hamlin

Farmersville Community Development Corp 4B
June 2015

Statement Balance 6-1-2015	\$114,316.42
Deposits:	
Sales Tax:	\$18,274.77
Cking Int .05%	\$4.76
Transfer to Texpool	
Transfer from Texpool	\$-
Checks 2357,2360-2361,2364-2367,2369-2373	<u>\$(5,960.43)</u>
	\$126,635.52

Outstanding Transactions

Sales Tax	
Transfer to Texpool	
CD Interest	
Checks 2348,2368	\$(174.61)
Balance 7-8-2015	<u><u>\$126,460.91</u></u>

Farmersville Community Development Corporation
Cumulative Income Statement
For the Fiscal Year Ended, September 30, 2014

		October	November	December	January	February	March	April	May	June	July	August	September	Actual YTD	%
FY2014	Budget														
Revenue:															
Sales Tax Collections	\$225,000	\$16,546	\$17,755	\$21,003	\$14,287	\$20,323	\$20,056	\$14,398	\$19,984	\$18,275				\$162,628	72.28%
Interest Income	\$ 500	\$ 6	\$ 6	\$ 6	\$ 5	\$ 7	\$ 5	\$ 5	\$ 5	\$ 5				\$ 50	9.91%
Reimbursement for Marketing															
Jazz Event Deposits							\$ 7,287	\$ 316						\$7,603	
Reimbursement for Main Street Mgr.	\$ 17,400														
Transfer from TEXPOOL for cash in bank															
Total Revenue	\$ 242,900	\$ 16,552	\$ 17,761	\$ 21,009	\$ 14,292	\$ 20,330	\$ 27,348	\$ 14,719	\$ 19,989	\$ 18,280	\$ -	\$ -	\$ 0.00	\$170,280	70.10%
Expenses:															
Main Street:															
Salary	\$ 70,000				\$ 59,381									59,381	84.83%
Supplies		\$ 868	\$ 187	\$ 1,318	\$ 1,190	\$ 1,354	\$ 110	\$ 627	\$ 470	\$ 1,245				7,369	
Total Main Street	\$ 70,000	\$ 868	\$ 187	\$ 1,318	\$ 60,571	\$ 1,354	\$ 110	\$ 627	\$ 470	\$ 1,245	\$ -	\$ 0	\$ -	\$66,750	95.36%
Miscellaneous	\$ 2,000			\$ 1,000										\$1,000	50.00%
Marketing Program	\$ 13,000	\$ 13,000												13,000	100.00%
Reimburse city for accounting	\$ 1,000													-	0.00%
Chaparral Trail Improvements	\$ 60,000													-	0.00%
Collin College Scholarship sponsorship	\$ 2,500			\$ 2,500			\$ 5,000							2,500	100.00%
Chamber of Commerce	\$ 5,000						\$ 593							593	59.30%
May Taxes	\$ 1,000													8,000	100.00%
Christmas Activities	\$ 8,000				\$ 8,000									14,994	74.97%
Land Purchase	\$ 20,000	\$ 4,998			\$ 4,998			\$ 4,998						5,000	100.00%
Fire Works	\$ 5,000							\$ 5,000						5,000	100.00%
Bain Honaker House Restoration	\$ 5,000	\$ 5,000												5,000	100.00%
National Register District Project	\$ 4,500	\$ 643	\$ 920	\$ 741		\$ 733	\$ 1,040							4,077	90.60%
Herb Ellis Jazz Event	\$ 9,000					\$ 4,597	\$ 9,074	\$ 1,130						14,801	164.46%
Union Shed Repair	\$ 8,200								\$ 3,931	\$ 4,269				8,200	100.00%
Bleachers for Spain Complex	\$ 3,700			\$ 3,243										3,243	87.65%
Farmersville Heritage Museum	\$ 25,000							\$ 25,000						25,000	100.00%
Total Expenses	\$ 242,900	\$ 24,509	\$ 1,107	\$ 8,802	\$ 73,569	\$ 6,684	\$ 15,817	\$ 36,755	\$ 4,401	\$ 5,514	\$ -	\$ -	\$ -	\$177,158	72.93%
Excess Revenue Over Expenses	-	(7,957)	16,654	12,207	(59,277)	13,646	11,531	(22,036)	15,588	12,766	-	-	-	-	

Farmersville Community Development Corporation
Financial Statement
For the Fiscal Year Ended September 30, 2015

	October	November	December	January	February	March	April	May	June	July	August	September
Beginning Bank Balance	133,432.32	\$125,474.21	\$142,040.29	\$154,247.95	\$ 94,970.95	\$108,613.47	\$120,143.85	\$98,107.06	\$113,695.25			
Deposits:												
Sales tax deposits	16,546.49	17,755.33	\$21,003.44	14,286.73	20,323.58	\$20,056.31	\$14,397.72	\$19,984.22	\$18,274.77			
Interest income-bank	5.56	5.61	\$6.40	5.27	3.88	\$4.86	\$4.97	\$5.02	\$4.76			
Transfer to TexPool												
Transfer From Texpool to First Bank												
Jazz Event						\$7,286.52	\$316.25					
Reimbursement for Marketing												
Reimbursement for Main Street Mgr.												
Adjusting Entry												
Total Revenues	149,984.37	143,235.15	163,050.13	168,539.95	115,298.41	135,961.16	\$134,862.79	\$118,096.30	\$131,974.78	\$0.00	-	\$ -
Disbursements:												
Main Street Salary				\$ 59,380.62								
Miscellaneous			\$ 1,000.00									
Main Street Supplies	\$ 868.80	\$ 187.81	\$ 1,318.30	\$ 1,190.20	\$ 1,354.21	\$ 110.31	\$ 627.10	\$ 470.05	\$ 1,244.88			
Marketing Program	\$ 13,000.00											
Reimburse city for accounting												
Chaparral Trail Improvements			\$ 2,500.00									
Collin College Scholarship sponsorship						\$ 5,000.00						
Chamber of Commerce						\$ 592.66						
May Taxes												
Christmas Activities				\$ 8,000.00								
Land Purchase	\$ 4,998.18			\$ 4,998.18			\$ 4,998.18					
Fire Works							\$ 5,000.00					
Bain Honaker House Restoration	\$ 5,000.00											
National Register District Project	\$ 643.38	\$ 920.34	\$ 740.88		\$ 732.84	\$ 1,040.34						
Herb Ellis Jazz Event					\$ 4,597.89	\$ 9,074.00	\$ 1,130.45	\$ 3,931.00	\$ 4,269.00			
Union Shed Repair												
Bleachers For Spain Complex			\$ 3,243.00				\$ 25,000.00					
Farmersville Heritage Museum												
Total Expenses	24,510.16	1,108.15	\$ 8,802.18	\$ 73,569.00	\$6,684.94	\$15,817.31	\$36,755.73	\$4,401.05	\$5,513.88	\$0.00	\$0.00	\$0.00
Ending Bank Balance	125,474.21	142,040.29	154,247.95	94,970.95	108,613.47	120,143.85	98,107.06	113,695.25	126,460.90	-	-	-
TEXPOOL Balance	84,839.20	\$84,841.20	\$84,884.18	\$84,847.49	\$84,850.35	\$84,853.86	\$84,857.53	\$84,861.53	\$84,865.54			
Interest income-TEXPOOL	1.94	\$ 2.00	\$ 2.98	\$ 3.31	\$ 2.86	\$ 3.51	\$3.67	\$4.00	\$4.01			
Total Available Funds	210,313.41	226,881.49	239,132.13	179,818.44	193,463.82	204,997.71	182,964.59	198,556.78	211,326.44			

Signed:



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Planning & Zoning Minutes

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/planning_and_zoning/index.jsp

FARMERSVILLE PLANNING & ZONING COMMISSION
SPECIAL SESSION MINUTES
April 27, 2015

The Farmersville Planning and Zoning Commission met in special session on April 27, 2015 at 6:30 p.m. at the City of Farmersville Council Chambers with the following members present: Bryce Thompson, Mark Vincent, Charles Casada, Todd Rolen, Craig Overstreet and Chad Dillard. Staff members present were City Manager Ben White, City Attorney Alan Lathrom, Police Chief Mike Sullivan and City Secretary Edie Sims. Council Liaison John Klostermann was present.

CALL TO ORDER AND RECOGNITION OF CITIZENS/VISITORS

Chairman Bryce Thompson called the meeting to order at 6:30pm. Edie Sims called roll and announced that a quorum was present. Craig Overstreet offered the invocation and led the audience in the Pledge of Allegiance to the American and Texas Flags.

Item II – A) PUBLIC HEARING TO CONSIDER, DISCUSS AND ACT UPON A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 124 MCKINNEY STREET TO OPERATE MR. G FOR SPECIAL EVENTS

Chairman Bryce Thompson opened the Public Hearing at 6:32pm and asked those in the audience to speak for or against the proposed Specific Use Permit to come forward. Diane Piwko, residing at 200 McKinney Street, came forward opposing the Specific Use Permit. She expressed concern that the Police Department has been called several times since parties have been held at 124 McKinney Street. She also expressed concern of young teenagers allowed to be loitering without supervision. Ms. Piwko also stated there is a misconception of noise. Even average conversations carry between the buildings. The noise from parties held at 124 McKinney Street has been very loud and makes sleeping difficult at night. The hours of the parties have been late and the trash has been an issue as well. The business owner has made attempts to keep the parties contained, but Ms. Piwko expressed concern those attempts may fall to the wayside. Lastly, Ms. Piwko stated the use is not comparable to the downtown area and businesses.

Wayne May, residing at 105 McKinney Street, stated he does not feel this type of establishment is good for our downtown area. Traffic from the parties at 124 McKinney has also become an issue.

No one else came before the Commission during the Public Hearing segment. With that, Chairman Thompson closed the Public Hearing at 6:37pm.

Craig Overstreet asked if alcoholic beverages are allowed as a private club. City Attorney Alan Lathrom indicated this use is not considered a private club and therefore if alcoholic beverages are sold, the establishment would be required to get a private club permit. Craig Overstreet also expressed concern of the maximum occupancy allowed for this area at 124 McKinney Street. City Manager Ben White indicated the existing use and Certificate of Occupancy is for a restaurant which was inspected by the Fire Marshal for correct occupancy. The occupancy for parties was not addressed as this is not a conforming use. Charles Casada stated measures may need to be added to include security to create an atmosphere conducive to the downtown area. The request is not conducive of what the business area was designed for.

Todd Rolen questioned if the Police Department has had many incidents from parties being held at this location. Chief Mike Sullivan responded, yes. The Police Department has responded to 6 loud music and noise calls. Two of those calls were made on the same night.

According to the conditions spelled out in the Specific Use Permit Application, the first condition which is compatibility with and not injurious to the use and enjoyment of other property, nor significantly diminishes or impairs property values within the immediate vicinity is

not met. Obviously from the complaints, this type of operation is not compatible. The people who work and reside in the downtown area are entitled to have a quiet and peaceful area.

Craig Overstreet recommended not forwarding the Specific Use Permit to the Council for consideration. Charles Casada seconded the motion. Motion carried unanimously.

Item II – B) PUBLIC HEARING TO CONSIDER, DISCUSS AND ACT UPON A ZONING CHANGE FOR A DEVELOPMENT LOCATED AT THE SOUTHEAST CORNER OF LINCOLN AND CANDY STREETS ALSO KNOWN AS THE WHITAKER ADDITION, BLOCK 1, LOT 1

Chairman Thompson opened the Public Hearing at 6:46pm and asked for those for or against the zoning change request to come forward. John Gooch, petitioner, stated he is for the change from Single-Family 2 to Multi-Family 1 zoning to construct a senior friendly quad-plex. Each unit will have their own address on Lincoln Street.

Steve Mitchell, residing at 119 N Johnson, stated he opposed the zoning change. The streets are not wide enough for streets and have only access for one vehicle to move freely on all three sides of the property. Candy Street, as it is called, is a gravel street. Lincoln Street has been sprayed with tar with aggregate pulverized into the tar. Extra traffic is a concern. The bar ditches are also a concern to carry the water flow from Maple Street to McKinney Street. With the additional concrete as proposed, the bar ditches would not support the flow of water which would then create flooding to area residents including himself.

Mark Vincent expressed concern of reconfiguring or restructuring the streets. City Manager Ben White indicated Lincoln is indeed very narrow and is almost an alley. The normal residential street requirement width is 50 feet. The street could be reconfigured by re-dedicating right-of-way. There is still an intersection of Maple and McKinney Street which is narrow and other structures would need to be removed to create the proper right-of-way. Another note is parking on the north or south side of the property. There is a way to improve this issue by asking the property owner for right-of-way on his property. However this resolve would not complete the remaining portion of the street.

With no one else coming forward, Chairman Thompson closed the Public Hearing at 6:54pm.

City Manager Ben White stated Mr. Mitchell's explanation was very good. If the property was improved, drainage issues would need to be addressed as part of the site plan. Beyond this property, City Manager Ben White indicated the City should be responsible for the bar ditches and keeping them clear to allow water to flow.

Craig Overstreet stated this particular lot had 2 homes on it at one time and was replatted to one lot. However, there are issues with the roads which are in need of repair. With the alleys being named as streets, the widths have not been changed or improved upon according to Mark Vincent. Lincoln is not much more than an alleyway either. Lee Street is slightly larger, but not by much. Craig Overstreet also questioned the parking for the potential development. Mr. Gooch stated 2 parking slips will be made for each tenant in the rear being a total of 8 parking spaces. Access to the unit will be by way of Lincoln to Candy Street. No parking will be allowed on Lincoln. The parking area would be concrete with wheelchair accessibility. Total square footage of the structure will be 4,012 under the roof with a covered patio area.

City Manager Ben White stated according to the International Fire Code, this amount of square footage proposed does not require a sprinkler system. There will be fire walls between the units. Bill Nerwich has been contacted to build the structure according to Mr. Gooch. Mr. White stated the requirements would be built to our Codes.

Craig Overstreet also expressed concern regarding senior clientele. With the roads already being inadequate, questions were raised about emergency personnel trying to get to someone to and from the units.

Mr. Gooch stated the tax base is presently \$800 per year without a structure. The tax base would be significantly more with a structure and ongoing use to require utilities and therefore would increase the value to the City.

Mark Vincent stated something must be done with the roads. John Gooch stated even if financially practical to enhance the streets, there would still be a bottle neck at both ends of Lincoln which he has no control over.

Nancy Gooch came forward and stated she sees the proposal as an improvement to the area. Previously there were two homes on this land, there is not much difference with adding two more small residential areas. Otherwise, by these concerns, the property is being held ransom. Ms. Gooch expressed she felt the significance of the development would outweigh the negatives and bring a positive feedback to the community that is currently not being met.

Three individuals have already expressed interest in leasing spaces. The location is ideal as it is within walking distance of downtown and would make a beautiful enhancement to the area. There is low impact to the developer on their half of the street which would provide parking areas. A curb could be considered by the right way is to connect the bar ditches.

John Gooch stated he considered making a driveway completely through the property from Candy Street to the alley south of the property, but with the expense of improving the alley, this concept was removed. Mr. Gooch also stated he would consider changing his options in lieu of the cost of improving Lincoln Street. Mr. Gooch also contended that some residents may have only one vehicle where others may not have a vehicle at all.

City Manager Ben White stated there is a balancing act here. This is a tastefully developed area as intended for senior living. There is not much impact presently and the streets will be impacted with more traffic and will require repairs. However, this is an inconvenient street. There are compelling arguments on both sides. We need housing desperately.

Todd Rolen stated earlier an issue was emergency vehicles. In his neighborhood, the streets are the correct width; however parking on both sides of the street make the area similar to Lincoln Street where only one car can travel through the street.

Charles Casada motioned to submit to Council for approval with Mark Vincent seconding the motion. Vote was 3 to 1 with Craig Overstreet opposing. Motion carried.

Item III – A) CONSIDER, DISCUSS AND ACT UPON MINUTES FROM APRIL 6, 2015 P&Z MEETING

Craig Overstreet motioned to approve the minutes as presented with Mark Vincent seconding the motion. Motion carried unanimously.

Item IV – A) DISCUSS AMENDING THE COMPREHENSIVE ZONING ORDINANCE TO ALLOW MANUFACTURING WITH A STORE FRONT IN THE CENTRAL AREA DISTRICT

City Manager Ben White indicated in 2012, an ordinance was created to allow residential living quarters in 40% of a downtown building with 60% to remain retail/commercial use. The ordinance was created to keep the vitality of the downtown area all-the-while keeping an active store front.

The ordinance presented to the Commission addresses the proposed guidelines and concerns surrounding the expansion of uses downtown for artisan shops, custom handcrafting or specialty food processing. Mr. White stated it was smart to utilize the Specific Use Permit process. Craig Overstreet confirmed he felt the ordinance was right on track and is fine with a 25% requirement for display area of the gross floor area. It seems the noise issue has been addressed. The one concern is to consider not revisiting the Specific Use Permit continually.

City Attorney Alan Lathrom indicated the purpose of the Specific Use Permit is to be flexible as the guidelines are met. The Specific Use Permit can be ratcheted depending on the use and depending upon necessary changes.

Craig Overstreet expressed concern regarding Specialty Food on the second paragraph of the ordinance which may contradict itself. Mr. Lathrom indicated the ordinance was crafted to reflect the Health and Safety Code Section 473.096 set out by State Statute.

City Manager Ben White stated his concern regarding specialized equipment may be too restrictive. Mr. Lathrom indicated his understanding by the Council was to maintain a store front. Mark Vincent stated the information was broad but it allows each merchant to have their business looked at individually.

Diane Piwko expressed concerns the intention is for the ground floor only and does not pertain to second and above stories.

Randy Clark, owner of the property located at 201 McKinney Street, stated his future tenant would have a very specific use which would benefit from this ordinance being approved.

Jim Terrell, owner of Happy Cucumber, expressed his desire to operate his manufacturing process in Farmersville. His operation includes handmade foods of pickles, brines, jellies and jams. He does not use loud equipment. The only odors would be the aroma of pickling spices or fruits as they are being prepared. Once the product is jarred, the odors dissipate. Currently, Mr. Terrell stated he is utilizing a space at the Brownie Cottage for his cooking needs. However, his needs are expanding and he needs his own space.

Craig Overstreet expressed he would not want to see large trucks impacting the area. He also agreed the Specific Use Permit would allow specific details to be addressed. Mr. Overstreet liked what has been crafted.

Mr. White added the existing parking facilities would be used as intended unless loading and unloading could be performed in the rear or in a specified loading zone.

The Commission concurred the ordinance presented would be the best action regarding this issue. The next step would be to hold a Public hearing with notifications.

Item V) ADJOURNMENT

With no further business, Craig Overstreet motioned to adjourn with Mark Vincent seconding the motion. Commission adjourned at 8:01pm.

ATTEST:

Chairman Bryce Thompson

Edie Sims, City Secretary

FARMERSVILLE PLANNING & ZONING COMMISSION
SPECIAL SESSION MINUTES
May 28, 2015

The Farmersville Planning and Zoning Commission met in special session on May 28, 2015 at 7:28 p.m. at the City of Farmersville Council Chambers with the following members present: Mark Vincent, Charles Casada, Craig Overstreet and Chad Dillard. Commissioners absent were Bryce Thompson and Todd Rolen. Staff members present were City Manager Ben White, City Attorney Alan Lathrom, and Finance Director Daphne Hamlin. Council Liaison John Klostermann was present.

CALL TO ORDER AND RECOGNITION OF CITIZENS/VISITORS

Commissioner Craig Overstreet called the meeting to order at 7:28pm. Daphne Hamlin called roll and announced that a quorum was present. Craig Overstreet offered the invocation and led the audience in the Pledge of Allegiance to the American and Texas Flags.

Item II – A) CONSIDER, DISCUSS AND ACT UPON A CONCEPT PLAN FOR DEVELOPMENT OF A CEMETERY SITUATED IN THE JAMES INNERARITY SURVEY, ABSTRACT #467, TRACT 7 AND 4 BETWEEN CR 557 AND WEST AUDIE MURPHY PARKWAY

City Manager Ben White noted that no one was present to represent the Islamic Association of Collin County (IACC). The property is on the south side of Highway 380 close to A&A Landscaping. The main entry to the property for the cemetery will be on County Road 557. The original concept area shown provides an area corrected to meet the City's Thoroughfare Plan. The City's engineering firm has reviewed the plan per a letter from Jim Shankles at Daniel & Brown, Inc. (City Engineer) dated April 24, 2015.

Mr. White recommended the Concept Plan be approved with the exception that all items per the engineering letter be confirmed complete and pending inclusion of any comments from the City Engineer. The frontage area along Highway 380 is designated as future commercial. The cemetery is one lot back behind the commercial frontage area. The commercial use is planned as a separate phase from the cemetery. The phase trying to be developed is the cemetery. All the requirements have been met according to the City Engineer.

The developer is giving up, at great expense, land and dedicating it to the City of Farmersville for a future 4 lane divided dedicated road. This now aligns with our current Thoroughfare Plan.

The owner of the property is agreeing to the development; however the developer currently does not own the property. All items have been addressed that have been requested through the City. Mr. White noted the cemetery will utilize access to the back of the property until the front of the property along Highway 380 is developed.

Subject to final approval of City Engineer according to the engineer's letter dated May 4, 2015. Chad Dillard motioned to approve the Concept Plan provided all issues are addressed through the City's Engineer with Mark Vincent seconding the motion. Motion carried unanimously.

Item II – B) CONSIDER, DISCUSS AND ACT UPON A PRELIMINARY PLAT FOR CAMDEN PARK PLANNED DEVELOPMENT

City Manager Ben White came before the Commission to address the Preliminary Plat presented for Camden Park. Jeff Crannell with Crannell, Crannell & Martin Engineering Corporation, engineers for the developer, came before the Commission to support the Preliminary Plat as presented. The City Engineer reviewed the plat and made comments that needed to be addressed via a letter dated May 20, 2015. A supplemental letter was made May 28, 2015 depicting some items that were addressed.

The Preliminary Plat presented is the latest version. The Plat is representative of 287 total residential lots. There are 203 standard single-family lots that meet Single-Family 3 minimum lot area and 84 lots that do not meet our minimum lot area for Single-Family 2. The minimum lot areas for the 84 homes are 4,000 square feet and our ordinance requires a minimum of 5,000 square feet.

