Village of Salado

REGULAR MEETING OF THE SALADO BOARD OF ALDERMEN

REGULAR MEETING AGENDA

6:30 P.M., THURSDAY, SEPTEMBER 15, 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*

Proclamation for Constitution Week.

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

Alderman Reports:

- Environmental Report – Alderman Dankert
- ETJ/Annexation Report – Alderman McDougal and Alderman Dankert
- Ordinance Committee Report – Alderman Williams and Alderman Coachman
- Main Street Report – Mayor Pro Tempore Brown and Alderman Coachman

- Street Improvement Report – Alderman McDougal
- Economic Development Committee – Alderman Coachman and Mayor Pro Tempore Brown
- Trails and Parks Committee – Alderman Dankert
- Public Safety/Emergency Management Committee – Alderman Dankert and Alderman McDougal
- Stagecoach/Wastewater Status Report – Mayor Pro Tempore Brown, Alderman Williams, and Administrator Foutz

Administrator's Report

Financial 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 item:

   a. Minutes, September 1, 2016, Regular Meeting.
   b. Minutes, September 8, 2016, Special Called and Workshop Meeting
   c. Engagement Letter with Donald L. Allman, CPA, PC, for the Annual Audit for the year ending September 30, 2016 for an amount not to exceed $9,000.00.
   d. Resolution (R-2016-149) adopting an Investment Policy for Fiscal Year 2016-2017 and designating an Investment Officer for Fiscal Year 2016-2017.
   e. Resolution (R-2016-150) designating Persons with Signing Authority.
   f. A contract with GovOffice for a new website in an amount not to exceed $7,620 for setup plus $1,150 for hosting second year.

VI. *REGULAR AGENDA*

5. Discussion and possible action on the selection of a Mayor Pro Tem.

6. Presentation, public hearing, discussion, and possible action on:

   (A) Ordinance 2016.17, adopting the Fiscal Year 2016-2017 Annual Budget beginning on October 1, 2016 and ending September 30, 2017; and
   (B) Ratifying the ad valorem property tax revenue increase reflected in the adopted 2016-2017 Annual Budget – This budget will raise more total property taxes than last year's budget by $340,876 (59.62%) and of that amount, $7,743.47 is tax revenue to be raised from new property added to the tax roll this year.

7. Presentation, public hearing, discussion, and possible action on Ordinance 2016.18, levying taxes and setting a property (ad valorem) tax rate; approving the fiscal year 2016-2017 ad valorem tax rate and levy of $0.5419 per one hundred dollars ($100) of assessed valuation of all taxable property within the corporate limits of the Village; providing for an exemption on residence homesteads; providing for exemptions for individuals who are disabled or 65 years of age or older.

8. Presentation, public hearing, discussion, and possible action on amendments to the Zoning Ordinance, (Ordinance 2013.08): Section 5.2, Landscape Requirements; Section 5.3, Residential Fencing, Walls, & Screening Requirements; and Section 2.2B(6), Planning & Zoning Commission, frequency of meetings.

VII. *WORKSHOP SESSION*

9. Update on Wastewater System Improvements, Rick Kasberg, Kasberg, Patrick & Associates.

10. Training on platting and zoning (presentation by Village Administrator).

11. Discussion on the Resolution (R-2016-.148) designating an Official Newspaper and an Alternate Official Newspaper for the Fiscal Year 2016-2017.

VIII. *EXECUTIVE SESSION*

12. Conduct an executive session as authorized by Texas Government Code, Section 551.074 and Section 551.071 to discuss Personnel Matters with and/or without attorneys on the evaluation of the Village Administrator.

13. Conduct an Executive Session for consultation with Attorney under Section 551.071 regarding Village Administrator's Employment Contract.

IX. *REGULAR SESSION*

14. Take appropriate action through a motion regarding Village Administrator's contract.

X. *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 5:45 p.m. on **Monday, September 12, 2016**.

Mary Ann Ray, Village Secretary

Removed from display: _____

Village of Salado, Texas
Board of Aldermen
Minutes
Regular Meeting
6:30 p.m. Thursday, September 1, 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, Alderman Michael McDougal, Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poché, executive director, Chamber of Commerce/Tourism Bureau..

I. Call to Order.

1. The Mayor called the meeting to order at 6:30 p.m. and opened with prayer.

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

II. Proclamations/Special Recognition.

None.

III. Public Comments.

3. None.

IV. Reports.

Mayor's Report.
Mayor Blancett gave an update on Interstate 35 construction and said the project appears to be on schedule.

Police Department Report.
Chief Jack Hensley reported that the new vehicle is not in service yet but would be soon. He provided the monthly statistics fro August (see attached). He met with the school district and TxDOT prior to the start of school to ensure a smooth start.

Fire Department Report.
Chief Shane Berrier was not in attendance. His report is attached.

Chamber of Commerce/Tourism Bureau Report.
Executive Director Mary Poché reported on activities of the Chamber of Commerce (see attached).

Village Administrator's Report.
Administrator Foutz reported that the Main Street Committee will meet to explore the possibility of free bicycle racks offered through a competitive process by the Central Texas Air Information and Research (CTAIR) program, under the Central Texas Council of Governments (CTCOG). The Village has received several inquiries about sewer service. A demo of the proposed website provider will be given at the BOA meeting next week. The Planning & Zoning Commission will consider changes to the Zoning Ordinance at its meeting September 6. TxDOT will start paving Main Street, Blacksmith, and Van Bibber between Main Street and Stagecoach Road September 12.

V. Consent Agenda.

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.

Alderman McDougal made a motion to approve the Consent Agenda as presented. Mayor Pro Tempore Brown seconded. The motion carried unanimously.

VI. Executive Session.

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

   The Mayor called a recess at 6:52 to adjourn to Executive Session.

   The Mayor adjourned from Executive Session at 7:05 p.m.

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.

   The Village Secretary reported that the petition is not valid because it did not include the Metes & Bounds as required by Texas Local Government Code Chapter 43 and the printed name and either the date of birth or voter identification number of each signer, as well as the date signed, as required by the Texas Election Code, Section 277.002.

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.

Administrator Foutz explained the effective tax rate and how the proposed tax rate was derived. The Mayor opened the public hearing at 7:11 p.m. and called for speakers three times. One speaker appeared at the third call.

Linda Reynolds 507 Santa Rosa, said that a higher tax rate would allow the Village to offer more services and suggested a tax rate of $1 to $1.50.

The Mayor made a final call for speakers at 7:14 p.m. and then closed the public hearing at that time.

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.

Alderman Dankert said this item was placed on the agenda with the expectation that both the Environmental/Deer and Trails/Parks committees would have discussed it. At this time, only the Environmental/Deer Committee has discussed the item.

Alderman Dankert made a motion to postpone discussion of this item to a future meeting. Alderman Williams seconded. The motion carried unanimously.

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

Alderman Coachman made a motion to approve and offer the contract to the Chamber of Commerce. Mayor Pro Tempore Brown seconded.

There was lengthy discussion about Chamber and Hotel/Motel funds, as well as Chamber reserves, and the need for the funds to be spent in a legal manner.

The motion carried by a 4-1 vote (Alderman Williams).

VIII. Executive Session.

10. Conduct an executive session as authorized by Section 551.071, Consultation with Attorney, regarding legal issues related to Chamber contract and hotel tax legal requirements.

The Mayor announced that there was no need for the Executive Session.

IX. Adjourn.

Mayor Pro Tempore Brown made a motion to adjourn. Alderman Dankert seconded. The meeting was adjourned at 7:56 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, September 8, 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; Linda Sjogren, Village Attorney.

I. Call to Order.

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

II. Regular Agenda.

1. Presentation, discussion, and possible action on the appointment of a member to the Environmental/Deer Committee to fill an unexpired term.

   David Williams made a motion to appointment of Linda Lopez to the Environmental/Deer Committee to fill an unexpired term. Mayor Pro Tem Fred Brown seconded. The motion carried unanimously.

2. PUBLIC HEARING - Conduct the second of two public hearings to receive comments on the proposed tax rate of .5419 cents per $100 valuation for Fiscal Year 2016-2017 (2016 tax year) and announce meeting to adopt the tax rate on September 15, 2016.

   Administrator Foutz explained the Debt Service and the Maintenance & Operations portions of the tax rate.

   Mayor Blancett opened the public hearing at 6:35 p.m. He called three times for speakers.

   Linda Reynolds, 507 Santa Rosa, asked why the Village's annual payment to the Bell County Appraisal District was not reflected in previous budgets and said that instead of considering separate drainage and road fees, just raise the tax rate.

   No other speakers emerged; the Mayor closed the public hearing at 6:39 p.m.

   No action was taken.

3. PUBLIC HEARING - Conduct a public hearing to receive comments on the Village's annual budget for Fiscal Year 2016-2017.

   Administrator Foutz gave a brief overview of the budget (see attached).

   Mayor Blancett opened the public hearing at 6:42 and called three times for speakers.

   Linda Reynolds, 507 Santa Rosa, questioned whether streetlights and drainage ponds will be the responsibility of the Village or developers, particularly with respect to developments approve prior to the approval of this budget.

   No more speakers emerged; the Mayor closed the public hearing at 6:45 p.m.

   Mayor Pro Tempore Brown made a motion to postpone action on item until the September 15, 2016, meeting. Alderman McDougal seconded. The motion carried unanimously.'

   The Mayor closed the Regular Session at 6:45 p.m.

III. Workshop Session.

The Mayor opened the Workshop Session at 6:47 p.m.

4. Discuss revisions to the Transportation Plan.

   Administrator Foutz distributed copies of the proposed Transportation Plan that has been in development by the Street Improvements Committee and has been presented to the joint committee that is focused on economic development. She explained that the major focus of the Plan is to connect primary connector streets to prepare for new growth.

5. Website demonstration.

   Village Secretary Mary Ann Ray explained that the Village's current website is inadequate in many respects. The website was purchased many years ago and has no technical support; the website host cannot assist when problems arise. The Village has been researching website providers that work exclusively with municipalities. She showed three websites that were developed by GovOffice, a provider that specializes in websites for small municipalities. The largest community showed has a population of 4,691; the smallest is 1,369. She said a proposal to purchase and new website and hosting will be brought forth at the next meeting.

   The Mayor closed the Workshop Session at 7:22 p.m.

IV. Executive Session.

The Board adjourned to Executive Session at 7:24 p.m.

6. Conduct an executive session as authorized by Texas Government Code, Section 551.074, Personnel Matters, for the evaluation of the Village Administrator.

   The Board emerged from Executive Session at 9:33 p.m.

V. Adjourn.

Alderman Dankert made a motion to adjourn. Alderman Coachman seconded. The meeting was adjourned at 9:34 p.m.

_____
Skip Blancett, Mayor

ATTEST:

_____
Mary Ann Ray, Village Secretary

BOARD OF ALDERMAN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Consider approving an Engagement Letter with Donald L. Allman, CPA, PC, for the Annual Audit for the year ending September 30, 2016 for an amount not to exceed $9,000.00.

STAFF RECOMMENDATION: Staff recommends approval.

ITEM SUMMARY AND ANALYSIS: Pursuant to Chapter 103 of the Texas Local Government Code, the Village is required to have an annual audit and to have an annual financial statement prepared based on the audit. The accounting firm of Donald L. Allman, CPA has performed our audit for the last three years.

Please see the attached Engagement Letter. The firm expects to begin the audit on approximately January 16, 2017, and issue its report no later than March 31, 2017. The LGC requires that the annual financial statement be filed in the Village Secretary's office within 180 days after the last day of the municipality's fiscal year. March 31 will meet this requirement.

FISCAL IMPACT: The fee for services including expenses will not exceed $9,000.00.

ATTACHMENTS:

- Proposed Agreement

D L A The Accounting Firm of Donald L. Allman, CPA, PC

ALG-CL-1.3: Audit Engagement Letter—Yellow Book

Donald L Allman, CPA, PC
205 East University Ave., Ste. 165
Georgetown, Texas 78626

CERTIFIED PUBLIC ACCOUNTANT

June 20, 2016

To the Honorable Mayor and Aldermen and Kim Foutz, City Administrator

Village of Salado, Tx
P.O. Box 219
Salado, TX 76571

We are pleased to confirm our understanding of the services we are to provide The Village of Salado, TX for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the discreetly presented component unit(s), each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of The Village of Salado, TX as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement The Village of Salado, TX's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to The Village of Salado, TX's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budget to Actual Comparison Schedules
3) Schedule of Changes in Net Pension Liability and Related Ratios and Schedule of Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of The Village of Salado and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of The Village of Salado, TX's financial statements. Our report will be addressed to the management and city council of The Village of Salado, TX. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that The Village of Salado, TX is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Salado, TX's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of The Village of Salado, TX in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to The Village of Salado, TX; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donald L. Allman, CPA, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donald L. Allman, CPA, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately January 16 and to issue our reports no later than March 31, 2017. Donald L. Allman, CPA, PC is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $9,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement

will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to The Village of Salado, TX and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Donald L. Allman, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Village of Salado, TX.

