

Village Board of Aldermen
Meeting Minutes

Municipal Building
Thursday, September 19, 2002
6:30pm

Members present: Vic Means, Rick Ashe, Michael Cooper, Jackie Mills, Suzi Epps

Members Absent: Charlotte Douglass

Others Present: Dianna Zulauf - Village Secretary, Tim Fleischer – Village Voice Newspaper, April Allen – Tourism Director, Cliff Brown, Brian Nelson – Oncor Electric, Alan Rogers, Attorney Alan Bojorquez

The Board of Aldermen meeting was called to order by Mayor Pro-tem Means at 6:30PM.

Alderman Epps made a motion to approve the previous meeting minutes dated Sept. 5th. Motion was seconded by Alderman Mills, motion carried unanimously.

Resolutions and/or Proclamations:

None

Chief of Police Report:

Chief Rogers asked the Board to amend the employee handbook for the police department with these changes: 1) Pg.13. Take out the clause that states the Village will not pay for medical benefits for injuries resulting from outside employment. Chief Rogers felt that this statement prevents medical benefits for off-hour duties such as patrolling the Art Fair and Christmas Stroll. He asked that the clause state that the Village will pay for medical benefits for injuries resulting from outside employment that has prior approval by the Chief. 2) Pg. 13. Revise the clause that states "Outside business enterprises will not be conducted using Village equipment or supplies", to state that Village equipment can be used for outside business with prior approval from Chief. 3) Pg. 19. Employee evaluation, suggest a change so that raises are not based on employee evaluation. 4) Pg. 28. The book reads that there are nine holidays per year and it should read ten holidays per year. Chief Rogers will put all of these requested changes in writing and get to Dianna to be sent to legal.

Chief Rogers asked the Board for permission to put an ad in the Thrifty Nickel to try and sell the old police car. It was the conclusion of the Board and Chief that the car has no value. It is a liability more than an asset and it is of a public purpose to donate the car. Alderman Cooper made a motion to authorize the Chief to offer the car to Temple College first, and then if they refuse offer it to any other organization. Motion was seconded by Alderman Mills, motion carried unanimously.

Tourism Director Report:

Tourism Director April Allen reported that the Tourism Council will meet Thursday, Sept. 26th. Ms. Allen will be out of the office Saturday thru Wednesday attending the Texas Travel Summit in Ft. Worth.

Ms. Allen is serving on the SBA website committee and they are currently working on revising the website.

Grant applications are due October 1st and the tourism council will make a decision by the middle of October on what organizations that apply will receive the grants.

Year-to-Date Financials:

The Board reviewed the P&L report ending August 31, 2002. There were no questions on the report.

Old Business:

1. Oncor Ordinance

The Board members had a copy of the proposed ordinance that was explained at the last meeting. This ordinance will increase the Village's franchise fee income from Oncor slightly. It also prevents the Village from suing Oncor for not collecting franchise fee on some of the services in the past. Motion was made by Alderman Cooper to approve and adopt Ordinance No. 2002.18 which amends Ordinance No. 2001.03 along with the Compromise, Settlement, and Release Agreement from Oncor. Motion was seconded by Alderman Ashe, motion carried unanimously.

2. Budget 2002-2003

Mayor Pro-tem Means presented the proposed budgets for the Village and Hotel/Motel for the year 2002-2003 with two changes from the last public hearing. On the Village's budget, under expenditures, cost code 1200, increased by \$200 due to a more accurate dollar figure from the Bell County Health District on membership dues. Also on the Village's budget, under expenditures, cost code 6600, increased by \$1,000.00 due to more accurate dollar figure for the cost of the new police pickup. Motion was made by Alderman Epps to adopt and approve the proposed 2002-2003 budget for the Village. Motion was seconded by Alderman Ashe, motion carried unanimously. Motion was made by Alderman Epps to adopt and approve the proposed 2002-2003 budget for Hotel/Motel. Motion was seconded by Alderman Ashe, motion carried unanimously.

3. Sign Ordinance

Alderman Epps reported to the Board that there is an addition that needs to be made to the proposed sign ordinance in Section 9 (h). Alderman Epps read the addition. Alderman Epps will put in writing the process the Board went through to determine the sign ordinance. Alderman Cooper asked who was going to review sign requests. At the moment, Alderman Means and Epps will review any request that come in.

Motion was made by Alderman Epps to adopt the proposed sign ordinance, No. 2002.17, with the changes stated. Motion was seconded by Alderman Ashe, motion carried unanimously.