The 84 lots have a slightly different approach. The homes will have entries to the rear via an alleyway and are intended for residents 55 and over.

The remainder of the property, per Jeff Crannell, meets the requirements of the City. Mr. White reviewed the latest letter from the City Engineer dated May 28, 2015. The developer, per the presented plat, is requesting a revision to the Planned Development Ordinance dated 2012. The plat represents an area in Multi-Family 2 zoning for storage facilities which is not allowed in that particular zoning. The developer plans to request a zoning change for the storage area. Per item #3, the proposed western extension of CR 612 is in conflict with property owned by Texas New Mexico Power. The developer is planning to gain ownership of this property. Mr. White indicated the subdivision is required to have two entry points. The City Engineer did not receive submittals from the developer with the Preliminary Plat as required by the Subdivision Ordinance.

Several items have been addressed, however an open space area for parks was not dedicated per the City's regulations. Per the City's regulations, a developer is to dedicate 5% of gross area for parks. Mr. Crannell stated he will discuss with the developer, but believes the developer would rather offer funding to the City for other park areas elsewhere.

The last item regarding the Preliminary Plat is #16 where Proposed Street "J" needs to be extended south to Bob Tedford Drive to create a secondary property access for traffic flow and public safety. Mr. White the plat would be contingent on the connection to Street "J."

There is yet one more item to be addressed regarding water and sanitary sewer. The preference of the City is to construct a regional lift station on Highway 380 at a low point west of the proposed subdivision in lieu of an on-site lift station. The developer and the City shall coordinate the design and the developer shall be responsible for the cost of the facility to serve the Camden Park subdivision only. Presently, per Mr. White, development cannot occur west of the property due to lack of sewer facilities.

Craig Overstreet expressed concern as there are still a major amount of contingencies to proceed with the plat as presented. Mr. White encouraged the Commission the next submittal will be more detailed. The park issue will need to be addressed.

Mr. Crannell stated the developer's focus is Phase I presently, which is the development of the standardized Single Family 3 housing. Mr. Crannell, Mr. White and

the Commission discussed the park land and how the developer wanted to compensate the City rather than dedicate land for the park. The end result of the discussion from Mr. Crannell was to allow the developer to move forward with the plat and allow Phase I to proceed. City Attorney Alan Lathrom indicated the direction of the plat in moving forward will come from the City Council. Mr. Lathrom also reminded the Commission of their legal duty to approve or deny the plat within 30 days of its being presented.

Mr. White indicated realistically the plat is not administratively complete, but we are willing to work with the developer and engineers to have it ready for Council review.

Charles Casada motioned to approve the Camden Park Preliminary Plat contingent on upon (1) approval of rezoning of the property to satisfy and cure the issues identified in comments 1 and 2 of the City Engineer's May 28, 2015 letter; (2) the proper extension of County Road 612 as approved by the City Engineer; (3) submission of engineering plans acceptable to the City Engineer; (4) satisfaction of the City's parkland dedication requirements or payment of cash in lieu of dedication subject to City Council approval; (5) the extension of proposed Street "J" or another roadway to provide a second point of ingress and egress; and (6) the provision of a lift station and all appurtenances necessary thereto to serve the project AND with such Preliminary Plat being disapproved upon Developer's failure to satisfy any of the listed contingencies. Mark Vincent seconded the motion. Motion carried unanimously.

Item III – A) PUBLIC HEARING TO CONSIDER, DISCUSS AND ACT UPON AN AMENDMENT TO CHAPTER 77, ENTITLED "ZONING," OF THE FARMERSVILLE CODE BY AMENDING SECTION 77-91 TO EXPAND THE PERMITTED LAND USES IN THE CENTRAL AREA (CA) DISTRICT TO ALLOW AN "ARTISAN SHOP," OR "CUSTOM HANDCRAFTING" OR "SPECIALTY FOOD PROCESSING" SUBJECT TO CERTAIN CONDITIONS AND UPON THE APPROVAL OF A SPECIFIC USE PERMIT

Chairman Bryce Thompson opened the Public Hearing at 8:36pm and asked those FOR the zoning amendment to come forward. James Terrell, owner of Happy Cucumber, came forward stating his style of business is an artisan shop which produces specialty pickles, jams and other related food items. Currently the zoning does not allow this type of use in the downtown area. Mr. Terrell stated his business would be an asset to the downtown area and would not have noise, odor or other issues. He proposes to utilize the building located at 201 McKinney Street with retail and commercial.

Chairman Thompson asked for those OPPOSING the zoning amendment to come forward. With no one coming forward, the Public Hearing was closed at 8:39pm.

Chad Dillard motioned to approve the ordinance as presented with Charles Casada seconding the motion. Motion carried unanimously.

Item III – B) PUBLIC HEARING TO CONSIDER, DISCUSS AND ACT UPON AN AMENDMENT TO CHAPTER 77, ENTITLED "ZONING," OF THE FARMERSVILLE CODE BY AMENDING SECTION 77-1, 77-97 AND 77-273 TO ESTABLISH A "BANQUET/MEETING HALL" AS A PERMITTED LAND USE IN THE HIGHWAY COMMERCIAL (HC) DISTRICT UPON THE APPROVAL OF A SPECIFIC USE PERMIT AND ADDING A NEW SECTION 77-376 REGARDING SPECIAL REGULATIONS FOR THE ISSUANCE OF SPECIFIC USE PERMITS FOR CERTAIN USES INCLUDING A BANQUET/MEETING HALL

Chairman Thompson opened the Public Hearing at 8:41pm and asked for those FOR the zoning amendment to come forward. Rosio Nunez, petitioner for the Banquet/Meeting Hall, came before the Commission requesting the Commission to grant the zoning amendment. Her business will bring a needed use to this area. Her intentions are to change from a restaurant to a banquet hall for all types of parties and get together.

Currently, the City's Zoning Ordinance does not have this type of use. City Manager Ben White indicated there is a need for this use category. With this type of use available, there will be opportunities to hold events here in Farmersville.

Chairman Thompson requested those OPPOSING the zoning amendment to come forward. With no one coming forward, the Public hearing was closed at 8:46pm.

The Commission discussed other locations where this use would be appropriate. City Attorney Alan Lathrom stated the zoning chart could be changed to allow this type of use in the Industrial and Commercial zoning as well as Highway Commercial.

Chad Dillard motioned to approve the ordinance as presented that includes the use of a Specific Use Permit and to change the zoning chart to allow this use in Highway Commercial, Commercial and Light Industrial zones. Charles Casada seconded the motion. Motion carried unanimously.

Item V) ADJOURNMENT

With no further business, Mark Vincent motioned to adjourn with Chad Dillard seconding the motion. Commission adjourned at 8:50pm.

ATTEST:

Chairman Bryce Thompson

Edie Sims, City Secretary



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Capital Improvements Advisory Commission Minutes

- There was not a meeting of the Capital Improvements Advisory Commission during the month of June 2015.

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/planning_and_zoning/index.jsp



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Citizens Advisory Committee Minutes

- There was not a meeting of the Citizens Advisory Committee during the month of June 2015.

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/planning_and_zoning/index.jsp



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Sign Board of Appeals Minutes

- There was not a meeting of the Sign Board of Appeals during the month of June 2015.

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/planning_and_zoning/index.jsp



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Parks Board Minutes

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/parks_and_recreation_board_meetings.jsp

**CITY OF FARMERSVILLE
PARKS AND RECREATION BOARD MINUTES
JUNE 15, 2015**

The Farmersville Parks and Recreation Board met in regular session on June 15, 2015 at 6:00 p.m. at City Hall with the following members present: Autumn Barton, Glenn Bagwill, Todd Rolen and Charles Casada. City Manager Ben White and City Staff member Christi Dowdy were also present.

CALL TO ORDER

Christi Dowdy called the meeting to order at 6:00 pm, and called the roll announcing that a quorum was present.

RE-ORGANIZATION OF BOARD

Suzie Grusendorf and Glenn Bagwill were sworn in by City Secretary Edie Sims. A motion was made by Todd Rolen to elect Charles Casada as Chairman, however Mr. Casada declined the nomination. Glenn Bagwill moved to elect Todd Rolen as the Chairman, and the motion was seconded by Autumn Barton. Todd Rolen made a motion to elect Glenn Bagwill as Vice Chairman, and the motion was seconded by Autumn Barton.

UPDATE ON PARKS PLANNER

City Manager Ben White addressed the Board regarding the status of the Parks Planner. Halff & Associates were hired by the City Council and they are in the process of bringing the firm under contract. More information will be brought to the Parks Board as planning gets underway.

BRIEFING FROM CITY MANAGER

City Manager Ben White updated the Board on several projects and improvements which included: a) roofing and foundation repairs at The Onion Shed, b) planters are being replaced on the Square by Home Grown Plants, c) roadway repairs at South Lake Park, d) Phase III of the Chaparral Trail is winding down, e) Highway 380 construction update, and f) update on 4-B projects.

FUTURE AGENDAS

The Board will discuss the findings of Movie Nights in the Park at the next meeting.

ADJOURNMENT

The meeting was adjourned at 7:07 p.m.

Todd Rolen, Chairman



TO: Mayor and Councilmembers

FROM: City Manager Ben White

DATE: July 14, 2015

SUBJECT: INFORMATIONAL ITEM – Main Street Board Minutes

- Minutes were not available for the Council packet.

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/main_street_board.php



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Main Street Report

Main Street Report is attached.



Main Street Monthly Report
June 2015
Reported by Adah Leah Wolf,
Main Street Program Manager



ORGANIZATION/ADMINISTRATION:

3,10,24	Manager attends city staff meetings.
19, 30	Debbie Ranspot assists with administrative tasks
8	4B Board Meeting Board Reorganization
16	Attended Open Meetings Act and Public Information Act training
9	Taylor Trusty begins eight week internship today
16	Main Street Board Meeting. Board reorganization. New members appointed are: Glenda Hart, Kim Smith Cole, Kim Potter.

PROMOTION:

6	Farmers & Fleas Market was held, same day as Chamber's Yards of Yard Sales. Good turnout for both.
3	Audie Murphy Day/Farmers & Fleas Market/4 th of July postcards mailed to entire 75442 zip code.
16	E Newsletter sent to downtown business and building owners.
	Marcy Whited started a Chaparral Trail Blog.
11,25	Audie Murphy Day Committee planning meeting. Final logistics planning. Expenses will be covered by sponsorships again this year.
17,24	Parade Planning Meetings.
	Locator map project given to Anne Hyncek
18	Museum Board Meeting. The Board is looking for weathered tin to complete the roof.
	Revised the Farmersville Shoppers Guide
26	Set up for Audie Murphy Day
26	Farmers & Fleas Market ads ordered and press releases sent for the July 4 Market.
27	Audie Murphy Day. Program given by Audie Murphy Club from Fort Hood. Three quilts presented by Farmersville Quilt Guild. More parade participants this year than ever before. Many different volunteer groups assisted including Boy Scouts, American Heritage Girls and Trail Life Boys, Sugar Hill 4H Club, and Tri-County Veterans Honor Guard. Silas Grider was the oldest veteran in attendance at 96 years of age.
	There were 27 goodie bags put together for a training session for new Board Members at the Open Meetings Act and Public Information Act.
	Kyle Goldstein took drone footage of downtown Farmersville which will be a valuable record of the City. https://www.youtube.com/watch?v=cXpb-rH6OD8&feature=youtu.be

DESIGN:

	Farmersville Heritage Museum construction continues
	Work continues on old Candy Kitchen Building. Contractor is Tony Nelson
	Laundromat on Main Street continues construction.
26	Meeting with Donna Lane. Photos taken of 119 S. Main Street.
	Onion Shed stairs repaired.
	Hail storm caused damage to several building roofs downtown, including First Baptist Church.
	Doug Laube is working on the downstairs interior of his building
	200 McKinney Street is under construction with improvements to façade.
	Sidewalk outside 208 McKinney Street has some ADA issues that need to be addressed.

ECONOMIC RESTRUCTURING:

20	Jennifer Sullivan has opened Bless my Bloomers retail store at 106 McKinney Street.
	Wanda Green sold her building at 208 McKinney St. Sold to Sarah Jackson.
	Porter Auto Building at 107 S. Main is for sale. Asking \$118,500.00
18	Downtown Merchants get together hosted by the Cutting Horse Barber Shop. Followed by a tour of the interior of Doug Laube's building at 129 McKinney Street.

	Debbie Helmberger has leased the upstairs of the Farmersville Times Building for a photography studio.
	Matt and Lisa Crowder have purchased the downtown building at 119 S. Main St.

Approximate number of volunteer hours donated this month: 1050



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: INFORMATIONAL ITEM – Building & Property Standards Commission Minutes

- Minutes were not prepared for Council Packet but will be available on the City's website.

Electronic minutes are found at the following link:

http://71.6.142.67/revize/farmersville/government/agendas_and_minutes/building_and_property_standards_meetings.jsp



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – TIRZ Board Minutes

- There was not a meeting of the TIRZ Board during the month of June 2015.

Electronic minutes are found at the following link:

http://71.6.142.67/revize/farmersville/government/agendas_and_minutes/other_boards_and_committees.jsp#revize_document_center_rz305



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: INFORMATIONAL ITEM – Library/Civic Center Board Minutes

- There was not a meeting of the Library/Civic Center Board during the month of June 2015.

Electronic minutes are found at the following link:

http://71.6.142.67/revize/farmersville/government/agendas_and_minutes/library_civic_center_board.jsp



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – Farmersville Public Housing Authority Report

- June 18 Agenda along with minutes is attached for review.

Electronic agendas are found at the following link:

<http://www.texoma.cog.tx.us/departments/client-services/texoma-housing-partners/>

- A. **Call to Order & Declaration of a Quorum**
- B. **Invocation and Pledges**
- C. **Welcome Guests**
- D. **Induct New Governing Board Member for 2015-2016**
TCOG Governing Body Pledge:
In accepting this responsibility as a Governing Body member,
Do you pledge:
 - To uphold the bylaws of the organization
 - To be faithful in attendance
 - To strive to achieve the TCOG mission while representing our constituents
 - To foster full and active participation of all Governing Body members, and
 - To promote our strengths as a region
- E. **Approval of Minutes:** Approve Meeting Minutes for April 2015 – page 3
- F. **Executive Director's Report**
 - a. Public Housing Program Presentation, Susan Ensley
 - b. Accounting Software Upgrade Update
 - c. Kids Matter- Beyond ABC in Texoma
 - d. VASH – Homeless Veterans Fundraising Campaign
 - e. CTR/TARC Legislative Updates
- G. **Consent**

All items on Consent Agenda are considered to be routine by the Council of Governments and will be enacted with one motion. There will not be separate discussion of these items unless a member of the Governing Body or a citizen so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

 - 1. **March 2015 Liabilities (AF):** Authorize the Secretary/Treasurer to make payments in the amounts as listed.
Stacey Sloan, Finance Director – page 4
 - 2. **April 2015 Liabilities (AF):** Authorize the Secretary/Treasurer to make payments in the amounts as listed.
Stacey Sloan, Finance Director – page 15
 - 3. **May 2015 Liabilities (AF):** Authorize the Secretary/Treasurer to make payments in the amounts as listed.
Stacey Sloan, Finance Director – page 28
 - 4. **TCOG 9-1-1 Program PSAP Interlocal Agreement (PD):** Authorize the execution of Interlocal Agreements for 9-1-1 Public Safety Answering Point (PSAP) services for the period September 1, 2015 through August 31, 2017 with the City of Bonham, Fannin County, Grayson County, City of Whitesboro, City of Gainesville and Cooke County.
CJ Durbin-Higgins, Public Safety Program Manager – page 39
- H. **Action**
 - 1. **2016-2018 Texoma Community Needs Assessment (PD):** Approve submission of 2016-2018 Texoma Community Needs Assessment.
Michael Schmitz, GIS & Planning Manager – page 56

2. **City of Whitewright Branding ILA (PD):** Approve ILA between TCOG and the City of Whitewright for Branding services and logo development.
Michael Schmitz, GIS & Planning Manager – page 57
 3. **Office of the Governor's Criminal Justice Division FY2016 Prioritized Projects (PD):** Authorize the recommendations from the TCOG Criminal Justice Advisory Committee (CJAC) results from the scoring and ranking of applicants for the following funding categories for Funding Year (FY) 2016: Criminal Justice Program, General Juvenile Justice & Delinquency Prevention Program Solicitation, General Victim Assistance Direct Service Program Solicitation, and Violent Crimes against Women Criminal Justice & Training Projects.
CJ Durbin-Higgins, Public Safety Program Manager – page 62
 4. **Texoma Regional Advisory Council on Aging (TRAC) Bylaws Sub-Committee (PD):** Approve committee to re-write Texoma Regional Advisory Council (TRAC) Bylaws.
Randy McBroom, PhD, Planning & Development Director – page 108
 5. **United Way of Grayson County Approval Request (PD):** Approve acceptance of United Way Grant funds awarded to Texoma Senior Corps Foster Grandparent (FGP) and Retired and Senior Volunteer (RSVP) programs in the total amount of \$13,500.
Virginia Rhodes, Senior Corps Program Manager – page 109
 6. **TCOG Quarterly Investments Report - 4th Quarter FYE 2015 (AF):** Accept this report of investments for the period of February 1, 2015 through April 30, 2015.
Stacee Sloan, Finance Director – page 136
 7. **FYE 2016 Budget Status Update (AF):** Accept recommendation, if any, regarding TCOG's FYE 2016 Budget.
Stacee Sloan, Finance Director – page 137
- I. **President's Report**
1. Create a fixed asset planning subcommittee and appoint three Board Members to the subcommittee.

J. **Adjourn**

APPROVAL



Stacee L. Sloan, Finance Director



Susan B. Thomas, PhD, Executive Director

AS: Aging Services Department
AF: Administration & Finance Department
CS: Client Services Department
PD: Planning & Development Department

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration & Finance at 903-813-3510 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <http://www.tcog.com> and physically posted at the Texoma Council of Governments offices in a place readily accessible to the public. The Agenda was also faxed to the County Clerk offices in Cooke, Fannin and Grayson Counties, Texas on Friday, June 12, 2015.

Members Present: Keith Clegg, Cary Wacker, Teresa Adams, Jason Brinkley, Roy Floyd, Phyllis James, Cecil Jones, Bill McFatridge, Kate Whitfield

- A.** Keith Clegg called the meeting to order and declared a quorum at 5:30 p.m.
- B.** Cecil Jones provided the invocation, followed by Susan Thomas, who led the pledges.
- C.** Welcome Guests & Staff
- D.** A motion was made by Cecil Jones to approve the meeting minutes for March 2015. This motion was seconded by Cary Wacker. Motion carried.
- E.** Action
 - 1. A motion was made by Roy Floyd to approve TCOG's FYE 2016 Proposed Budget to include the following actions: Approve the FYE 2016 Proposed Revenue Plan; Approve the FYE 2016 Proposed FTE and Salary Budget Authority; Approve the FYE 2016 Proposed Certificate of Indirect Costs to: Set General & Administrative Rate at 16.92%, Set On-Site Rate at 12.32%, Set Central Service Information Technology Rate at 7.55%; Approve the FYE 2016 Proposed Employee Benefit Rate at 47.20%; Approve the FYE 2016 Proposed Capital Expense Budget; Approve the FYE 2016 Proposed Holiday Schedule; Approve the FYE 2016 Proposed Membership Dues Schedule. This motion was seconded by Kate Whitfield. Motion carried with a vote of 8-1 with Phyllis James voting against the FYE 2016 Proposed Budget.
- F.** Keith Clegg adjourned the meeting at 6:02 p.m.



TO: Mayor and Councilmembers
FROM: Ben White, City Manager
DATE: July 14, 2015
SUBJECT: INFORMATIONAL ITEM – North Texas Municipal Water District Board Agenda

- The agenda for the June 2015 meeting is attached.

Electronic agendas are found at the following link:

https://ntmwd.com/meeting_agendas.html



NORTH TEXAS MUNICIPAL WATER DISTRICT

**505 E. Brown Street • Wylie, Texas 75098
(972) 442-5405 – Phone • (972) 295-6440 – Fax**

BOARD OF DIRECTORS
REGULAR MEETING
THURSDAY, JUNE 25, 2015
4:00 P.M.

Notice is hereby given pursuant to V.T.C.A., Government Code, Chapter 551, that the Board of Directors of North Texas Municipal Water District will hold a regular meeting, open to the public, on Thursday, June 25, 2015, at 4:00 p.m., at the North Texas Municipal Water District offices, 505 E. Brown Street, Wylie, Texas.

The Board of Directors is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073); discussing personnel matters (Section 551.074); or discussing security personnel or devices (Section 551.076). If the Board of Directors determines to go into executive session on any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

AMENDED AGENDA¹

- I. INVOCATION – DIRECTOR JOE FARMER
- II. PLEDGE OF ALLEGIANCE
- III. PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG
- IV. ROLL CALL
- V. RECOGNITION OF GUESTS/EMPLOYEES
 - A. Recognition of Retired Director Bill Harrison
- VI. PUBLIC COMMENTS

The Board of Directors allows individuals to speak to the Board. Prior to the meeting, speakers must complete and submit a "Public Comment Registration Form." The time limit is five (5) minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers. The Board may not discuss these items, but may respond with factual or policy information.

¹Persons with disabilities who plan to attend the NTMWD Board of Directors meeting and who may need auxiliary aids or services are requested to contact John Montgomery in the NTMWD Administrative Offices at (972) 442-5405 as soon as possible. All reasonable efforts will be taken to make the appropriate arrangements.

VII. OATH OF OFFICE

VIII. MONTHLY UPDATE

- A. Water System
- B. Wastewater System
- C. Solid Waste System

IX. CONSENT AGENDA ITEMS

The Consent Agenda allows the Board of Directors to approve all routine, noncontroversial items with a single motion, without the need for discussion by the entire Board. Any item may be removed from consent and considered individually upon request of a Board member or NTMWD staff member.