Management signature: _____
Title: _____
Date: _____

Governance signature: _____
Title: _____
Date: _____

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Consider approving Resolution (R-2016-149) adopting an Investment Policy for Fiscal Year 2016-2017 and designating an Investment Officer for Fiscal Year 2016-2017.

STAFF RECOMMENDATION: Staff recommends approval

ITEM SUMMARY AND ANALYSIS: The Public Funds Investment Act governed by Government Code §2256.001 states that a municipality must adopt an investment policy, investment strategies, and designate an investment officer. Dan Nixon has served as the Village's investment advisor since 2014 and is willing to continue serving. Mr. Nixon volunteers these services to the Village.

Under Section 2256.005 of the Local Government Code, an Investment Policy must: 1) be written, 2) primarily emphasize safety of principal and liquidity; 3) address investment diversification, yield, and maturity and the quality and capability of investment management. It must also include: 1) a list of the types of authorized investments in which the investing entity's funds may be invested; and 2) the maximum allowable stated maturity of any individual investment owned by the entity.

This Policy applies to all investment activities of the Village's funds under its control, except those subject to other investment covenants, or excluded by contract. The Investment Policy will govern the activities of the Investment Officer in his and designated deputies in their management of all public funds covered by this Investment Policy.

The primary objectives of the Village investment activities, in order of priority, shall be:

1. Safety – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal.

2. Liquidity – The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements, which might be reasonably anticipated.

3. Yield – The Village's investment strategy is conservative. Given this strategy, the benchmark used by the Investment Officer to determine whether market yields are being achieved shall be the 90-day T-bill rate. Return on investment is of least importance compared to the safety and liquidity objectives.

FISCAL IMPACT: n/a

ATTACHMENTS:

- Resolution R-2016-149
- Exhibit "A", Village Investment Policy

Village of Salado

VILLAGE OF SALADO
RESOLUTION

R-2016-149

A RESOLUTION OF THE BOARD OF ALDERMEN ADOPTING AN INVESTMENT POLICY FOR FISCAL YEAR 2016–2017 AND DESIGNATING AN INVESTMENT OFFICER FOR FISCAL YEAR 2016-2017

WHEREAS, the Village of Salado is a Type A government of the State of Texas; and

WHEREAS, the Board of Aldermen seek to be in compliance with The Public Funds Investment Act governed by Government Code §2256.001; and

WHEREAS, Government Code § 2256.006 states that a governing body may purchase, sell, and invest its funds and funds under its control in investments authorized under this subchapter in compliance with investment policies approved by the governing body; and

WHEREAS, the Public Funds Investment Act requires the Village to adopt an investment policy, investment strategies, and designate an Investment Officer; and

WHEREAS, the Investment Officer and the Village Accountant have reviewed the investment policy and have deemed it to be congruent with the investment philosophy of the Village and reflective of the Village's fiscal goals of safety, liquidity, and yield.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO THAT:

The Investment Policy attached as "Exhibit A" has been reviewed by the Board of Aldermen and the Board hereby adopts the Investment Policy as presented.

IT IS FURTHER RESOLVED, that Dan Nixon is hereby appointed Investment Officer to be responsible for the investment of funds in accordance with the attached Investment Policy.

APPROVED AND PASSED this, the 15th day of September, 2016, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions).

VILLAGE OF SALADO, TEXAS

_____
Skip Blancett, Mayor

ATTEST:

_____
Mary Ann Ray, Village Secretary

Village of Salado

INVESTMENT POLICY

Investment Policy
Adopted October 1, 2016

The Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended, prescribes that each Village is to adopt rules governing its investment practices and to define the authority of the investment officer. The following Investment Policy addresses the methods, procedures, and practices, which must be exercised to ensure effective and judicious fiscal management of the Village's funds.

The Investment Officer of is designated as the investment officer of the Village of Salado, Texas, and is responsible for all investment decisions and activities.

I. Scope

This Policy applies to all investment activities of the Village's funds under its control, except those subject to other investment covenants, or excluded by contract. The Investment Policy will govern the activities of the Investment Officer in his and designated deputies in their management of all public fundscovered by this Investment Policy.

In order to make effective use of the Village's resources, all funds shall be pooled for investment purposes, except for those funds required to be accounted for in other accounts as stipulated by applicable laws, bond covenants, contracts or Village policy. The pooled funds will include, but are not limited to, the funds of the General Fund, Water & Wastewater, GO Interest & Sinking, Hotel/Motel, Capital Projects, Federal/State Grant, Drainage, and Tax Increment Funds. The Firemen's Pension Fund, Deferred Compensation Plans, and any investments donated to the Village for a particular purpose, or under terms of use specified by the donor, are outside the scope of this Investment Policy.

This Policy also requires the formal adoption of an Investment Strategy that specifically addresses each of the Village's fund groups. (See Attachment A)

II. Objectives

The primary objectives of the Village investment activities, in order of priority, shall be:

A. Safety – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal.

B. Liquidity – The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements, which might be reasonably anticipated.

C. Yield – The Village's investment strategy is conservative. Given this strategy, the benchmark used by the Investment Officer to determine whether market yields are being achieved shall be the 90-day T-bill rate. Return on investment is of least importance compared to the safety and liquidity objectives.

Each investment transaction shall seek to first ensure that principal losses are avoided, whether they are from security defaults or erosion of market value.

III. Delegation Of Authority

The Investment Officer may designate deputies to assist with the management of the investment portfolio.

The Investment Officer or designated deputy shall be responsible for all transactions, compliance with internal controls, and insuring that all safekeeping, custodial, and collateral duties are in compliance with this investment policy and other applicable laws and regulations.

IV. Standard Of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. This investment principle shall be applied in the context of managing the overall investment portfolio.

The Investment Officer or designated deputy , acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for an individual security 's credit risk or market price changes , provided that deviations from expectations are reported in a timely manner to the City Administrator, and appropriate action is taken to control adverse developments .

V. Ethics And Conflicts Of Interest

The Investment Officer and designated deputies shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An individual who has a personal business relationship with a business organization offering to engage in an investment transaction with the Village shall file a statement with the Texas Ethics Commission and the Board of Aldermen disclosing that personal business interest. A disclosure statement will also be filed if the Investment Officer or any designated deputy is related within the second degree by affinity of consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the Village.

For the purpose of this section, an individual has a personal business relationship with a business organization if:

A. The individual owns 10 percent or more of the voting stock or shares of the business organization, or owns $5,000 or more of the fair market value of the business organizations;

B. Funds received by the individual from the business organization exceed 10 percent of the individual's gross income for the previous year; or

C. The individual has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the individuall.

VI. Accounting/Reporting

The Investment Officer shall, not less than quarterly, prepare and submit to the Board of Aldermen a written report of investment transactions for all funds covered by this investment policy for the preceding reporting period. The report should:

A. Describe the investment position of the entity on the date of the report;

B. Be prepared and signed by the Investment Officer;

C. Contain a summary statement prepared in compliance with Governmental Accounting Standards (GAS) that states the beginning market values, additions and changes to the market value, ending market value and fully accrued interest for the reporting period;

D. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by type of asset and fund type invested

E. State the maturity date of each separately invested asset that has a maturity date;

F. State the compliance of the investment portfolio as it relates to the Village's Investment Policy, the Village's Investment Strategy and the Public Funds Investment Act; and

G. The reports should be formally reviewed at least annually by an independent auditor.

The method used to monitor the market price of acquired investments is to obtain market rates for the total portfolio from at least two independent brokers or from a recognized entity that provides a similar service.

VII. Internal Controls

The management of the Village of Salado, Texas, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objective of an internal control structure is to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this policy, we have identified procedural controls for the purchase of investments (See Attachment B). Significant internal control structure policies and procedures are beyond the scope of this policy. The Director of Finance shall comply with the Village's Internal Control Policies and Procedures at all times.

VIII. Diversification

The Village will diversify use of investment types and issuers to avoid incurring unreasonable risks inherent in over-investment in specific instruments, individual issuers or maturities.

The investment portfolio shall not exceed the following guidelines without prior approval of City Administrator:

A. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the total investment portfolio will be invested in a single investment type.

B. Investment in any one single U.S. Agency Issue shall not exceed 30% of the total investment portfolio.

C. Commercial Paper shall not exceed more than 5% of the total investment portfolio.

D. With the exception of U.S. Treasury securities, no more than 40% of the total investment portfolio shall be invested with a single issuer.

E. Investment with maturities of three years shall be limited to a maximum of 20% of the total portfolio.

F. The minimum maturity on any individual investment shall be one day (overnight). Maturities will be scheduled to meet liquidity and operating requirements.

G. The maximum maturity for each investment and the total portfolio will be timed to maturity to meet cash flow needs established by the cash flow analysis. The maximum maturity of any individual investment shall not exceed three (3) years.

H. The maximum dollar-weighted average maturity of the total investment portfolio is 270 days.

Maturity schedules shall be timed according to anticipated liquidity needs. Investments, from time to time, may be liquidated before maturity for cash-flow purposes. To meet these disbursementschedules, market gains or losses may be required. Any losses for early maturity liquidation should be minimized, and they should be reported as such to the City Administrator in a timely manner. Actual risk of default shall be minimized by adequate collateralization. Market risk shall be minimized bydiversification of investment type and maturity.

The Investment Officer shall routinely monitor the contents of the investment portfolio, the available markets and the relative values of competing instruments, and shall adjust the investment portfolio accordingly, keeping in mind the overall objectives of the investments.

IX. Cash Flow Analysis

The Investment Officer, in conjunction with the Village Accountant may develop and maintain a comprehensive cash flow analysis for select Village's fund types. The purposes will be to determine liquidity needs and the available funds for investing. The summarized cash flow analysis reports will be provided to the Board of Aldermen and the Village Administrator on a quarterly basis.

X. Authorized Investments

The following is a list of authorized investments:

A. Obligations issued, guaranteed, insured by, or backed by the full faith and credit of the United States or its agencies and instrumentalities (i.e. U.S. Treasury and Agency Issues).

B. Certificates of Deposit, which are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and are secured by obligations of the United States or its agencies and instrumentalities, that have a market value of not less than the principal amount of the certificates.

C. Fully collateralized repurchase agreements that have a defined termination date and are secured by obligations of the United States or its agencies and instrumentalities. The securities purchased by the Village must be pledged to the Village, held in the Village's name and deposited at the time the investment is made with the Village's custodial bank. Repurchase agreements can only be placed through primary government securities dealers or financial institutions doing business in Texas. The maximum term for repurchase agreements is ninety (90) days from the date the reverse security repurchase agreement is delivered and securities held as collateral must not mature later than the agreement's expiration date.

D. Commercial paper with a stated maturity of 270 days or less from the date of issuance. Must be rated not less than A- 1 or P-1, or an equivalent, by at least two nationally recognized credit rating agencies or rated by one credit rating agency plus fully secured by an irrevocable letter of credit issued by a domestic bank.

E. Investment pools that are authorized by Council, invest only in investments approved by the Public Funds Investment Act, have an advisory board and are continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating agency. Investment pools must provide an offering circular, investment transaction confirmations, and monthly reports.

F. S.E.C. registered no-load money market mutual funds that have a dollar-weighted average stated maturity of ninety (90) days or less and include in its investment objectives the maintenance of a stable net asset value of $1 for each share.

An investment that requires a minimum rating under this policy does not qualify as an authorized investment during the period the investment does not have the minimum rating. The Investment Officer will take all prudent measures that are consistent with this policy to liquidate an investment that does not have the minimum rating; however, the Investment Officer will not be required to liquidate investments that were authorized investments at the time of purchase.

The Investment Officer is specifically prohibited from investing in:

A. Structured notes, investments with inverse-floaters, collateralized mortgage obligations, or any other form of derivatives;

B. Any investment not authorized by this Policy or the Public Funds Investment Act;

C. Any instrument for which there would not be a ready market for immediate resale;

D. Any investment pool in which the Village would own more than 20% of the market value of the pool;

E. Highly sophisticated investments not freely conducted in the marketplace e.g., derivatives; and

F. Any one mutual fund in which the Village would own more than 10% of the total assets of the mutual fund.

The Investment Officer is also specifically prohibited from borrowing funds for the purpose of reinvesting the funds to leverage return.