4. Animal Control

Officer Matarazzo has provided a Conditional Agreement for Adopting Animals form that he got from Killeen and adapted for Salado. Alderman Cooper made a motion to adopt the necessary agreement under the animal control ordinance, the conditional agreement for adopting animals as proposed. Motion was seconded by Alderman Ashe, motion carried unanimously.

New Business:

1. Additions to Policy Book

Secretary Dianna Zulauf presented three policies to be added to the Policy & Procedure book, Checks, Handling Non-sufficient Funds Checks, and Handling Outstanding Checks. Motion was made by Alderman Mills to adopt these three policies as submitted. Motion was seconded by Alderman Cooper, motion carried unanimously.

2. Liability for Road Repairs & EMS

Alderman Ashe reported that Bell County finally resurfaced some roads in Salado. They provided the labor and the Village bought the materials. The cost for the Village will be approximately

\$6,500.00 for a little over a mile.

Alderman Ashe explained that a liability needs to be created for EMS expenses that should come out of this year's budget, but due to delays will be paid after October 1, 2002. The liability is a bookkeeping process.

Alderman Ashe suggested the Board explore the option of a franchise fee on the ambulance.

Alderman Ashe is trying to acquire prices on making the garage larger for storage for the Village and with a wood floor in the storage area as opposed to concrete. Motion was made by Alderman Cooper to create a liability in the amount of \$9,500.00. Motion was seconded by Alderman Mills, motion carried unanimously.

3. Update on Hotel/Motel Regulations

April Allen presented the revised Hotel/Motel Rules and Regulations. Ms. Allen highlighted the changes made. Motion was made by Alderman Cooper to accept and adopt the Hotel/Motel Rules and Regulations as submitted. Motion was seconded by Alderman Epps, motion carried unanimously.

4. Pace Park Contract

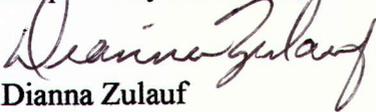
This item was tabled until a meeting with the Pace Park Executive Board can be scheduled.

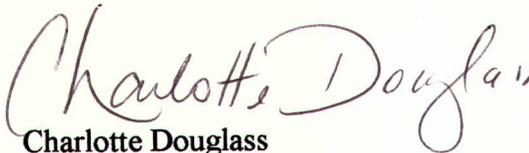
Announcements:

1. Next scheduled Board meeting is October 3, 2002.

Meeting adjourned at 8:15PM

Respectfully submitted,


Dianna Zulauf
Village Secretary


Charlotte Douglass
Mayor



Village of Salado

**Board of Alderman Meeting
September 19, 2002
Municipal Building**

Report of the Tourism Office

The Tourism Council will meet on September 26th at 8:45am. .

The Tourism Director will attend the Texas Travel Industry Association Annual Summit in Fort Worth, beginning Saturday, September 21 through Wednesday September 25th.

The Director is currently serving on the SBA Website Committee. This committee is looking at how the website can be changed to make it more appealing to visitors and more user-friendly.

The Director has been meeting with various groups about the Grant process. Grant applications are due October 1st. The Tourism Council will then review the applications and make a decision by the middle of October. Anyone interested in applying for a Tourism grant can come by the Tourism Office to pick up an application.

Hotel / Motel Tax Budget for 2002-2003

AGENDA ITEM

9/19/2002

Estimated Beginning Balance 10-1-02 **\$ 92,298.69**

Category	ACC #	Description	\$
Income			
H.O.T. Funds			\$135,000.00

Total Available **\$227,298.69**

Expense			
Overhead	1000		
	1100	Salaries	\$31,500.00
	1110	Benefits	\$4,400.00
	1120	Payroll Taxes	\$2,500.00
	1200	Dues & Subscriptions	\$1,460.00
	1300	Insurance	\$400.00
	1350	Training	\$3,400.00
	1450	Office Supplies	\$1,150.00
	1500	Postage	\$1,200.00
	1550	Phone	\$1,600.00
	1600	Professional Fees Audit/Legal	\$1,000.00
	2150	Rent	\$5,700.00
		Total	\$54,310.00
Sales & Marketing	4000		
	4100	Advertising	\$31,875.00
	4300	Sales	\$8,300.00
	4500	Events	\$5,000.00
	4600	Public Relations	\$2,000.00
	4700	Design/Printing of Marketing Materials	\$6,600.00
	4800	Research	\$1,015.00
		Total	\$54,790.00
Miscellaneous	4900		
			\$1,193.69
Grants	8400		\$18,000.00
Contingency	8500		\$6,750.00
		Total Expense	\$135,000.00

Ending Balance 9-30-03 **\$92,298.69**

Passed and approved this 19th day of September, 2002.