- A. Consider Approval of Board of Directors Meeting Minutes – May 28, 2015
(Please refer to Consent Agenda Item No. 15-06-01)
- B. Consider Approval of Monthly Construction Report – June 2015
(Please refer to Consent Agenda Item No. 15-06-02)
- C. Consider Authorizing Additional Engineering Services on Project No. 306, Shiloh Pump Station Improvements
(Please refer to Consent Agenda Item No. 15-06-03)
- D. Consider Authorizing Execution of Contract Amendment No. 10 to the Interlocal Agreement by and between Collin County, Texas, and the North Texas Municipal Water District for Participation in the County Cleanup Day Program at the 121 Regional Disposal Facility
(Please refer to Consent Agenda Item No. 15-06-04)
- E. Consider Authorizing Execution of Interlocal Cooperation Agreement by and between the North Texas Municipal Water District and Collin County, Texas, for Placement of Roll-Off Recycling Container at the 121 Regional Disposal Facility
(Please refer to Consent Agenda Item No. 15-06-05)
- F. Consider Authorizing Additional Engineering Services on Project No. 331, Custer Road Transfer Station Tipping Floor Improvements
(Please refer to Consent Agenda Item No. 15-06-06)
- G. Consider Authorizing Additional Engineering Services on Project No. 309, Wilson Creek Regional Wastewater Treatment Plant Filter Improvements
(Please refer to Consent Agenda Item No. 15-06-07)

X. AGENDA ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consider Authorizing Execution and Compliance with Provisions of Agreed Order and Supplemental Environmental Project with the Texas Commission on Environmental Quality
(Please refer to Administrative Memorandum No. 4443)

- B. Consider Authorizing Additional Engineering Services on Project No. 337, Wylie-Rockwall-Farmersville 36/48-Inch Pipeline Improvements, Phase I
(Please refer to Administrative Memorandum No. 4445)
- C. Consider Authorizing Change Order No. 7 on Project No. 276, Wylie Water Treatment Plant Finished Water Reservoir and Flow Metering Improvements
(Please refer to Administrative Memorandum No. 4446)
- D. Consider Adoption of Resolution No. 15-18 Authorizing Use of Competitive Sealed Proposal Procurement Method Under Texas Government Code Chapter 2269 for Project No. ENG 15-6, Wylie Water Treatment Plants Annual Residuals Disposal Service Contract
(Please refer to Administrative Memorandum No. 4447)
- E. Consider Authorizing Change Order No. 4 on Project No. 301, NTMWD Administration Building Structural Repairs, Building Renovations, and Building Additions
(Please refer to Administrative Memorandum No. 4448)
- F. Consider Authorizing Change Order No. 1 on Project No. 350, Lake Lavon Raw Water Pump Stations Intake Channel Improvements
(Please refer to Administrative Memorandum No. 4449)
- G. Consider Authorizing Ratification of Engineering Services Agreement on Project No. 393, Forney to Kaufman Pipeline Lowering at FM 987 and Country Oaks Drive
(Please refer to Administrative Memorandum No. 4450)
- H. Consider Authorizing Execution of Engineering Services Agreement on Project No. 392, Beck Branch Interceptor Improvements, Phase 2
(Please refer to Administrative Memorandum No. 4451)
- I. Consider Authorizing Additional Inspection Services on Project No. 270, South Mesquite Creek Regional Wastewater Treatment Plant, Aeration System Improvements, Phase 1
(Please refer to Administrative Memorandum No. 4452)
- J. Consider Authorizing Execution of Engineering Services Agreement on Project No. 391, Preston Road Lift Station Improvements
(Please refer to Administrative Memorandum No. 4453)
- K. Consider Authorizing Award of Construction Contract on Project No. ENG 14-12A, Sector 4B Liner and Leachate Collection System at 121 Regional Disposal Facility
(Please refer to Administrative Memorandum No. 4454)
- L. Consider Authorizing Award of Construction Contract on Project No. ENG 14-12B, Sector 4B Liner Material Purchase/Install at 121 Regional Disposal Facility
(Please refer to Administrative Memorandum No. 4455)

- M. Consider Authorizing Adoption of Resolution No. 15-19 Authorizing Initiation of Protocol for Meetings Related to Board Governance and Water Supply Amendatory Contract Between NTMWD and Member Cities
(Please refer to Administrative Memorandum No. 4456)

XI. DISCUSSION ITEMS

- A. Update on Settlement Agreement with McCarthy Building Companies, Inc., on Project No. 153, Water Treatment Plants I, II, III, and IV Ozonation

XII. ADJOURNMENT



TO: Mayor and Councilmembers

FROM: City Manager Ben White

DATE: July 14, 2015

SUBJECT: INFORMATIONAL ITEM – ZONING BOARD OF ADJUSTMENT

Electronic minutes are found at the following link:

http://www.farmersvilletx.com/government/agendas_and_minutes/other_boards_and_committees.php#revize_document_center_rz1512

FARMERSVILLE ZONING BOARD OF ADJUSTMENT MINUTES
May 12, 2015

The Farmersville Zoning Board of Adjustment met on May 12, 2015, at 6:00 p.m. in the Council Chamber of City Hall with the following members present Mayor Helmberger, John Klostermann, Michael Hesse, and Jim Foy. Council member absent was John Politz. Staff members present were City Manager Ben White, City Attorney Alan Lathrom and City Secretary Edie Sims.

CALL TO ORDER, ROLL CALL

Mayor Helmberger called the meeting to order at 6:00 p.m. Edie Sims called the roll and announced a quorum was not present.

ITEM III) PUBLIC HEARING

Mayor Helmberger opened the Public Hearing at 6:01pm and asked those FOR the variance request regarding minimum rear yard requirements to come forward. Tina Carver, residing at 503 Ryan's Circle and requestor of the variance came forward. Ms. Carver stated she owns a DR Horton, which she asked for a larger covered patio area. A problem arose when she submitted her permit request that her back yard setback would not allow an extended porch within the parameters of her back yard. She has only 15' from the back of the house to the fence. Therefore, Ms. Carver is requesting a variance to allow the covered patio top to be constructed.

Mayor Helmberger requested anyone OPPOSING the variance request regarding minimum rear yard requirements to come forward. No one came forward opposing the variance request. Mayor Helmberger closed the Public Hearing at 6:02pm.

ITEM IV) DISCUSSION AND POSSIBLE ACTION

City Manager Ben White displayed the photos of the anticipated porch. The plat information shows the layout of the home with a small patio as provided by DR Horton. The petitioner is requesting a variance so the patio will be 3' from the fence and property line. The required footage is 10'. In addition, the addition will not be part of the main structure. This is a corner lot. Jim Foy expressed concern regarding the variance. The rules state the variance should be unique to the property that would not allow the property owner to use the property and would be a hardship. The lot is a standard sized lot and the structure already meets the code with the 5' patio. Per Mr. Foy, the ordinance is clear that the City should not grant the variance since this is not a unique situation as other lots. The variance requirements do not meet this case.

Mayor Helmberger questioned if the overhang and soffit could project further to exceed 4' to 6' from the property line. According to our Code of Ordinances, the cornices and any overhang are not to exceed 4' to 6' from the property line. Mr. Foy stated the City should enforce the ordinances as currently written.

Mr. White asked if the structure was free standing and not attached to the house, how the rules would apply. City Attorney Alan Lathrom indicated the structure would be considered an outback/accessory building and still does not meet the requirements. Russell Chandler stated the depiction looks aesthetically well, but has concerns setting a precedence for others to do the same. Michael Hesse stated his concern as well if a variance is allowed, then what is the purpose for the variance.

Jim Foy motioned to deny the variance request with Russell Chandler seconding the motion. A poll of the Council was taken as follows: John Klostermann yes, Michael Hesse yes, Russell Chandler yes, and Jim Foy yes. Full Council denied variance.

ADJOURNMENT

Meeting adjourned at 6:17 p.m. Motion carried unanimously.

ATTEST:

Joseph E. Helmberger, P.E., Mayor

Edie Sims, City Secretary

DRAFT



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: Public Hearing to consider, discuss and act upon a Specific Use Permit on the property identified as Lot 2A, Block A of the Farmersville Original Donation, Farmersville, Collin County, Texas, more commonly known as 201 McKinney Street, Farmersville, Texas, to operate a "specialty food processing" business

- An ordinance is attached for review.
- Planning & Zoning held a Public Hearing July 6th and recommended Council approve the ordinance as presented.

ACTION:

- 1) Open Public Hearing and call the time.
- 2) Ask for those FOR the Use Change to come forward.
- 3) Ask for those OPPOSING the Use Change to come forward.
- 4) Close the Public Hearing and call the time.
- 5) Council to discuss, approve or disapprove the Use Change with ordinance.

**CITY OF FARMERSVILLE
ORDINANCE #2015-0714-001**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, AMENDING COMPREHENSIVE ZONING ORDINANCE AND ESTABLISHING A SPECIAL USE PERMIT; PROVIDING FOR THE OPERATION OF CUSTOM HANDCRAFTING/SPECIALTY FOOD PROCESSING ON PROPERTY DESCRIBED HEREIN; PROVIDING FOR RESTRICTIONS; AMENDING THE OFFICIAL ZONING MAP; AND PROVIDING FOR PENALTY, SEVERABILITY AND AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS.

SECTION I: PERMIT

A Special Use Permit is hereby established for Happy Cucumber, located at 201 McKinney Street, Farmersville, TX 75442 providing for the following use:

Custom Handcrafting and Specialty Food Processing

SECTION II: RESTRICTIONS

The development shall be in accordance with the following special restrictions, conditions, and regulations:

1. A minimum of 25% of the gross floor area of the ground floor of the building is required for retail sale and/or display area.
2. Permit evaluation is not required as long as the use remains the same for the location as designated on the Specific Use Permit.
3. **The Special Use Permit granted herein is specific to Happy Cucumber, 201 McKinney Street and shall not be transferred to any other person or entity or any other location without the approval of the City of Farmersville,**

SECTION III: PENALTY

Any person, firm or corporation violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable by a fine not to exceed two thousand dollars (\$2000.00); and each day or portion thereof during which the violation is committed, continued or permitted shall be a separate offense.

SECTION IV: SEVERABILITY

If any section, paragraph, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part or provision hereof, other than the part so decided to be invalid or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION V: EFFECTIVE DATE

This Ordinance shall take effect immediately, from and after its passage and publication of the caption, as the law in such cases provides.

DULY PASSED by the City Council of the City of Farmersville, Texas on the 14th day of July, 2015.

APPROVED:

Joseph E. Helmberger, P.E., Mayor

ATTEST:

Edie Sims, City Secretary



CITY OF FARMERSVILLE
SPECIFIC USE PERMIT APPLICATION

APPLICANT'S NAME: James Terrell Happy Cucumber
APPLICANT'S ADDRESS: 2009 Sycamore dr Mesquite TX 75149
APPLICANT'S CONTACT NUMBERS: 469 463 9733 / 469 463 9754
NAME OF OWNER: Kelly Terrell
ADDRESS OF OWNER: Same as Above
LOCATION OF PROPERTY: 201 McKinney St. Farmersville TX

LEGAL DESCRIPTION OF PROPERTY:

LOT NO. 2a TRACT — BLOCK NO. A
PLAT SUDE 1441/ACCT 1045 ADDITION: Farmersville Original Donation
SURVEY: _____ NUMBER OF ACRES: _____

For properties not in a recorded subdivision, submit a copy of a current survey or plat showing the properties proposed to be changed, and a complete legal field note description.

PROPOSED USE: Canning & Resale Manufacturing & Retail

ATTACH A LETTER describing all processes and activities involved with the proposed uses.

ATTACH A SITE PLAN drawn to scale with the information listed on the back of this sheet.

THE EIGHT CONDITIONS listed on the back of this sheet **MUST** be met before City Council can grant a Specific Use Permit.

I, being the undersigned applicant, understand that all of the conditions, dimensions, building sizes, landscaping and parking areas depicted on the site plan shall be adhered to as amended and approved by the City Council.

SIGNATURE OF APPLICANT: [Signature] Date: 5/29/15
SIGNATURE OF OWNER: [Signature] Date: 5/29/15
(If not applicant)

INCLUDE THE FOLLOWING INFORMATION ON A SITE PLAN. THE PLAN MUST BE DRAWN TO SCALE.

