Village of Salado

REGULAR MEETING OF THE SALADO BOARD OF ALDERMEN

REGULAR MEETING AGENDA

6:30 P.M., THURSDAY, SEPTEMBER 1, 2016
MUNICIPAL BUILDING
301 NORTH STAGECOACH, SALADO, TX
BOARD OF ALDERMEN CHAMBERS

I. *CALL TO ORDER*

1. Invocation/Moment of Silence

2. Pledge of Allegiance, Texas Pledge of Allegiance

("Honor the Texas flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible.")

II. *PROCLAMATIONS / SPECIAL RECOGNITION*

None.

III. *PUBLIC COMMENTS*

3. Citizens who desire to address the Board of Aldermen on any matter may sign up to do so prior to this meeting. Public comments on issues not listed on the agenda will be received during this portion of the meeting. Comments related to items on the agenda will be received during consideration of the individual agenda item. Please limit comments to 3 minutes. No discussion or final action will be taken by the Board of Aldermen.

IV. *REPORTS*

Mayor's Report

- Police Department Report, Chief Jack Hensley
- Fire Department Report, Chief Shane Berrier
- Chamber of Commerce/Tourism Bureau Report, Executive Director Mary Poche'

Village Administrator's Report

V. *CONSENT AGENDA*

All items listed under this section, Consent Agenda, are considered to be routine by the Board of Aldermen and may be enacted by one motion. If discussion is desired by the Board of Aldermen, any item may be removed from the Consent Agenda at the request of an Alderman and will be considered separately.

4. Consider approving the Consent Agenda items:

   a. Minutes, August 18, 2016, Regular Meeting.
   b. Minutes, August 22, 2016 Special Called Meeting
   c. Minutes, August 25, 2016, Workshop Meeting.

VI. *EXECUTIVE SESSION*

5. Conduct an executive session as authorized by Section 551.071 Consultation with Attorney regarding legal issues related to disannexation petition.

VII. *REGULAR SESSION*

6. Discussion on submission of disannexation petition by the Village Secretary to the Board of Aldermen. Authorize Village staff to take appropriate action.

7. PUBLIC HEARING – Conduct the first of two public hearings to receive comments on the proposed tax rate of .5419 cents per $100 valuation for fiscal year 2017 (2016 tax year); announce September 8 as the date for the second public hearing on the tax rate; and announce meeting to adopt the proposed tax rate at 6:30 p.m. September 15, 2016, at the Municipal Building.

8. Presentation, discussion, and possible action on Environmental/Deer Committee recommendations for Salado Creek and Springs to include regulations and policies as follows: no swimming; no open flames/grilling; no tent stakes (sandbags only); no alcohol; no littering; no glass containers; pets must be leashed; and "swim at your own risk" signs if swimming is not prohibited.

9. Presentation, discussion, and possible action on a Contract For Consultant Services between the Village of Salado and the Salado Chamber of Commerce.

VIII. *ADJOURN*

The Village of Salado reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code 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) and 551.087 (Economic Development).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Village Secretary's office at (254) 947-5060 for further assistance.

I hereby certify that a true and correct copy of this Notice of Meeting was posted in a public place at 7:00 p.m. on **Friday, August 28, 2016**.

Mary Ann Ray, Village Secretary

Removed from display: _____

Village of Salado, Texas
Board of Aldermen
Minutes
Regular Meeting
6:30 p.m. Thursday, August 18, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Preston Dankert, Aldermen Michael McDougal.

Absent: Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary.

I. Call to Order.

Mayor Blancett called the meeting to order at 6:30

1. Laura Franklin, senior pastor of First United Methodist Church, delivered the invocation.

2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

II. Proclamations/Special Recognition.

None.

III. Public Comments.

3. John Newman, 2221 Chisholm Trail, presented a petition for the de-annexation of the Mill Creek Subdivision, pursuant to Chapter 43.143a of the Local Government Code, to the Village Secretary.

   Maurice Striegler, 901 Salado Oaks Drive, asked for clarification about the Mayor's Saturday morning meetings with citizens.

   Larry Linder, 2512 Hester Way, voiced his opposition to a proposed development, Mill Creek Meadows, Phase II.

   Randy Anderson, 2500 Hester Way, also expressed his opposition to Mill Creek Meadows, Phase II.

   Jennifer McFarland, 707 DeGrummond, spoke in opposition to the petition for de-annexation.

IV. Reports.

Mayor's Report.

Mayor Blancett addressed Mr. Striegler's concerns. He thanked Ms. McFarland and directed Administrator Foutz to send the petition to the Village attorney first thing Friday morning. He called a Special Called Meeting of the Board of Aldermen for 6:30 p.m. Monday, Augu8st 22, 2016, at city hall.

Alderman Reports:
Environmental//Deer Committee: Alderman Dankert reported that the Committee will start on the deer census in September.

ETJ/Annexation Committee: Alderman McDougal said the Committee had no report.

Ordinance Committee: Alderman Coachman said the Committee has been reviewing a large number of ordinances.

Economic Development Committee: Alderman Coachman reported that the Committee has been working on the Chapter 380 Policy to include residential incentives. Exhibit A, the map of planned economic development is needed.

Main Street Committee: Mayor Pro Tempore Brown reported that the Committee is working on different designs for parking and that TxDOT is working on sidewalks and LED lighting for Main Street.

Trails/Parks Committee: Alderman Dankert said TxDOT has accepted the alignment for the multi-modal trail, and the Village should know by tomorrow if the project is fully funded. The Committee will continue to work toward making the Pace Park area of the creek more conducive to swimming.

Public Safety Committee: Alderman McDougal deferred to Committee Chairman Tommy Wooley, who reported that the committee has reviewed five chapters of the General Orders and the emergency plan and has been discussing an early outdoor warning system.

Street Improvements Committee: Alderman McDougal reported that the crack seal program is complete for the year about five weeks ahead of schedule. The program of regular maintenance is in a holding pattern pending the outcome of the budget.

Stagecoach/Wastewater Status Report: Administrator Foutz reported that the clarifier is being installed at the Stagecoach plant. A bid for boring under the Creek should go out in September or October. Results of the geophysical testing conducted in July are favorable. It looks like no additional digs are to be required by the Texas Historical Commission.