XI. Eligible Institutions

The following financial institutions are eligible for consideration for investment transactions by the Investment Officer:

A. State or national banks domiciled in the State of Texas.

B. Savings banks domiciled in the State of Texas.

C. State or federal credit unions domiciled in the State of Texas.

D. Brokers approved and designated as primary dealers by the Federal Reserve Bank of New York.

E. Secondary or regional brokers who meet the following requirements:

1. National Association of Security Dealers certified;

2. Carry Texas State Registration;
3. Have net capital of $1 million or more for Delivery Versus Payment investment transactions or net capital of $50 million or more for Repurchase Agreementtransactions; and
4. Have at least five (5) years of operation.

F. Local government investment pools, i.e. Texpool, TexSTAR, etc.

G. S.E.C. registered money market mutual funds.

Routine investment transactions, not covered in the scope of this policy such as sweep accounts, certificates of deposit, and float interest earnings, would be allowed with the Village's depository.

A written copy of the Village's investment policy shall be presented to any financial institution offering to engage in an investment transaction with the Village. The qualified representative of the financial institution offering to engage in an investment transaction with the Village shall execute an Investment Policy Certification substantially to the effect that the financial institution has:

A. Received and reviewed the Village's investment policy; and

B. Acknowledged that the financial institution has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Village and the institution that are not authorized by the Village's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Village's entire portfolio or requires an interpretation of subjective investment standards.

A list of individual qualified institutions authorized to engage in investment transactions with the Village shall, at least annually, be reviewed, revised, and adopted by the Board of Aldermen. (See Attachment C)

All broker/dealers will have on file, with the Village, Trading Authorization Agreements.

XII. Security Purchases/Trades

The Village will purchase securities on an "as needed" basis only. The Village will determine investment requirements based on cash flow analysis and current cash positions. The Village will evaluate all bids given for determination of the securities best suited for the Village's requirements.

Security selections and term will be determined in accordance with, (1) safety of principal, (2) cash flow needs, (3) investment type as a percentage of total investment portfolio and (4) yield.

Brokers/dealers are not encouraged to contact the Village on currently available securities that the broker/dealers believe are items of interest to the Village.

All securities placed will be solicited from no less than three qualified institutions. The Investment Officer will obtain the quotes and get approval from the Village Administrator or a designated deputy prior to making any investment decision. All security purchases and trades conducted through the Village will be settled with the Village's third party custodial bank. The use of Delivery versus Payment (DVP) for investment transactions/purchases, except with investment pools and money market mutual funds, will be continually used by the Investment Officer at the Village's third party custodian bank.

The Investment Officer Village Administrator, Village Secretary and Assistant Village Secretary are the only individuals authorized to wire funds for the Village. Dual authorization shall be used for all non-repetitive wire transfers.

XIII. Collateralization Requirements

Consistent with the requirements of the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, the Village will require full collateralization of all deposits with depository institutions. In order to anticipate market changes and provide a level of security, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less the amount insured by the Federal Deposit Insurance Corporation. Securities pledged as collateral shall be held in the Village's name by an independent third party with whom the Village has a current custodial agreement. A clearly marked evidence of ownership must be supplied to the Village for retention. The Village must approve any release and/or substitution of collateral before such action is taken. Collateral shall be reviewed daily to assure that the market value of the securities pledged equals or exceeds the related deposit.

Securities authorized by the Public Funds Collateral Act are acceptable for collateralization purposes.

Private insurance coverage is not an acceptable collateralization form.

XIV. Investment Training

The Investment Officer and designated deputies shall attend:

A. At least one training session relating to the Investment Officer designated deputies' responsibilities within 12 months after taking office or assuming duties.

B. Investment training sessions not less than once in a two year period and receive not less than ten (10) hours of instruction relating to investment responsibilities.

Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Public Funds Investment Act.

All training shall be from an independent source on the list of approved training seminar sponsors. (See Attachment D)

XV. Conclusion

The Investment Officer will adhere to the investment policy in all investment decisions of the Village. The Investment Officer will provide quarterly written reports to the Village Administrator and Board of Aldermen on the investment activity of the Village's investment portfolio.

All current investment activity, which does not comply with the above stated policy, will be allowed to mature, and all future investment activity will be negotiated under the terms of the stated policy.

In conjunction with the annual financial audit, a compliance audit will be performed on management controls and adherence to this policy.

An annual review of the Investment Policy and Strategy will be conducted by the Investment Officer. The Investment Policy and Strategy, with any changes, will then be presented for the Board of Aldermen to review. Formal adoption of the Investment Policy and Strategy will be documented in the minutes of the Board of Aldermen meeting and the adopting resolution.

INVESTMENT STRATEGY - ***Attachment A***

The investment strategy of the Village of Salado, Texas, is adopted to provide investment guidelines that will minimize the risk of loss. In order to make effective use of the Village's resources, all monies shall be pooled into one fund, except for those monies required to be accounted for in other accounts as stipulated by applicable laws, bond covenants, contracts or Village policy. Investment priorities (in order of importance) are as follows:

A. Suitability – Any investment allowed by the Investment Policy is suitable. Maturity schedules shall be timed according to anticipated needs.

B. Safety of Principal – All investments should be of high quality with no perceived default risk.

C. Liquidity – Local government investment pools and mutual funds shall provide daily liquidity. Fixed maturity investments shall provide liquidity as required by anticipated needs.

D. Marketability – Investments should have an active and efficient secondary market to enable the Village to liquidate investments prior to the maturity for unanticipated cash requirements.

E. Diversification - The Village will diversify use of security types, issuers and maturities. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the total investment portfolio shall be invested in a single security type. With the exception of U.S. Treasury securities, no more than 40% of the total investment portfolio shall be invested with a single issuer. Maturity schedules shall be timed according to anticipated liquidity needs. The maximum dollar-weight average maturity is 270 days.

F. Yield – The Village's investment strategy is conservative. The benchmark used by the Investment Officer to determine whether market yields are being achieved shall be the 90-day T-bill rate.

INVESTMENT PURCHASING PROCEDURAL CONTROLS - ***Attachment B***

A. Investment Officer shall analyze cash flow and determine specific cash flow needs of the Village before any current securities mature or any new money is invested.

B. Investment Officer agree to type of security (as allowed or as authorized by law, contract, or investment policy), denominations, and duration.

C. Village Secretary

- Issues Request for Qualifications from brokers to establish an authorized brokers list in accordance with state law procedures;
- Obtains three (3) net quotes for securities from authorized brokers;
- Prepares quote listing with relevant information from the offerers;
- Submits quote listing with recommendation for best responsible net offerer to Investment Officer or ;
- Investment Officer approves best responsible net offerer; and
- Contacts selected offerer with instructions to buy.

D. Broker faxes or calls Village Secretary with details of the purchase (disc, etc.).

E. Village Secretary contacts safekeeping with details, and faxes copy of CUSIP to safekeeping for security verification.

F. Safekeeping compares CUSIP to delivered securities to initiate payment. The purchase of individual securities shall be executed "delivery versus payment" (DVP) through the Federal Reserve System. By so doing, Village funds are not released until the Village has received, through the Federal Reserve wire, the securities purchased.

G. A letter is prepared with Investment Officer and Village Secretary's signature stating all details of the purchase, and is sent to the broker.

H. The broker must verify the letter for understanding and correctness of securities purchased, sign it, and return it to the Village of Salado.

I. The investment portfolio and cash flow documents are updated to reflect security transactions. The Village accountant reconciles the investment portfolio with the general ledger monthly. The reconciliation is reviewed and approved by the Village Administrator.

J. Safekeeping receipts are received by a Finance employee who is independent from the initiating or approval of the purchase, and are verified with the Daily Balance Report; if correct, the receipts are filed for documentation upon arrival.

LIST OF QUALIFIED INSTITUTIONS - ***Attachment C***

The following institutions are authorized for use by the Investment Officer. Additional institutions may be added to the list if Local Government Code procedures are followed.

Texpool – Local government investment pool
TexSTAR – Local government investment pool
Local banks
Local savings and loans

This list shall be revised when necessary throughout the year to account for additions and deletions.

TRAINING SEMINAR SPONSORS - ***Attachment D***

All investment training shall be from an independent source approved by the Board of Aldermen. The following sponsors are hereby approved:

A. Government Finance Officer's Association (GFOA);

B. Texas Society of Certified Public Accountants (TSCPA);

C. American Institute of Certified Public Accountants (AICPA);

D. Texas Municipal League (TML);

E. Government Treasurer's Organization of Texas (GTOT);

F. Sponsors approved by the TSCPA and GFOA, GFOAT, GTOT, to provide CPE credits; or

G. Other sponsors approved on an individual basis by the Village Administrator or Mayor.

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Mary Ann Ray, Village Secretary

ITEM DESCRIPTION: Consider a Resolution (R-2016-150) by the Board of Aldermen designating persons with signing authority on Village bank accounts.

STAFF RECOMMENDATION: Staff recommends approval.

ITEM SUMMARY AND ANALYSIS: This resolution provides for the following individuals to have authority to endorse and make deposits, sign checks, withdraw funds, and otherwise operate any and all bank accounts on behalf of the Village:

Mayor Skip Blancett
Mayor Pro Tempore Fred Brown
Alderman Michael McDougal
Investment Officer Dan Nixon
Village Administrator Kim Foutz

The Village's Investment Policy has the following provisions:

Items of less than $1,500 require one signature, and the Village Administrator is the logical person to sign. Items of $1,500 or more require two signatures; in the event that the Mayor is unable to sign, the Mayor Pro Tempore or an authorized Alderman can sign in his stead.

FISCAL IMPACT: None.

ATTACHMENTS: None.

Village of Salado

RESOLUTION

No. R-2016-150

A RESOLUTION OF THE VILLAGE OF SALADO DESIGNATING PERSONS WITH SIGNING AUTHORITY ON VILLAGE BANK ACCOUNTS

WHEREAS, the Board of Aldermen has established bank accounts in accordance with its Investment Policy and Chapter 105 of the Local Government Code; and

WHEREAS, it is prudent to establish appropriate accounts to achieve the Village's Investment Policy of safety and liquidity; and

WHEREAS, the Board of Aldermen is required to appoint authorized signers of checks for the Village; and

WHEREAS, banks routinely require all authorized signature authorities to be approved by the governing board;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO THAT:

Section 1: The Board of Aldermen approve the Mayor, Investment Officer, Mayor Pro Tem, and Village Administrator as authorized signers of checks.

Section 2: The following individuals shall have authority to endorse and make deposits, sign checks, withdraw funds, and otherwise operate any and all bank accounts on behalf of the Village:

Mayor Skip Blancett
Mayor Pro Tempore Fred Brown
Alderman Michael McDougal
Investment Officer Dan Nixon
Village Administrator Kim Foutz

APPROVED AND PASSED this the 15th day of September, 2016, by a vote of ____ ayes to ____ nays to ____ abstentions.

VILLAGE OF SALADO, TEXAS

_____
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: Presentation, discussion, and possible action on a contract for a new website from GovOffice in an amount not to exceed $7,620 plus $1,150 for hosting second year.

ITEM SUMMARY: This item was presented in a workshop on September 8, 2016. The Village's current website is old, outdated, limiting, and cumbersome to operate from the back side. Visitors to the site who use Apple products often have issues because the site is not mobile-friendly. The Village contacted three website providers that work exclusively with municipalities: CivicPlus, GovOffice, and WebGov. Two providers – GovOffice and WebGov – specialize in smaller municipalities; CivicPlus works more with larger municipalities and has significantly higher costs. Village staff participated in a live online demonstrations with CivicPlus and GovOffice and viewed an online tutorial with WebGov. Staff also visited several websites hosted all three providers to evaluate design and user-friendliness. All offer mobile-friendly sites.

WebGov's costs are lower, but GovOffice offers a higher level of training and support. Staff talked by phone with website managers of two of GovOffice's clients: Appleton, Minn., and North Oaks, Minn. Both managers reported a high level of satisfaction with the product and service.

The Village would purchase the use of a template created by GovOffice but would have full control of content. OfficeGov indicates the new website can be operational in two to three months and offers a pre-launch site review to ensure viability. Inserting text and photographs to the website is very easy and can be learned in a matter of two hours. GovOffice also offers toll-free phone technical support.

COMMITTEE / STAFF RECOMMENDATION: Staff recommends approval.

FISCAL IMPACT: $7,620 plus $1,150 for hosting second year.