- Boundaries of the area covered by the site plan.
- The location of each existing and proposed building and structure in the area covered by the site plan and the number of stories, height, roof line, gross floor area and location of building entrances and exits.
- The location of existing drainage ways and significant natural features.
- Proposed landscaping and screening buffers.
- The location and dimensions of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities.
- The location, height and type of each wall, fence, and all other types of screening.
- The location, height and size of all proposed signs.

~~~~~

THE ZONING ORDINANCE REQUIRES THAT THESE EIGHT CONDITIONS MUST BE MET BEFORE A SPECIFIC USE PERMIT CAN BE ISSUED:

- That the specific use will be compatible with and not injurious to the use and enjoyment of other property, nor significantly diminish or impair property values within the immediate vicinity; and
- That the establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property.
- That adequate utility, access roads, drainage and other necessary supporting facilities have been or will be provided.
- The design, location and arrangement of all driveways and parking spaces provide for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent development.
- That adequate nuisance prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration.
- That directional lighting will be provided so as not to disturb or adversely affect neighboring properties.
- That there are sufficient landscaping and screening to insure harmony and compatibility with adjacent property
- That the proposed use is in accordance with the Comprehensive Plan.

THE ZONING ORDINANCE REQUIRES THAT THESE EIGHT CONDITIONS MUST BE MET BEFORE A SPECIFIC USE PERMIT CAN BE ISSUED:

- That the specific use will be compatible with and not injurious to the use and enjoyment of other property, nor significantly diminish or impair property values within the immediate vicinity.  
The business will not interfere with adjoining properties and will enhance the downtown area. Any odors caused by the food processing diminishes promptly and will not linger to cause issue with the neighboring properties.
- That the establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property.  
The business will only improve the area and will not impede any development.
- That adequate utility, access roads, drainage and other necessary supporting facilities have been or will be provided.  
The property is located on the southwest corner of the downtown square. All utilities, drainage and other infrastructure has been in existence for a number of years. Since the property was used as a restaurant preceding this use request, all the needed facilities are in place for our current use.
- The design, location and arrangement of all driveways and parking spaces provide for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent development.  
Parking spaces are currently existing along McKinney Street and are shared with the southwestern downtown businesses including the Post Office. Other parking is located along South Washington Street along the curb and the parking lot across from the First Baptist Church. No parking is expected to adversely affect the general public of adjacent businesses.
- That adequate nuisance prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration.  
The fumes will be filtered through the vent-a-hoods. Odors dissipate quickly and will not produce a lingering odor. There are no noises, dust or vibration as the only manufacturing effect will be boiling liquids.
- That directional lighting will be provided so as not to disturb or adversely affect neighboring properties.  
Street lighting already exists along with the lighting that has been in existence on the structure. No additional lighting is anticipated.
- That there are sufficient landscaping and screening to insure harmony and compatibility with adjacent property  
There are no plans for landscaping other than yard decoration or potted plants to enhance the store front. No screening will be required.
- That the proposed use is in accordance with the Comprehensive Plan.  
The Council recently passed an ordinance that allowed this use and it is within accordance of the City's Comprehensive Plan.

The Happy Cucumber  
2009 Sycamore Drive  
Mesquite, TX 75149

City of Farmersville  
205 S Main Street  
Farmersville, TX 75442

**Requested Letter Attachment for Specific Use of Building with Site Plan**

The Happy Cucumber is a small Artisan food manufacturer supplying old fashion jams, jellies, pickles and relishes to local farmers markets and specialty shops as well as an online store. We are going to use the old restaurant building at 201 McKinney Street in Farmersville Tx to produce our products to sell at the markets as well as set aside at least 25% of the building to use as a local retail store. We will be selling our products and other artisan and or farmer products that are locally made or produced in Texas.

The building will be used as is with only the necessary repairs made and minor cosmetic changes, such as painting and signage. There will be no structural changes made to the existing building. I have included a to scale layout of the building and labeled it to reflect the usage and square footage of each room.

There will be no semi trailer trucks used in moving our products.

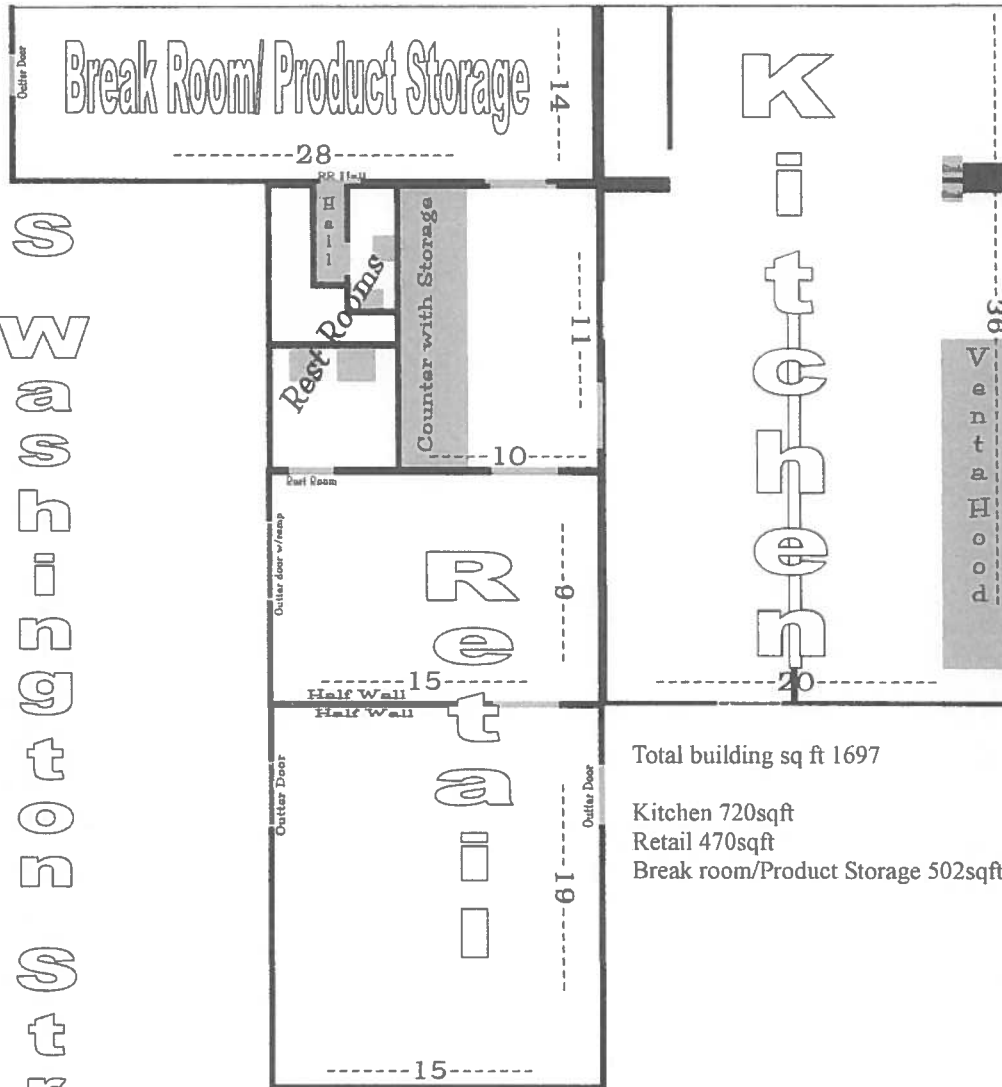
Thank you,



Kelly Terrell  
The Happy Cucumber  
[www.thehappycucumber.com](http://www.thehappycucumber.com)  
[kelly@thehappycucumber.com](mailto:kelly@thehappycucumber.com)  
469.463.9754

---

Washington Street



Total building sq ft 1697

Kitchen 720sqft

Retail 470sqft

Break room/Product Storage 502sqft

201 McKinney Street

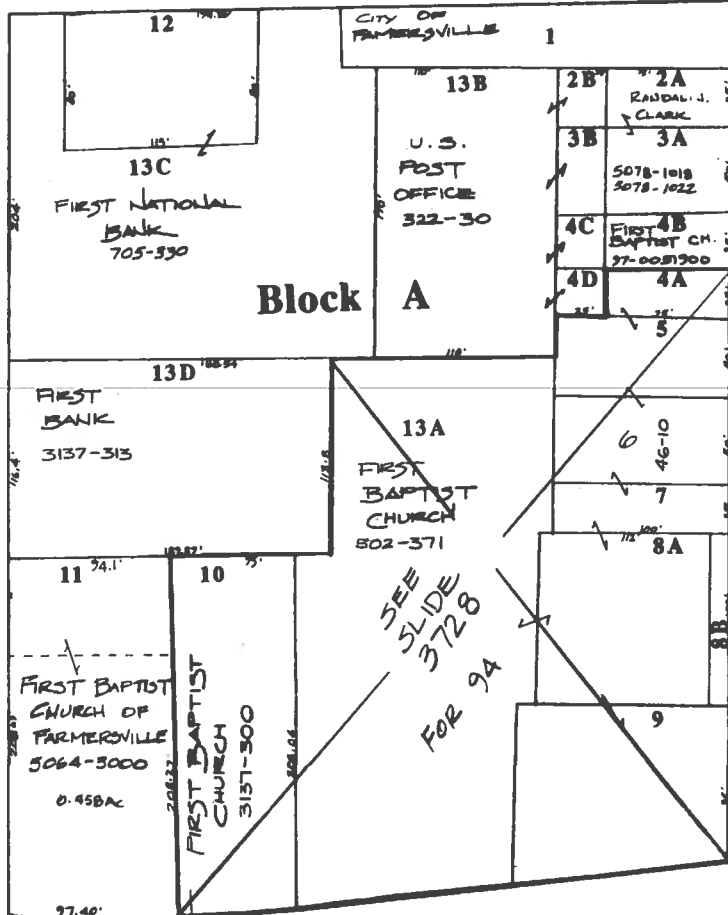
Slide  
1441

This information has been compiled by the Central Appraisal and District of Collin County, Texas (CA/DC) from various sources solely for its own use and is deemed to be reliable. The information is being provided as a service by the CA/DC. The CA/DC makes no representations or warranties, either express or implied, as to the accuracy or reliability of the information.

Block E

Street

Johnson



McKinney

Street

Block A

Street

Washington

Rail Road R. O.W.

Farmersville Old Donation



Scale: 1"=50'

This is the proposed signage or something very similar that will be on the store front.







TO: Mayor and Councilmembers

FROM: City Manager Ben White

DATE: July 14, 2015

SUBJECT: Second Reading – Consider, discuss and act upon an ordinance to amend Chapter 74 “Utilities” and adopting a new Article VI “On-Site Sewage Facilities” to update and adopt new rules for on-site sewage facilities consistent with the requirements of the Texas Commission on Environmental Quality

- An ordinance is attached for review
- Council approved the first reading on June 23, 2015

**ACTION: Approve or disapprove ordinance as presented.**

**CITY OF FARMERSVILLE  
ORDINANCE # O-2015-0714-002**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, AMENDING THE CODE OF ORDINANCES, CITY OF FARMERSVILLE, TEXAS, AS HERETOFORE AMENDED THROUGH THE AMENDMENT OF CHAPTER 74, "UTILITIES," BY DELETING ARTICLE VI, "ON-SITE SEWAGE FACILITIES," AND SECTIONS 74-336 THROUGH 74-349 THEREOF IN THEIR ENTIRETY AND ADOPTING A NEW ARTICLE VI THAT IS ALSO ENTITLED "ON-SITE SEWAGE FACILITIES" TO UPDATE AND ADOPT NEW RULES FOR ON-SITE SEWAGE FACILITIES CONSISTENT WITH THE REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ"); REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING FOR PUBLICATION; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Farmersville, Texas ("City Council"), pursuant to Texas Local Government Code, Sections 51.001 and 51.012, is authorized to adopt an ordinance, not inconsistent with state law, that is for the good government, interest, welfare, peace, or order of the City of Farmersville ("City"), and that is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, the City Council previously adopted Ordinance No. 87-17 adopting rules for on-site sewage facilities, which ordinance was repealed by the City Council's adoption of Ordinance No. 97-06 on or about May 27, 1997; and

**WHEREAS**, Ordinance No. 97-06 was originally codified in Sections 11.115.1, et seq., of the Code of Ordinance of the City of Farmersville, Texas, ("Farmersville Code") and thereafter re-codified in 2011 as Article VI of Chapter 74 (sections 74-336 through 74-349) of the Farmersville Code; and

**WHEREAS**, the Legislature has enacted legislation, codified as Texas Health and Safety Code Chapter 366, which authorizes a local government to regulate the use of on-site sewage facilities in its jurisdiction in order to abate or prevent pollution or injury to public health arising out of the use of on-site sewage facilities; and

**WHEREAS**, the Texas Commission on Environmental Quality (TCEQ) has established updated Rules for on-site sewage facilities to provide the citizens of this State with adequate public health protection and a minimum of environmental pollution; and

**WHEREAS**, due notice was given of a public meeting to determine whether the City Council of the City should enact an ordinance amending and replacing the existing provisions controlling or prohibiting the installation or use of on-site sewage facilities in the City of Farmersville, Texas; and

**WHEREAS**, the City Council of the City finds that the use of on-site sewage facilities in the City of Farmersville, Texas is causing or may cause pollution, and is injuring or may injure the public health; and

**WHEREAS**, the City Council of the City has considered the matter and deems it appropriate to enact an Ordinance adopting Rules regulating on-site sewage facilities to abate or prevent pollution, or injury to public health in the City of Farmersville, Texas.

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

**SECTION 1: INCORPORATION OF FINDINGS**

The findings set forth above are found to be true and correct and are hereby incorporated into the body of this Ordinance and made a part hereof for all purposes as if fully set forth herein.

**SECTION 2. AMENDING CHAPTER 74, “UTILITIES,” BY DELETING ARTICLE VI, “ON-SITE SEWAGE FACILITIES,” AND SECTIONS 74-336 THROUGH 74-349 THEREOF IN THEIR ENTIRETY AND ADOPTING A NEW ARTICLE VI THAT IS ALSO ENTITLED “ON-SITE SEWAGE FACILITIES” TO UPDATE AND ADOPT NEW RULES FOR ON-SITE SEWAGE FACILITIES CONSISTENT WITH THE REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (“TCEQ”)**

From and after the effective date of this Ordinance Article VI, “On-Site Sewage Facilities,” of Chapter 74 of the Farmersville Code, including Sections 74-336 through 74-349, is deleted in its entirety and replaced with a new Article VI that is also entitled “On-Site Sewage Facilities” to read as follows:

**“ARTICLE VI. ON-SITE SEWAGE FACILITIES**

**Sec. 74-336. On-Site Sewage Facility Regulation and Enforcement.**

The City of Farmersville, Texas clearly understands that there are technical criteria, legal requirements, and administrative procedures and duties associated with regulating on-site sewage facilities, and will fully enforce Chapter 366 of the Texas Health and Safety Code and Chapters 7 and 37 of the Texas Water Code, and associated rules referenced in Section 74-339 of this Ordinance.

**Sec. 74-337. Area of Jurisdiction.**

The Rules adopted by this article shall apply to all the area lying within the incorporated limits of the City of Farmersville, Texas.

**Sec. 74-338. On-Site Sewage Facility Rules.**

Any permit issued for an on-site sewage facility ("OSSF") within the jurisdictional area of the City of Farmersville, Texas must comply with the Rules adopted in Section 74-339 of this Ordinance.

**Sec. 74-339. On-Site Sewage Facility Rules Adopted.**

Chapter 366 of the Texas Health and Safety Code and Chapters 7 and 37 of the Texas Water Code together with Title 30 Texas Administrative Code Chapter 30, Subchapters A and G, and Title 30 Texas Administrative Code Chapter 285, promulgated by the Texas Commission on Environmental Quality ("TCEQ") for on-site sewage facilities (collectively the "Rules") are hereby adopted, and all officials and employees of the City of Farmersville, Texas, having duties under said Rules are authorized to perform such duties as are required of them under said Rules.

**Sec. 74-340. Incorporation by Reference.**

The Rules and all future amendments and revisions thereto are hereby incorporated herein by reference and are thus made a part of these Rules. A copy of the Rules shall be filed and maintained in the office of the City Secretary, and the same are hereby adopted and incorporated in this Section as if the same were copied in their entirety and the provisions of such Rules shall be controlling within the City.

**Sec. 74-341. Amendments.**

The City of Farmersville, Texas wishing to adopt more stringent Rules for its OSSF Ordinance understands that the more stringent local Rule shall take precedence over the corresponding TCEQ requirement. Listed below are the more stringent Rules adopted by the City of Farmersville, Texas:

- (A) No person may cause or allow the installation of an OSSF when any part of the facility is to be within 300 feet in horizontal distance (measured on the closest practicable access route) of an existing public sanitary sewer system, unless one of the following requirements has been met:
  - (1) The person has received a written denial of service from the City of Farmersville; or
  - (2) The person has received a written determination from the City of Farmersville that it is not feasible for the person to connect to the public sanitary sewer system.
- (b) Whenever a public sanitary sewer system is developed within 300 feet in horizontal distance (measured on the closest practicable route) from any part of a private sewage facility, that facility shall be connected to the public sanitary sewer system unless one of the requirements set forth above in this section has been met.

#### **Sec. 74-342. Duties and Powers.**

The City Manager or his or her duly appointed representative is hereby declared to be the OSSF Designated Representative of the City of Farmersville, Texas, for the enforcement of these rules within the jurisdictional area. The appointed individual(s) must be certified by the TCEQ before assuming the duties and responsibilities of the OSSF Designated Representative.

#### **Sec. 74-343. Collection of Fees.**

All persons, companies, or other entities applying for permits, inspections, and re-inspections shall pay the permit fees as provided in the fee schedule in appendix A of this Code. A fee of \$10 will also be collected for each OSSF permit to be paid to the credit of the TCEQ Water Resources Management Account as required by the Texas Health and Safety Code Chapter 367.

#### **Sec. 74-344. Appeals.**

Persons aggrieved by an action or decision of the OSSF Designated Representative may appeal such action or decision to the Board of Adjustment of the City Council of the City of Farmersville, Texas, in writing within 15 calendar days of said action or decision. Failure to timely appeal renders the action or decision of the OSSF Designated Representative final and binding.

#### **Sec. 74-345. Enforcement Plan and Penalties.**

The City of Farmersville, Texas, clearly understands that, at a minimum, it must follow the requirements of Title 30 Texas Administrative Code § 285.71, "Authorized Agent Enforcement of OSSFs."

This Article hereby adopts and specifically incorporates all applicable penalty provisions related to OSSFs including, but not limited to, those provisions found in Chapters 341 and 366 of the Texas Health and Safety Code; Chapters 7, 26, and 37 of the Texas Water Code; and, Title 30 Texas Administrative Code Chapter 30, Subchapters A and G, and Chapter 285. Further, an owner may be assessed a fine as provided in Section 1-3 of this Code for each day that the OSSF remains un-repaired.

Allegation and proof of a culpable mental state are not required for evidence of an offense committed under this Article.

#### **Sec. 74-345. Relinquishment of Ordinance.**

If the City Council of the City of Farmersville, Texas decides that it no longer wishes to regulate OSSFs in its area of jurisdiction, the City Council shall follow the procedures outlined in the Rules or as set forth below:

- (a) The City Council shall inform the TCEQ by certified mail at least 30 days before the published date of the public hearing notice that it wishes to relinquish all powers and authority granted it by the OSSF ordinance.
- (b) The City shall post public notice in a newspaper regularly published or circulated in the area of

jurisdiction not more than 30 days and at least 72 hours prior to the anticipated date of action by the authorized agent, which public notice shall include the time, date and location of the meeting.

- (c) The City shall on the date of the noticed meeting, or within 30 days after that meeting, adopt an ordinance repealing the OSSF ordinance and shall thereafter send a copy of the public notice, a publisher's affidavit of public notice, and a certified copy of the minutes of the meeting of the City Council to the TCEQ.
- (d) After relinquishing its OSSF authority, the authorized agent understands that it may be subject to charge-back fees in accordance with 30 Texas Administrative Code § 285.10 (d) (5) and §285.14 after the date that delegation has been relinquished."

### **SECTION 3: REPEALER**

This Ordinance shall be cumulative of all other Ordinances, resolutions, and/or policies of the City, whether written or otherwise, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance. Any and all Ordinances, resolutions, and/or policies of the City, whether written or otherwise, which are in any manner in conflict with or inconsistent with this Ordinance shall be and are hereby repealed to the extent of such conflict and/or inconsistency.

### **SECTION 4: SEVERABILITY**

It is hereby declared to be the intent of the City Council that the several provisions of this Ordinance are severable. In the event that any court of competent jurisdiction shall judge any provisions of this Ordinance to be illegal, invalid, or unenforceable, such judgment shall not affect any other provisions of this Ordinance which are not specifically designated as being illegal, invalid, or unenforceable.

### **SECTION 5: PENALTIES FOR VIOLATION**

Any person, firm, corporation or business entity violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined any sum not exceeding Two Thousand Dollars (\$2,000.00). Each continuing day's violation under this Ordinance shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude the City of Farmersville from filing suit to enjoin

the violation. The City of Farmersville retains all legal rights and remedies available to it pursuant to local, state and federal law.

#### **SECTION 6: INJUNCTIVE RELIEF**

Any violation of this ordinance can be enjoined by a suit filed in the name of the City of Farmersville in a court of competent jurisdiction, and this remedy shall be in addition to any penal provision in this ordinance or in the Code of the City of Farmersville.

#### **SECTION 7: PUBLICATION**

The City Secretary is hereby directed to publish in the Official Newspaper of the City of Farmersville the Caption, Penalty, and Effective Date Clause of this Ordinance as required by Section 52.011 of the Local Government Code.

#### **SECTION 8: ENGROSSMENT AND ENROLLMENT**

The City Secretary of the City of Farmersville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date Clause in the minutes of the City Council of the City of Farmersville, and by filing this Ordinance in the Ordinance records of the City.

#### **SECTION 9: SAVINGS**

All rights and remedies of the City of Farmersville are expressly saved as to any and all violations of the provisions of any Ordinances which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

#### **SECTION 10: EFFECTIVE DATE**

This Ordinance shall take effect immediately from and after its passage and publication as required by law and upon the approval of the TCEQ.

*[Remainder of page intentionally left blank.]*



**PASSED** on first reading on the 23<sup>rd</sup> day of June, 2015, and second reading on the 14<sup>th</sup> day of July, 2015 at properly scheduled meetings of the City Council of the City of Farmersville, Texas, there being a quorum present, and approved by the Mayor on the date set out below.

**APPROVED THIS 14<sup>th</sup> DAY OF JULY, 2015.**

**BY: \_\_\_\_\_**  
**Joseph E. Helmberger, P.E., Mayor**

**ATTEST:**

**BY: \_\_\_\_\_**  
**Edie Sims, City Secretary**



TO: Mayor and Councilmembers  
FROM: Ben White, City Manager  
DATE: July 14, 2015  
SUBJECT: Receive, discuss and act upon Requests for Qualifications for City Auditor

- The City held a bid opening on Tuesday, July 7<sup>th</sup> with two bidders responding.
- Both bids are attached for review.

**ACTION: Offer negotiations with an auditor or deny all bids.**

# City of Farmersville, Texas

07.07.2015

## Proposal for Professional Auditing Services

Presented by

**BrooksCardiel, PLLC**

1095 Evergreen Circle, Suite 200  
The Woodlands, TX 77380  
Telephone: 281-907-8788

Contact:

Anthony Cardiel, CPA, CFE  
ACardiel@BrooksCardiel.com

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# Letter of Transmittal

City of Farmersville, Texas  
205 South Main  
Farmersville, TX 75442

Dear City of Farmersville,

On behalf of BrooksCardiel, PLLC, we are pleased to have the opportunity to submit the following proposal and provide professional auditing services to the City. As you will find, we are committed to exceeding our client's expectations and have prepared the following proposal to outline our experience and services to be provided. If selected to be the City's independent auditor for the years noted we will perform the work stated in the following proposal with those services conforming in all aspects to the requirements stated therein.

BrooksCardiel, PLLC was created with the belief that audit services can be provided in a more efficient and cost effective manner by limiting the firm's staff to include only experienced professionals while leveraging the most recent technology. Our partners have extensive experience auditing governments of all sizes with a particular focus on cities similar to the City of Farmersville, Texas.

We believe that we are the right choice to be the City's auditor for the following reasons;

- **Timeline** – Our firm focuses solely on performing audits and is not burdened with a tax season, which can often cause delays in the issuance of audit reports. Once we establish a timeframe for your audit, report delivery, and presentation, we honor our commitment. Our firm believes in working the hours necessary to serve our clients and meet the audit schedule as further detailed in this proposal.

- **Experience** - The partners of BrooksCardiel, PLLC have performed approximately 200 audit engagements of approximately 60 different governmental entities including 30 different cities. We understand the challenges governmental entities face and developed our audit approach around these challenges.
- **Quality** - When you engage BrooksCardiel, PLLC, you know that experienced professionals are performing every step of the engagement and that you will have easy access to a decision maker within the firm at all times. No interns or recent college graduates will be performing your audit.
- **Customer Service** - Our customer service based audit approach has allowed us to form long lasting relationships with our clients that often extend well beyond the term of our initial engagement. Unlike larger firms, we pride ourselves on the ability to provide a personal and unique audit experience unmatched by our peers. The City will have direct access to our highest level of expertise throughout the term of the relationship; before, during, and after the audit is complete.

This proposal is a firm and irrevocable offer ending 120 days subsequent to the date specified for opening the proposals. If you have any questions regarding this proposal please contact Anthony Cardiel at [ACardiel@BrooksCardiel.com](mailto:ACardiel@BrooksCardiel.com).

Sincerely,



Anthony Cardiel, CPA, CFE  
Audit Partner  
BrooksCardiel, PLLC  
1095 Evergreen Circle, Suite 200  
The Woodlands, TX 77380  
(281) 907-8788

# Executive Summary

## Executive Summary

BrooksCardiel, PLLC is headquartered in the Woodlands, Texas and was founded by Certified Public Accountants that are dedicated to performing governmental audits. The partners of BrooksCardiel, PLLC have performed approximately 200 audit engagements of approximately 60 different governmental entities, including 30 different cities. Specializing in governmental and not-for-profit auditing, we understand the unique environment and regulatory challenges governments face. We strive for excellence in our methods and operating principles and have built our client relationships on the foundation of quality results.

## Why We Are Different

Our firm was created with the belief that our clients deserve exceptional auditing services while still being cost effective. We feel a “traditional” engagement team utilizing inexperienced staff auditors is outdated and ineffective. Unlike most firms, we seek to eliminate the inexperience of the middle man and connect the City with our highest level of expertise in an effort to gain efficiency and increase quality in every engagement. Our partners insist on being involved in every aspect of your audit.

## Customer Service

Our goal with every audit is to provide exceptional customer service through accessibility, efficiency, quality and knowledge of our clients on a personal level. At BrooksCardiel, PLLC we believe that establishing and maintaining positive long-term relationships is essential to a successful audit and strive to achieve this in every engagement. We understand that no two governments are the same. With an appreciation for the unique challenges our governmental clients face, we approach every audit with an individual view and tailor our procedures to meet your specific needs.

Our team makes themselves available throughout the year for questions, general or otherwise, that may arise. We understand that a well-informed client is a better client and encourage everyone we do business with to contact us whenever they feel we may be of assistance. Your job does not end when the audit reports are presented and neither does ours.

## Quality

Our partner involvement through each step of the audit process allows us to gain a profound understanding of your operations and enables us to provide the finest tailored services and recommendations possible. Unlike larger firms, we seek to eliminate the inexperience of the middle man and connect the City with our highest level of expertise in an effort to streamline every engagement.

The partners at BrooksCardiel, PLLC have dedicated their practice to serving the needs of governments across Texas. We are not the largest firm around, but we consider ourselves to be the best at what we do. Our unique firm structure allows us to go the extra mile and spend the extra time on our clients, ensuring timely delivery of reports and useful recommendations that serve to strengthen the City's internal controls and operations. Our goal is to deliver each and every client with the best audit they've ever received. To us, you are more than a dollar sign, you are our reputation and if we fail you, we fail ourselves.

Above all, we seek to maintain, integrity, quality, and impeccable customer service. These qualities are what we believe make BrooksCardiel, PLLC the right fit for your City's professional auditing needs.

We appreciate your consideration and the opportunity to provide the City with Professional Service with Personal Pride.



# Firm Profile and Statement of Auditor Qualifications

BrooksCardiel, PLLC is headquartered in the Woodlands, Texas. The City's assigned engagement team will consist of a lead partner, two senior auditors and second partner, who will work both onsite, at the City's location, and at the firm headquarters for the duration of interim and final audit fieldwork. No staff auditors will be utilized on the City's engagement. BrooksCardiel, PLLC meets all auditor qualifications as described in Section V of the City of Farmersville's Auditor Request for Proposal.

## Firm Qualification and Experience

BrooksCardiel, PLLC was created with the belief that audit services can be provided efficiently while still being cost effective and maintained on a personal level. It is this conviction that sets us apart from our peers. While serving clients throughout Texas, we have performed on audits for numerous governments and have experienced the unique challenges each of our clients face. With an appreciation for these distinct issues, we approach every assignment with an individual view and adapt our methods to meet the specific needs of each of our clients. When you engage BrooksCardiel, PLLC, you can be confident that experienced professionals will perform each step of the audit process, giving you and your staff direct access to our highest level of expertise. We keep overhead low and quality high by eliminating inexperienced staff and connecting the City directly to our partners.