ATTEST:

Mayor Charlotte Douglass

Dianna Zulauf, Village Secretary

The equation for computing the ending balance for the current fiscal year is as follows:

Cash balance at the end of the most recent month before budget preparations start.	<u>\$ 110,550.69</u>
Plus (+) estimated revenues for the remaining of the current fiscal year.	<u>\$ - 0 -</u>
Minus (-) estimated expenditures for the remaining of the current fiscal year (including debt payments due the current fiscal year and not yet made).	<u>\$ 18,252.</u>
Equals (=) ending balance.	<u>\$ 92,298.69</u>

In making these calculations, emphasis should be placed on a conservative approach. Projections made on the basis of guesswork or wishful thinking may produce an unreliable forecast and cause problems.

Estimating Known Expenditures for the Next Fiscal Year

The budget officer in estimating the city's minimum essential expenditures for the upcoming year should take the following factors into account.

- The amount needed to pay interest and principal on the city's outstanding revenue bonds, general obligation bonds, certificates of obligation, leases and any other debts.
- The financial impact of newly completed city facilities, including additional operating costs and salaries of added personnel.
- The cost of extraordinary maintenance requirements to city facilities, i.e. repairs to city buildings.
- Changes in state or federal legislation, which may impose new financial requirements.
- The cost of the payroll for the next fiscal year, using salary levels for the current fiscal year and incorporating any known salary changes for the upcoming fiscal year.
- Reductions for the cost of any discontinued programs or services.
- Increases in expenditures due to increases in grant or contract revenue.
- The cost of any legal judgements pending against the city.

The task of forecasting how much money will be available to accommodate growing community needs falls to the budget officer and the finance staff. The art of forecasting is not an exact science, but projections must be as accurate as possible.

Estimating Revenue and Revenue Sources for the Next Fiscal Year

The task of forecasting how much money will be available to accommodate growing community needs falls to the budget officer and the finance staff. The art of fore-

9:04 AM
09/12/02
Accrual Basis

Hotel / Motel Tax
Balance Sheet
As of August 31, 2002

	<u>Aug 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Back	0.60
Checking	<u>110,550.09</u>
Total Checking/Savings	<u>110,550.69</u>
 Total Current Assets	 <u>110,550.69</u>
 TOTAL ASSETS	 <u>110,550.69</u>
LIABILITIES & EQUITY	
Equity	
00001 - Retained Earnin...	12,771.14
Net Income	<u>97,779.55</u>
Total Equity	<u>110,550.69</u>
 TOTAL LIABILITIES & EQUI...	 <u>110,550.69</u>

Budget 2002-2003

9/19/2002

					\$242,328
BEGINNING BALANCE (estimated)					
INCOME		Actual	Projected		2002-2003
		Oct. '01 - Aug. '02	Sept.'02	Total	Proposed Budget
9100	Tax Receipts				
9120	Sales Tax	\$267,629.00	\$18,000.00	\$285,629.00	\$277,600
9140	Mixed Beverage	\$6,863.00	\$700.00	\$7,563.00	\$6,700
9200	Franchise Fees				
9220	Electric (annual)	\$146,412.00		\$146,412.00	\$148,000
9240	Telephone (qtrly)	\$41,600.00		\$41,600.00	\$40,000
9260	Waste Disposal (qtrly)	\$5,697.00		\$5,697.00	\$5,600
9280	Cable (semi-annual)	\$1,686.00	\$3,400.00	\$5,086.00	\$5,000
9290	Water (annual)	\$6,877.00		\$6,877.00	\$5,800
9300	Development Fee				
9320	Subdivision			\$0.00	
9340	Building Permits	\$3,789.00	\$200.00	\$3,989.00	\$3,600
9360	Inspections			\$0.00	
9380	Other			\$0.00	
9500	Municipal Court				
9550	Court Fees	\$4,425.00	\$626.00	\$5,051.00	\$4,000
9600	Fire Department				
9650	Burn Fees	\$285.00	\$40.00	\$325.00	\$500
9700	Misc. Income	\$1,808.00		\$1,808.00	\$1,500
9710	Interest Income	\$330.00			\$500
		\$487,071.00	\$22,966.00	\$510,037.00	\$498,800
Total Available					\$741,128