ATTACHMENTS:

- Proposals from CivicPlus, GovOffice, and WebGov

Quotation for Service

DATE: September 12, 2016

FROM: Ross Heupel, ross@govoffice.com, 651-270-0442

Upon acceptance of the Quotation for Service and verification of the Client's contact information, please sign the quote and return a soft copy of the entire document (ross@govoffice.com)

Village of Salado
P.O. Box 219
Salado, TX 76571

Key Contact:
Mary Ann Ray
Village Secretary
254-947-5060
mray@saladotx.gov
http://www.saladotx.gov
Population: 2,200

Web Development Project	Cost
Annual Service Package • Web Hosting and Maintenance of Web Servers • Customer Support and Training • Mobile Website • eNewsletter Solution • ePayment Solution	**$1,150**
Custom Graphic Web Design – Premium Solution Design Includes desktop website with custom home page and four custom interior banners, mobile website design and homepage content setup.	**$4,895**
Auto Image Slider Feature Includes five image boxes, self-administered.	**$1,000**

Quick Link Icons/Buttons	**$500**
URL Domain Redirect Fee	**$75**
Grand Total:	**$7,620** **Second Year: $1,150**

Premium Solution Design Includes

- Custom homepage design
- Scenic background image to be applied
- 4 Interior Banners rotate on refresh or be tied to internal sections
- Unique color scheme to fully match the client's branding
- Custom font treatment throughout site (from Google font selection)
- Full set of social media icons
- Favicon, if requested by the client
- Limit of 50 photos sent for inclusion in the design
- 3 Mockups – 3 Revisions

Homepage Setup included – our content professionals will provide up to 3 hours of service in setting up or organizing your new Homepage content to conform to the final design draft and Web best practices.

Auto-Slider Feature Includes:

- Five image boxes
- The Auto Image Slider is self-admin, which means you can add and remove photos at your discretion - no additional programming required.
- It also includes stylish transitions, captions and the ability to link images to internal pages of your website.

Quick Link Icons, five large buttons to be applied to new design.

Mobile Website to include logo and preferred color scheme.

Timeline: While GovOffice strives to complete each Client's custom design project as efficiently as possible, we do not guarantee the deployment ("go-live") of a custom design by or on a specified date.

Start of Service, Training, and Support: The Client's service (ability to utilize the software, hosting of the Web site, and access to the GovOffice Customer Service Center) and annual billing schedule begin the date on which the Web site is added to the GovOffice server with a temporary domain name, *http://nameofclient.govoffice3.com*. GovOffice will provide an online training session (two-hours) for the Client.

Web Hosting: The Service Package includes Web hosting for sites up to 1,000 MB – extended storage space (usage is verified by GovOffice on a monthly basis) of data.

Domain Name: Clients may choose from the following options relating to domain name: If the Client already owns a domain name, the domain name may be re-directed to the Client's new Web site for a $75 one-time only charge.

All costs within the Quotation for Service are valid for 60 days from the date above.

By signing below, you agree to the "Terms and Conditions" as they appear on our Web site at www.govoffice.com/terms.

Date: _____

Printed Name and Title:_____

Signature: _____

Steps to begin service with GovOffice:

1. Please sign your quote and return a soft copy of the entire document (3 pages) to ross@govoffice.com

2. Avenet Web Solutions (the parent company of GovOffice) will e-mail the "Avenet Invoice" to the "Site Admin" named above. Payment instructions will be posted on the invoice.

3. After GovOffice has received initial payment the "Site Admin" will be contacted by a member of the GovOffice Customer Service Center to schedule content transfer project, in addition we'll proceed with your design project.

Thanks for choosing GovOffice Web Solutions – we look forward to working with you!

Service & License Agreement
Village of Salado, TX

Client: Village of Salado
P.O. Box 219
Salado, TX 76571
254-947-5060

Key Contact: Mary Ann Ray
Village Secretary
254-947-5060
mray@saladotx.gov
http://www.saladotx.gov

GovOffice Web Solutions, a Division of Avenet LLC
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
Phone: 612-617-5700
Fax: 612-617-5701
Avenet LLC Federal Tax ID: 41-1940025

avenet.net
govoffice.com
help.govoffice.com

Terms & Conditions

This Agreement, dated September 16, 2016 ("Effective Date"), is by and between Avenet LLC, d/b/a GovOffice ("GovOffice") and the Village of Salado, TX ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

1. GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A–GovOffice Project Deliverables, attached hereto.

Additional Services

2. Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

3. Upon execution of this agreement, GovOffice will provide an invoice for **first year fees of $3,175**, which will be due within 30 days of receipt. Design and/or content services begin upon receipt of initial payment.

4. **Year 2 and Year 3 Annual Fees of $3,175** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

6. Client may renew this agreement for an additional 3 year period at the same rate as quoted herein and is eligible to receive a new Premium level graphic design with such renewal (renewal rate - $3,175).

7. Either party may terminate the Annual Support, Maintenance & Hosting Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.

8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years at the same rate and payment schedule as this agreement, including a site redesign at the same or comparable level of service as that described in Exhibit A.

9. Client may terminate this agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total fee of this agreement within 30 days of termination.

Additional Terms & Conditions

10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.

11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (*go-live*) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By _____ Client Date _____

By _____ GovOffice Date _____

Purchase Order Number: _____

Instruction

Sign and return soft copy/PDF of entire document to ross@govoffice.com and mail two (2) signed originals to the GovOffice corporate office address with your initial payment (see Page 1 for address). GovOffice will email a counter-signed copy of the contract back to you, and, upon receipt of two signed originals, we will counter-sign and return one copy for your files.

Exhibit A: GovOffice Project Deliverables

COST SUMMARY

Year 1 Payment = $3,175 **Year 2 Payment = $3,175** **Year 3 Payment = $3,175**

Total of All Three Payments = $9,525

License of GovOffice 3.3 Content Management System (CMS)

License of GovOffice CMS includes an online training session for staff with the Training & Technical Support Team and the following features:

-Ability to limit access and administrative permissions to each user on the system
-Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
-Live Site feature allows users to switch between the live and administrative Web sites within one browser window
-Data storage tracker to help manage your load of Web content
-Audit log that shows editing activity of all administrative users
-Flexibility to name and order all navigation menu buttons
-Import, type, and format text
-Create unlimited number of links to internal pages and external Web sites
-Upload, resize, position, and caption photos
-Online forms for questions, comments, and requests to be contacted by staff
-Post audio and video files
-Upload and name documents, such as Agendas & Minutes and newsletters
-Schedule of events, including recurring events, within a true calendar display
-Online opinion polls with controlled responses and option to display the results
-Image gallery to create a Community Photo Album; includes slideshow capability
-Ability to add, turn on & off, and remove sidebars from all pages
-Directory, including contact information and photos, of Elected Officials and staff
-Post news stories with a pre-set release date for automatic display on the live Web site
-Display job listings with post & deadline dates and post the employment application
-List Frequently Asked Questions by department or the entire organization
-Related links to associated Web sites without posting long URLs
-Directory of local attractions and links to an online map
-Site Map for added ease by site visitors in locating a desired section of the Web site
-Last Edit stamp that shows the date on which any Web page was last updated
-Printer-Friendly option and some flexibility in the placement of the prompt
-Search engine that also searches keywords within uploaded documents
-Option for advanced users to switch to HTML mode for editing
-Intranet capability for staff only areas of the Web site; accessed only by username and password
-Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
-RSS feeds in from other news-related Web sites

Service & Maintenance
-Unlimited bandwidth & Website hosting up to 1 GB of uploads,
-Unlimited toll-free technical support for staff,
-Online training/ re-training of Content Management System (CMS) software for staff,
-Daily backups of stored Website content and design files,
-Maintenance of Web servers and their installed security systems,
-Unlimited regular administrative users and Superusers,
-Secure SSL (Secure Sockets Layer) administrative website,
-Upgrades of GovOffice Content Management System,
-GovOffice Mobile for optimal website display on smartphones

Website Design Services
Premium Solution Design Includes

- Custom homepage design
- Scenic background image to be applied
- 4 Interior Banners rotate on refresh or be tied to internal sections
- Unique color scheme to fully match the client's branding
- Custom font treatment throughout site (from Google font selection)
- Full set of social media icons
- Favicon, if requested by the client
- Limit of 50 photos sent for inclusion in the design
- 3 Mockups – 3 Revisions

Homepage Setup included -- our content professionals will provide up to 3 hours of service in setting up or organizing your new Homepage content to conform to the final design draft and Web best practices.

Auto-Slider Feature Includes:

- Five image boxes
- The Auto Image Slider is self-admin, which means you can add and remove photos at your discretion - no additional programming required.
- It also includes stylish transitions, captions and the ability to link images to internal pages of your website.

Quick Link Icons, five large buttons to be applied to design.

Mobile Website to include logo and preferred color scheme.

PROJECT DEVELOPMENT COST

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from March 23, 2016.

As detailed in the included Scope of Work, project development includes:

Website Design, Development & Deployment

- CivicEngage Content Management System (including upgrades, maintenance and support)
- Migration of 20 pages of existing content
- Gold Hosting & Security Package
- Hosting server storage not to exceed 10 GB

Professional Consulting Services & Training

- Five hours of group (with other clients) virtual training for up to 2 staff members and unlimited access to online training library

Total Investment - Year One
$7,946
(includes Hosting/Maintenance Services for Year 1)

Annual Hosting/Maintenance Services Fee

allows you to receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual services fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. *The Annual Hosting/Maintenance Services Fee is subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond.*

Annual Hosting/Maintenance Services
$4,085
(Beginning Year Two)

Alternate Payment Option

CivicPlus Advantage (CPA)

This alternate payment plan provides zero interest, level payments that divides the *Total Investment - Year One* expense of your project over the first three (3) years of your contract. Each payment also includes your Annual Hosting/Maintenance Service. Our CivicPlus Advantage payment plan lowers your initial "out of pocket" expenses dramatically.

Below outlines yearly payments (with a four-year contract) with the CivicPlus Advantage payment plan option.

1st Year CPA Payment	$5,372
2nd Year CPA Payment	$5,372
3rd Year CPA Payment	$5,372
4th Year (annual + 5% Technology Fee)	$4,289

WEBGov

Quote Provided By : Heath McKenzie

For: Village of Salado's

Description	Per	Cost
Re-Design of Current website from the ground up	One time Fee	$750.00
Implementation of WebGov Content Management System (cms)	One Time Fee	$750.00
Staff Training for CMS – Inhouse or Web-Based	Included	-
WebSite Hosting – All Features and Upgrades free ($100.00 a month)	Yearly Save 2 months	$1,000.00
Domain Transfer or assisting in pointing nameservers to WebGov	Included	-
Upgrades and new features only availbale at no extra charge while hosting is active with WebGov.	Included w/ Hosting	-
	Total Cost:	$2,500.00

4 Year Hosting Contract Option (re-design of site 2nd year included) - Save by paying yearly and we also include re-design of your site if you wish every 2 years, limitations do apply and is noted in the hosting contract. Please Note: If you are under hosting contract with WebGov it is your responsibility to contact us reference the re-design every 2nd year.

If you have any questions or concerns, Please let me know. Proposal and quote good for 30 days

BOARD OF ALDERMAN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on:

(A) Ordinance 2016.17 adopting the Fiscal Year 2016-2017 Annual Budget beginning on October 1, 2016, and ending September 30, 2016; and

(B) Ratifying the ad valorem property tax revenue increase reflected in the adopted 2016-2017 Annual Budget – This budget will raise more total property taxes than last year's budget by $340,876 (59.62%) and of that amount, $7,743.47 is tax revenue to be raised from new property added to the tax roll this year.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 2016.17 as presented.

ITEM SUMMARY AND ANALYSIS: At the budget public hearing on September 8, 2016, the Board of Aldermen postponed the adoption of the budget until this meeting.

The proposed ad valorem tax rate is $0.5419. This proposed tax rate reflects no change in the maintenance and operation rate to $0.1999 and a new Interest and Sinking fund rate (I&S - debt service rate) of $0.3420. The proposed combined tax rate is below the rollback rate of $0.5517

FISCAL IMPACT: The proposed FY 16-17 budget, including Board of Aldermen changes, is $10,331,451 in revenues and $10,316,577 in expenditures reflecting a balanced budget. Please see the attached Budget Summary sheet.