## Public Sector and Governmental Experience

BrooksCardiel, PLLC has dedicated professionals knowledgeable in government accounting, audit and financial reporting. With numerous years of experience in the public sector, our auditors possess the knowledge and capability to support your government's auditing and assurance needs. Our support structure, resources and training are devoted to providing governments with accurate, prompt, and efficient audits and financial related services. In addition, BrooksCardiel is a member of AICPA's Government Audit Quality Center which provides added support to our professionals through up-to-date training and resources.

With an in depth knowledge of OMB A-133 audits, the latest GASB pronouncements, Comprehensive Annual Financial Reports and state and federal regulations we aim to provide each of our clients with the most efficient audit and long-term guidance possible. Our focus lies on exceptional customer service which we accomplish through accessibility, efficiency, quality and knowledge.

Current governmental clientele include 23 cities, 19 economic development districts, 2 counties, and 13 water and special purpose districts.

## Single Audit (OMB Circular A-133)

All government and non-profit entities that spend more than \$500,000 a year in federal funds are required by the Office of Management and Budget (OMB) to submit to an A-133 audit. Our partners have extensive experience with (OMB) Circular A-133 and have performed yellow book and single audits for numerous governments on a variety of federal grant programs including, funds received under the American Recovery and Reinvestment Act. ARRA funds include additional compliance requirements increasing the amount of data to be reported and analyzed. We will review the City's accounting records and determine the need for a single audit meeting the criteria noted above. As part of our single audit, we will evaluate the City's internal controls over grant compliance and the financial statements. We will develop a risk based audit program and determine if the City is meeting all compliance and financial requirements associated with their federal grants. Once complete, we will assist the City with the submission of their single audit reporting package to the Federal Audit Clearinghouse or other required authoritative body. We will provide the City with a bound single audit report which will include our findings, schedule of expenditures of federal awards, and Auditor's opinion under Circular A-133, Governmental Auditing Standards.

## Continuing Professional Education

Each of our professionals are in compliance with the CPE requirements of the AICPA, Texas State Board of Public Accountancy and Generally Accepted Government Auditing Standards (Yellow Book). Each professional receives a mandatory 40 hours of continued education credits annually with at least 24 hours of governmental specific training biennially. These CPE records are open to our clients for review and will be made available upon request.

## Participation in Professional Organizations

We believe that it is essential to participate in professional organizations to stay abreast of industry trends and changes. Our firm's commitment to the public sector is evidenced through our active participation/memberships in the following professional organizations:

- AICPA -American Institute of Certified Public Accountants
- AICPA - Government Audit Quality Center
- TSCPA -Texas Society of Certified Public Accountants
- ACFE -Association of Certified Fraud Examiners
- GFOA -Government Finance Officers Association

In addition, we are members of the GFOA Special Review Committee and encourage and assist local governments to go beyond the minimum requirement of generally accepted accounting principles.

## Systems Capabilities

BrooksCardiel, PLLC has the capability to audit computerized systems and does so where necessary. BrooksCardiel will sample computerized transactions, but will focus on source documents outside of the computerized system.

## Certificate of Achievement for Excellence in Financial Reporting

As members of the GFOA (Government Finance Officers Association) Special Review Committee, we assist local governments in going beyond the minimum requirements of generally accepted accounting principles to achieve the Certificate of Achievement for Excellence in Financial Reporting. We understand the importance of this highly regarded award and will go to great lengths to work with the City to achieve this on an annual

basis. The partners at BrooksCardiel, PLLC will prepare your CAFR and assist in the preparation of the City's response to all GFOA comments, if any.

The following is a sample of current BrooksCardiel audit clients who have recently submitted a CAFR to the Certificate of Achievement Program of the GFOA:

*The following client information is proprietary & confidential information*

- City of Azle, Texas
- City of Sachse, Texas
- City of Heath, Texas
- City of Taylor, Texas
- City of Gonzales, Texas
- City of Denison, Texas
- City of Pilot Point, Texas

## Services Offered

Audit and assurance services include:

- CAFR preparation
- Yellow Book Audits
- OMB A-133 Audits
- Annual Financial Statement Audits
- Franchise Tax Audits
- Hotel/Motel Tax Audits
- Fraud Examinations/Investigations
- Sales Tax Allocation Audits
- GASB 54 through 65 implementation

## License to Practice

The firm and all assigned key professional staff of BrooksCardiel, PLLC are properly licensed to practice in the State of Texas.

## Statement of Independence

The Texas State Board of Public Accountancy Rules of Professional Responsibility sec. 501.11 requires auditors to be independent in fact as well as appearance from each of their clients. BrooksCardiel maintains this independence under both Generally Accepted Auditing Standards as well as the U.S. General Accounting Office's Government Auditing Standards and has had no professional relationships with the City of Farmersville or its agencies within the past five years that would constitute a conflict of interest.

# Statement of Reprimand and Disciplinary Action

BrooksCardiel, PLLC has never been under terms of a public or private reprimand by the Texas Stated Board of Public Accountancy, SEC, State Society and/or licensing boards of other states nor have we been the object of any disciplinary action.



## Quality Control and Peer Review

BrooksCardiel, PLLC participates in the Texas State Board of Public Accounting's peer review program. Firms can receive a rating of pass; pass with deficiency (ies) or fail. The firm underwent peer review according to the Statement on Quality Control Standards No. 8, A Firm's System of Quality Control, effective as of January 1, 2012 in March 2013. BrooksCardiel, PLLC received the highest rating possible under the program. The System Review Report is located on the following page for your review.



**Accounting & Consulting Group, LLP**  
Certified Public Accountants

## System Review Report

March 5, 2013

To the Partners of Brooks, Cardiel & Company, PLLC  
And the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Brooks, Cardiel & Company, PLLC (the Firm) in effect for the year ended November 30, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans..

In our opinion, the system of quality control for the accounting and auditing practice of Brooks, Cardiel & Company, PLLC, in effect for the year ended November 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respect. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brooks, Cardiel & Company, PLLC has received a peer review rating of *pass*.

*Accounting & Consulting Group, LLP*

Accounting and Consulting Group, LLP

# Similar Engagements and References

## Proprietary & Confidential Information

| Gov't Name          | Type  | Most Recent Audit | Partners                         | Principal Contact                                                                     |
|---------------------|-------|-------------------|----------------------------------|---------------------------------------------------------------------------------------|
| City of Denison     | Audit | 09/30/2014        | Mike Brooks & Anthony Cardiel    | Renee' Waggoner<br>Finance Director<br>(903) 465-2720<br>rwaggoner@cityofdenison.com  |
| City of Heath       | Audit | 09/30/2014        | Anthony Cardiel & Michael Brooks | Laurie Mays<br>Finance Director<br>(972) 771-6228<br>lmays@heathtx.com                |
| City of Quinlan     | Audit | 9/30/2014         | Anthony Cardiel & Mike Brooks    | Laura Kennemer<br>City Administrator<br>(903) 356-3306<br>lkennemer@cityofquinlan.net |
| City of Sachse      | Audit | 9/30/2014         | Anthony Cardiel & Mike Brooks    | Teresa Savage<br>Finance Director<br>(469) 429-4760<br>tsavage@cityofsachse.com       |
| City of Pilot Point | Audit | 09/30/2014        | Anthony Cardiel & Mike Brooks    | Jan Messman<br>Finance Director<br>(940) 686-4338<br>jmessman@cityofpilotpoint.org    |

## Sample of Current City Clientele

The following list represents a sample of our current City audit clientele:

- City of Azle, Texas
- City of Cut and Shoot, Texas
- City of Dalworthington Gardens, Texas
- City of Denison, Texas
- City of Diboll, Texas
- City of Giddings, Texas
- City of Gonzales, Texas
- City of Hawk Cove, Texas
- City of Heath, Texas
- City of Lexington, Texas
- City of Magnolia, Texas
- City of Montgomery, Texas
- City of Panorama Village, Texas
- City of Parker, Texas
- City of Pilot Point, Texas
- City of Piney Point, Texas
- City of Quinlan, Texas
- City of Sachse, Texas
- City of Sanger, Texas
- City of Sansom Park, Texas
- City of Shenandoah, Texas
- City of Taylor, Texas
- City of Willis, Texas

*This list is proprietary & confidential information.*

## Partner and Staff Background



**Anthony Cardiel, CPA, CFE**

**Audit Partner**

[Acardiel@BrooksCardiel.com](mailto:Acardiel@BrooksCardiel.com)

Anthony began his career at a regional accounting firm based in Texas that specializes in auditing governmental and not-for-profit entities. His experience included governmental entities with over \$250 million dollars in assets and revenues, sovereign nations, and an extensive list of cities, counties, and other governmental entities. Anthony later served as CFO for a leading oil and gas information company and brokerage. In past experience he acted as operations manager for UPS as well as for the United States Army.

### **Educational Background**

- Certified Public Accountant, State of Texas
- Certified Fraud Examiner, State of Texas
- BS in Accounting, Northwest Missouri State University

### **Experience**

- Completed or assisted with the completion of approximately 80 public sector audits
- Completed over 25 single audits in accordance with OMB Circular A-133
- Implementation of GASB 54 through 65

### **Professional Organizations**

- Government Finance Officers Association
- GFOA Special Review Committee
- Association of Certified Fraud Examiners – Houston Chapter
- American Institute of CPAs (AICPA)
- Texas Society of Certified Public Accountants (TSCPA)



**Mike Brooks, CPA**

**Audit Partner**

[Mbrooks@BrooksCardiel.com](mailto:Mbrooks@BrooksCardiel.com)

Mike began his career at a regional accounting firm that specializes in auditing governmental and not-for-profit entities. As part of the management team, Mike completed or assisted in the completion of approximately 100 audits for governmental and non-profit clients.

Mike later joined a leading SEC auditing firm where he specialized in public sector clients, small-cap publicly traded companies and other complex accounting issues while leading the firm's public sector practice.

### **Educational Background**

- Certified Public Accountant, State of Texas
- BBA in Accounting, Sam Houston State University
- Certified Six Sigma Greenbelt

### **Experience**

- 10 years of private sector and public accounting experience
- Completed or assisted with completion of approximately 100 public sector audits
- Completed over 25 single audits in accordance with OMB Circular A-133
- Implementation of GASB 54 through 65

### **Professional Organizations**

- Government Finance Officers Association
- GFOA Special Review Committee
- American Institute of CPAs (AICPA)



**Louis Breedlove**

**Audit Senior**

[LBreedlove@BrooksCardiel.com](mailto:LBreedlove@BrooksCardiel.com)

Louis began his career at a regional accounting firm that specializes in auditing governmental and not-for-profit entities. Louis also has experience auditing public sector clients, small-cap publicly traded companies as well as large Fortune 500 and international companies while employed at PriceWaterhouseCoopers.

### **Educational Background**

- BBA in Accounting, Southwestern Assemblies of God University

### **Experience**

- 5 years of private sector and public accounting experience
- Implementation of GASB 54 through 65
- CPE – Yellow Book Compliant

# Specific Audit Approach

## Audit Segmentation and Staff Hours

| Financial Audits                | Audit Senior | Partner  | Reviewing Partner |
|---------------------------------|--------------|----------|-------------------|
| Risk Assessment and Planning    | 24 hours     | 24 hours | 4 hours           |
| Cash & Investments              | 4 hours      | 1 hour   | .25 hour          |
| Receivables & Revenues          | 6 hours      | 3 hours  | .5 hour           |
| Prepays & Deposits              | 1 hour       | .5 hour  | .25 hour          |
| Capital Assets                  | 8 hours      | 4 hours  | 1 hour            |
| Accounts Payable & Expenditures | 4 hours      | 2 hours  | .5 hour           |
| Long-Term Liabilities           | 8 hours      | 2 hours  | .5 hour           |
| Deferred Revenue                | 2 hours      | 1 hour   | .25 hour          |
| Net Position/Fund Balance       | 4 hours      | 1 hour   | 0.5 hour          |
| AFR Preparation                 | 28 hours     | 12 hours | 3 hours           |
| <b>TOTAL HOURS</b>              |              |          | 150.25            |

## Knowledge Based Audit Approach

BrooksCardiel uses a knowledge-based audit methodology to efficiently and effectively perform financial statement audits of governmental entities in accordance with auditing standards generally accepted in the United States of America (GAAS). This is accomplished by obtaining an understanding of the City and its environment to



sufficiently assess the risk of material misstatement. Audit procedures are then designed and performed in response to the risk of material misstatement.

All audit procedures performed will be done so by the professionals of BrooksCardiel, PLLC who are dedicated to maintaining a presence throughout the audit process. Their goal in this is to reduce the burden on City staff while adhering to the established budget and timeline. These procedures are more fully detailed in the Audit Approach section of this proposal and will be conducted in accordance with the following standards:

- Generally Accepted Auditing Standards established by the American Institute of Certified Public Accountants.
- Financial Audit Standards established by the General Accounting Office's Government Auditing Standards.
- All provisions of the Single Audit Act and the U.S. Office of Management and Budget Circular (OMB) A-133 audits of states, local governments and not-for-profit organizations.

## Planning

The planning phase involves developing the overall audit strategy for the expected activities, organization, and staffing of the audit. We will plan the audit to respond to the assessment of the risk of material misstatement based on our understanding of the City, its environment, and internal controls.

Our understanding of the City and its environment will include the following:

- Industry, regulatory, and other external factors;
- Nature of the City;
- Objectives, strategies and related risks that may cause material misstatement of the financial statements;
- Measurement and review of the City's financial performance;
- Internal controls

Prior to our first day of field work, we will schedule a meeting to discuss the desired timeframe, estimated report delivery, and extent of management and auditor responsibilities as it relates to the audit.

## Internal Control Evaluation

Audit standards require that we obtain an understanding of the City sufficient to evaluate the design of the internal controls and to determine whether they have been implemented. Our understanding of the City's internal controls will include the control environment, risk assessment, information and communication systems, control activities, and monitoring controls. Our risk assessment and control evaluation will include:

- Conducting interviews of selected management and staff;
- Evaluating the City's financial reporting and management policies, budget documents and process, and informational systems;
- Documenting our understanding of the City's entity wide control environment and activity level controls;
- Testing the design and implementation of selected key controls by performing a walk-through of the selected transaction class;
- Testing the operating effectiveness of selected controls.

The results of our risk assessment will allow us to identify and assess the risk of material misstatement within the City and design the extent, nature, and timing of our substantive audit procedures and develop our audit plan. Any control deficiencies identified during the planning phase and interim audit will be communicated to management immediately.

## Fieldwork and Substantive Testing

Based on the results of our risk assessment and internal control evaluation, a specific audit plan will be designed to focus expanded procedures on areas with the greatest risk

of material misstatement, error, and fraud. We will use tests of details, substantive analytical procedures, or a combination of the two to conclude on the reasonableness of the given transaction class or account balance. Typical substantive procedures include:

- Agreeing the financial statement elements to the underlying accounting records including year-end account balances and transaction activity occurring throughout the year;
- Confirming cash held in bank and investment accounts, accounts receivable, inventory held by others, and material grants;
- Perform specific analytical procedures - considering historical trends and events within the City.

## Statistical Sampling and Sample Sizes

The extent to which statistical sampling will be used and related sample sizes will be determined based on the results of our risk assessments.

## Electronic Data Processing

BrooksCardiel, PLLC will utilize current technology to complete your audit. Electronic data processing will be used throughout the audit to extract data from your City's accounting software. The data will be processed with our audit software to ensure the efficiency of your audit.

## Analytical Procedures

Analytical procedures will be used throughout the engagement in almost every aspect of the audit. Procedures will include comparing balances, activities and ratios to historical data, comparative entities, as well as local and regional trends.

## Completion

At the conclusion of every audit, we will decide whether sufficient audit evidence has been accumulated to warrant the conclusion that the financial statements are fairly stated in accordance with generally accepted accounting principles (GAAP). Prior to issuing our audit report we will perform the following procedures:

- Evaluate the sufficiency and appropriateness of audit evidence obtained;
- Perform an overall analytical review;
- Evaluate and conclude on the results of audit procedures, adjustments, and unadjusted misstatements;
- Provide all adjusting entries noted during the audit to the City Council and management;
- Prepare or assist in the preparation of the City's Comprehensive Annual Financial Report;
- Communicate any audit findings and issues with management and those charged with governance.

## Compliance with Laws and Regulations Approach to Compliance Testing

Compliance with laws and regulations, including, but not limited to the Public Funds Investment Act, Texas State Government Code and grants received. Compliance testing will be performed as required by Circular A-133 and the Single Audit Act, grant agreements, financing agreements, or any other compliance requirements as applicable.

## Expectations from City Staff

We will expect the City to provide commonly requested schedules such as a schedule of receivables due at year end, a schedule of capital assets that includes additions and disposals, a schedule of cash accounts, a schedule of prepaid insurance and a long-term

debt schedule as applicable. We will also expect assistance with the preparation of confirmations to banks, attorneys, debt holders, etc.

## Progress Meetings

Prior to beginning fieldwork, BrooksCardiel will schedule an initial planning meeting with management to discuss the anticipated time frame, audit requests, and client involvement needed to accomplish our goal. During the fieldwork, we anticipate having additional meetings to discuss the audit progress to date, as needed. In addition, we will immediately schedule a consultation should unforeseen issues and audit findings come to our attention. Prior to the conclusion of the audit, we will provide management a copy of any draft findings and welcome client feedback before final issuance of our report and management letter.

## Identification of Anticipated Potential Audit Problems

We do not anticipate any potential audit problems during our proposed engagement.

## Quality Control Procedures

Every audit engagement undergoes an initial partner and second partner review process. We have structured our firm around audit quality and take great pride in our ability to offer our clients accurate, efficient, and timely audits. We do not employ any staff auditors. Your audit will be performed by an audit partner and a directly supervised audit senior. With this approach, we are able to minimize mistakes, address issues immediately, and give our clients access to the most experienced personnel in our firm, should they have any questions or concerns. Prior to issuance, our clients are provided with the draft financial report and letters for review.

## Total All-Inclusive Maximum Price

Name of Firm: BrooksCardiel, PLLC

Certification that the person signing this proposal is entitled to represent the Firm and authorized to sign a contract with the City of Farmersville, Texas.

So Certified,

Name: Anthony Cardiel, CPA, CFE

Title: Partner

Signature:



Total all-inclusive maximum fees for:

| Fiscal Year | Financial Statement Audit |
|-------------|---------------------------|
| 2015        | \$ 18,088                 |
| 2016        | \$ 18,630                 |
| 2017        | \$ 19,190                 |
| 2018        | \$ 19,765                 |
| 2019        | \$ 20,355                 |

# Schedule of Professional Fees and Expenses

We understand that cost is not the only factor considered when making your auditor selection but we also understand the budgetary constraints affecting most governments during the current economic environment. As you are aware, we see the City of Farmersville as an important client and one that we would like to do business with into the future. As such, we will offer unlimited technical assistance and guidance at no cost throughout the year.

| Financial Statement Audit                  | Audit Senior | Partner | Second Partner | TOTAL     |
|--------------------------------------------|--------------|---------|----------------|-----------|
| Risk Assessment and Planning               | 24           | 24      | 4              | 52.00     |
| Cash & Investments                         | 4            | 1       | 0.25           | 5.25      |
| Revenues & Receivables                     | 6            | 3       | 0.5            | 9.50      |
| Prepays & Deposits                         | 1            | 0.5     | 0.25           | 1.75      |
| Capital Assets                             | 8            | 4       | 1              | 13.00     |
| Accounts Payable & Expenditures            | 4            | 2       | 0.5            | 6.50      |
| Long-term Liabilities                      | 8            | 2       | 0.5            | 10.50     |
| Deferred Revenue                           | 2            | 1       | 0.25           | 3.25      |
| Net Position/Fund Balance                  | 4            | 1       | 0.5            | 5.50      |
| AFR Preparation                            | 28           | 12      | 3              | 43.00     |
| Quoted hourly rates                        | \$100        | \$150   | \$150          |           |
| Extended fees at quoted                    | \$8,900      | \$7,575 | \$1,613        |           |
| <b>Total Hours</b>                         |              |         |                | 150.25    |
| <b>Estimate (Total Not to Exceed Cost)</b> |              |         |                | \$ 18,088 |
| Single Audit Procedures (if necessary)     |              |         |                | \$ 3,500  |

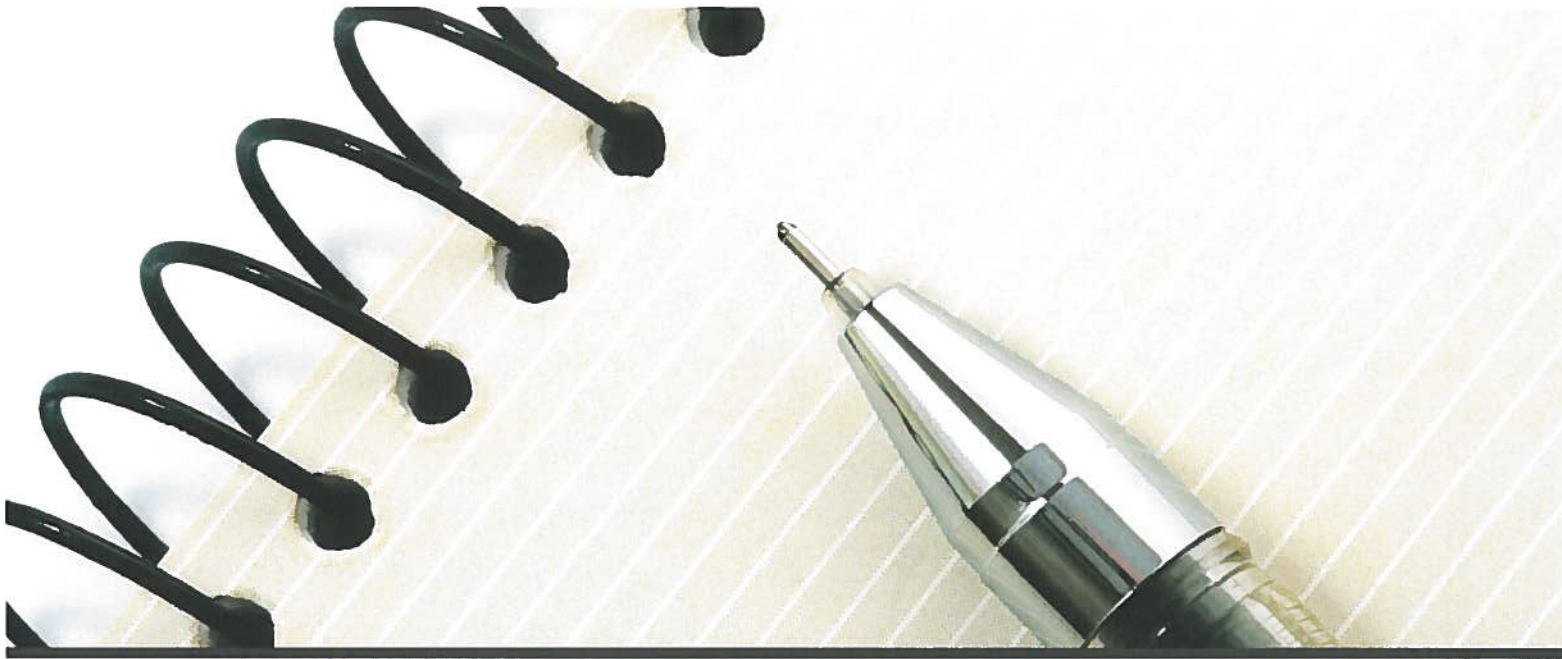
## Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an additional contract between City of Farmersville and the firm. Any such additional work agreed to by the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost fee.

## Manner of Payment

BrooksCardiel, PLLC will bill hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost fee proposal. The invoice shall provide detail, including number of hours completed per individual and billing rate. Interim billing shall cover a period of not less than a calendar month.





# **CONWAY COMPANY CPAs, P.C.**

**Certified Public Accountants**

**P O Box 8234**

**Greenville, Texas 75404**

**903.450.1200**

**Audit Proposal**

**The City of Farmersville, Texas**

**July 7, 2015**



Michael Conway, CPA  
Neil Conway, CPA

Toll Free (800) 594-7951  
Metro (903) 450-1200

**CONWAY COMPANY CPAs PC**  
**ACCOUNTANTS & ADVISORS**

[www.conwaycpas.com](http://www.conwaycpas.com)

PO Box 8234  
Greenville, Texas 75404-8234

**Member**  
American Institute of CPAs  
Texas Society of CPAs

July 7, 2015

Honorable Mayor and City Council  
City of Farmersville  
205 S Main  
Farmersville, Texas 75442

Enclosed with this letter is our proposal to perform a financial statement audit for the year ending September 30, 2015 to determine whether the financial statements of the City of Farmersville, Texas present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information and the respective changes in financial position and the respective budget comparison for the year then ended in conformity with accounting principles generally accepted in the United States of America.

We will provide an "in-relation-to" statement on the combining and non-major fund type statements and supplementary schedules based on the auditing procedures applied during the audit of the basic financial statements. If required or requested by the City of Farmersville, we will add a Single Audit in compliance with the requirements of OMB Circular A-133 which is required when certain federal financial assistance thresholds are reached.

**This proposal will be in effect for 45 days subsequent to the RFP closing date of July 7th.**

The following person is authorized to answer technical, price, and /or contract related questions:

Susie Erickson, CPA  
8910 Wesley St  
Greenville, Texas 75404  
(903) 455-9898

We have developed a specialty in auditing cities experiencing growth in the DFW metroplex and can help the City of Farmersville navigate this difficult road. Thank you for the opportunity to provide a proposal for this audit.

Regards,  
**CONWAY COMPANY CPAs, PC**

*Conway Company CPAs, P.C.*

## Executive Summary

As the City of Farmersville, Texas continues to grow it will share the challenges of many Texas cities which have experienced a combination of a change in demographics and influx of new businesses. This promotes the need for a specialized and experienced accounting firm with the background to aid the City in navigating the set of challenges unique to growing North Texas cities. Conway Company CPAs, P.C. (Conway CPAs) specializes in municipal audits and benefits from over a decade of experience of providing expert advice and service to growing cities similar to the City of Farmersville.

The ability to provide expert advice and service stems from the retention of experienced and qualified employees. These qualified employees at Conway CPAs promote experience with particular clients and transferring that knowledge to newer clients that typically have similar challenges. As well, the field of government accounting requires a particularly high level of knowledge that favors more experienced professionals. So, Conway CPAs competitive advantage is with its experienced staff that has a deep background in this field.