AGENDA ITEM

EXPENDITURES		Actual	Projected		Next Year
		Oct. '01 - Aug. '02	Sept.'02	Total	Budget
	Administrative Exp.				
1101	Salary - Administration	\$24,150.00	\$2,300.00	\$26,450.00	\$28,980
1102	Overtime - Administration				\$1,200
1110	Benefits	\$691.00	\$300.00	\$991.00	\$1,600
1120	Payroll Taxes	\$2,355.00	\$200.00	\$2,555.00	\$3,000
1130	Temporary Assistance	\$530.00	\$0.00	\$530.00	\$1,520
1200	Dues & Fees	\$6,463.00		\$6,463.00	\$4,300
1250	Election Exp.	\$863.00		\$863.00	\$1,000
1300	Insurance	\$3,672.00		\$3,672.00	\$10,400
1350	Training & Travel	\$3,335.00	\$300.00	\$3,635.00	\$4,200
1450	Office Supplies	\$4,050.00	\$200.00	\$4,250.00	\$4,700
1475	Printing Exp.		\$0.00	\$0.00	\$200
1500	Postage	\$672.00	\$100.00	\$772.00	\$1,200
1550	Telephone	\$2,812.00	\$250.00	\$3,062.00	\$4,200
1610	Professional Fee: Planning	\$39,702.00	\$5,308.00	\$45,010.00	\$55,000
1611	Professional Fee: Engineering	\$3,332.00	\$3,300.00	\$6,632.00	\$14,000
1612	Professional Fee: Auditor		\$4,000.00	\$4,000.00	\$4,000
1613	Professional Fee: Inspections		\$0.00	\$0.00	\$15,000
1620	Legal	\$9,893.00	\$2,000.00	\$11,893.00	\$24,000
1650	Public Notice	\$676.00	\$200.00	\$876.00	\$2,500
1700	Equipment - Leased	\$2,578.00	\$215.00	\$2,793.00	\$2,800
1750	Equipment - Purchased	\$1,650.00		\$1,650.00	\$1,500
		\$107,424.00	\$18,673.00	\$126,097.00	\$185,300
2000	Municipal Building				
2100	Mortgage: Principal	\$3,858.00	\$345.00	\$4,203.00	\$11,080
2120	Mortgage: Interest	\$5,162.00	\$477.00	\$5,639.00	\$5,420
2200	Maint. / Repair	\$2,055.00	\$400.00	\$2,455.00	\$2,640
2300	Utilities	\$3,251.00	\$400.00	\$3,651.00	\$7,000
2400	Signage	\$237.00		\$237.00	\$200
		\$14,563.00	\$1,622.00	\$16,185.00	\$26,340
3000	Fire Dept.				
3100	Burn Fees	\$165.00	\$40.00	\$205.00	\$240
3200	Contract	\$25,285.00		\$25,285.00	\$25,600
		\$25,450.00	\$40.00	\$25,490.00	\$25,840
4000	Marketing				
4100	Ads	\$0.00	\$0.00	\$0.00	take out
4200	Website	\$449.00	\$100.00	\$549.00	\$1,500
		\$449.00	\$100.00	\$549.00	\$1,500
5000	Municipal Court				
1105	Salary - Judge	\$4,400.00	\$400.00	\$4,800.00	\$4,800
5120	Payroll Taxes	\$429.00	\$40.00	\$469.00	\$440
5200	Supplies	\$495.00	\$0.00	\$495.00	\$500
		\$5,324.00	\$440.00	\$5,764.00	\$5,740
6000	Police Department				
6100	Salary - Chief of Police	\$35,750.00	\$3,250.00	\$39,000.00	\$40,950
6110	Salary - Officers	\$32,668.00	\$5,000.00	\$37,668.00	\$61,500
6115	Salary - Overtime			\$0.00	\$2,600