ATTACHMENTS:

- Budget Summary
- Ordinance 2016.17 Adopting the Annual Budget
- Final FY 2016.2017 Budget is on Display in the Village Secretary's Office and on the Village Website

FY 2016-17 Budget Summary

Revenues/Other Sources	Adopted/ Amended Budget FY 2015-16	Budget FY 2016-17	% Increase/ Decrease
General Fund	$1,057,500	$974,200	-7.88%
Hotel/Motel Tax Fund	$199,400	$187,850	-5.79%
Chamber Fiduciary Fund	$98,510	$0	-100.00%
Park Fee Fund	$10,000	$10,000	0.00%
Technology Fund	$5,397	$4,197	-22.23%
Security Fee Fund	$4,073	$3,273	-19.64%
Capital Outlay Fund	$62,778	$63,778	1.59%
LEOSE Fund	$6,136	$6,236	1.63%
Stagecoach Wastewater Treatment Plant Fund	$49,360	$15,900	-67.79%
Wastewater - Grant Fund	$2,570,700	$2,270,094	-11.69%
Wastewater - Capital Outlay Fund	$6,654,300	$6,219,843	-6.53%
Wastewater - Series 2015 Debt Service Fund	$231,705	$576,080	148.63%
Total Revenues / Other Sources	**$10,949,859**	**$10,331,451**	-5.65%

Expenditures / Transfers	Adopted/ Amended Budget FY 2015-16	Budget FY 2016-17	% Increase/ Decrease
General Fund	$1,066,954	$974,200	-8.69%
Hotel/Motel Tax Fund	$279,714	$187,850	-32.84%
Chamber Fiduciary Fund	$110,605	$0	-100.00%
Park Fee Fund	$0	$0	0.00%
Technology Fund	$2,400	$4,197	74.88%
Security Fee Fund	$0	$3,273	-
Capital Outlay Fund	$57,785	$58,285	0.87%
LEOSE Fund	$2,500	$6,236	149.44%
Stagecoach Wastewater Treatment Plant Fund	$49,360	$48,920	-0.89%
Wastewater - Grant Fund	$2,570,700	$2,270,094	-11.69%
Wastewater - Capital Outlay Fund	$6,629,300	$6,187,442	-6.67%
Wastewater - Series 2015 Debt Service Fund	$231,705	$576,080	148.63%
Total Expenditures / Transfers	**$11,001,023**	**$10,316,577**	-6.22%

Ordinance No. 2016.17
Village of Salado
County of Bell
State of Texas
September 15, 2016

FY 2016-2017 BUDGET

AN ORDINANCE OF THE VILLAGE OF SALADO TO ADOPT THE 2016-2017 FISCAL YEAR BUDGET; DECLARING FINDINGS OF FACT; PROVIDING AN EFFECTIVE DATE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

WHEREAS, the Board of Aldermen of the Village of Salado recognize the need for a budget and to be in compliance with the Local Government Code §102.002 of The State of Texas directing municipalities to create a fiscal year budget; and

WHEREAS, the Village of Salado Board of Aldermen have diligently researched each line item of revenue and expense to prepare a budget felt to adequately guide the Village's finances for the fiscal year of 2016-2017; and

WHEREAS, the Board of Aldermen held a public hearing on the proposed fiscal year 2016-2017 budget on September 8, 2016, as required by law and after considering the comments of the public at such public hearing, the Board of Aldermen desire to adopt the budget for the fiscal year 2016-2017; and

NOW THEREFORE, be it ordained by the Board of Aldermen of the Village of Salado, County of Bell, State of Texas, that:

1. FINDINGS OF FACT

Part 1: The public hearing on the budget was held at 6:30 p.m. on September 8, 2016, in the Village of Salado Municipal Building.

Part 2: The budget for the Village of Salado for the fiscal year beginning October 1, 2016, and ending September 30, 2017, together with the changes and amendments adopted by the Board of Aldermen, is on file in the Office of the Village Secretary and posted on the Village's website.

Part 3: The budget for Fiscal Year 2016-17 is hereby adopted and approved, and is shown as Exhibit "A" attached hereto.

2. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

3. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage.

4. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED this the 15th day of September, 2016, by a vote of ___ (ayes) to ___ (nays) to ___ (abstentions) of the Board of Aldermen of the Village of Salado, Texas.

THE VILLAGE OF SALADO, TEXAS:

_____
Mayor Skip Blancett

ATTEST:

_____
Mary Ann Ray, Village Secretary

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on Ordinance 2016.18, levying taxes and setting a property (ad valorem) tax rate; approving the fiscal year 2016-2017 ad valorem tax rate and levy of $0.5419 per one hundred dollars ($100) of assessed valuation of all taxable property within the corporate limits of the Village; providing for an exemption on residence homesteads; providing for exemptions for individuals who are disabled or 65 years of age or older.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 2016.18 as presented.

ITEM SUMMARY AND ANALYSIS: The proposed total ad valorem tax rate is $0.5419. This proposed tax rate includes no in the maintenance and operation rate to $0.1999. The effective maintenance and operation tax rate is $0.1942. A new Interest and Sinking fund rate (I&S - debt service rate) is proposed for $0.3420. The proposed combined tax rate is below the rollback rate of $0.5517.

In accordance with state law, the Board of Aldermen performed the following:

- Published all required notices in the newspaper
- Posted all required notices on the Village website
- Set the public hearing dates and held two such public hearings for the proposed tax rate for tax year 2016 on September 1, 2016 and September 8, 2016.
- Set and announced the date and time for adoption of the tax rate will be September 15, 2016.
- Considered and adopted the Village Budget for the fiscal year beginning October 1, 2016, and ending September 30, 2017 on September 15, 2016, prior to adopting the tax rate and in accordance with Section 102.009 of the Texas Local Government Code;

FISCAL IMPACT: The proposed ad valorem tax rate is $0.5419 per $100 valuation.

ATTACHMENTS:

- Ordinance 2016.18 Setting the Ad Valorem Tax Rate
- Notices

Ordinance No. 2016.18
Village of Salado
County of Bell
State of Texas
September 15, 2016

Tax Rate & Levy Ordinance

AN ORDINANCE OF THE VILLAGE OF SALADO, TEXAS, SETING A PROPERTY (AD VALOREM) TAX RATE; APPROVING THE 2016-2017 AD VALOREM TAX RATE AND LEVY OF ($0.5419) PER ONE HUNDRED DOLLARS ($100) OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE VILLAGE; PROVIDING FOR AN EXEMPTION ON RESIDENCE HOMESTEADS; PROVIDING FOR EXEMPTIONS FOR INDIVIDUALS WHO ARE DISABLED OR 65 YEARS OF AGE OR OLDER; PROVIDING FOR PENALTIES AND INTEREST; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALING CONFLICT; PROVIDING FOR PROPER NOTICE & MEETING; PROVIDING FOR ENGROSSMENT & ENROLLMENT; PROVIDING FOR NOTIFICATION TO ASSESSOR; AND PROVIDING FOR PUBLICATION & EFFECTIVE DATE.

WHEREAS, the Village of Salado, Texas is responsible for the maintenance and repair of the streets within corporate boundaries of the Village; and

WHEREAS, pursuant to the Texas Constitution and Texas Property Tax Code, a general-law municipality such as Village of Salado has the authority to establish, enact and collect property taxes; and

WHEREAS, Texas Tax Code Section 26.05 requires that the Village adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted; and

WHEREAS, the Board of Aldermen finds that a tax rate of $.5419 cents per one hundred dollars ($100) is reasonable and prudent at this point in time; and

WHEREAS, a budget appropriating revenues generated for the use and support of the municipal government of the Village of Salado has been approved and adopted by the Village of Salado Board of Aldermen as required by Section 102.009 of the Texas Local Government Code;

WHEREAS, pursuant to Chapter 51 of the Texas Local Government Code, and the Village's inherent police powers, the Village of Salado Board of Aldermen finds it to be reasonable and necessary to adopt regulations providing for conducting Village business.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Village of Salado, Texas:

Section 1. Findings of Fact

The above Findings of Fact shall be incorporated herein as Legislative findings of the Board of Aldermen.

Section 2. Approval of 2016-2017 Tax Rate & Levy

That there be and is hereby levied and shall be assessed and collected for the fiscal year 2016-2017 on all taxable property, real, personal and mixed, situated within the city limits of the Village of Salado, Texas, and not exempt by the Constitution of the State and valid state laws, an *ad valorem* tax rate of $.5419 cents on each One Hundred Dollars ($100.00) assessed value of taxable property, and shall be apportioned and distributed as follows:

> For the purpose of defraying the current expenses and budget of the municipal government of the Village (maintenance and operation), a tax rate of 19.99 cents ($0.1999) on each One Hundred Dollars ($100.00) assessed value of taxable property.
>
> For the payment of principal and interest on bonds and other debt of the City, a tax rate of 34.20 cents ($0.3420) on each One Hundred Dollars ($100.00) assessed value of taxable property;
>
> TOTAL TAX RATE OF $0.5419
>
> THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

Section 3. Exemptions & Tax Freeze

The homestead exemptions and tax freeze previously ordained by the Board of Alderman remain in effect.

The Board of Aldermen, pursuant to Section 1-b, Article VIII of the Texas Constitution and Section 11.13(d) of the Texas Property Tax Code, has adopted an exemption on the residence homesteads of persons who are disabled or sixty-five (65) years of age or older. The person or entity performing the tax assessment and collection functions for the Village of Salado is authorized and instructed to implement the necessary procedures to exempt from taxation fifty thousand dollars ($50,000.00) of the appraised value of the residence homestead.

The Board of Aldermen has adopted an exemption amounting to twenty percent (20%) of the appraised value. The exemption is granted to owner-occupied single-family residential units within the Village. The person or entity performing the tax assessment and collection functions

for the Village of Salado is authorized and instructed to implement the necessary procedures to exempt from taxation twenty percent (20%) of the appraised value as provided above.

The Board of Aldermen, pursuant to Section 1-b(h), Article VIII of the Texas Constitution and Section 11.261 of the Texas Property Tax Code, previously adopted an ad valorem tax freeze on the residence homesteads of persons who are disabled or 65 years of age or older. The person or entity performing the tax assessment and collection functions for the Village of Salado is authorized to implement the necessary procedures to freeze the ad valorem taxes on the residence homesteads of persons who are disabled or 65 years of age or older, as provided for in Section 1-b(h), Article VIII of the Texas Constitution and Section 11.261 of the Texas Property Tax Code.

Section 4. Penalty & Interest

All taxes shall become a lien upon the property against which assessed and the Tax Assessor/Collector for the Village of Salado, Texas shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the penalty and interest collected from such delinquent taxes shall be appropriated for the general fund of the Village of Salado, Texas.

Section 5. Severability

If any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person or set circumstances for any reason is held to be unconstitutional, void or invalid or for any reason unenforceable, the validity of the remaining portions of this ordinance of the application thereby shall remain in effect, it being the intent of the Board of Aldermen of the Village of Salado, Texas in adopting this ordinance, that no portion thereof or provision contained herein shall become inoperative or fail by any reason of unconstitutionality or invalidity of any portion or provision.

Section 6. Repealing Conflict

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of conflict with this Ordinance.

Section 7. Proper Notice & Meeting

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

Section 8. Engrossment & Enrollment

The Village Secretary of the Village is hereby directed o engross and enroll this Ordinance by copying the caption, publication clause, penalty clause, and effective date clause in the minutes of the Board of Aldermen and by filing this Ordinance in the ordinance records of the Village.

Section 9. Notification to Assessor

The Village Secretary of the Village is hereby directed to notify the tax assessor for the Village of the tax rate adopted.

Section 10. Publishing & Effective Date

This Ordinance shall become effective immediately upon publication. The Village Secretary is hereby directed to publish in the Official newspaper of the Village of Salado, the caption, and effective date clause of this Ordinance as required by Section 52.011 of the Texas Local Government Code.

PASSED & APPROVED this, the 15th day of September, 2016, by the following Board of Aldermen for the Village of Salado record vote:

Mayor Pro-Tem Brown:	**___ (for)**	**___ (against)**	**___ (abstained)**	**___ (absent)**
Alderman Coachman:	**___ (for)**	**___ (against)**	**___ (abstained)**	**___ (absent)**
Alderman Dankert:	**___ (for)**	**___ (against)**	**___ (abstained)**	**___ (absent)**
Alderman McDougal:	**___ (for)**	**___ (against)**	**___ (abstained)**	**___ (absent)**
Alderman Williams:	**___ (for)**	**___ (against)**	**___ (abstained)**	**___ (absent)**

THE VILLAGE OF SALADO, TEXAS

_____
Skip Blancett, Mayor

ATTEST:

_____
Mary Ann Ray, Village Secretary

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: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, public hearing, discussion, and possible action on amendments to the Zoning Ordinance, (Ordinance 2013.08): Section 5.2, Landscape Requirements; Section 5.3, Residential Fencing, Walls, & Screening Requirements; and Section 2.2B(6), Planning & Zoning Commission, frequency of meetings.

COMMITTEE / STAFF RECOMMENDATION: The Planning & Zoning Commission recommended approval of all three sections at its September 6, 2016, meeting subject to revising the applicability clause to: 1) apply to all zoning districts except the Historic District, and 2) landscape regulations apply only to new development, not to expansions of any sort.

ITEM SUMMARY: The Board of Aldermen workshopped Section 5.2 Landscape Requirements on June 18 and July 2, 2015, and then on August 20, 2015, voted to postpone action indefinitely. The Planning and Zoning Commission workshopped and recommended for approval the Landscape section last year as well and the current draft reflects those changes. The Landscape Section has since been reviewed and amended by the Ordinance Committee, and it is this version that is being considered at this time.

Section 5.3 Residential Fence requirements came before the Board of Aldermen for workshop on December 10, 2015, and August 11, 2016. It was then sent to the Ordinance Committee for review and amendment.