In addition to our qualified employees, Conway CPAs has focused on specializing in a few industries such as Government Accounting. 87% of the audits performed by our audit department are either non-profits or government clients. 63% are purely government audits. This specialization allows us to focus our continuing professional education on government and non-profits. Additionally, the audit staff spends most of their time throughout the entire year gaining experience with government and non-profits. This specialization provides benefits to our clients in that they receive timely and well tested advice.

Although our experience prove important to our high level of advice and service, part of the overall quality of our audit report is achieved because of our extensive use of compliance checklists. We make use of industry standard PPC Thompson checklists, Peer Review checklists, and the GFOA checklists for monitoring the compliance and quality of our audits. As well, we maintain memberships in professional organizations such as the GFOA and routinely purchase publications from them. All of this promotes accurate and industry compliant Comprehensive Annual Financial Reports.

Given the depth of our experience, and our extensive use of compliance checklists, we provide a unique set of talents for auditing government entities. Our high level of service and experience makes our audit team the best at what they do. We hope to provide the City of Farmersville our advice and service that has benefitted many growing Texas cities.



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## **Quality Control Review**

On the following page please find the opinion letter for our most recent external quality control review (peer review). This peer review included a review of governmental engagements. The result of this peer review was a “pass with no comments” (clean) opinion.

No disciplinary action has ever been taken against Conway Company CPAs, P.C. during its entire existence.

February 18, 2014

Michael M Conway, CPA  
Conway Company CPAs PC  
Po Box 8234  
Greenville, TX 75404

Dear Mr. Conway:

It is my pleasure to notify you that on February 17, 2014 the Texas Society of CPAs 2013-14 Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2016. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Jerry L. Cross, CPA  
Director, Peer Review  
jcross@tscpa.net 800 428-0272

cc: Rebecca Annette Roberts

Firm Number: 10148162

Review Number 350775

Letter ID: 863968

## **FIRM BACKGROUND AND AUDIT APPROACH**

### **Independence**

Conway CPAs is independent of the City of Farmersville as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (1994). Conway CPAs has not had a professional relationship involving the City of Farmersville and its component units during the past five (5) years.

### **License to Practice in Texas**

Conway Company CPAs, P.C. is licensed to practice in Texas. Susie Erickson, the partner in charge of the audits, is a CPA licensed in Texas who has met all professional requirements for auditing governments. All personnel assigned to perform audits are supervised by CPAs licensed in Texas.

### **Firm Qualifications and Experience**

Conway CPAs' offices are in Greenville, Commerce and Rockwall, Texas. There are six CPAs in the firm. There are a total of twenty personnel in the firm.

Of the twenty staff members, eight full time employees perform audits for nearly 100% of their work schedules. 63% of our audits are government audits and so two thirds of their work is devoted to government audits. Of the eight audit employees, two are CPAs and two are going to be sitting for the exam.

For the City of Farmersville's audit, we would assign three people: a CPA and two staff associates. For the City of Farmersville, we will also assign a professional staff member who is not involved with the City's audit to perform a third party review. The third party review role is specifically assigned to someone not involved in the fieldwork of the audit in order to provide a fresh perspective in reviewing.

The audit would be performed from the Greenville, Texas office. This is an estimated 19 miles from the City of Farmersville.

### **Electronic Data Processing**

Conway CPA's uses a program called "First Research" for compiling analytical procedures and industry comparisons. Excel and Monarch software is used to extract trial balance and general ledger data.

The firm maintains guidance from publications and organizations such as GFOA. We also keep track of the latest pronouncements by GASB, FASB, and AICPA.

### **Partner, Supervisory and Staff Qualifications and Experience**

The audit of the City of Farmersville would be supervised by Susie Erickson, CPA, partner in charge of audits. Carron Prigmore will be the Professional Senior Staff in charge of the audit. Prigmore will perform tasks such as setting up audit schedules and preparing the financial statements. Finally, staff will perform tasks such as audit fieldwork for Prigmore.

Prigmore will be involved in the day to day fieldwork and signs off on all workpapers that she does and that other staff help her create. Prigmore would be the main contact person on this audit. Erickson reviews and supervises audit progress. She will make sure that staffing is adequate and that all new accounting and auditing principles and procedures are applied to the audit. Kayla Murphree will provide an independent third party review for the audit.

Michael Conway, the managing partner of the firm, is the final reviewer of the report and the audit workpapers. He also performs the audit presentation and answers questions during the presentation along with Susie Erickson.

#### **Managing Partner**

Michael Conway, CPA is the managing partner of the firm. He will also be the concurring partner on the audit. Conway is licensed to practice as a certified public accountant in the State of Texas.

Conway is a graduate of The University of Texas at Arlington, BBA and The University of North Texas, MBA. He became a CPA in 1969. His audit experience began in 1968 to 1970 when Conway was an auditor with Grant Thornton & Company, CPAs. After a stint in industry as a controller and vice president-finance, Conway formed Conway Company CPAs, P.C. in 1994.

#### **Audit Partner**

The audit will be supervised by Susie Erickson, CPA who is the Audit Partner.

Susie Erickson, CPA is a graduate of Baylor University. Erickson has eleven years of government audit experience and over 20 years of accounting experience. She will perform on-site fieldwork and assist in finalizing the financial statements. Erickson is licensed to practice as a certified public accountant in the State of Texas.

Erickson has performed several single audits during her eleven years with the firm. As well, she has experience collaborating with grant administrators on audits. Erickson has experience with the specific compliance requirements of federal grants.

#### Relevant CPE for Erickson in the past 2 years:

Government Auditing Standards – 12 hours

Accounting and Auditing – 64 hours

Professional Ethics – 4 hours



### **Audit Staff Resumes**

Carron Prigmore, Professional Senior Staff will be assigned to the City's audit. Prigmore has been with Conway CPA's over ten years. Prigmore was a nine-year accounting employee for the City of Greenville, Texas where she obtained an in-depth understanding of governmental accounting. She is knowledgeable regarding required disclosures and reporting requirements.

#### Relevant CPE for Prigmore in the past 2 years:

Government Auditing Standards – 24 hours

Accounting and Auditing – 52 hours

Professional Ethics – 4 hours

Other audit staff will perform onsite fieldwork and prepare workpapers. All governmental audit staff is required to complete 24 hours of CPE every two years. All audit staff are current on these requirements.

#### Prior Engagements with the City of Farmersville

Conway Company CPAs, P.C. has not performed audit services for the City of Farmersville in the past five years.

#### Specific Audit Approach

Conway CPAs uses a risk based audit approach and has for several years. The approach differs from traditional auditing in that a traditional audit requires a generic paper based approach to verifying records. A risk based approach requires that the CPA determine which areas are most in need of testing. This creates a more meaningful audit that is more helpful to the client in terms of advice given and problems solved. This approach is now required by the AICPA.

As mentioned earlier, we take advantage of standard checklists that allow us to put or keep the client in compliance with GASB and GFOA requirements. The items on these checklists are not easily interpreted. So, our in depth experience at governmental accounting allows us to provide a higher level of service in helping the client comply with requirements.

Based on the risk assessments, these procedures may change year-to-year. Also, rotating procedures are used by the auditor so that different areas may be tested.

Review of CAFR for Government Finance Officers Association's Certificate of Achievement for Excellent in Financial Reporting

Conway has successfully aided clients achieve the GFOA award. We have a deep level of experience with requirements specific to GFOA and adapt our audit reports to reflect those requirements. We believe any of our CAFR's produced by Conway is capable of achieving this award.

## PROPOSED SCHEDULE AND UNDERSTANDING OF WORK TO BE PERFORMED BY CITY OF FARMERSVILLE

**Preliminary Planning Meeting** **Aug-Sept**

**Interviews with Personnel** **Aug-Sept**

**Pre–Audit Procedures** **Aug-Sept**

*Preparation of confirmations for Farmersville for all financial institutions and legal consultants.*

*We will take this time to review Council and component unit meeting minutes and your policies and procedures manuals,*

*interviews with City employees, and observation of controls.*

*Reviewing all long-term debt contracts, grant contracts.*

*We will perform some preliminary analytical procedures and testing of controls.*

*During this time, City staff should be available for assistance. This process will take 2-3 days.*

*A list of schedules to be prepared by the City for audit purposes.*

**Audit Procedures** **Dec 1**

*Requested from staff: Trial balance and general ledger in excel format or searchable PDF or text format from your accounting system specifically for Farmersville for twelve months ended Sep 30, 2015. These will be electronically sent to auditor.*

**Audit Fieldwork** **Dec 1**

*Testing procedures for audit along with any additional procedures we deem necessary.*

**Draft of Report for Review and final preparation** **Feb**

**Presentation to Council** **March**

## **CONTINGENCIES**

Certain contingencies would require us to adjust our fee. They include (but are not limited to):

- If the City does not have reasonably accurate bank reconciliations for each of the 12 months of the year, we would need to add fees at our hourly rate for related bookkeeping and required adjustments to our audit procedures. We define “reasonably accurate” as correct within a material margin of error.
- Once the City gives us their trial balance (accounting records), they must not change any information on or before September 30, 2015. We would charge for additional time spent re-entering the accounting records into our audit software.
- If the City does not have processes and records in place that are typical of a City government, we would adjust our fees. For instance, a City that does not monitor the accuracy of utility receivables would cause us to add our hourly rate for accounting assistance or reconciliation of asset subledger to trial balance.
- The City Council will be notified in writing if any additional fees will be charged.

**Similar Engagements with Other Government Entities**

***City of Mount Pleasant, Texas***

***2003 to 2015***

Similarities to Farmersville: The City of Mount Pleasant shares many accounting issues that Farmersville is likely to have including infrastructure maintenance and projects and component unit.

Contact Person: Brenda Reynolds  
Title: Finance Director  
E-mail: [breynolds@mpcity.org](mailto:breynolds@mpcity.org)  
Phone: (903) 575-4000  
Address: 501 N. Madison  
Mt. Pleasant, TX 75455

Partner: Susie Erickson approx. 25 hours  
Manager: Carron Prigmore approx. 120 hours  
Staff: Carmen Smith approx. 80 hours  
Sarah Forer approx. 100 hours  
Third Party Review: Kayla Murphree approx. 25 hours

**Total Hours 350 hours**

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***East Cedar Creek Fresh Water Supply District***

***2006 to 2015***

Similarities to Farmersville: East Cedar Creek is comparable to Farmersville and it shares many accounting issues that Farmersville is likely to have including managing debt and infrastructure projects.

Contact Person: Bill Goheen  
Title: Executive Director  
E-mail: [bgoheen@eastcedarcreek.net](mailto:bgoheen@eastcedarcreek.net)  
Phone: (903) 887-7103  
Address: P O Box 309  
Mabank, TX 75147

Partner: Susie Erickson approx. 10 hours  
Manager: Carron Prigmore approx. 80 hours  
Staff: Carmen Smith approx. 50 hours  
Third Party Review: Kayla Murphree approx. 10 hours

**Total Hours 150 hours**

*City of Daingerfield, Texas*

*2014*

Similarities to Farmersville: Daingerfield shares many accounting issues that Farmersville is likely to have such as budgeting issues and management of debt.

Contact Person: Heidi Edmonson  
Title: City Secretary  
E-mail: [Hedmonson@classicnet.net](mailto:Hedmonson@classicnet.net)  
Phone: (903) 645-3906  
Address: 108 Coffey Street  
Daingerfield, TX 75638

Partner: Susie Erickson approx. 12 hours  
Manager: Carron Prigmore approx. 70 hours  
Staff: Carmen Smith approx. 48 hours  
Sarah Prigmore approx. 40 hours  
Third Party Review: Kayla Murphree approx. 10 hours

**Total Hours 180 hours**

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*Town of Sunnyvale, Texas*

*2014-2015*

Similarities to Farmersville: Sunnyvale shares issues that Farmersville is likely to have including managing debt and infrastructure projects.

Contact Person: Sean Fox  
Title: Town Manager  
E-mail: [sean.fox@townofsunnyvale.org](mailto:sean.fox@townofsunnyvale.org)  
Phone: (972) 203-4111  
Address: 127 N Collins Rd  
Sunnyvale, TX 75182

Partner: Susie Erickson approx. 24 hours  
Manager: Kayla Murphree approx. 120 hours  
Staff: Michelle Staples approx. 100 hours  
Tracey Marble approx. 86 hours  
Third Party Review: Carron Prigmore approx. 20 hours

**Total Hours 350 hours**

## REFERENCES

### City of Mount Pleasant, Texas

Contact Person: Mike Aherns  
Title: City Manager  
E-mail: [maherns@mpcity.org](mailto:maherns@mpcity.org)  
Phone: 903.575.4000

### East Cedar Creek Fresh Water Supply District

Contact Person: Bill Goheen  
Title: Executive Director  
E-mail: [bgoheen@eastcedarcreek.net](mailto:bgoheen@eastcedarcreek.net)  
Phone: 903.887.7103

### City of Daingerfield, Texas

Contact Person: Heidi Edmonson  
Title: City Secretary  
E-mail: [Hedmonson@classicnet.net](mailto:Hedmonson@classicnet.net)  
Phone: 903.645.3906

### Town of Sunnyvale, Texas

Contact Person: Sean Fox  
Title: Town Manager  
E-mail: [sean.fox@townofsunnyvale.org](mailto:sean.fox@townofsunnyvale.org)  
Phone: 972.203.4111

## **CONCLUSION**

This proposal provides an example of our approach with clients in that we did not send a generic proposal package with a few minor adjustments. Instead, we read, examined and applied the precise information requested by the RFP of Farmersville. We have learned over our many years of government auditing that each City is unique and requires a careful approach to the audit.

Our firm has over 15 years in depth experience with fund accounting as it relates to municipalities and other governments. We have assisted our clients in the extensive changes necessary to adopt GASB 34 and helped them meet the reporting requirements under “yellow book” rules for A-133 and Single Audit requirements when there is more than \$500,000 in disbursement of federal funds. We are also prepared to provide information resources under the newer Uniform Grant Guidance for grants issued after December 26, 2014.

Given our audit approach, our knowledgeable personnel and specialization in government accounting, we bring a depth of experience to each audit. We believe this makes us the best fit for Farmersville.



# **CITY OF FARMERSVILLE, TEXAS**

## **DOLLAR COST FEE FOR AUDIT PROPOSAL**

### **CONWAY COMPANY CPAs, P.C.**

A professional corporation organized and existing  
under the Laws of the State of Texas  
Certified Public Accountants

Conway Company CPAs, P.C.  
Cost Proposal for City of Farmersville, Texas

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE 2015 - 2019 FINANCIAL STATEMENTS

| City                        | Total<br>Hours | 2015  |                  | 2016 |                  | 2017  |                  | 2018  |                  | 2019  |                  |
|-----------------------------|----------------|-------|------------------|------|------------------|-------|------------------|-------|------------------|-------|------------------|
|                             |                | Rate  | Amount           | Rate | Amount           | Rate  | Amount           | Rate  | Amount           | Rate  | Amount           |
| Partners                    |                | \$125 | \$ 575           |      | \$ 592           |       | \$ 610           |       | \$ 628           |       | \$ 647           |
| Managers                    |                | 85    | 6,460            |      | 6,654            |       | 6,854            |       | 7,060            |       | 7,274            |
| Staff                       |                | 70    | 4,965            |      | 5,114            |       | 5,266            |       | 5,422            |       | 5,585            |
| One-time set up fee         |                |       | 1,000            |      | -                |       | -                |       | -                |       | -                |
| Total for City              | 150            | \$95  | \$ 13,000        | \$98 | \$ 12,360        | \$101 | \$ 12,730        | \$104 | \$ 13,110        | \$107 | \$ 13,505        |
| <b>EDC, CDC</b>             |                |       |                  |      |                  |       |                  |       |                  |       |                  |
| Partners                    |                |       | \$ 355           |      | \$ 366           |       | \$ 377           |       | \$ 388           |       | \$ 400           |
| Managers                    |                |       | 1,275            |      | 1,313            |       | 1,352            |       | 1,393            |       | 1,435            |
| Staff                       |                |       | 1,870            |      | 1,926            |       | 1,986            |       | 2,045            |       | 2,105            |
| Total for EDC, CDC          | 45             | \$95  | \$ 3,500         |      | \$ 3,605         |       | \$ 3,715         |       | \$ 3,825         |       | \$ 3,940         |
| <b>TOTAL</b>                |                |       | <b>\$ 16,500</b> |      | <b>\$ 15,965</b> |       | <b>\$ 16,445</b> |       | <b>\$ 16,935</b> |       | <b>\$ 17,445</b> |
| <b>*Contingencies:</b>      |                |       |                  |      |                  |       |                  |       |                  |       |                  |
| (1) Single Audit, if needed |                |       | \$ 3,500         |      | \$ 3,500         |       | \$ 3,500         |       | \$ 3,500         |       | \$ 3,500         |

We are projecting a minimum of 3% inflation rate over the next five years.  
Our price increases in this proposal reflect a 3% inflation rate.

**\*Contingencies:**

(1) If the City spends more than \$500,000 (\$750,000 beginning in FY2016) in monies that trigger a single audit (grant monies, monies for drinking water infrastructure improvements, etc), we will add \$3,500 to any given year with this special type of audit

(2) If the City requests the financial statements be prepared for GFOA submission, we will add \$3,000 for this additional preparation and assistance

**Conway Company CPAs, P.C.**  
**For City of Farmersville, Texas**  
**Rates For Additional Work & Manner of Payment**

|          | 2015        |
|----------|-------------|
|          | <u>Rate</u> |
| Partners | \$ 125      |
| Managers | 85          |
| Staff    | 70          |

**Manner of Payment**

The firm bills 33% as interim work commences after execution of the engagement letter.

33% is billed during the course of the audit in two to three separate monthly billings roughly in accordance with staff time incurred on the audit.

The final 33% is billed on delivery and presentation of the audit to the City Council.



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: Consider, discuss and act upon COBRA Continuation of Coverage  
Administrative Agreement with TML Multi-State Intergovernmental Employee  
Benefits Pool

- An agreement is attached for review. This is a standard agreement that is presented annually.

**ACTION: Approve or deny agreement as presented.**

**COBRA Continuation of Coverage Administrative Agreement  
Renewal Instructions**

1. Your group COBRA Continuation of Coverage Administrative Agreement is enclosed for the annual renewal of your group's Continuation of Coverage (COBRA) administration.

2. Please complete, sign and mail two (2) copies of the enclosed COBRA Continuation of Coverage Administrative Agreement to:

Attn: Rerate  
TML MultiState IEBP  
1821 Rutherford Ln, Ste 300  
Austin, TX 78754-5151

3. Both copies of the agreement will be countersigned by TML MultiState IEBP, and one copy will be returned to you for your records.

*Thank you!*

## **COBRA Continuation of Coverage Administrative Agreement**

### **City of Farmersville**

**October 2015**

**WHEREAS**, the undersigned Employer is an Employer Member of the TML MultiState Intergovernmental Employee Benefits Pool (hereinafter referred to as the "Pool");

**WHEREAS**, the undersigned Employer sponsors an employee benefit plan;

**WHEREAS**, the undersigned Employer is responsible for the administration of its employee benefit plan as the Plan Administrator; and

**WHEREAS**, the undersigned Employer wants the Pool to assist the Employer in complying with the requirements of Continuation of Coverage as required by Federal law.

**NOW THEREFORE**, in consideration of the promises, mutual covenants and agreements contained herein, the undersigned Employer and the Pool agree as follows:

#### **I. Effective Date**

As of the first day of October, 2015, the Pool will commence COBRA Continuation of Coverage administration for the undersigned Employer for all qualifying events occurring thereafter and during the term of this agreement.

#### **II. Employer Duties**

1. The undersigned Employer will notify the Pool's Billing/Eligibility Representative assigned to the Employer via FAX or Telephone (with a written follow up) within one (1) business day of a qualifying event, as defined by the COBRA Continuation of Coverage statute and its amendments, or a termination for gross misconduct of a Covered Employee for which the Employer has knowledge. Examples of qualifying events include termination; lump sum or severance settlement; resignation; death; retirement if the employee does not enroll for retiree coverage when offered under the Employer's benefit plan; reduction in hours [including reduction to zero (0) hours], call to duty for military service and absence from work for an injury or illness after all earned sick leave, vacation leave and FMLA has been exhausted.
2. The undersigned Employer will distribute Attachment A, which advises each Covered Individual of their rights and responsibilities under COBRA Continuation of Coverage. The Employer will certify through a letter to the Pool that Attachment A was distributed to all Covered Individuals as of the date the Pool commenced COBRA Continuation of Coverage Administration.
3. The undersigned Employer will distribute Attachment A to all employees who become covered by the Employer's benefit plan after the date the Pool commenced COBRA Continuation of Coverage administration and include verification of the distribution with the enrollment card when it is submitted to the Pool.
4. The undersigned Employer will notify the Pool via FAX or Telephone (with a written follow-up) within one (1) business day of gaining knowledge that a Covered Individual has legally separated, divorced or is no longer eligible for coverage, e.g., the Covered employee or dependent is voluntarily dropped from coverage.
5. The undersigned Employer will notify the Pool at least ten (10) business days prior to any open enrollment period. The notice to the Pool will include the dates of the open enrollment.
6. The undersigned Employer will immediately notify the Pool of any suspected claim, demand or suit arising from the administration of COBRA Continuation of Coverage.

7. To the extent allowed by law, the undersigned Employer will indemnify and hold harmless the Pool and its officers, agents, employees and representatives from all suits, actions, losses, damages (including punitive damages), claims or liability of any type, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees, resulting from the failure of the undersigned Employer to give any notice required by this Agreement. The foregoing reimbursement obligation shall specifically include any medical claim costs incurred by the Pool because of the failure of the Employer to give any notice of an employee termination or other qualifying event. The undersigned Employer will fund this obligation out of current revenues in the year the obligation is determined or will levy a tax to fund the obligation if current revenues are insufficient.
8. Any decision of whether an Employee was terminated because of gross misconduct will be made by the Employer no later than (a) the forty-fifth (45<sup>th</sup>) day following the termination or (b) the date a COBRA election notice is mailed to the Employee, whichever is earlier. Any determination of gross misconduct shall be based only on events prior to the termination of employment.

### **III. Pool Duties**

1. The Pool staff will monitor changes in COBRA Continuation of Coverage and the case law which develops interpreting COBRA Continuation of Coverage.
2. The Pool will provide election notices within fourteen (14) days of the receipt of notices of qualifying events sent by the Employer.
3. The Pool will provide the appropriate notification letters to the employee or their dependent(s) as required by COBRA Continuation of Coverage statutes. These letters may include any or all of the following:
  - a. benefit availability - initial notice, enrollment card and cost;
  - b. confirmation of enrollment and payment coupons
  - c. notice of termination letters:
    - Failure to reply
    - Failure to make initial payment
    - Failure to make regular payment
    - End of eligibility (no longer qualified)
    - End of eligibility period
  - d. open enrollment
  - e. contribution change and revised payment coupons
  - f. conversion to an individual policy
  - g. Medicare eligibility
  - h. verification of incapacitated child status
4. The Pool will provide the COBRA Continuation of Coverage participants with ID cards, a benefit booklet, and other materials as the need may arise.
5. The Pool will maintain records that all required notifications were sent and copies are available to the Employer upon request.
6. The Pool will collect the required contributions at the maximum amount allowed by law. Upon notice for the Employer under II.1., the Pool has fourteen (14) days to send the COBRA Continuation of Coverage election notice. Once the election notice is mailed the qualifying beneficiary has sixty (60) days to elect COBRA Continuation of Coverage. If the qualified beneficiary elects COBRA Continuation of Coverage the qualified beneficiary has forty-five (45) days from election to make the first payment. If partial payments are made and the payment deficiency is insignificant, Pool contacts the qualified beneficiary for full payment. The qualified beneficiary has thirty (30) days from deficiency notification to make payment. Insignificant payment deficiency is the lesser of \$50 or 10% of amount due.

7. The Pool will periodically provide the Employer, for their review, with the text of the letter and notices to be used in administering this Agreement. The Pool maintains final authority over the text of these letters and notices. The Pool reserves unto itself the right to modify the letters and notices as may be required pursuant to the COBRA Continuation of Coverage statute, any applicable case law and to promote the efficient administration of the Agreement.