Financial Report:
Administrator Foutz gave a recap of the Village's financials. See attached report.

Village Administrator's Report.
Administrator Foutz reported that the Village will seek additional grants for Main Street, including grants from the Texas Downtown Association and the Killeen-Temple Metropolitan Planning Association. One easement remains to be secured for the Wastewater Treatment System.

V. Consent Agenda.

4. Consider approving the Consent Agenda item:

   a. Minutes, August 4, 2016, Regular Meeting.
   b. Minutes, August 11, 2016, Workshop Meeting.
   c. Purchase of a flow meter and associated installation and calibration expenses for the Stagecoach Wastewater Treatment Plant in an amount not to exceed $5,000.

   Alderman McDougal made a motion to approve the Consent Agenda as presented. Alderman Coachman seconded. The motion carried unanimously (4-0).

VI. Regular Session.

5. Presentation, discussion, and possible action on a revised Concept Plan for Mill Creek Springs, Phases V through XVI, a ±178.15-acre, 12-phase (prior phases not included), 234-lot, residential subdivision, located at the northwest corner of Royal and Blackberry Street located in the Extraterritorial Jurisdiction of Salado.

   Administrator Foutz explained that waivers to the Subdivision Ordinance for Phase VIII only were granted. The concept plan is in conformance with all requirements for this stage of review, and the Village has also received a concurrence letter from the Bell County Engineer's office. At the time the waivers were granted for Phase VIII, the Board of Aldermen requested the applicant voluntarily annex, but the developer declined. Since that time, a new developer that has purchased and intends to develop the property.

   Mayor Pro Tempore Brown made a motion to approve a revised Concept Plan for Mill Creek Springs, Phases V through XVI, as presented. Alderman Dankert seconded. The motion carried unanimously (4-0).

6. Presentation, discussion, and possible action on an alteration to a building in the Historic District, sign design, located at the corner of Thomas Arnold Road and North Stagecoach Road as per Section 3.15K, Permitting Process (First Baptist Church College Ministry).

   Administrator Foutz explained that this sort of request does not usually come to the Board of Aldermen, but because the Planning & Zoning Commission was unable to achieve a quorum at its most recent meeting, when this item was on the schedule, the BOA was asked to approve it so the applicant does not have to wait until the next P&Z meeting. She said the Historic Society has no objection to the request.

   Alderman Coachman made a motion to approve a Certificate of Appropriateness of an alteration to a building for a sign in the Historic District located at 108 Thomas Arnold Road, as presented. Alderman McDougal seconded. The motion carried unanimously (4-0).

   The Mayor closed the Regular Session at 7:16 p.m.

VII. Workshop Session.

The Mayor opened the Workshop Session at 7:21 p.m.

7. Discuss the FY 2016-2017 Budget, including reports on various budgetary analyses.

   Administrator Foutz said she has balanced the budget through cuts, but she also is adjusting revenue sources, particularly in the area of franchise fees. There was discussion about budgeted amounts for the Environmental/Deer Committee; the Village's auditor; the Public Art League of Salado and Keep Salado Beautiful organizations; the Chamber of Commerce/Tourism Bureau; the Municipal Court; Main Street. It was determined that funds could be redistributed to give the Environmental/Deer Committee $1,350 with the possibility of more.

8. Discuss the contract with the Salado Chamber of Commerce.

   Alderman Coachman suggested flipping total responsibilities in the contract and transfer 100 percent of Hotel/Motel funds to Chamber/Tourism for operating, along with 30 percent of reserves. There was discussion of wordsmithing Article 3 of the contract, which covered salaries of Chamber/Tourism employees. There was additional discussion about how retirement for Chamber/Tourism employees would be handled.

9. Discuss appointment of a voting member and alternates to the Planning & Zoning Commission.

   There was discussion about three citizens who had previously indicated interest in serving on the Planning & Zoning Commission: Bill Kinnison, Eric Stone, and Curtis Strong. However, all already are serving in other committees. The Village has placed an ad requesting applications in the Salado Village Voice to run August 18, 2016, with a deadline date of August 25. Any applications received will be forwarded to the BOA members for consideration. Alderman McDougal mentioned three additional citizens who had indicated an interest in serving.

   The Mayor closed the Workshop Session at 7:58 p.m.

VIII. Adjourn.

Mayor Pro Tempore Brown made a motion to adjourn. Alderman McDougal seconded. The motion carried unanimously (4-0).

The meeting was adjourned at 7:59 p.m.

_____
Skip Blancett, Mayor

ATTEST:

Mary Ann Ray, Village Secretary

Village of Salado, Texas
Board of Aldermen
Minutes
Special Called Meeting
6:30 p.m. Thursday, August 22, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Preston Dankert, Aldermen Michael McDougal, Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary.

I. Call to Order.

Mayor Blancett called the meeting to order at 6:34 p.m.

II. Regular Session.

1. Discuss and take possible action on Resolution authorizing the release or transfer of any disannexed areas from the extraterritorial jurisdiction of the Village and recognizing the statutory requirement that property owners disannexed or released from the extraterritorial jurisdiction of the Village will still be responsible for the indebtedness of the Village incurred while property was within the territorial limits of the Village. Authorize city administrator to take appropriate action.

   Administrator Foutz explained that on August 18, 2016, the Village received a petition from citizens requesting disannexation of a certain area. She explained that putting this Resolution in place now will enable the Village to release the disannexed area from the ETJ should the measure pass in a referendum. She said the owners of the disannexed properties would still be responsible for bonded indebtedness of the Village taken on when the properties were in the Village limits. There was discussion about the percentage of the proposed tax rate for 2016-2017 derived from ad valorem taxes and the exemptions allowed by the Village for over-65/disabled.

   Mayor Pro Tempore Brown made a motion to approve a Resolution authorizing the release or transfer of any disannexed areas from the extraterritorial jurisdiction of the Village and recognizing the statutory requirement that property owners disannexed or released from the extraterritorial jurisdiction of the Village will still be responsible for the indebtedness of the Village incurred while property was within the territorial limits of the Village, and authorize city administrator to take appropriate action, as presented. Alderman Coachman seconded.