Due to increased plat activity and time sensitive deadlines prescribed by law, the Board of Aldermen would like to change the zoning ordinance, Section 2.2B6, so that the Commission meets twice per month as opposed to only once a month. Two regularly scheduled meetings a month would allow the legal requirements to be met, and if there is no business for a particular meeting, the meeting will be cancelled and the members of the Commission notified.

FISCAL IMPACT: N/A

ATTACHMENTS:

- Section 5.2 of the Zoning Ordinance - Landscape
- Section 5.3 of the Zoning Ordinance – Residential Fencing, Walls, and Screening
- Section 2.2B6 of the Zoning Ordinance – Planning & Zoning Commission frequency of meetings

Section 5.2.1 Landscaping: Non-Residential

A. PURPOSE AND INTENT

Landscaping is intended to add value to property and is in the interest of the general welfare of the Village. Landscaping also serves to increase the amount of property that is pervious surface area. This in turn helps to reduce the amount of damage or erosion created by storm water runoff, and any consequent non-point pollution in waterways. Landscaping minimizes adverse effects on surrounding property owners and the general public, ensuring high quality development is maintained throughout the Village achieving a more sustainable, attractive place in which to live, visit, and conduct business.

B. DEFINITIONS
Refer to Section 5.8.

C. APPLICATION

The standards and criteria contained within this Section are deemed to be minimum in nature and shall apply to all districts except Historic District (HD) and as outlined in Appendix E, *Non-Residential Standards Applicability Table*.

1. Any use requiring a Conditional Use Permit or a Planned Development zoning designation must comply with these landscape standards unless special landscaping standards are otherwise provided for in the ordinance establishing the CUP or PD district.
2. These non-residential standards apply to all non-residential zoning districts including multi-family/apartments. The requirements herein do not apply to duplex or townhouses, except as provided by in Section 5.2.2.
3. Each phase of a multi-phase project must comply with this Section.
4. All landscaping requirements under this Section shall run with the land once development has begun and shall apply against any owner or subsequent owner.
5. Where in conflict with other sections of this or any other ordinance the stricter requirements shall apply.

D. LANDSCAPE PLAN

A landscape plan must accompany all site and/or construction plans submitted to the Village for all Multi-Family Dwelling and Non-Residential Use projects. Each plan must detail how the conditions of this Section are to be met.

1. Landscaping plans must include the following information.
    a. Minimum scale of one inch (1") equals fifty feet (50') shown in both written and graphic form;
    b. The date, title of project, name of owner, and North arrow/symbol;

c. Location of existing boundary lines and dimensions of the tract, and a small map showing where the property is located;
d. Approximate centerline of existing water courses; the approximate location of significant drainage features; and the location and size of existing and proposed streets and alleys, refuse disposal areas, and fences; the location of existing and proposed easements on or adjacent to the lot including overhead utilities; existing and proposed parking spaces, or other vehicular areas, access aisles, drives, and existing and proposed sidewalks adjacent to the street; and an indication of adjacent land use.
e. Location, size, spread, species, and type (tree, shrub, groundcover, or turf) of proposed plants, together with a plant listing that includes the common and botanical name, quantity, size (container size, planted height),and spacing of all proposed landscaping at time of planting;
f. Location of all landscaping and screening materials to be used, including pavers, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), rock, topography of site, or other landscape features.
g. Planting and installation details in accordance with sound horticultural practices;
h. Layout and description of irrigation, sprinkler, or water systems including location of water sources;
i. A tabulation clearly displaying the relevant statistical information necessary for the Village to evaluate compliance with the provisions of this Section. This includes gross acreage, square foot area of preservation areas, landscaping, number of trees and shrubs to be planted or preserved, square footage of paved areas, and similar other information to ensure conformance with all required standards;
j. Existing and proposed grades adequate to identify and properly specify planning for areas needing slope protection;
k. Limit of construction line encompassing all areas of natural vegetation of the site which are to be left undisturbed;
l. A survey of all trees eight (8) inches in caliper and larger measured 4.5 feet above ground level, referred to herein as Protected Trees. Protected Trees are to be represented by circles; unbroken circles indicate trees which are to remain and dashed circles indicate trees to be removed. Include type and general condition of all surveyed trees within the site; and
m. Identification of temporary measures during construction to protect existing trees that will be remaining on the property.

2. The administrator, or his/her designee, will review all plans in accordance with this Section. If the submitted plans do not meet the minimum requirements, they will not be approved and notification will be sent to the applicant outlining

the deficiencies and corrections to be made. Once all items noted are resolved, the landscape plan must be resubmitted for review. This process will continue until all requirements have been met.

E. PERMITS

1. **Issuance:** No permits shall be issued for building, paving, grading, or construction of any Multi-Family Dwelling or Non-Residential Use development until the landscape plan is approved by the Administrator, or his/her designee.
2. **Certificate of Occupancy:** All landscaping requirements of this Section, including the requirements contained in an approved landscape plan or agreement must be met prior to the issuance of a Certificate of Occupancy for any project to which these regulations apply.
3. **Temporary Certificate of Occupancy:** If construction of a project occurs during a season of the year in which the Administrator, or his/her designee, determines it would be impractical to establish landscaping, a conditional temporary Certificate of Occupancy may be issued. The request for a conditional temporary Certificate of Occupancy must be submitted in writing along with the landscaping plans. If granted, the applicant must enter into an agreement with the Village acknowledging all compliance with the landscaping requirements will be met within 90 days from issuance. Should compliance not take place as agreed, the temporary Certificate of Occupancy will be revoked.

F. DEVIATIONS AND APPEALS

Where improvements are sought to Multi-Family Dwelling or Non-Residential Use properties in existence prior to the effective date of this Section which do not currently meet the landscaping requirements outlined herein, the Planning and Zoning Commission may approve a landscape plan with deviations from these requirements.

1. Deviations must be requested in writing outlining which portion(s) of this Section should not apply and why.
    a. Such deviations will only be granted if the requirements of this Section cannot be reasonably complied with because of the existing developed conditions. In all other instances the property must be brought to the current minimum standards.
    b. Any deviance granted will be specific and list which portions of this section do not apply. No deviance granted will exempt the property from regular maintenance.
2. An applicant may appeal to the Zoning Board of Adjustments for final determination any:
    a. Decision of the Administrator that a landscape plan does not meet the requirements set forth in this Section; or

b. Refusal of the Administrator to approve a requested deviation from this Section.

G. GENERAL PLANTING REQUIREMENTS AND DESIGN STANDARDS

The planting specifications and standards included herein are applicable unless otherwise stated. Any landscaping element installed to satisfy the requirements of this chapter must meet the following requirements.

1. All required trees, shrubs, vines, groundcovers, and turf must be of a species permitted in the ***Landscape Standards Design Manual***.
2. No more than fifty percent (50%) of the required trees and shrubs shall be of the same species without the approval of the Administrator, or his/her designee.
    a. Such approval may only be granted in order to achieve specific design intent of the landscape architect.
3. Improved soils and mulch must meet criteria specified in the ***Landscape Standards Design Manual***.
4. All landscaping shall be separated from vehicular use areas by barriers of raised concrete curbing. All landscape beds shall be separated from sod areas by some form of barrier such as steel edging, masonry materials, or another equivalent durable material as approved by the Administrator. No plastic materials shall be allowed.
5. Nothing shall be erected, placed, allowed to grow, or planted so that it impedes vision in the Sight Visibility Triangle.
6. No artificial plant material may be used in any form to satisfy the requirements of this Section.
7. Any landscaping placed in utility easements or the public right-of-way shall not be counted towards the minimum landscaping requirements.
8. Trees:
    a. Must be a minimum of seven feet (7') in overall height and a minimum of three inches (3") in caliper at the time of planting.
    b. Must be planted in a pervious area no less than four feet (4') wide in any direction measured from the center of the tree.
    c. Sixty percent (60%) of required trees must be evergreen with year round foliage.
    d. No trees will be planted in the R.O.W. Mature tree canopy should not encroach on, and shall be sixteen (16') above the roadway.
9. Shrubs
    a. Must be a minimum size of 3 gallons.
    b. Must be planted in a pervious area no less than three feet (3') wide in any direction measured from the center of the tree.
    c. 80% of shrubs must be evergreen.
10. Vines
    a. Must be a minimum of 30 inches (30") in height at the time of planting

b. May be used in conjunction with fences to meet screening and buffering requirements.

11. Turf
    a. Must be spaced to create 100% coverage within six months of planting.
    b. Solid sod must be used to provide coverage and soil stabilization in swales, sloped, or other areas subject to erosion.
    c. In areas where other than solid sod is allowed, annual rye grass seed must be sown for immediate effect and protection until coverage is achieved
12. Groundcovers
    a. Weed barriers shall not be used in conjunction with groundcovers, provided however newspaper or other natural materials may be utilized at initial planting to facilitate weed control
    b. Must not have greater than a 6" spacing

H. TREE PRESERVATION

The Landscape Plan must provide for the planting of two (2) large replacement trees to be planted for each Protected Tree to be removed. A list of protected trees and acceptable replacements can be found in the **Landscape Standards Design Manual**. Tree replacement requirements do not apply to Bois D'Arc, Ashe Junipers, Hackberry, Willow, Cottonwood, Cedar, and Mesquite trees unless they are 12' caliper or greater when removed. Protected trees in excess of x" in caliper may not be removed without....

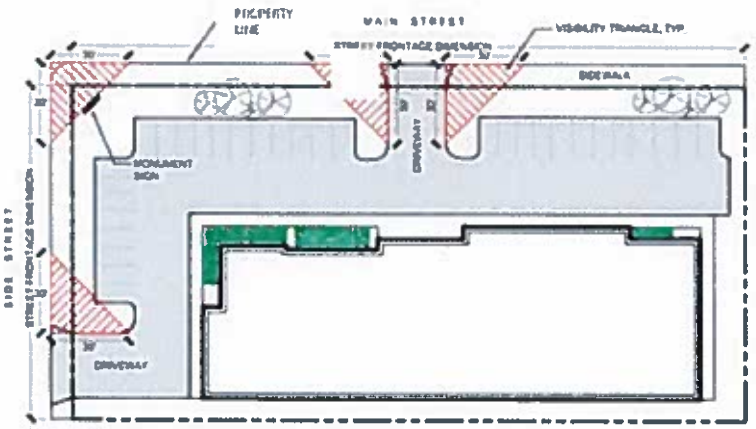
The replacement trees are in addition to any other trees required to be planted under this Section and shall meet a minimum height of seven feet (7') and three inches (3") in caliper at the time of planting.

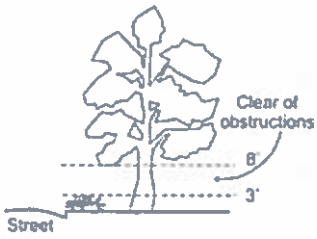
1. During any construction or land development, the developer shall clearly mark all trees to be preserved/retained on-site, and may be required to erect and maintain protective barriers around all such trees or groups of trees.
    a. The developer shall not allow the movement of equipment or the storage of equipment, materials, debris to be placed within the drip line of any trees that are designated for preservation.
    b. The developer shall not allow fill or topsoil to be placed within the drip line of any trees that are designated for preservation.
2. During the construction phase of development, the developer shall not allow cleaning of equipment or material under the canopy of any tree or group of trees that are being preserved.
    a. Neither shall the developer allow the disposal of any waste/toxic material such as, but not limited to, paint, oil, solvents, asphalt, concrete, mortar, etc., under the canopy of any tree or groups of trees to remain.

I. SIGHT, DISTANCE, AND VISIBILITY

Rigid compliance with these landscaping requirements shall not be such as to cause visibility obstructions and/or blind corners at intersections, this area is commonly referred to as a sight visibility triangle.

1. **Sight Visibility Triangle**: An area (15 feet by 15 feet) located near a street, alley, or driveway intersection in which no structure or landscaping may be installed which will obstruct views (at a level between 3 feet above grade and 8 feet above grade) and create a traffic or pedestrian hazard.
    a. Trees may be permitted in this area provided they are trimmed three to eight feet (3' - 8') in such a manner that no limbs or foliage extend into the cross visibility area.





2. **Proximity to Access ways and Driveways**: Landscaping, except required grass and low ground cover, shall not be located closer than three feet (3') from the edge of any access way pavement or driveway.
3. **Reduction to Remove Visibility Obstruction**: In the even that other visibility obstructions are apparent in the proposed landscape plan, as determined by the Administrator, or his/her designee, the requirements set forth in this Section 5.2 may be reduced to the extent to remove the conflict.

J. MAINTENANCE

The owner, tenant, and/or their agent shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times.