8. To the extent allowed by law, the Pool will indemnify, defend, reimburse, and hold harmless the Employer and its employees from any and all liabilities, claims, demands, or suits arising from or related to the provision of COBRA Continuation of Coverage administrative services unless those liabilities, claims, demands, or suits arise out of the Employer's failure to give any notice as required in II, 1, 2, 3, 4, 5 and 6 of this Agreement. This notice is required by the agreement or by law. The Pool, upon notice by the Employer will immediately investigate, handle, respond to and defend any such claims, demands or suits at the Employer's sole expense. If the liability, claim, demand or suit is based on negligence this contract of indemnity shall apply and the negligence of the Employer and the Pool will be on a percentage basis as in a pure comparative negligence situation under the law.
9. The Pool's responsibilities under this contract are for COBRA Continuation of Coverage that the Employer is required to provide under Federal law, and does not have any responsibility for other benefits such as group life insurance or disability.

#### IV. Notice

Any notice to be given under this Agreement, other than those in II, 1, 2, 3, 4 and 5 of this Agreement, shall be deemed given and received on the first to occur of the following: (a) actual receipt by the party to be notified; or (b) five days after deposit of such notice in the US Mail system if sent by Certified Mail, Return Receipt Requested, postage prepaid, and addressed to the party to be notified at the address of such party set forth below or as designated from time to time in writing by giving not less than ten days in advance notice to the other party. The initial addresses for the Pool and Employer shall be as follows:

##### Address of Pool

Executive Director  
TML MultiState Intergovernmental Employee Benefits Pool  
Texas Municipal Center  
1821 Rutherford Lane, Suite 300  
Austin, Texas 78754-5151

##### Address of Employer

City of Farmersville  
205 South Main Street  
Farmersville, Texas 75442

#### V. Compensation

1. The Employer will pay the Pool a one-time \$50.00 set up fee and a \$0.50 Per Participant Per Month fee for each participating participant per month that enrolls in COBRA Continuation of Coverage.
2. Other special services which may be requested by the Employer but are not contained in this Agreement will be billed at a mutually agreeable hourly rate.

#### VI. Miscellaneous Provisions

1. This Agreement represents the complete understanding of the parties and may not be modified or amended without the written agreement of both parties.
2. The parties agree that venue for any dispute arising under the terms of this Agreement shall be in Austin, Travis County, Texas.
3. The parties agree that venue for any dispute arising out of the performance under their Agreement shall be in Austin, Travis County, Texas.
4. In performing the administrative services under this Agreement, the Pool may rely without qualification on the information provided by the Employer.



5. The Pool agrees to take over the remaining COBRA Continuation of Coverage administration for any of the Employer's current COBRA Continuation of Coverage participants, without Employer compensation, so long as the Employer furnishes the information necessary to effectuate the transfer.
6. This Agreement is entire as to all of the performance to be rendered under it. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision of this Agreement shall be void and of no force and effect.
7. It is understood that the Pool will charge the COBRA Continuation of Coverage participant the administration fee allowed by the COBRA Continuation of Coverage statute.

## VII. Termination

1. Term of this initial Agreement shall be from its effective date through October 1, 2016, at 12:00 a.m. The Employer may annually renew the Agreement for the subsequent twelve (12) month period by executing and returning the Pool's rerate notice and benefit selection for each year.
2. Either party may terminate this Agreement at anytime by giving the other party written notice at least thirty (30) days prior to the specified date.
3. This Agreement terminates, without further notice, on the date the undersigned Employer is no longer an Employer of the Pool.
4. All records in possession of the Pool relating to COBRA Continuation of Coverage administration at termination of the Agreement will be transferred to the Employer within forty-five (45) business days.
5. Should this Agreement terminate for any reason it does not relieve either party of their duties nor obligations during the period when this Agreement was in full force and effect.

This Agreement is entered into for the Employer under authorization of \_\_\_\_\_, at a duly called meeting held on \_\_\_\_\_ by:

\_\_\_\_\_  
(Signature)

City of Farmersville

\_\_\_\_\_  
(Employer/Group Name)

\_\_\_\_\_  
(Authorized Official Title)

\_\_\_\_\_  
(Date)

This Agreement Entered Into and Accepted By:

TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL

BY: \_\_\_\_\_ at Austin, Texas

TITLE: (Executive Director)

\_\_\_\_\_  
(Date)

## Attachment A

### COBRA Continuation of Coverage (COC) Rights

#### Introduction

You're getting this notice because you have recently gained coverage under a group health plan (the Plan). This notice contains important information about your right to COBRA Continuation of Coverage (COC), which is a temporary extension of coverage under the Plan. **This notice explains COBRA Continuation of Coverage, when it may become available to you and your family and what you need to do to protect the right to receive it.** When you become eligible for COBRA Continuation of Coverage, you may also become eligible for other coverage options that may cost less than COBRA Continuation of Coverage.

The right to COBRA Continuation of Coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA Continuation of Coverage can become available to you and other members of your family when your group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan booklet or contact TML MultiState IEBP, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

#### You may have other options available to you when you lose group health coverage

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out of pocket costs. Additionally, you may qualify for a thirty (30) day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

#### What is COBRA Continuation of Coverage?

COBRA Continuation of Coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA Continuation of Coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA Continuation of Coverage may be required to pay for coverage depending on the policy of your employer.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of either one of the following qualifying events:

1. Your hours of employment are reduced; or
2. Your employment ends for any reason other than your gross misconduct.

If you're the spouse of the employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of any of the following qualifying events:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes entitled to Medicare benefits (under Part A, Part B and/or Part C); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes entitled to Medicare benefits (Part A, Part B and/or Part C);

5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the Plan as a "dependent child."

Any decision of whether an Employee was terminated because of gross misconduct will be made by the Employer. The employer may not change its decision on whether or not a termination was for gross misconduct later than the forty-fifth (45<sup>th</sup>) day after the date employment terminated or the date a COBRA Continuation of Coverage election notice was mailed to the employee, whichever is earlier. Any determination of gross misconduct shall be based on events that occurred prior to the termination of employment.

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your employer, and that bankruptcy results in the loss of coverage for any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

Please note that COBRA Continuation of Coverage does not include any life benefits. If you had voluntary life coverage, you may convert it to an individual policy within thirty-one (31) days of your qualifying event. Contact your employer's human resources office for more information and conversion forms.

#### **When is COBRA Continuation of Coverage available?**

The Plan will offer COBRA Continuation of Coverage to qualified beneficiaries only after IEBP has been notified that a qualifying event has occurred. The employer must notify IEBP of the following qualifying events:

1. The end of employment or reduction of hours of employment;
2. Death of the employee;
3. Commencement of a proceeding in bankruptcy with respect to the employer; or
4. The employee's becoming entitled to Medicare benefits (under Part A, Part B and/or Part C).

#### **You must give notice of some Qualifying Events**

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify IEBP within sixty (60) days after the qualifying event occurs. You must provide notice to: TML MultiState IEBP, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

#### **How is COBRA Continuation of Coverage provided?**

Once IEBP receives notice that a qualifying event has occurred, COBRA Continuation of Coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA Continuation of Coverage. Covered employees may elect COBRA Continuation of Coverage on behalf of their spouses, and parents may elect COBRA Continuation of Coverage on behalf of their children.

COBRA Continuation of Coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (Part A, Part B and/or Part C), your divorce or legal separation or a dependent child's losing eligibility as a dependent child, COBRA Continuation of Coverage lasts for up to a total of thirty-six (36) months. When the qualifying event is the end of the employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than eighteen (18) months before the qualifying event, COBRA Continuation of Coverage for qualified beneficiaries other than the employee lasts until thirty-six (36) months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare eight (8) months before the date on which his employment terminates, COBRA Continuation of Coverage for his spouse and children can last up to thirty-six (36) months after the date of Medicare entitlement, which is equal to twenty-eight (28) months after the date of the qualifying event (thirty-six (36) months minus eight (8) months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA Continuation of Coverage generally lasts for only up to a total of eighteen (18) months. There are three (3) ways in which this eighteen (18) month period of COBRA Continuation of Coverage can be extended.

### **Active Duty Reservists extension of COBRA Continuation of Coverage**

If covered by the plan as an employee at the time of call to active duty, active duty reservists or guard members and their covered dependents can maintain eligibility on the Plan for up to twenty-four (24) months as prescribed by and subject to the terms and conditions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). The date on which the person's absence begins is the qualifying event for COBRA Continuation of Coverage (COC) to be offered to the reservist or guard member.

If a fire fighter or police officer is called to active duty for any period, the employer must continue to maintain any health, dental, or life coverage received on the date the fire fighter or police officer was called to active military duty until the employer receives written instructions from the fire fighter or police officer to change or discontinue the coverage. Such instruction shall be provided no later than sixty (60) days following the Qualifying Event. If no such instruction is given, then coverage will terminate on the sixty-first (61<sup>st</sup>) day, which shall then become the Qualifying Event for COBRA Continuation of Coverage purposes. Eligibility will meet or exceed requirements of USERRA and/or regulatory compliance.

In administering this coverage, IEBP will follow the time guidelines of COBRA Continuation of Coverage under 42 U.S.C.A.300bb-1 *et seq.* To qualify for this coverage, the employee must give written notice to the employer within sixty (60) days of the qualifying event. The employer member must notify IEBP that an employee has been called to active duty and submit a copy of the employer member's active reservist policy to IEBP.

### **Disability extension of COBRA Continuation of Coverage**

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify IEBP within sixty (60) days of that determination, you and your entire family may be entitled to receive up to an additional eleven (11) months of COBRA Continuation of Coverage for a total maximum of twenty-nine (29) months. The disability must start at some time before the sixtieth (60<sup>th</sup>) day of COBRA Continuation of Coverage and must last at least until the end of the eighteen (18) or twenty-four (24) month period of COBRA Continuation of Coverage. You may contact TML MultiState IEBP about a disability determination at 1820 Rutherford Lane, Suite #300, Austin, Texas 78754 or by telephone (800) 282-5385.

### **Second Qualifying Event extension of COBRA Continuation of Coverage**

If your family experiences another qualifying event while receiving eighteen (18) or twenty-four (24) months of COBRA Continuation of Coverage, the spouse and dependent children in your family can get up to eighteen (18) additional months of COBRA Continuation of Coverage, for a maximum of thirty-six (36) months, if IEBP is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA Continuation of Coverage if the employee or former employee dies, becomes entitled to Medicare benefits (Part A, Part B and/or Part C) gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child. This extension is available only if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

### **Are there other coverage options besides COBRA Continuation of Coverage?**

Yes. Instead of enrolling in COBRA Continuation of Coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA Continuation of Coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

### **Adding Dependents**

If you are a COBRA Continuation of Coverage participant, you have the same rights to add dependents to your COBRA Continuation of Coverage as an active covered employee. For example, you may add dependents to your COBRA Continuation of Coverage within thirty-one (31) days of marriage or sixty (60) days of the birth, adoption or placement for adoption of a child. Also, you may add dependents to your COBRA Continuation of Coverage during your employer's open enrollment. However, these dependents who were not covered under the Plan before your qualifying event occurred are not qualified beneficiaries and do not have individual COBRA Continuation of Coverage

rights, except for children added within sixty (60) days of birth, adoption or placement for adoption. Children added to your COBRA Continuation of Coverage within sixty (60) days of birth, adoption or placement for adoption are qualified beneficiaries and have their own COBRA Continuation of Coverage rights.

### If you have questions

Questions concerning your Plan or your COBRA Continuation of Coverage rights should be addressed to the contact or contacts identified below. State and local government employees seeking more information about their rights under COBRA Continuation of Coverage, the Health Insurance Portability and Accountability Act (HIPAA) and other laws affecting group health plans, can contact the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services at:

- [http://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/cobra\\_fact\\_sheet.html](http://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/cobra_fact_sheet.html); or
- <http://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/index.html#COBRA>

### Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep TML MultiState IEBP informed of any changes in addresses of family members. You should also keep a copy, for your records, of any notices you send to your employer and TML MultiState IEBP.

| Resource                                                                                                                                                                                                                                                                                                                                                                                                | Contact Information                                                                                                                                                                                         | Accessible Hours                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| TML MultiState Intergovernmental Employee Benefits Pool (IEBP)                                                                                                                                                                                                                                                                                                                                          | 1821 Rutherford Lane, Suite 300   Austin, Texas 78754<br>PO Box 149190   Austin, Texas 78714-9190                                                                                                           |                                                    |
| Customer Care Helpline:                                                                                                                                                                                                                                                                                                                                                                                 | (800) 282-5385                                                                                                                                                                                              | 8:30 AM - 5:00 PM<br>Central                       |
| Secured Customer Care E-mail:                                                                                                                                                                                                                                                                                                                                                                           | Visit <a href="http://www.iebp.org">www.iebp.org</a>   click on the "Login" button   click on "Online Customer Care" under the "My Tools" menu   click on "Send a Secure Email"                             | 8:30 AM - 5:00 PM<br>Central                       |
| Provider Benefit Information Portal: Provider information can be found under the Provider Services menu. Member specific information such as Eligibility, Claims, Summary of Benefits and Coverage, Provider Coding Guidelines, Medication Therapy Management Guide, Member Rights and Responsibilities, Provider/Member Appeal Rights and IEBP Quality Improvement Plan information is also available. | Visit <a href="http://www.iebp.org">www.iebp.org</a>   to register, click on the "Sign Up" link under the provider section   to login, click on the "Login" button at the top right hand side of the screen |                                                    |
| TML MultiState IEBP Internet Website:                                                                                                                                                                                                                                                                                                                                                                   | <a href="http://www.iebp.org">www.iebp.org</a>                                                                                                                                                              | Twenty-four (24) hrs                               |
| MyIEBP Mobile Access:                                                                                                                                                                                                                                                                                                                                                                                   | iPhone—App Store, Droid—Google Play, All other Phones— <a href="http://www.iebp.org">www.iebp.org</a>                                                                                                       | Twenty-four (24) hrs                               |
| Medical Authorizations:                                                                                                                                                                                                                                                                                                                                                                                 | (800) 847-1213                                                                                                                                                                                              | 8:30 AM - 5:00 PM<br>Central                       |
| Professional Health Coaches:                                                                                                                                                                                                                                                                                                                                                                            | (888) 818-2822                                                                                                                                                                                              | 8:30 AM - 6:00 PM<br>Central or<br>Scheduled Appt. |
| Spanish Line:                                                                                                                                                                                                                                                                                                                                                                                           | (800) 385-9952                                                                                                                                                                                              |                                                    |
| Where to Mail Paper Medical Claims:                                                                                                                                                                                                                                                                                                                                                                     | TML MultiState IEBP<br>PO Box 149190   Austin, Texas 78714-9190                                                                                                                                             |                                                    |
| After Hours and/or Weekend Medical and Mental Healthcare Emergencies:                                                                                                                                                                                                                                                                                                                                   | Call 911 or immediately go to the emergency department.                                                                                                                                                     |                                                    |



TO: Mayor and Councilmembers  
FROM: Ben White, City Manager  
DATE: July 14, 2015  
SUBJECT: Consider, discuss and act upon an agreement with Collin County for jail services

- The renewal agreement from Collin County is attached for review.
- The original Interlocal Jail Services Agreement is attached for review.

**ACTION: Approve or disapprove the agreement as presented.**



# **Interlocal Jail Services Agreement**

This agreement is entered into on the 1<sup>st</sup> day of October, 2002, by and between the City of Farmersville ("City") and Collin County, a political subdivision of the State of Texas ("County").

## **Recitals**

1. The County operates the Collin County Jail in accordance with Chapter 351, Texas Local Government Code.
2. The County operates the County Jail for the confinement of persons accused or convicted of an offense.
3. The City desires to obtain certain jail services from the County to be performed for the City to insure the confinement of persons accused or convicted of an offense.

Therefore, under the authority of the Interlocal Cooperative Act., TEX. REV. CIV. STAT. ANN., Chapter 791, Texas Government Code, the parties agree as follows:

## **Section 1. Definitions**

### **1.01 Jail Services**

The term "jail services" means all services legally necessary to provide for the confinement in the Collin County Jail of persons accused or convicted of an offense.

## **Section 2. Term**

### **2.01 Term**

The term of this Agreement shall commence on the 1<sup>st</sup> day of October, 2002, and shall continue in full force and effect for a period of one (1) year. This Agreement shall be automatically renewed annually for an additional one (1) year term without the necessity of any action by the parties. Either party may elect not to renew this Agreement by giving written notice at least ninety (90) days prior to the end of the original term or any renewed term.

### **2.02 Termination**

Either party may terminate this Agreement by giving ninety (90) days written notice to the other party.

## **Section 3. Services**

### **Services to be Provided**

The County agrees to provide to City jail services necessary for the confinement of persons accused or convicted of an offense, subject to the availability of space at the County jail at the time the City requests jail services. For the purposes of this Agreement, space shall be deemed to be unavailable when the Collin County Jail is filled to 100% of its capacity.



#### **Section 4. Non-Exclusivity of Service Provision**

The parties agree that the County may contract to perform services similar or identical to those specified in this Agreement for such additional governmental or public entities as the County, in its sole discretion, sees fit.

#### **Section 5. Compensation**

##### **5.01 Basic Charge**

The City shall pay the County a Basic Charge of \$70.92 per day or part of a day per inmate that the City requests be confined, and who is confined, in the County jail. If an inmate is arrested on the City's warrant by another agency and transported to the Collin County Jail, the City will not be charged if the inmate is released to the City within four (4) hours.

##### **5.02 Additional Charges**

In addition to the Basic Charge, the City shall pay County additional charges to reimburse County for expenses associated with providing jail services to inmates. These charges include, but are not limited to the following: charges for providing health care services, including medical, hospital and dental services to inmates.

##### **5.03 Billing**

The County shall bill the City monthly for jail services provided under this Agreement. The City agrees to pay the bills within thirty (30) days of the billing date.

##### **5.04 Cost of Additional Charges**

Charges billed to the City for services under Section 5.02 of this Agreement shall be at the cost to the County of providing those services to the inmates.

##### **5.05 Source of Payment**

The City agrees that payments it is required to make under this Agreement shall be made out of the City's current revenues.

#### **Section 6. Lawful Arrest and Detention**

The parties agree that the City will comply with all federal, state and local laws regarding conditions precedent to arrest and detention including, but not limited to, determinations of probable cause and other requirements necessary for lawful arrest and detention. Further, the parties agree that the City is solely responsible for compliance with pre detention procedures and that the City will hold the County harmless from any liability, including, but not limited to, obligations, costs, claims, judgments, attorneys' fees, and attachments, caused by or flowing from failure by the City to comply with conditions precedent to lawful arrest and detention.

#### **Section 7. Procedures**

##### **7.01 Delivery and Release of Inmates**

The City agrees to comply with all County rules and procedures regarding jail security in delivering inmates to the Collin County Jail and receiving inmates to be released.

#### **7.02 Removal on Termination**

The City agrees to remove all persons confined on the City's behalf in the Collin County Jail pursuant to this Agreement at least one (1) day prior to the date of termination of this Agreement.