   Discussion:
   Administrator Foutz explained that when property is disannexed, the property does into the ETJ. The resolution instructs her to go forward with action and additional research to move said property out of the Salado ETJ, which would open it up to annexation by another city. There was discussion that all members of the BOA live in the area

designated for disannexation. If the disannexation were to pass in a referendum, the incumbent members would retain their seats until a special election was conducted to replace them.

The Mayor Pro Tempore restated the motion. The motion carried unanimously.

2. Discuss and take possible action on interlocal agreement transferring property located in the extraterritorial jurisdiction from the Village to the extraterritorial jurisdiction of a neighboring municipality. Authorize city administrator to take appropriate action including negotiations with neighboring city.

   Administrator Foutz explained that this agreement would be put into use only if property is disannexed and would allow her to conduct discussions with other cities about moving said property into the ETJ of a neighboring city.

   Alderman Coachman made a motion to approve an interlocal agreement transferring property located in the extraterritorial jurisdiction from the Village to the extraterritorial jurisdiction of a neighboring municipality and authorize city administrator to take appropriate action including negotiations with neighboring city. The motion carried unanimously.

III. Adjourn.

Alderman Dankert made a motion to adjourn. Alderman Williams seconded.

The meeting was adjourned at 6:46 p.m.

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Skip Blancett, Mayor

ATTEST:

_____

Mary Ann Ray, Village Secretary

Village of Salado, Texas
Board of Aldermen
Minutes
Special Called and Workshop Meeting
6:30 p.m. Thursday, August 25, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Preston Dankert, Aldermen Michael McDougal, Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Municipal Judge Don Engleking; Mary Ann Ray, Village Secretary.

I. Call to Order.

Mayor Blancett called the meeting to order at 6:30 p.m.

II. Workshop Session.

1. Discuss Municipal Court.

   Administrator Foutz explained that costs of the Municipal Court are part of the budget process. The Village can maintain the court as is or exercise one of two options: 1) eliminate the court and have all citations processed through the Justice of the Peace Court, and thereby lose all court revenues; or 2) split the cost of an employee in the JP court and keep any revenues beyond the cost of paying the half-time employee. In the current fiscal year, the Municipal Court has had $60,000 in expenses and only $32,000 in revenues. Judge Engleking said he would return to the BOA's September 1, 2016, meeting with a more complete outline of Option 2.

2. Discuss appointment of voting member and an alternate or alternates to the Planning & Zoning Commission.

   After discussion about the applicants, it was the consensus that Larry Roberson would be appointed as a voting member and Andy Jackson and Eric Stone appointed as alternates.

3. Discuss the appointment of one member to the Environmental/Deer Committee.

   There was discussion about one applicant. Alderman Dankert said she would contact an individual she knows to be interested in serving and ask her to turn in an application tomorrow. It was the consensus that this item would be postponed for two weeks.

4. Discuss Texas Downtown Revitalization Grant program; and
5. Discuss Texas Parks & Wildlife Grant program.

Administrator Foutz asked to discuss Items 4 and 5 at the same time. She explained that the Village can apply for a Downtown Revitalization Grant that is open to cities that are not eligible for Community Development Block Grant Program and are not designated as a Texas Historical Commission Main Street city. The minimum grant is $50,000; the maximum is $250,000. The application must include at least a 10 percent match, but because Salado is not an economically disadvantaged community, the Village's chances of winning a grant would involve a higher match percentage (up to 30 percent). No in-kind match can be utilized.

She also discussed several parks grants, some of which can use in-kind donations as a part of the requisite 50 percent match.

In addition, the Village has been encouraged to resubmit its application for the trail grant that was submitted in February; the Village was notified in May that it would not receive the grant.

The Village currently has about $40,000 that can be used for matching grants.

Mayor Blancett closed the Workshop Session at 7:30 p.m. and asked for a 5-minute recess.

III. Regular Session.

6. Presentation, public hearing, discussion, and possible action on a Resolution (R-2016-146) of the Village of Salado, Texas authorizing submission of projects for the Mobility 2040 Metropolitan Transportation Plan (MTP) through the Killeen-Temple Metropolitan Planning Organization for roadway, bike and pedestrian, transit, and other eligible activities.

Administrator Foutz explained that KTMPO issues a Call for Projects every year, and all cities in the region submit various projects for roadways, hike-and-bike trails, transit activities, etc. All projects are taken to a committee and policy board to be ranked, and as funds become available, the communities are allowed to compete for funding. The Village submitted four projects for consideration:

1. Salado FM 2268 (Main Street) Multi-Modal Mobility and Safety Project
2. Salado Creek Off-Road Trail: Pace Park - Hike/Bike Trail Transportation Regional System Alignment
3. Hike/Bike Trail - Transportation Regional System Alignment Enhancements Along Salado Creek, Main Street, and Royal Street
4. West Village Road – Expansion of Capacity and Multi-Modal Improvements

The Mayor opened the public hearing at 7:50 p.m.

Linda Reynolds, 507 Santa Rosa, discussed existing projects with KTMPO and asked the Village to put grant submissions on the website so citizens in the area will can know what is happening in their neighborhoods.

The Mayor called and second and third time for speakers; none emerged. He closed the public hearing at 7:54 p.m.

Alderman Williams made a motion to approve a Resolution (R-2016-146) of the Village of Salado, Texas authorizing submission of projects for the Mobility 2040 Metropolitan Transportation Plan (MTP) through the Killeen-Temple Metropolitan Planning Organization for roadway, bike and pedestrian, transit, and other eligible activities, as presented. Alderman Dankert seconded. The motion carried unanimously.

7. Presentation, discussion, and possible action on an Ordinance (Ordinance 2016.016) revising the Economic Development Policy, providing for procedures including a Tax Abatement Policy, an Economic Development Program and other incentives.

   Administrator Foutz explained that the policy now includes economic incentives for residential developments to encourage developers to request annexation.

   Alderman McDougal made a Motion to approve an Ordinance (Ordinance 2016.016) revising the Economic Development Policy, providing for procedures including a Tax Abatement Policy, an Economic Development Program and other incentives, as presented. Alderman Coachman seconded.