1. Replacement of Living Materials: Plant materials that are required according to this Section which become diseased, deteriorated, or die shall be replaced with plant materials of similar variety and size within ninety (90) days.
    a. A time extension for replacement of plant materials that have died may be granted by the Administrator or his/her designee, if substantial evidence is presented to indicate abnormal circumstances beyond the control of the owner or his/her agent.
2. All landscaped areas must be irrigated on a regular basis and in accordance with any water management restrictions
3. Nonconformance and Failure to Maintain: If at any time after the issuance of a Certificate of Occupancy the approved landscaping is found to be not in conformance with the standards and criteria of this Section, the Administrator, or his/her designee, shall issue notice to the owner citing the violation and describing what action is required to comply.
    b. The owner, tenant, or agent shall have thirty (30) days from date of notice to establish/restore the landscaping as required.
    c. If landscaping is not established or restored within the allotted time, then such a person is in violation of this Ordinance. Failure to maintain any landscape area in compliance with this Section is considered a violation of this Section and may be subject to penalties set forth in Section VI of this Ordinance.

K. NON-RESIDENTIAL LANDSCAPE REQUIREMENTS

Each site must provide a minimum of the following landscape elements.

1. Landscape Area: A minimum of fifteen percent (15%) of the total site area must be landscaped with living trees, shrubs, turf, and/or groundcover and must be irrigated.
    a. Areas located in the public right-of-way do not count toward the total minimum landscape area requirement.
    b. All areas of the site not covered by building, pavement, or similar permanent improvements must be landscaped with trees, shrubs, turf, and/or groundcover.
    c. A maximum of the fifteen (15%) of the required Landscape Area may be tree mulch, river rock or granite mix as per the Landscape Standards Design Manual and Contractor Specifications Guide, Edition 2013.
2. Landscape areas must consist of plants from the Approved Plant List, covering eight-five percent (85%) of the required landscaped area.
    a. At least seventy five percent (75%) of the landscape area must be located in the front and side yard.
    b. All plants used to satisfy the requirements of this Section must be located in landscaped areas that are at least three feet (3') in width.

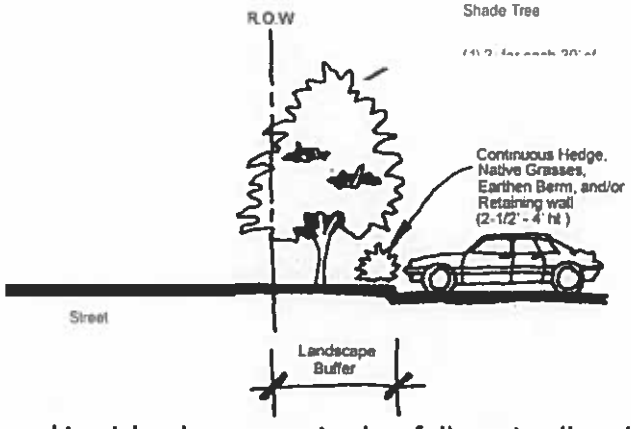
c. Each required tree must be planted in a landscaped area of at least sixteen (16) square feet.

3. Drainage facilities are not allowed within the landscape area except those that are necessary to convey drainage in the shortest possible route to or from the public street right-of-way.
   a. Drainage facilities include detention ponds, water quality ponds, outlet structures, drainage berms, or other improvements associated with the drainage improvements.
   b. Any drainage facility must have a natural look, using natural stone and landscaping with minimum slopes.
4. Vegetation must be used to soften the appearance of walls, including those used for screening.
   a. This may include vines trained up the wall or minimum five (5) gallon shrubs planted a minimum of thirty inches on center reaching three feet (3') in height within one year.
5. Foundation plantings are required on all facades facing a public street, and within a planting area a minimum of four (4) feet in depth along fifty percent (50%) of the length of any front and side façade visible to the public. Foundation planting may count toward the required minimum landscape area required in paragraph K(1) above.
6. A landscaped street buffer is required adjacent to any public street right-of-way.
   a. A minimum front street buffer width is 15'. A minimum side street buffer width is 10'. Buffers may include the sidewalk
   b. The following uses require front and side street buffers as specified in the table below. Each buffer must contain a continuous evergreen hedge, large trees with a minimum three inch (3") caliper and seven foot (7') height, and must be planted for each twenty feet (20') of frontage along public street right-of-ways, as measured along the lot line.

Use/District	Front and Side Yard Buffer Width
Auto sales	25'
Uses with outdoor / open storage of any kind	25'
Helistops	25'
Amusement facilities	25'
Building material sales	25'
Transfer stations	25'
Convenience stores with less than or equal to 8 pump stations	25'
Convenience stores or travel centers with greater than 8 fuel pump stations	50'

c. One large tree with a minimum three inch (3") caliper and seven foot (7') height must be planted for each thirty feet (30') of frontage along public street right-of-ways, as measured along the lot line.
d. May be planted in a regular interval or in clusters. Exception: In the Historic District canopy trees must be planted in regular, linear intervals and cannot be clustered.
e. Four (4) ornamental trees or two (2) medium canopy trees may be substituted for each large tree under power lines.
f. In all districts except the Historic District, berms not less than twenty-four inches (24") nor more than forty-eight inches (48") in height at no more than a four to one slope are required.
g. One minimum two inch (2") caliper ornamental tree must be planted for each thirty feet (30') of frontage along public street rights-of-way as measured along the lot lines.
h. Meandering concrete sidewalks are required within the street buffer the entire length of any street frontage in accordance with the Transportation Plan Street Profiles, Technical Construction Standards and Specifications, and the Subdivision Ordinance.

7. Any of the following must be screened by a continuous hedge or shrubs, earthen berms, or retaining walls that are two and one-half to four feet in height. If walls are used to provide screening, one shrub or vine must be planted on the street side of the berm for each ten feet (10') of street frontage.
   a. Parking lot or vehicle use area;
   b. Fuel pumps visible from the direction of traffic flow;
   c. Vehicle drive-through windows facing the street or traffic flow.

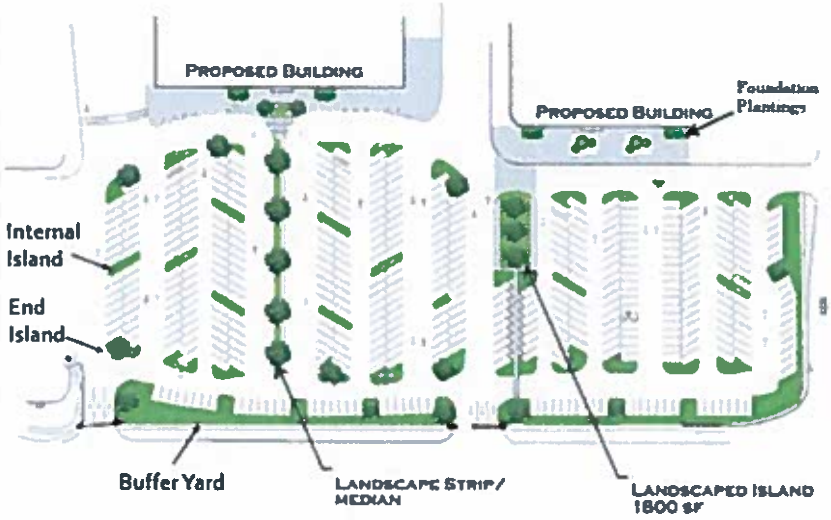


8. Landscaped parking islands are required as follows in all parking lots. Parking islands may count toward the required minimum landscape area.
   a. **Interior islands**: A curbed landscape island must be provided for every ten (10) parking spaces. Each island must be a minimum of 170 square feet in area and ten feet (10') in width back-of-curb to back-of-curb, and be dispersed throughout the parking lot. A minimum thee inch (3") caliper tree

is required in each island. The remaining area must be landscaped with plants not exceeding three feet (3') tall.

b. **Terminal (End) islands**: All parking rows must terminate in a curbed landscape island. Each terminal island must be a minimum of 360 square feet in area and contain two minimum three inch (3") caliper trees.

c. **Median islands**: A curbed median island a minimum of ten feet (10') in width back-of-curb to back-of-curb must be located after every third parking bay and along primary internal access drives. Each median island must contain one minimum three inch (3") caliper tree a minimum of every thirty feet (30') on center.



L. Buffering and Screening

1. Any premise used or zoned for a Non-residential use that abuts another premise zoned or used for Single or Two-Family Dwellings must have an opaque screening fence.
   a. Fence must be a minimum of six feet (6') in height.
   b. Must be located along the abutting lot line, from the front building line to the rear lot line.
   c. Fence is not required if a comparable fence is already existing on the abutting residential property.
2. All side yards that are not street side yards must contain a six foot (6') wide landscaped area extending from the front lot line to the rear lot line.
   a. Must contain one (1) tree for each thirty linear feet of landscaping or screening, or portion thereof.
3. Any premise used or zoned for a Non-Residential use that contains a parking lot or vehicle use area in a side or rear yard that abuts a premise used or zoned for Non-Residential use, must have a screen of hedges, berms, or fencing.

a. Must be a minimum of three and one half feet (3 1/2') and a maximum of eight feet (8') in height.
b. Must be located between the parking lot and/or vehicle use area and the side or rear lot line so as to provide screening for twenty-five percent (25%) of the parking lot and vehicle use area.
c. May be grouped and dispensed randomly and need not be spaced evenly.
d. Must contain one (1) tree for each fifty linear feet of screened area, or portion thereof, unless the premise to which this section applies and the abutting property are both located in an M-1 or M-2 district, then the area to be screened must contain one (1) tree for each seventy-five linear feet of screened area.

4. See also Section 5.3B Fencing, Walls, and Screening Requirements

Section 5.2.2 Landscaping: Residential

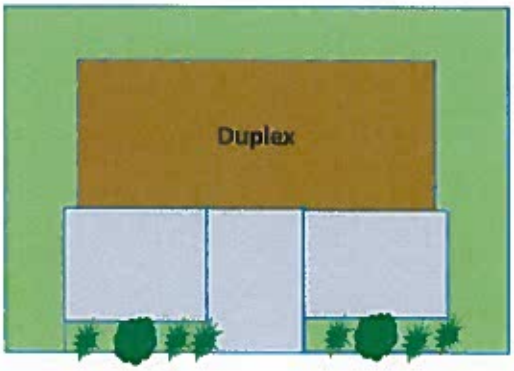
A. The requirements of this Subsection are limited to new development of duplex and townhome properties.

1. Minimum of two (2) large trees of at least two inches (2") in caliper or one (1) tree of at least four inches (4") in caliper, seven (7') feet high shall be planted in the front yard on each lot or;

a. Minimum of one (1) tree for each fifty feet (50') of lot width or portion thereof, measured along the Front Lot Line.
b. Trees may be clustered or spaced linearly and need not be placed evenly at fifty foot (50') intervals.

2 Where parking is provided in the front yard, an eight foot (8') landscaped setback shall be required between the property line and the nearest side of the parking pad.

a. This area must be landscaped and contain a three foot (3') high screen consisting of a continuous berm, hedge, or wall.
b. Maintenance, as outlined in Section 5.2.1 applies.



B. The requirements of this subsection are limited to new development of residential single family housing
    1. Earthwise, sustainable landscape that is drought-tolerant and deer resistant is recommended.
    2. Use the Landscape Standards Design Manual as a guide to selecting turf, foundation plants, and trees.
        a. Minimum of one (1) tree for each fifty feet (50') of lot width or portion thereof, measured along the Front Lot Line.
        b. Trees may be clustered or spaced linearly and need not be placed evenly at fifty foot (50') intervals.
    3. Maintenance, as outlined in Section 5.2.1J applies.
    4. At least fifty percent (50%) of the front yard shall be landscaped: turf, bordered mulch or gravel beds, shrubs, flowers, etc.

Appendix E

NON-RESIDENTIAL STANDARDS
APPLICABILITY TABLE

All Nonresidential Districts and Multiple-family Development (Apartment) Type	Landscape Standards Applicability
New construction	✓
Increase in gross floor area of 50% or more	✓
Increase in gross floor area of 25% - 49%	
Increase in gross floor area of 10% - 24%	
Restoration or rehabilitation of existing structure with no increase in gross floor area	
Restoration of a building or structure which has been damaged, destroyed or demolished to an extent less than 50 percent of its fair market value (as determined by the most recent appraised value of the appraisal district in which the building or structure is located	
Interior only restoration or rehabilitation of existing structure with no increase in gross floor area or alter the location of exterior walls	
The exterior or interior restoration of a building with a historic designation	
Any change or conversion of commercial land uses that result in the requirement for additional parking to be constructed. In this case, the landscape requirements shall apply only to the newly proposed parking area and other areas of the site being modified by development activities	
All new landscaping that is installed	✓

PROPOSED AMENDMENT TO THE ZONING ORDINANCE

Section 5.3C – Fences in Residential Areas

C. Fences in Residential Areas

1. **Locational Criteria and Height:**

   a. Any fence or wall shall not exceed eight feet (8') in height above the adjacent grade.

   b. No fence or wall shall be permitted within the required front yard of any single-family residential lot except:

      (1) A fence, wall, screen or similar barrier erected in the front yard setback shall not exceed 48 inches in height above the grade of the centerline of the adjacent street.