#### **Section 8. Civil Liability**

Any civil liability relating to the furnishing of services under this Agreement shall be the responsibility of the City. The parties agree that the County shall be acting as agent for the City in performing the services contemplated by this Agreement.

The city shall hold the County free and harmless from any obligation, costs, claims, judgments, attorneys' fees, attachments, and other such liabilities arising from or growing out of the services rendered to the City pursuant to the terms of this Agreement or in any way connected with the rendering of said services, except when the same shall arise because of the willful misconduct or culpable negligence of the County, and the County is adjudged to be guilty of willful misconduct or culpable negligence by a court of competent jurisdiction.

#### **Section 9. Amendment**

This Agreement shall not be amended or modified other than in a written agreement signed by the parties.

#### **Section 10. Controlling Law**

This Agreement shall be deemed to be made under, governed by, and construed in accordance with, the laws of the State of Texas.

#### **Section 11. Notices**

##### **11.01 Form of Notice**

Unless otherwise specified all communications provided for in this Agreement shall be in writing and shall be deemed delivered whether actually received or not forty-eight (48) hours after deposit in the United States mail, first class, registered or certified, return receipt requested, with proper postage prepaid or immediately when delivered in person.

##### **11.02 Addresses**

All communications provided for in this Agreement shall be addressed as follows:

- (a) if the County, to:

Ron Harris, County Judge  
Collin County Courthouse  
210 S. McDonald, Suite 626  
McKinney, Texas 75069

- (b) if the City, to:

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

or to such person at such other address as may from time to time be specified in a notice given as provided in this Section 11. In addition, notice of termination of this Agreement by the City shall be provided by the City to the County Judge of Collin County as follows:

The Honorable Ron Harris  
Collin County Judge  
Collin County Courthouse, Suite 626  
McKinney, Texas 75069

**Section 12. Captions**

The headings to the various sections of this Agreement have been inserted for convenient reference only and shall not modify, define, limit or expand the express provision of this Agreement.

**Section 13. Counterparts**

This Agreement may be executed in counterparts, each of which, when taken separately, shall be deemed an original.

**Section 14. Obligations of Condition**

All obligations of each party under this Agreement are conditions to further performance of the other party's continued performance of its obligation under the Agreement.

**Section 15. Exclusive Right to Enforce this Agreement**

The County and the City have the exclusive right to bring suit to enforce this Agreement, and no other party may bring suit, as a third-party beneficiary or otherwise, to enforce this Agreement.

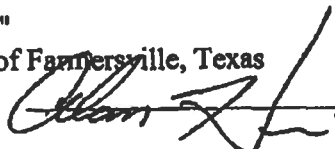
**Section 16. Prior Agreements Superseded**

This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written oral agreements between the parties respecting the services to be provided under this Agreement.

In witness whereof, the parties hereto have executed this Agreement as of the day and year first above written.

"County"  
Collin County, Texas  
By:   
Ron Harris, County Judge  
2003-08-15-02-11

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

"City"  
City of Farmersville, Texas  
By: 

Date: 8-15-02



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: Consider, discuss and act upon an agreement with Collin County for dispatch services which includes the Virtual Private Network (VPN) agreement

- An Interlocal Dispatch Services Agreement from Collin County is attached for review.
- Attachment "A" is included which is the Virtual Private Network Connection Policy and Agreement

**ACTION: Approve or disapprove the agreement with Attachment "A" as presented.**

## **INTERLOCAL DISPATCH SERVICES AGREEMENT**

This agreement is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Farmersville (the “City”) and Collin County, a political subdivision of the State of Texas (the “County”).

### **RECITALS**

1. The County, through the Sheriff’s Office, owns and operates communication facilities used in dispatching its law enforcement and emergency service personnel.
2. The County will no longer be providing dispatch services after September 30, 2019.
3. The City desires to obtain certain dispatch services from the County. Therefore, under the authority of Texas Government Code, Title 7, Interlocal Cooperation Act, Section 791 et seq., the parties agree as follows:

### **SECTION 1. DEFINITIONS**

**DISPATCH SERVICES.** The term “Dispatch Services” means all services necessary for the Collin County Sheriff’s Office to receive calls for law enforcement service within the City’s jurisdiction and to dispatch the City’s law enforcement personnel in response to such calls.

### **SECTION 2. TERM**

**2.01 TERM.** The term of this agreement shall commence on the 1<sup>st</sup> day of October, 2015, and shall continue in full force and effect through September 30, 2016.

**2.02 TERMINATION.** Either party may terminate this agreement by giving ninety (90) days written notice to the other party.

### **SECTION 3. SERVICES**

**SERVICES TO BE PROVIDED.** The County agrees to provide dispatch services through the Sheriff's Office to the City in the same manner and under the same work schedule as such services are provided in the operation of the County's law enforcement personnel.

For each user the City is required to complete and return **Attachment (A)**, Connection Policy and Agreement Form for the Virtual Private Network (VPN).

### **SECTION 4. NONEXCLUSIVITY OF SERVICE PROVISION**

The parties agree that the County may contract to perform services similar or identical to those specified in this agreement for such additional governmental or public entities as the County, in its sole discretion, sees fit.

### **SECTION 5. COMPENSATION**

**5.01** The dispatch service charges for FY2016 in the amount of \$32,391.32 shall be paid by the City in quarterly installments of \$8,097.83. This amount is based upon the prior year call volume at the rate of \$6.68 per radio incident.

**5.02 PAYMENT UPON EARLY TERMINATION.** If this agreement is terminated prior to the conclusion of a three-month period for which a payment has been made pursuant to Section 5.01 of this agreement, the entire amount paid shall belong to the County without prorating.

**5.03 SOURCE OF PAYMENT.** The City agrees that payments that it is required to make under this agreement shall be made out of the City's current revenues.

### **SECTION 6. CIVIL LIABILITY**

Any civil liability relating to the furnishing of services under this agreement shall be the responsibility of the City. The parties agree that the County shall be acting as agent for the City in performing the services contemplated by this agreement.

The City shall hold the County free and harmless from any obligation, costs, claims, judgments, attorney's fees, attachments, and other such liabilities arising from or growing out of the services rendered to the City pursuant to the terms of this agreement or in any way connected with the rendering of said services, except when the same shall arise because of the willful misconduct or culpable negligence of the County, and the County is adjudged to be guilty of willful misconduct or culpable negligence by a court of competent jurisdiction.

#### **SECTION 7. AMENDMENT**

This agreement shall not be amended or modified other than in a written agreement signed by the parties.

#### **SECTION 8. CONTROLLING LAW**

This agreement shall be deemed to be made under, governed by, and construed in accordance with, the laws of the State of Texas.

#### **SECTION 9. NOTICES**

**9.01 FORM OF NOTICE.** Unless otherwise specified, all communications provided for in this agreement shall be in writing and shall be deemed delivered, whether actually received or not, forty-eight (48) hours after deposit in the United States mail, first class, registered or certified, return receipt requested, with proper postage prepaid or immediately when delivered in person.

**9.02 ADDRESSES.** All communications provided for in this agreement shall be addressed as follows:

- (A) Collin County, Dispatch Services to:  
Purchasing Department  
2300 Bloomdale #3160  
McKinney, Texas 75071

(B) If to the City, to:  
City of Farmersville  
City Manager Ben White  
205 S. Main Street  
Farmersville, TX 75442

(C) Collin County, Virtual Private Network (VPN) to:  
Information Technology Department  
2300 Bloomdale #3198  
McKinney, Texas 75071

Or to such person at such address as may from time to time be specified in a notice given as provided in this Section 9. In addition, notice of termination of this agreement by the City shall be provided by the City to the County Judge of Collin County as follows:

The Honorable Keith Self  
Collin County Judge  
Collin County Administration Building  
2300 Bloomdale Rd. Suite 4192  
McKinney, Texas 75071

#### **SECTION 10. CAPTIONS**

The headings to the various sections of this agreement have been inserted for the convenient reference only and shall not modify, define, limit or expand the express provision of this agreement.

#### **SECTION 11. COUNTERPARTS**

This agreement may be executed in counterparts, each of which, when taken separately, shall be deemed an original.

#### **SECTION 12. OBLIGATIONS OF CONDITION**

All obligations of each party under this agreement are conditions to further performance of the other party's continued performance of its obligation under the agreement.



**SECTION 13. EXCLUSIVE RIGHT TO ENFORCE THIS AGREEMENT**

The County and the City have the exclusive right to bring suit to enforce this agreement, and no party may bring suit, as a third-party beneficiary or otherwise, to enforce this agreement.

**SECTION 14. PRIOR AGREEMENTS SUPERSEDED**

This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written oral agreements between the parties respecting the services to be provided under this agreement.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

“COUNTY”

COLLIN COUNTY, TEXAS

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

“CITY”

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ Mayor \_\_\_\_\_

DATE: \_\_\_\_\_

## **Attachment "A"**

### **Connection Policy and Agreement Form**

#### **Virtual Private Network (VPN)**

##### **1.0 Purpose**

The purpose of this document is to provide the framework for granting remote access to Collin County services/equipment through a Virtual Private Network (VPN).

##### **2.0 Scope**

This policy applies to Collin County employees, contractors, government agencies, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPN to access the Collin County network. This policy applies to all Collin County VPN implementations.

##### **3.0 Policy**

Authorized parties (Collin County employees, customers, vendors, government agencies, etc.) may utilize the benefits of VPN, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Additionally,

1. It is the responsibility of the user with VPN privileges to ensure that unauthorized users are not allowed access to Collin County internal networks. User accounts and passwords are NOT to be shared with anyone.
2. Authorized parties and the Collin County employees sponsoring the request for VPN are responsible for defining what services/equipment the authorized parties need access to. Access will be restricted to only those defined objects. Attempting to connect or access any service/device not defined will be considered a violation of the Collin County VPN policy.
3. The authorized parties and the Collin County employees sponsoring the VPN request are also responsible for defining the time scope that the VPN account will be active. All accounts are setup with an expiration date not to exceed 6 months, unless otherwise authorized to be a longer timeframe or permanent by the County.
4. VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong pass phrase.
5. When actively connected to the county network, the VPN will force all traffic to and from the remote PC over the VPN tunnel; all other traffic will be dropped.
6. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
7. VPN gateways will be established and managed by Collin County Infrastructure Department.
8. All computers connected to Collin County internal networks via VPN or any other technology must use the most up-to-date anti-virus software from a reputable IT vendor; this includes personal computers. The anti-virus software must be updated with the latest definition files from that vendor.
9. All users connecting to the Collin County internal networks via VPN or any other technology must keep their systems up to date with the latest security patches for their operating system and applications installed on their connecting systems.
10. VPN users may be automatically disconnected from Collin County's network after sixty minutes of inactivity. The user must then logon again to reconnect to the network.
11. Users of computers that are not Collin County owned equipment must comply with the Collin County acceptable use policy when accessing the Internet while connected through the VPN.
12. Only approved VPN clients may be used.
13. Upon termination of a contract from Collin County, or at the request of the Collin County staff, the user must uninstall the VPN connection from their computer.
14. Vendors expressly agree to notify the County of staffing changes involving employees or subcontractors with access to the County's network within 24 hours or next business day.
15. Customer and vendor accounts will only operate in a defined date range. They will only be operable during project implementation, on an as needed basis, or per the County contractually agreement for remote support. Remote support will only be activated by calling Collin County and requesting access to the VPN. This request must include an end date when remote support will no longer be needed. After those events have been completed the VPN accounts will be disabled.

16. After six months of expired inactivity, Active Directory and VPN accounts will be permanently deleted, unless otherwise approved by the County.
17. Accounts may be locked out after a certain number of failed attempts.
18. VPN users who have lost their password will have to contact their sponsoring parties to request a password reset. The sponsoring party will then contact Collin County IT to reset the password for the VPN user.
19. It is the responsibility of the user with VPN privileges to install, configure and setup their systems to connect to Collin County based on the information provided to them.
20. Users connect at their own risk and Collin County is not responsible for any damages that they may incur from connecting through the VPN to Collin County
21. Prior to acquiring VPN access all users will be required to pass a background check unless otherwise approved by the County.
22. If the County migrates to a new network connection technology it is the responsibility of the vendor or agency to budget and obtain any required technology upgrade in order to maintain their network connection to the County. The vendor or agency will be provided advance notification for this change.

#### **4.0 Granting Access**

To obtain access via VPN, the vendor/Agency/User must be sponsored by a party currently employed at Collin County and IT must agree this access is needed for the Collin County information systems. The vendor/agency/user must sign this form agreeing to protect the security of the Collin County network. For external Collin County VPN users, the Request for VPN Access must be signed and approved by the Manager who is responsible for the external user. VPN expiration will be based on the contract length unless further time is requested by Collin County Management. The initial setup and testing will be performed during normal operating hours, Monday – Friday, 8 am – 5 pm, and requires a minimal or two weeks' notice to schedule.

#### **5.0 Enforcement**

Collin County Infrastructure Department may actively monitor the VPN concentrator for any suspicious and inappropriate activity. Any VPN user found to have violated any part of this policy may have their VPN access terminated immediately.

#### **6.0 Liability**

Vendor expressly agrees that they shall be liable for any and all damages, including but not limited to actual, consequential, or incidental damages, for disruptions caused by their negligence or intentional misconduct to the County's services/equipment resulting from or related to Vendor's connection to the County's networks. Vendor also expressly agrees to notify the County of staffing changes involving employees with access to the County's network within 24 hours.

Unauthorized access or use is prohibited and will be prosecuted to the fullest extent. Anyone using this system expressly consents to monitoring and is advised that if such monitoring reveals possible evidence of criminal activity system personnel may provide the evidence of such monitoring to law enforcement officials. Anyone using the system connects at their own risk and assumes all responsibilities for any possible damage to their own equipment.

#### **7.0 Definitions**

| <b>Term</b>            | <b>Definition</b>                                                                                                                                                                                                                                                                 |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VPN                    | Virtual Private Network. An extension of Collin County's internal private network.                                                                                                                                                                                                |
| VPN Concentrator       | Physical device that manages VPN connections.                                                                                                                                                                                                                                     |
| VPN Client             | Remote computer with VPN software utilizing VPN services.                                                                                                                                                                                                                         |
| Vendor Management      | Person in vendor company that can take responsibility for the liability clause of this document.                                                                                                                                                                                  |
| Dual (split) tunneling | When utilizing VPN, a connection (tunnel) is created to Collin County's network utilizing the Internet. Dual split tunneling allows for this connection as well as a secondary connection to another source. This technology is NOT supported when utilizing Collin County's VPN. |
| User                   | Employee, vendor, contractor, consultant, temporaries, customers, government agencies, etc.                                                                                                                                                                                       |

Sponsoring Party

Collin County employee requesting access for a non-employee user to have access to Collin County services/equipment through the VPN. The employee may be someone in IT.

Vendor Management's Signature (if applicable)

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

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

VPN Users Signature

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

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Party's Signature

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

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Return form to:

Caren Skipworth  
2300 Bloomdale #3198  
McKinney, Texas 75071



TO: Mayor and Councilmembers  
FROM: Ben White, City Manager  
DATE: July 14, 2015  
SUBJECT: Consider, discuss and act upon Christi Adams resignation from the Farmersville Community Development Corporation Board

- A resignation is attached for review.

**ACTION: Approve or disapprove the resignation as presented.**

## Edie Sims

---

**From:** Christi Houston <christih98@yahoo.com>  
**Sent:** Wednesday, July 08, 2015 10:44 AM  
**To:** Edie Sims  
**Subject:** 4B committee  
**Attachments:** "AVG certification".txt

It is with much regret that I must resign from the 4B committee due to personal reasons. I love Farmersville and will continue to grow my business here. I hope you will consider me for future representation.

Respectfully,

*Christi Adams*

**Christi's Rustic & Western Collections**

**1345 State Hwy 78 North**

**Farmersville, Texas 75442**

**214-326-4771**



TO: Mayor and Councilmembers  
FROM: Ben White, City Manager  
DATE: July 14, 2015  
SUBJECT: Consider, discuss and act upon a replacement on the Farmersville Community Development Corporation Board

- Applicant information is attached for review.

**ACTION: Appoint a replacement for FCDC Board.**

## FARMERSVILLE COMMUNITY DEVELOPMENT CORP. (4B)

Term: Two years - Two Terms Max  
Residency Requirements: Live in Fisd

| Name                                                                                        |
|---------------------------------------------------------------------------------------------|
| Donna Williams<br>(Secretary/Treasurer)<br>2 <sup>nd</sup> Term Began 5/15 – Term ends 5/17 |
| Christi Houston<br>1 <sup>st</sup> Term Began 5/15 – Term ends 5/17                         |
| Dick Seward<br>(Vice-Chairman)<br>2 <sup>nd</sup> Term Began 5/14 – Term ends 5/16          |
| Mike Goldstein<br>1 <sup>st</sup> Term Began 5/15 – Term ends 5/17                          |
| Cynthia Craddock-Clark<br>1 <sup>st</sup> Term Began 5/15 – Term ends 5/17                  |
| Paul D. Kelly (Chairman)<br>2 <sup>nd</sup> Term Began 5/14 – Term ends 5/16                |
| John Garcia<br>1 <sup>st</sup> Term Began 5/14 – Term ends 5/16                             |
| Ex Officio Member:                                                                          |
| Ben White<br>City Manager                                                                   |

MEETS: 2<sup>nd</sup> Monday of the month, 5:45 p.m.  
STAFF LIAISON: Main Street Manager, Adah Leah Wolf  
COUNCIL LIAISON: **Leaca Caspari**

|               |                                  |                        |
|---------------|----------------------------------|------------------------|
| Jason Lane    | Currently serving on 4A          | 4 <sup>th</sup> Choice |
| Bettye Petree | Currently serving on Parks Board | 1 <sup>st</sup> Choice |
| Diane Piwko   |                                  | 2 <sup>nd</sup> Choice |
| Kim Potter    | Currently serving on Main Street | 1 <sup>st</sup> Choice |





TO: Mayor and Councilmembers  
FROM: Ben White, City Manager  
DATE: July 14, 2015  
SUBJECT: Discuss potential change to the Zoning Ordinance and other City codes regarding alleys

- Councilman Jim Foy will open discussions regarding this topic.

**ACTION: Offer guidance to staff.**



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: Consider, discuss and act upon bids for the 78/Locust/Abbey Road wastewater project

- Recommendation from City Engineer will be submitted to Council Monday, July 13<sup>th</sup>.

**ACTION: Council to act as deemed necessary.**



TO: Mayor and Councilmembers

FROM: Ben White, City Manager

DATE: July 14, 2015

SUBJECT: BUDGET WORKSHOP

- Budget Calendar is attached for review.

# 2015 PLANNING CALENDAR



NAME OF CITY: \_\_\_\_\_

|                      |                                                                                                                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April - May          | Mailing of "Notices of Appraised Value" by Chief Appraiser.                                                                                                                                                                                           |
| April 30             | The Chief Appraiser prepares and certifies to the Tax Assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.                                                           |
| May 15               | Deadline for submitting Appraisal Records to ARB.                                                                                                                                                                                                     |
| July 20<br>(Aug 30 ) | Deadline for ARB to approve Appraisal Records.                                                                                                                                                                                                        |
| July 25 *            | Deadline for Chief Appraiser to certify Appraisal Rolls to each Taxing Unit.                                                                                                                                                                          |
| Aug                  | Certification of anticipated collection rate by collector.                                                                                                                                                                                            |
|                      | Calculation of Effective and Rollback Tax Rates.                                                                                                                                                                                                      |
|                      | Submission of Effective and Rollback Tax Rates to governing body.                                                                                                                                                                                     |
| 08/07/15             | 72 Hour Notice for Meeting (Open Meetings Notice).                                                                                                                                                                                                    |
| 08/11/15             | Meeting of governing body to discuss tax rates.<br>If proposed tax rate will exceed the Rollback Rate or the Effective Tax Rate (whichever is lower), take record vote and schedule two Public Hearings.                                              |
| 08/13/15             | Publish the " <b>Notice of 2015 Property Tax Rates</b> " by September 1.<br>Notice published at least seven (7) days before First Public Hearing. Notice must also be posted on the municipality's website.                                           |
| 08/21/15             | 72 Hour Notice for First Public Hearing (Open Meetings Notice).                                                                                                                                                                                       |
| 08/25/15             | <b>First Public Hearing</b> At least 7 days after publication of "Notice of Property Tax Rates."                                                                                                                                                      |
| 08/28/15             | 72 Hour Notice for Second Public Hearing (Open Meetings Notice).                                                                                                                                                                                      |
| 09/01/15             | <b>Second Public Hearing</b> May not be earlier than 3 days after first Public Hearing.<br>Schedule and announce meeting to adopt tax rate three to fourteen (3 - 14) days from this date.                                                            |
| 09/04/15             | 72 Hour Notice for meeting at which governing body will adopt Tax Rate (Open Meetings Notice).                                                                                                                                                        |
| 09/08/15             | Meeting to adopt 2015 Tax Rate.<br>Schedule meeting three to fourteen (3 to 14) days <u>after</u> second Public Hearing. Taxing Unit must adopt tax rate before September 30 or 60 days after receiving Certified Appraisal Roll, whichever is later. |

Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day.  
Advise of taxing unit legal counsel should be sought to determine how to fulfill the requirements of Section 140.010 Local Code (SB 1510).

**Please provide a copy of the Ordinance adopting the 2015 Tax Rate to the Collin County Tax Office by September 23, 2015.**