   The Mayor opened the floor for public comment at 7:59 p.m. He called three times for speakers; none emerged. He closed public comments at 7:59 p.m.

   The motion carried unanimously.

8. Discussion and possible action on the appointment of one voting member and an alternate or alternates to the Planning & Zoning Commission.

   Alderman McDougal made a Motion to approve the appointment of Larry Roberson as a voting member and Andy Jackson and Eric Stone as alternates to the Planning & Zoning Commission. Alderman Coachman seconded. The motion carried unanimously.

9. Discussion and possible action on the appointment of one member to the Environmental/Deer Committee.

   Alderman Williams made a motion to postpone the appointment of a member to the Environmental/Deer Committee for two weeks. Mayor Pro Tempore Brown seconded. The motion carried unanimously.

IV. Adjourn.

Alderman Coachman made a motion to adjourn. Mayor Pro Tempore Brown seconded.

The Mayor adjourned the meeting at 8:06 p.m.

Skip Blancett, Mayor

ATTEST:

Mary Ann Ray, Village Secretary

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Mary Ann Ray, Village Secretary

ITEM DESCRIPTION: Discussion on submission of disannexation petition by the Village Secretary to the Board of Aldermen. Authorize Village staff to take appropriate action.

ITEM SUMMARY: At the August 18, 2016, meeting of the Board of Aldermen, the Village Secretary was presented with a petition calling for a disannexation election to be placed on November 8, 2016, ballot. However, upon examination of the petition, pursuant to Chapter 277 of the Election Code and Chapter 43 of the Local Government Code, the Village Secretary found the petition to be insufficient. The petition did not contain the printed name of each signer, the date of birth or voter registration number of any signer, or the date of signing, as required by Chapter 277.002 of the Texas Election Code. In addition, the petition is insufficient because the metes and bounds were not included in the petition as required by Chapter 43.143 of the Texas Local Government Code.

As required by state statute, the Village Secretary mailed a Letter of Insufficiency to the circulator of the petition on August 25, 2016, and also sent the letter via e-mail the same day.

STAFF RECOMMENDATION: N/A

FISCAL IMPACT: N/A

ATTACHMENTS:

- Letter of Insufficiency

Village of Salado

August 25, 2016

John Newman
2221 Chisholm Trail
Salado, TX 76571

Re: Certification of Petition

Dear Mr. Newman:

As required by the Texas Election Code, I hereby certify the petition submitted to the Village of Salado on August 18th, 2016, to be insufficient for the reasons set forth below.

In reviewing the petition for compliance with the requirements established in the Texas Election Code and the Texas Local Government Code, I find the petition is insufficient because the petition is not in compliance with Chapter 277 of the Election Code or Chapter 43 of the Local Government Code. Texas Election Code Section 277.002 sets out specifications for petitions. These specifications include:

- Signer's printed name;
- Signer's date of birth or voter registration number; and
- Date of Signing

The petition submitted on August 18th, 2016, did not contain the printed name of each signer, the date of birth or voter registration number of any signer, or the date of signing. The petition is insufficient because the metes and bounds were not included in the petition as required by law. TEX. LOC. GOV'T CODE § 43.143.

Not only is the Petition insufficient, but pursuant to Texas Election Code Section 277.0023, the petition may not be "supplemented, modified, or amended on or after the date it is received. . . ."

City staff may not assist you with any questions that you may have concerning petition requirements. If you need assistance with election matters, you may contact the Elections Division of the Texas Secretary of State, at 1-800-252-8683.

I will notify the Board of Aldermen of my Certification of the insufficiency of the petition for their consideration at their next regular meeting on September 1, 2016.

Sincerely,

Mary Ann Ray

Mary Ann Ray
Village Secretary

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: PUBLIC HEARING – Conduct the first of two public hearings to receive comments on the proposed tax rate of .5419 cents per $100 valuation for fiscal year 2017 (2016 tax year); announce September 8 as the date for the second public hearing on the tax rate; and announce meeting to adopt the proposed tax rate on September 15, 2016.

STAFF RECOMMENDATION: Conduct a public hearing. Action is not required at this time.

ITEM SUMMARY AND ANALYSIS: PUBLIC HEARING – Conduct the first of two public hearings to receive comments on the proposed tax rate of .5419 cents per $100 valuation for fiscal year 2017 (2016 tax year); announce September 8 as the date for the second public hearing on the tax rate; and announce meeting to adopt the proposed tax rate at 6:30 p.m. September 15, 2016, at the Municipal Building.

On July 18, 2016, the Chief Appraiser certified the tax roll (total freeze adjusted taxable value) of $168,130,780, which was higher than the prior year's tax roll, which was $165,775,153. The Chief Appraiser calculated the rollback tax rate of $0.551700/$100 ($0.1942 effective rate x 1.08= $0.2097 rollback +$0.342 debt service).

Tax Rate	Proposed FY 2016-17	Adopted FY 2015-16
Property Tax Rate	$ 0.5419	$ 0.3395
Effective Rate	$ 0.3296	$ 0.1852
Effective M&O Tax Rate	$ 0.1942	$ 0.1852
Adopted M&O Tax Rate	$ 0.1999	$ 0.1999
Rollback Tax Rate	$ 0.5517	$ 0.3396
Adopted Debt Rate	$ 0.3420	$ 0.1396

FISCAL IMPACT: See attachments.

ATTACHMENTS:

- Publication of the Effective and Rollback Tax Rates
- Notice of 2016 Tax Year Proposed Property Tax Rate and Notice of Public Hearings on the Proposed Property Tax Rate
- Notice of Public Hearing on the Proposed Fiscal Year 2016-2017 Annual Budget

2016 Property Tax Rates in VILLAGE OF SALADO

This notice concerns 2016 property tax rates for VILLAGE OF SALADO. It presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers can start tax rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per $100 of property value.