      (2) A fence, wall, screen or similar barrier shall not exceed 36 inches in height above the grade of the centerline of the adjacent street and may be made of a solid material as provided in Section 5.3C2.

      (3) A barrier that is higher than 36 inches must have an open design, with a minimum of 50 percent opacity or visibility, so as not to impose a visual barrier

   c. No residential fence shall be closer than fifteen feet (15') to a street right-of-way.

2. **Allowed Materials**

   Fences, walls, screens, enclosures and gates must be constructed of one or a combination of the following materials:

   a. Decorative aluminum, steel or wrought iron
   b. Exterior Insulation and finish systems with integrated color (EIFS);
   c. Composite (manufactured for fencing with appearance of wood or stone);
   d. Fired brick;
   e. Latticework that does not exceed 2 feet in height and is anchored as a design element at the top of a 6-foot tall fence;
   f. Natural stone;
   g. Pipe (not in combination with welded wire panels or rolled materials)
   h. Pre-cast concrete with integrated color
   i. Split faced concrete block;
   j. Split rail, post and rail;
   k. Stucco with integrated color;
   l. Welded wire panels each with decorative framing (not rolled material, minimum 4 gauge, with erosion/rust prevention treatment)
   m. Wood planks/pickets;
   n. Vinyl planks, pickets, or panels

Prohibited Materials

a. Materials not listed as Allowed Materials are prohibited. Permits shall not be issued for materials not manufactured specifically for residential fencing, such as fibrous masonry products, landscape timbers, railroad ties, latticework panels, plywood, corrugated steel panels or fiberglass panels.

b. **Barbed Wire, Electrical, and Chain Link Fencing:** Barbed wire, electrical, or chain link fencing is prohibited as perimeter fencing except for containment of allowed farm animals on parcels of one (1) or more acres.

3. **Vehicular Access Gates:** Gates designed for vehicular access shall be set back from front the property line a minimum of twenty-five feet (25').
4. **Swimming Pool Fences:** Fences around swimming pools shall comply with the Standard Swimming Pool Code/International Swimming Pool and Spa Code and the Village of Salado's codes or ordinances pertaining to same.
5. **Sight Distance & Visibility:** Section 5.5.J provides the sight visibility requirements for fences and screening walls.
6. **Other Types of Fencing:** Special purpose fencing, such as chain link fencing around tennis courts, or coated chain link (installed as manufacture, without affixing materials such as slats and tarps and only on lots of 2 acres in size or greater) may be permitted with Administrator approval.
7. **Construction**: Fence framing and posts on fences visible from a public street must be placed to the interior of the lot so that they are not visible from the street. Unless a continuous masonry beam extends beneath a wooden privacy fence, rot board must be used and attached to the base of wooden privacy fence pickets to prevent warping of materials. In order to protect the deer population, no fence may have spikes or pointed tops of any kind; top edges must be rounded or flat.
8. **Permit Required**: A permit is required for all fences and walls.
9. **Drainage and Utility Conflicts**: All fencing that will cause a diversion of water runoff or otherwise prevent the natural flow of storm water shall require review by the Village Engineer prior to approval. Walls or other fencing proposed to be located near a public utility easement or buried or above-ground utility equipment that are made up of masonry or a similar product and containing a poured foundation shall require review by the City Administrator prior to approval. Approval shall require a release from the utility for proposed construction.

Section 2.2B6 – Planning and Zoning Commission, Created; Membership; Officers; Rules & Bylaws:

1. The members of the Commission shall regularly attend meetings and public hearings of the Commission, shall serve without compensation, and shall not hold any other office within, or serve as an employee of, the Village while serving on the Commission. The Commission shall meet a minimum of ~~once~~ twice per month at a time established by the Board of Aldermen. If there have been no applications filed for review by the Commission and there is no other business to discuss, the Village Administrator may direct the Village Secretary to notify the Chairman and the meeting will be considered cancelled. ~~no meeting will be required for that month.~~

BOARD OF ALDERMAN
AGENDA ITEM MEMORANDUM

DEPT/DIVISION REVIEW: Mary Ann Ray, Village Secretary

ITEM DESCRIPTION: Consider a resolution of the Board of Aldermen designating an official newspaper and an alternate official newspaper for the Village of Salado for Fiscal Year FY 2016-2017

STAFF RECOMMENDATION: Staff recommends designating the Salado Village Voice as the official newspaper and the Temple Daily Telegram as the official alternate newspaper.

ITEM SUMMARY AND ANALYSIS: The Village is required to publish notices of ordinances, public hearings, bids, and other functions of municipal government. The Village Voice and Temple Daily Telegram meet the requirements set forth by Local Government Code 52.004 with respect to General Law Type A municipalities:

1) Devote not less than 25 percent of its total column lineage to general interest items;
2) Be published at least once a week;
3) Be entered as a 2nd class postal matter in the county where published; and
4) Have been published regularly or continually for at least 12 months before the Village publishes notice.

FISCAL IMPACT: Newspapers are required by law to charge municipalities the lowest advertising rate. The Village Voice charges $6/column inch. The Temple Daily Telegram charges $18/column inch on Sundays and $17.50/column inch weekdays, including Saturday.

ATTACHMENTS:

- Resolution Designating an Official Newspaper and Alternate Official Newspaper
- Advertising Rate Sheet for Salado Village Voice

Village of Salado

VILLAGE OF SALADO
RESOLUTION
No. R-2016-148

A RESOLUTION OF THE BOARD OF ALDERMEN DESIGNATING AN OFFICIAL NEWSPAPER AND AN ALTERNATE OFFICIAL NEWSPAPER FOR THE VILLAGE OF SALADO FOR FISCAL YEAR 2016 - 2017

WHEREAS, the Board of Aldermen finds that the Salado Village Voice newspaper and the Temple Daily Telegram newspaper are each a paper of general circulation within the Village of Salado; and

WHEREAS, the Board of Aldermen finds that the Salado Village Voice and Temple Daily Telegram:
(1) devotes not less than 25% of its total column lineage to general interest items;
(2) is published at least once each week;
(3) is entered as 2nd class postal matter in the county where published; and
(4) has been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice; and

WHEREAS, the Board of Aldermen finds that the Salado Village Voice and the Temple Daily Telegram are publications that meet all of the criteria legally required of an officially designated newspaper for the Village of Salado.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO THAT:

1. The Salado Village Voice is designated as the official newspaper for the Village of Salado for the fiscal year of 2016 – 2017 and the Temple Daily Telegram is designated as the official alternate newspaper for the Village of Salado for the fiscal year of 2016 - 2017, commencing on October 1, 2016.

2. The Village of Salado shall pay all applicable fees for its publications in the Village Voice as agreed upon between the Village and the Salado Village Voice per the attached price list.

3. The Village of Salado shall pay all applicable fees for its publications in the Temple Daily Telegram as agreed upon between the Village and the Temple Daily Telegram.

4. Until September 30, 2017, the Village of Salado shall continue to publish in the Salado Village Voice each notice or other matter required to be published by law.

5. Until September 30, 2016, the Village of Salado may publish in the Temple Daily Telegram notices and other matters required to be published by law and which do not require publication in the official newspaper.

APPROVED AND PASSED this, the 15th day of September, 2016, by a vote of _____ ayes to _____ nays to _____ abstentions.

VILLAGE OF SALADO, TEXAS

_____
Skip Blancett, Mayor

ATTEST:

_____
Mary Ann Ray, Village Secretary

Salado Village Voice

P. O. Box 587, Salado, TX 76571 • (254) 947-5321

saladovillagevoice.com

Mailing Address:

P.O. Box 587
Salado, TX 76571

Shipping Address:

213 Mill Creek Dr., Suite #125
Salado, TX 76571

Contacts:

Display Advertising

advertising@saladovillagevoice.com

Classified Ads

classifieds@saladovillagevoice.com

News releases

news@saladovillagevoice.com

Business Hours:

9 a.m. - 5 p.m. Weekdays

Circulation: Paid

* 1,500 circulation
* Thursday distribution

Mailed first-class to subscribers and distributed on stands in every store, restaurant and lodging in Salado.

Contact Persons:

Tim & Marilyn Fleischer
Publishers
Stephanie Hood
Ad Composition
Royce Wiggin
Office Assistant-Classifieds

Deadlines:

Display Ads - Noon Fri.
Classified Ads-Noon Mon.

Display Ad Rates:

Cumulative Rate

(Based on total column inches placed per month. Period of less than six months.)

Up to 50 col. inches per month:
$6 per column inch
51-100 col. inches per month:
$5.75 per column inch
101-200 col. inches per month:
$5.50 per column inch
201-300 col. inches per month:
$5.25 per column inch
301-450 col. inches per month:
$5 per column inch
Over 450 col. inches per month:
$4.75 per column inch

Six Month Rate:

Contract Required

Ad copy and sizes may vary.
Rate based on total column inches placed per month.

Up to 50 col. inches per month:
$4.00 per column inch
51-100 col. inches per month:
$3.87 per column inch
101-200 col. inches per month:
$3.75 per column inch
201-300 col. inches per month:
$3.62 per column inch
301-450 col. inches per month:
$3.50 per column inch
Over 450 col. inches per month:
$3.38 per column inch

technical updated April 2015
ad rates set November 2009

Color available on limited pages.

Up to 1/4 page : $75
1/4-1/2 page: $100
1/2 page-full page: $150

Technical Information:

Broadsheet Size:
22.5 inches tall, published in 4 sections
Print Area:
10" wide, 21.5" tall, 6 columns
Column Width: 1-1/2": 9 picas
Column Gutter: 1/6 inch: 1 pica

300 dpi minimum
ads-pdf files acceptable
photos -jpg files acceptable

Insert Rates: $150

1,500 preprinted Inserts in newspapers delivered to stands and in mail: $150. Inserts weighing more than 1 ounce each will be charged a weight fee to-be-determined.
Size: Inserts should be no larger than 8-1/2"x11" to fit in the newspaper.
Folding Charge: $75 per thousand, if larger than 8-1/2"x11".

Classified Ad Rates:

$7 for up to 15 words, 25¢ per word thereafter, payable in advance. All classifieds are posted to our website, as well as printed in the newspaper.

Credit Policy:

Check, cash, money order, credit cards accepted. Late fees of two percent per month applied to entire balance for accounts over 60 days. **Accounts over 90 days will be terminated and turned over for legal collection.** Delinquent accounts that have exceeded 90 days will have to pay entire balance and pay for all future advertising in advance.**Delinquent accounts are disqualified for discounted rates.**

Typical ad Sizes and Prices

Business Card Ad
2 col by 2 inch
$24 each week for one time run or month-long run

SIX MONTH CONTRACT
$16 per week for six months, billed monthly

2 col by 3 inch

$36 each week for one time run or month-long run

SIX MONTH CONTRACT
$24 per week for six months, billed monthly

Vertical Business Card
1 col by 4 inch
$24 each week for one time run or month-long run

SIX MONTH CONTRACT
$16 per week for six months, billed monthly

2 col by 5 inch

$60 each week for one time run or month-long run

SIX MONTH CONTRACT
$40 per week for six months, billed monthly

2 col by 4 inch

$48 each week for one time run or month-long run

SIX MONTH CONTRACT
$32 per week for six months, billed monthly

3 col by 2 inch

$36 each week for one time run or month-long run

SIX MONTH CONTRACT
$24 per week for six months, billed monthly

3 col by 3 inch

$54 each week for one time run or month-long run

SIX MONTH CONTRACT
$36 per week for six months, billed monthly

Eighth-Page
3 col by 4 inch

$72 each week for one time run or month-long run

SIX MONTH CONTRACT
$48 per week for six months, billed monthly

QUARTER PAGE:

3 col by 8 inch ad:
$144 one time;

$138 each time one month (four times);

Six Month Contract: $92.88 each week;

QUARTER PAGE:

4 col by 6 inch ad:
$144 one time;

$138 each time one month (four times);

Six Month Contract: $92.88 each week based on the same size ad each week, ad copy may change

4 col, by 10 inch ad

$240 One Time run ($6 per col. inch)

$210 each time for one month (4 times) ($5.25 per col. inch)

SIX MONTH CONTRACT
$150 per week for six months ($3.75 per col. inch)

3 col by 10 inch ad

$180 for one time run
($6.00 per column inch)

$165 each week for one month
(4 weeks) ($5.50 per column inch)

SIX MONTH CONTRACT
$112.50 per week for six months
($3.75 per column inch)