6120	Salary - Part Time	\$800.00		\$800.00	\$3,000
6200	Payroll Taxes	\$6,752.00	\$500.00	\$7,252.00	\$9,600
6250	Benefits	\$4,636.00	\$1,050.00	\$5,686.00	\$13,800
6300	Officer Equipment	\$4,959.00	\$100.00	\$5,059.00	\$8,600
6350	Training & Travel	\$33.00	\$500.00	\$533.00	\$5,000
6500	Office Equipment & Forms	\$7,165.00		\$7,165.00	\$3,300
6550	Cell Phones			\$0.00	\$1,500
6600	Auto	\$29,412.00		\$29,412.00	\$31,000
6620	Fuel	\$2,389.00	\$350.00	\$2,739.00	\$4,200
6640	Repair/Maintenance	\$646.00	\$250.00	\$896.00	\$1,200
6690	Reserve Officers	\$1,541.00		\$1,541.00	\$1,600
6720	Jail Expense	\$0.00	\$0.00	\$0.00	\$1,440
6800	COPS program	\$600.00		\$600.00	\$1,200
		\$127,351.00	\$11,000.00	\$138,351.00	\$190,490
7000	Street Maint.				
7120	Resurfacing	\$1,447.00	\$6,000.00	\$7,447.00	\$20,000
7140	Pot Holes	\$6,873.00	\$900.00	\$7,773.00	\$10,000
7160	Other	\$1,496.00	\$500.00	\$1,996.00	\$10,000
7200	Signage	\$4,866.00	\$100.00	\$4,966.00	\$5,000
7300	Utilities	\$2,771.00	\$500.00	\$3,271.00	\$6,000
7400	New Roads			\$0.00	take out
7500	Parks	\$5,500.00	\$500.00	\$6,000.00	\$22,000
7600	Storage	\$132.00	\$70.00	\$202.00	\$900
		\$23,085.00	\$8,570.00	\$31,655.00	\$73,900
8200	Animal Control	\$246.00	\$100.00	\$346.00	\$1,200
8300	Emergency Operations			\$0.00	\$1,000
8500	Contingency	\$1,720.00	\$1,000.00	\$2,720.00	\$12,000
				\$0.00	
				\$0.00	
TOTAL EXPENSES:		\$305,612.00	\$41,545.00	\$347,157.00	\$523,310
	Estimated Balance 9-30-2003				\$217,818

Passed and approved this 19th day of September, 2002.

ATTEST:

Mayor Charlotte Douglass

Dianna Zulauf, Village Secretary

The equation for computing the ending balance for the current fiscal year is as follows:

Cash balance at the end of the most recent month before budget preparations start.	<u>\$ 260,907.</u>
Plus (+) estimated revenues for the remaining of the current fiscal year.	<u>\$ 22,966.</u>
Minus (-) estimated expenditures for the remaining of the current fiscal year (including debt payments due the current fiscal year and not yet made).	<u>\$ 41,545.</u>
Equals (=) ending balance.	<u><u>\$ 242,328.</u></u>

In making these calculations, emphasis should be placed on a conservative approach. Projections made on the basis of guesswork or wishful thinking may produce an unreliable forecast and cause problems.

Estimating Known Expenditures for the Next Fiscal Year

The budget officer in estimating the city's minimum essential expenditures for the upcoming year should take the following factors into account.

- The amount needed to pay interest and principal on the city's outstanding revenue bonds, general obligation bonds, certificates of obligation, leases and any other debts.
- The financial impact of newly completed city facilities, including additional operating costs and salaries of added personnel.
- The cost of extraordinary maintenance requirements to city facilities, i.e. repairs to city buildings.
- Changes in state or federal legislation, which may impose new financial requirements.
- The cost of the payroll for the next fiscal year, using salary levels for the current fiscal year and incorporating any known salary changes for the upcoming fiscal year.
- Reductions for the cost of any discontinued programs or services.
- Increases in expenditures due to increases in grant or contract revenue.
- The cost of any legal judgements pending against the city.

The task of forecasting how much money will be available to accommodate growing community needs falls to the budget officer and the finance staff. The art of forecasting is not an exact science, but projections must be as accurate as possible.

Estimating Revenue and Revenue Sources for the Next Fiscal Year

The task of forecasting how much money will be available to accommodate growing community needs falls to the budget officer and the finance staff. The art of fore-

2:49 PM
09/11/02
Accrual Basis

Village of Salado
Balance Sheet
As of August 31, 2002

	<u>Aug 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
9000 · Village of Salado	94,568.33
9800 · CD - 1004166	116,292.03
9900 · TexPool	50,046.38
Total Checking/Savings	<u>260,906.74</u>
Total Current Assets	<u>260,906.74</u>
TOTAL ASSETS	<u><u>260,906.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
00002 · Court Cost Payable	324.00
0010 · Payroll Liabilities	106.92
Total Other Current Liabilities	<u>430.92</u>
Total Current Liabilities	<u>430.92</u>
Total Liabilities	430.92
Equity	
0011 · Opening Bal Equity - unused	143.98
3900 · Retained Earnings	77,839.76
Net Income	182,492.08
Total Equity	<u>260,475.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>260,906.74</u></u>