Last year's tax rate:	
Last year's operating taxes	$344,723
Last year's debt taxes	$240,737
Last year's total taxes	$585,460
Last year's tax base	$161,955,582
Last year's total tax rate	0.339500/$100
This year's effective tax rate:	
Last year's adjusted taxes (after subtracting taxes on lost property)	$550,463
÷This year's adjusted tax base (after subtracting value of new property)	$166,988,106
=This year's effective tax rate	0.329600/$100
This year's rollback tax rate:	
Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate and/or enhanced indigent health care expenditures)	$324,373
÷This year's adjusted tax base	$166,988,106
=This year's effective operating rate	0.194200/$100
×1.08 = this year's maximum operating rate	0.209700/$100
+This year's debt rate	0.342000/$100
=This year's rollback rate	0.551700/$100

Statement of Increase/Decrease

If VILLAGE OF SALADO adopts a 2016 tax rate equal to the effective tax rate of 0.329600 per $100 of value, taxes would decrease compared to 2015 taxes by $ 4,608.

Schedule A: Unencumbered Fund Balances:

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Maintenance & Operation Tax Fund	808,232
Interest & Sinking Fund	123,057

Schedule B: 2016 Debt Service:

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Permanent Improvement Bonds, Series 2015	335,000	241,080	0	576,080

	Total required for 2016 debt service	$576,080
-	Amount (if any) paid from funds listed in Schedule A	$0
-	Amount (if any) paid from other resources	$0
-	Excess collections last year	$0
=	Total to be paid from taxes in 2016	$576,080
+	Amount added in anticipation that the unit will collect only 100.000000% of its taxes in 2016	$0
=	Total Debt Levy	$576,080

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 411 East Central , Belton, TX 76513.
Name of person preparing this notice: Marvin Hahn
Title: Chief Appraiser
Date prepared: July 22, 2016

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR VILLAGE OF SALADO AND NOTICE OF PUBLIC HEARINGS ON PROPOSED PROPERTY TAX RATE

A tax rate of $0.541900 per $100 valuation has been proposed by the governing body of VILLAGE OF SALADO. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

PROPOSED TAX RATE	$0.541900 per $100
PRECEDING YEAR'S TAX RATE	$0.339500 per $100
EFFECTIVE TAX RATE	$0.329600 per $100
ROLLBACK TAX RATE	$0.551700 per $100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for VILLAGE OF SALADO from the same properties in both the 2016 tax year and the 2017 tax year.

The rollback tax rate is the highest tax rate that VILLAGE OF SALADO may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

property tax amount = (rate) x (taxable value of your property) / 100

For assistance or detailed information about tax calculations, please contact:

Marvin Hahn
Tax Appraisal District of Bell County
411 East Central
254-939-5841
Marvin.hahn@bellcad.org

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: 09/01/2016 at 6:30 p.m. at City Hall, 301 North Stagecoach Rd., Salado, TX 76571.
Second Hearing: 09/08/2016 at 6:30 p.m. at City Hall, 301 North Stagecoach Rd., Salado, TX 76571.

VILLAGE OF SALADO
NOTICE OF PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2016-2017 ANNUAL BUDGET

The Village of Salado will hold a public hearing on the proposed Fiscal Year 2016-2017 budget at 6:30 p.m. September 8, 2016, at City Hall, 301 N. Stagecoach, Salado, Texas 76571. You are urged to attend and express your view at this public hearing.

This budget will raise more revenue from property taxes than last year's budget by an amount of $340,876, which is a 59.62% increase. The property tax revenue to be raised from new property added to the tax roll this year is $7,743.47.

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Alderman Amber Dankert, Environmental/Deer Committee

ITEM DESCRIPTION: Presentation, discussion, and possible action on Environmental/Deer Committee recommendations for Salado Creek and Springs to include regulations and policies as follows: no swimming; no open flames/grilling; no tent stakes (sandbags only); no alcohol; no littering; no glass containers; pets must be leashed; and "swim at your own risk" signs if swimming is not prohibited.

ITEM SUMMARY: The Environmental Committee requested this item be placed on the agenda as a follow-up to recent workshop meetings by the Environmental/Deer Committee and the Board of Aldermen

COMMITTEE RECOMMENDATION: Committee recommends approval.

FISCAL IMPACT: N/A

ATTACHMENTS: None

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Frank Coachman, Alderman
Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on a Contract For Consultant Services between the Village of Salado and the Salado Chamber of Commerce.

STAFF RECOMMENDATION: This item was placed on the agenda by Mayor Blancett and Frank Coachman.

ITEM SUMMARY AND ANALYSIS: The original Consulting Services Agreement with the Chamber of Commerce was approved on November 6, 2014 and was for a term of one year. A new agreement was signed in April 2016 which expires on September 30 of this year. These two agreements were structured so that the Chamber was contracting with the Village to provide services.

The Board of Aldermen held a workshop on August 18, 2016 and decided to move forth with negotiations for the Village to contract with the Chamber for Tourism Services. At that time, the BOA directed that the City Attorney review a revised agreement for consideration.

Key changes to the Agreement:

- The Village is contracting with the Chamber for the Chamber to perform services (currently the Chamber contracts with the Village for services)
- The Village Hotel/Motel budget pays for two staff positions and their benefits, and Village insurance
- Village pays the Chamber 100% of the Hotel Occupancy Tax for that year for services (less payroll, benefits for two employees, and liability/property insurance)
- Utilizes up to 30% of the annual Hotel Occupancy Tax reserves of the current year in determining the lump sum amount sent to the Chamber.
- Revises insurance provisions for the Chamber
- Requires Chamber to provide an annual audit of the Hotel Occupancy Funds used
- Subject to appropriations by BOA

Note: The budget(s) referenced in the agreement and scope will be adopted at a future meeting in September.

FISCAL IMPACT: The contract amount will be reviewed and revised annually and is subject to annual appropriations by the Board of Alderman. Adoption of a skeletal Hotel/Motel Fund budget will continue to be part of the city's annual budget process. In addition, the Chamber of Commerce will present a proposed scope of work and proposed budget by no later than July 1 of each year for approval by the BOA in the Village's budget process.

ATTACHMENTS:

- Draft Revised Contract for Consultant Services and Scope of Work – subject to revision

VILLAGE OF SALADO
CONTRACT FOR CONSULTANT SERVICES

THE STATE OF TEXAS

COUNTY OF BELL

KNOW ALL MEN BY THESE PRESENTS

This contract is made, entered and executed between the **Village of Salado,** hereinafter called THE VILLAGE and Salado Chamber of Commerce hereinafter called SALADO CHAMBER OF COMMERCE.

W I T N E S S E T H

NOW THEREFORE, in consideration of the premises and of the mutual covenants and s of the parties hereto, THE VILLAGE and SALADO CHAMBER OF COMMERCE do mutually agree as follows.

A G R E E M E N T

Article 1. Contract Period

This contract becomes effective when fully executed by all parties hereto and authorizes reimbursement for agency management activities performed from October 2, 2016, to termination upon THE VILLAGE'S final approval of work completed by SALADO CHAMBER OF COMMERCE or on or about September 30, 2017, unless otherwise terminated or modified as hereinafter provided. This contract will automatically renew for increments of one year unless written notice is given to either party 30 days prior to expiration and as allowed by Article 22, Appropriations.

Article 2. Responsibilities of the Parties

SALADO CHAMBER OF COMMERCE shall undertake and complete the task as described in the Scope of Work, Attachment A, and in accordance with all terms and conditions included hereinafter. SALADO CHAMBER OF COMMERCE shall provide an annual scope of work and proposed budget for hotel occupancy funds no later than July 1 of each year for approval by the Board of Alderman in the VILLAGE's budget process.

THE VILLAGE shall provide assistance, if applicable, and as specified in said attached scope of work.

Article 3. Compensation

The maximum amount payable to the SALADO CHAMBER OF COMMERCE under this contract for Management Services shall not exceed the annual amount of **the HOTEL OCCUPANCY TAX COLLECTED and 30% of the current HOTEL OCCUPANCY TAX RESERVE FUND, subject to Article 22. Appropriations, less costs of VILLAGE salaries, payroll, benefits, and insurance. THE VILLAGE AND SALADO CHAMBER OF COMMERCE shall execute an acknowledgement on a form provided by THE VILLAGE, when the HOTEL TAX OCCUPANCY RESERVE FUND is an amount below the ninety (90) day reserve policy quarterly** THE VILLAGE may make partial proportionate payments of the amount based on the amount of work completed by SALADO CHAMBER OF COMMERCE in accordance with the Scope of Work.

Article 4. Contract Amendments

Significant changes in the terms and conditions of this contract can be made only by written amendment executed by the parties hereto prior to the changes being made. Any such amendment must be approved by both THE VILLAGE and SALADO CHAMBER OF COMMERCE.

Article 5. Additional Work

If SALADO CHAMBER OF COMMERCE is of the opinion that any work it has been directed to perform is beyond the scope of this contract and constitutes additional work, SALADO CHAMBER OF COMMERCE shall promptly notify THE VILLAGE in writing documenting the additional work to be performed and an estimate of the cost to provide the additional work. Any additional work shall be approved in accordance with Article 4 as a Contract Amendment.

Article 6. Changes in Work

When the approved project description requires a completed work product, THE VILLAGE will review the work as specified in the approved project description. If THE VILLAGE finds it necessary to request changes in previously satisfactorily completed work or parts thereof, SALADO CHAMBER OF COMMERCE will make such revisions as requested and directed by THE VILLAGE. Such work shall be considered as additional work and subject to the requirements established in Article 5.

If THE VILLAGE finds it necessary to require SALADO CHAMBER OF COMMERCE to revise completed work to correct errors appearing therein, CHAMBER OF COMMERCE will make such corrections, and no compensation will be paid for the corrections.

Article 7. Indemnification and Insurance

THE VILLAGE obtains liability coverage with the Texas Municipal League Intergovernmental Risk Pool for coverage for general liability, automobile liability, law enforcement, public officials' errors and omissions and for statutory workers' compensation coverage. The parties agree that

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employees of the Village that will be performing tasks pursuant to the Scope of Work, Attachment A, arising out of the services provided by the SALADO CHAMBER OF COMMERCE pursuant to this Contract shall be added by THE VILLAGE to THE VILLAGES's current liability coverage with the Texas Municipal Risk Pool only to the extent such liability or costs are covered under any existing liability coverage for City officials and employees while acting within the scope of their official capacity or employment with the City.

SALADO CHAMBER OF COMMERCE agrees to protect, indemnify, and save harmless from and against all claims, demands and causes of action of every kind and character of any claims as a result of the performance of this contract or brought by any officer or employee of THE VILLAGE against SALADO CHAMBER OF COMMERCE due to personal injuries and/or death to such employee resulting from any alleged negligent act, by either commission or omission on the part of SALADO CHAMBER OF COMMERCE in the performance of this contract.

THE VILLAGE shall be named as an additional insured on insurance maintained by SALADO CHAMBER OF COMMERCE. Insurance provided by the SALADO CHAMBER OF COMMERCE shall be in the amount of Two million dollars, ($2,000,000), for general liability and errors and omissions coverage, automobile liability and statutory worker compensation coverage. Any Insurance obtained by the SALADO CHAMBER OF COMMERCE for special events name the VILLAGE as an additional insured. THE VILLAGE shall notify the SALADO CHAMBER OF COMMERCE in writing of any claims as a result of the performance of this Contract.

Article 8. Inspection of Work

THE VILLAGE and any authorized representative thereof, have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises on which it is being performed. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work during regular business hours.

Article 9. Disputes

SALADO CHAMBER OF COMMERCE shall be responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of contract work.

Article 10. Non-collusion

Each party warrants that it has not employed or retained any company or person, other than a bona fide employee, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this contract. If either party breaches or violates this warranty, the nonbreaching party shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, gift, or contingent fee.

Article 11. Reporting and Auditing

The Executive Director shall submit monthly performance reports that provide as a minimum (1) a comparison of actual accomplishments to the goals established for the period, (2) reasons why established goals were not met, if appropriate, and (3) other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The Executive Director shall submit a final report within 60 days of the termination of the contract.

The Executive Director shall promptly notify THE VILLAGE AND SALADO CHAMBER OF COMMERCE in writing of events which have a significant impact upon the contract, including:

1. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

2. Favorable developments or events that enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

The Executive Director shall deliver to the THE VILLAGE AND SALADO CHAMBER OF COMMERCE a monthly financial report by the 10th of each month. The financial report shall include a Profit and Loss Statement for the Hotel/Motel Fund and a Balance Sheet. This report can be delivered through electronic means to an appropriate email address supplied by THE VILLAGE AND SALADO CHAMBER OF COMMERCE. In addition, the Executive Director shall also deliver an investment report on a quarterly basis.

THE SALADO CHAMBER OF COMMERCE shall provide an Audit performed by a certified public accountant and shall provide the audit to THE VILLAGE by January 31 of each year. Failure to provide the audit by January 31 of each year shall constitute a default and subject the SALADO CHAMBER OF COMMERCE to the termination provisions in Article 14. Termination.

Article 12. Records

SALADO CHAMBER OF COMMERCE agrees to maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and work performed hereunder and shall make such materials available at its office during the contract period and for three years from the date of final payment under the contract or as otherwise required by law. Such materials shall be made available during the specified period for inspection by the authorized representatives of THE VILLAGE AND SALADO CHAMBER OF COMMERCE for the purpose of making audits, examinations, excerpts, and transcriptions.

Article 13. Subcontracts

Subcontracts may be made as necessary and shall be in writing and approved by THE VILLAGE, if applicable, and SALADO CHAMBER OF COMMERCE.

Article 14. Termination

THE VILLAGE may terminate this contract in part or in whole at any time before the date of completion whenever it is determined that SALADO CHAMBER OF COMMERCE has failed to comply with the conditions of the contract. THE VILLAGE shall give written notice to SALADO CHAMBER OF COMMERCE at least seven days prior to the effective date of termination and specify the effective date of termination and the reason for termination.

If both parties to this contract agree that the continuation of the contract in whole or in part would not produce beneficial results commensurate with the further expenditure of funds, the parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.

Upon termination of this contract, whether for cause or at the convenience of the parties hereto, copies of all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by SALADO CHAMBER OF COMMERCE or its subcontractor shall, at the option of THE VILLAGE be delivered to THE VILLAGE with no restriction on future use.

THE VILLAGE shall compensate SALADO CHAMBER OF COMMERCE for those eligible expenses incurred during the contract period which are directly attributable to the completed portion of the work covered by this contract, provided that the work has been completed in accordance with the Scope of Work. SALADO CHAMBER OF COMMERCE shall not incur new obligations for the terminated portion after the effective date of termination.

Except with respect to defaults of subcontractors, SALADO CHAMBER OF COMMERCE shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by SALADO CHAMBER OF COMMERCE to progress in the performance of the work) if by reason of Force Majeure, such failure arises out of causes beyond the control and without the default or negligence of SALADO CHAMBER OF COMMERCE. Such causes may include but are not limited to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. In every case, however, the failure to perform must be beyond the control and without the fault or negligence of SALADO CHAMBER OF COMMERCE. The SALADO CHAMBER OF COMMERCE shall provide notice to the VILLAGE as soon as possible when invoking Force Majeure.

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Article 15. Remedies

Violation or breach of contract terms by THE VILLAGE or SALADO CHAMBER OF COMMERCE shall be grounds for termination of the contract, and any increased cost arising from THE VILLAGE's or SALADO CHAMBER OF COMMERCE's default, breach of contract, or violation of terms shall be determined as provided for in Article 14, Termination.

This contract shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

Article 16. Compliance With Laws

SALADO CHAMBER OF COMMERCE shall comply with all Federal, State, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this contract, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. If requested, SALADO CHAMBER OF COMMERCE shall furnish THE VILLAGE with satisfactory proof of its compliance therewith.

Article 17. Successors and Assigns

SALADO CHAMBER OF COMMERCE and THE VILLAGE each binds itself, its successors, executors, assigns and administrators to the other party to this contract and to the successors, executors, assigns and administrators of such other party in respect to all covenants of this contract. Neither SALADO CHAMBER OF COMMERCE nor THE VILLAGE shall assign, sublet, or transfer his interest in this contract without written consent of the other.

Article 18. Ownership of Documents

Upon completion or termination of this contract, copies of all documents prepared by SALADO CHAMBER OF COMMERCE or furnished to THE VILLAGE or SALADO CHAMBER OF COMMERCE shall be delivered to and become the property of THE VILLAGE. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to SALADO CHAMBER OF COMMERCE without restriction or limitation of further use
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Article 19. Signatory Warranty

The undersigned signatory for THE VILLAGE hereby represents and warrants that he is an officer of the organization for which he has executed this contract and that he has full and complete authority to enter into this contract on behalf of his firm.

Article 20. Consultant Resources

THE VILLAGE warrants that it presently has adequate qualified personnel in its employment for performance of services required under this contract, or will be able to obtain such personnel from sources other than SALADO CHAMBER OF COMMERCE.

Unless otherwise specified, SALADO CHAMBER OF COMMERCE shall furnish all equipment, materials, and supplies required to perform the work authorized herein.

All employees of THE VILLAGE shall have such knowledge and experience as will enable them to perform the duties assigned to them.

Article 21. Equal Employment Opportunity

THE VILLAGE agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR60).

Article 22. Appropriations

The obligations of SALADO CHAMBER OF COMMERCE to provide services required under this contract are subject to appropriation by the City of HOTEL OCCUPANCY TAX funds that are necessary to carry out the terms of this contract and shall be subject to the appropriation of funds by THE VILLAGE in its budget adopted for any fiscal year for the specific purpose of making payments pursuant to this contract for that fiscal year and shall constitute a current expense of THE VILLAGE for that fiscal year only, and shall not constitute an indebtedness of THE VILLAGE of any monies other than those lawfully appropriated in that fiscal year as received on a monthly basis. In any event, the HOTEL OCCUPANCY TAX FUND shall maintain a balance of Two Thousand and Five Hundred dollars, $2,500) each month.

Article 23. Notice

Any notice regarding this contract shall be in writing and shall be sent to the following:

THE VILLAGE

Skip Blancett, Mayor
Village of Salado
P. O. Box 219
Salado, TX 76571

SALADO CHAMBER OF COMMERCE

Mary Poche', Executive Director
Salado Chamber of Commerce
601 North Main Street
Salado, TX 76571

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Article 24. Governing Law and Venue.

This contract is governed by the laws of the State of Texas and to be performed in Bell County, Texas. Venue for any dispute that arises under this contract shall be in Bell County, Texas.

Article 25. Severance.

If any part of this contract is held to be invalid or illegal, that part of the contract shall be severed and the entire remaining contract shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED DUPLICATE COUNTERPARTS TO EFFECTUATE THIS AGREEMENT.

THE VILLAGE

_____

Skip Blancett, Mayor
Village of Salado
P. O. Box 219
Salado, TX 76571

ATTEST:

_____

Mary Ann Ray, Village Secretary

SALADO CHAMBER OF COMMERCE

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Melanie Kirchmeier, Chairman
Salado Chamber of Commerce
601 North Main Street
Salado, TX 76571

ATTEST:

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Attachment "A"

Scope of Work

Village of Salado Tourism Department

And

The Salado Chamber of Commerce

General –The Village of Salado Tourism Department and The Salado Chamber of Commerce enter into a partnership under a single consolidated governance structure hereby designated "The Salado Chamber of Commerce and Tourism Bureau, herein after called the BUREAU, in order to best accomplish the tasks associated with this Contract for Consultant Services.

Governance –

The Governance of the BUREAU shall be through a four member Governance Board consisting of:

- The Mayor
- BOA Representative
- Chamber Board Chairman
- Chamber Board Vice-Chairman (Non-voting member)

The role of the Governance Board is to:

- Provide guidance and direction to the Executive Director
- Oversee the appropriate use of resources
- Assist the Executive Director in removing barriers to assigned work
- Assist in the VILLAGE hiring process of the Executive Director and participating in candidate interviews and providing recommendations to the VILLAGE for candidate selection.

Management -

The BUREAU would be operationally managed by an Executive Director. The Executive Director shall be responsible for the:

- Completion of the annual program of work
- Day-to-day operation of the Bureau
- Staffing and management of the Bureau
- Development and execution of the Bureau's budget
- Coordination of all community activities

A more detailed list of duties and responsibilities are found under Performance Indicators.

Staffing-

The BUREAU agrees to the following Village funded positions supporting BUREAU operations:

- Executive Director

- Marketing /Events Manager

The BUREAU agrees to the following SALADO CHAMBER OF COMMERCE funded positions for BUREAU operation:

- Business Operations Administrator

- **Budgets** – The budget of the BUREAU will consist of two funding streams, each kept separately, and managed under SALADO CHAMBER OF COMMERCE controlled bank accounts.
- **Bureau Hotel/Motel Tax Fund.** – Annually the Village of Salado will approve and allocate Hotel/Motel Tax Revenue for use by the BUREAU in accordance with the limitations of State Law and as provided for in the Agreement and below. This portion of the BUREAU budget will be developed by the Executive Director, in cooperation with the Chamber Board, and presented prior to July 1 to the Village Board of Aldermen for approval by the Board of Alderman in the budget process.

- The VILLAGE Hotel Occupancy Tax Fund shall be managed by the VILLAGE. The VILLAGE fund will include the following revenue codes: Occupancy Tax, County Occupancy tax, Trolley rental, and Interest Income. Expenditure codes will include: Chamber of Commerce Contract, Salaries, Benefits, and Insurance. Starting on October 2, 2016, the Village will deposit Hotel Occupancy Tax receipts in the Hotel Occupancy Tax Fund when received. On a quarterly basis, the VILLAGE accountant will deposit into the SALADO CHAMBER OF COMMERCE Hotel Occupancy Account all Occupancy Tax funds received less costs for VILLAGE employee salaries, payroll, benefits, and insurance (liability, workers comp etc) and the minimum fund balance of $2,500. On October 2 of each year, the VILLAGE accountant shall deposit into the SALADO CHAMBER OF COMMERCE _____ Fund account the annual lump sum amount agreed upon in the contract and as appropriated by the Board of Alderman. The amount for Fiscal Year 2016-17 is $39,250. LAST SENTENCE PHRASING IS UNDER NEGOTIATION

- **Chamber Income/Events Fund.**– Annually The Salado Chamber of Commerce will approve and allocate Chamber Income for use by the Bureau. This portion of the BUREAU budget will be developed by the Executive Director in consultation with The Salado Chamber of Commerce. As events are budgeted by the BUREAU the revenue from all events will be considered as events revenue and will be placed in the BUREAU Reserve Fund. The BUREAU Reserve Funds will be used to augment the annual BUREAU Budget. The use is directed by the Governance Board upon recommendation of the Executive Director. In the event of a separation of this agreement, funds in this account will be split evenly between The Village of Salado and The Salado Chamber of Commerce.

Performance Indicators

Training & Support:

1. Executive Director shall complete all board required training and shall seek support through courses, seminars, webinars, mentoring and other continuing education as appropriate.
2. Executive Director shall direct and document the appropriate training for staff.
3. Executive Director shall prepare job descriptions and postings for all positions immediately upon agreement approval or future vacancy.
4. Executive Director shall ensure all staff are adequately cross-trained in Chamber and Hotel/Motel matters.

Membership:

1. Executive Director shall strengthen membership, through events, activities, recruitment strategies and ongoing communication efforts.
2. Executive Director shall be the "visible leader and face of the BUREAU."
3. Serve membership needs by maintaining resources such as the salado.com website and the visitor's guide.

Finances:

1. Maximize the leverage of all revenue streams to the maximum extent allowable by law.

Communication:

The Executive Director will actively seek out opportunities to effectively educate and communicate with the business community, lodging facilities, general public, BUREAU Staff and volunteers on the direction and goals of the partnership.

1. The Executive Director will leverage social and digital media outlets as economically and commercially available.

Metrics and Accountability:

1. The Executive Director shall be evaluated by the following metrics:
    a. Using 2013 as a baseline, membership retention and growth. (5%-10% annually)
    b. Following Standardized Operating Procedures and applicable law.
    c. Event growth through number of attendees, vendors, overnight stays.
    d. Quality and timeliness of the Annual Budget submission.
    e. Met or came in below Annual Budget expenditures

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