



**NOTICE OF A
MEETING OF THE
FAIRVIEW TOWN COUNCIL
EXECUTIVE SESSION
TOWN HALL COUNCIL CHAMBERS
372 TOWN PLACE, FAIRVIEW, TEXAS
TUESDAY, AUGUST 6, 2019
6:00 P.M.
AGENDA**

1. Call to order in Open Session
2. Town Council recesses into Executive Session
3. The Town Council will meet in Closed Session regarding the following items and/or any item posted on the agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including CPDD development improvements, ordinances, agreements and financing; town contracts and ordinances for services and programs; regulations related to TABC permits; potential litigation regarding drainage; Robert Bruce Kelly and Shannon Shirey Kelly vs. Town of Fairview, Case No. 380-04945-2018 in the 380th Judicial District, Collin County, Texas; Mark Edward Stoddard and Bertel Morgan Stoddard vs. Town of Fairview, Case No. 296-04944-2018 in the 296th Judicial District, Collin County, Texas.

Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property; acquisition of right-of-way, easements, or land.

Section 551.074 Personnel - appointment of members of all non-advisory boards and commissions.

Section 551.087 – to discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Town of Fairview has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Fairview and with which the Town is conducting economic development negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by

1. The Council may vote and/or act upon each of the items listed in this agenda.
2. The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, where it is considered necessary and legally justified under the Open Meetings Act.

subdivision (1). Proposed commercial/retail developments.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

4. The Council reserves the right to discuss or take action on Executive Session items on this meeting notice or any item on the Town Council's August 6, 2019 Regular Session meeting agenda/notice, which was posted at the same date, time and place of this Executive Session meeting agenda/notice, said Regular Session meeting being scheduled to begin at 7:30 p.m. on August 6, 2019 at Fairview Town Hall.
5. Adjourn

I, Tenitrus Bethel, Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 2nd day of August, 2019 at or before 6:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Tenitrus Bethel, Town Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, or readers, are requested to contact the Town Secretary's office at 972-562-0522, Ext 4234 or by fax at 972-886-4203.

1. The Council may vote and/or act upon each of the items listed in this agenda.
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**NOTICE OF A
MEETING OF THE
FAIRVIEW TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
372 TOWN PLACE, FAIRVIEW, TEXAS
TUESDAY, AUGUST 6, 2019
7:30 P.M.
AGENDA**

1. Call to Order
2. Pledge of Allegiance.
3. Texas Pledge
4. Citizen's Input
At this time, any person with business before the council not scheduled for public hearing on the agenda may speak. Each person will have up to five minutes. No formal discussion or action may be taken on these items at this meeting.
5. Presentations
 - a. Hear presentation from the new Lovejoy ISD Superintendent regarding Lovejoy ISD.
 - b. Hear presentation from DART related to Fairview senior and disabled transportation program and consider authorizing the Town Manager to renew the Town's agreement with DART.
6. Consent Agenda
 - a. Approve the minutes of the July 8, 2019 regular Council meeting.
 - b. Approve the minutes of the July 16, 2019 special Council meeting.
 - c. Approve the minutes of the July 29, 2019 special Council meeting.
 - d. Approve an Interlocal Agreement with the Collin County Sheriff's Office regarding child abuse investigation services.

All items listed under the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items. If discussion is desired, an item may be removed from the consent agenda and considered separately.
7. Public Hearings

- a. Conduct a public hearing, and consider approval of an ordinance on a request for approval for an accessory structure (barn). The site is located on the west side of the intersection of Orr Road and Fitzhugh Mill Road and is zoned for the (RE-2) Two-acre Ranch Estate District. Applicant: Dan Anderson representing owners Ted and Ruth Kerico.
- b. Conduct a public hearing, and consider approval of an ordinance on a request for approval of a major warrant to allow additional height for a monument sign along Stacy Road for 7-Eleven. The site is located at the northeast corner of Highway 5 and Stacy Road and is zoned for the (CPDD) Commercial Planned Development District with the Urban Transition Sub-district.
- c. Conduct a public hearing, and consider approval of an ordinance on a request for approval to rezone an 11.2-acre tract of land from the (AG) Agriculture District to the (RE-2) Two-acre Ranch Estate District. The site is located at the northwest corner of E. Stacy Road and Orr Road.

8. Action/Discussion Items

- a. Discuss and consider authorizing the Town Manager to execute an amendment to the First Amended Interlocal Agreement with Collin County animal control and shelter services.
- b. Discuss budget process, meeting dates, and other related matters.
- c. Discuss status of development between Oakwood and Kingdom Estates and related matters.
- d. Discuss Boards & Commissions and take any necessary action.

9. Reports from Staff, including any updates on project tracking reports and department activities

- a. Monthly Financial Report – Period ending June 30, 2019
- b. Quarterly Financial Report – Period ending June 30, 2019
- c. Town construction projects

10. Receive reports from staff or the Town Council about items of community interest.

Items of community interest include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen (but not including a change in status of a person's public office or public employment); a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CLOSED SESSION (EXCEPTIONS) Under Tex. Gov't Code Chapter 551, the Town Council may enter closed session to discuss any items listed or referenced on a posted agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including CPDD development improvements, ordinances, agreements and financing; town contracts and ordinances for services and programs; regulations related to TABC permits; potential litigation regarding drainage; Robert Bruce Kelly and Shannon Shirey Kelly vs. Town of Fairview, Case No. 380-04945-2018 in the 380th Judicial District, Collin County, Texas; Mark Edward Stoddard and Bertel Morgan Stoddard vs. Town of Fairview, Case No. 296-04944-2018 in the 296th Judicial District, Collin County, Texas.

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The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

11. Adjourn

I, Tenitrus Bethel, Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 2nd day of August, 2019 at or before 5:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Tenitrus Bethel, Town Secretary

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Memorandum
August 2, 2019

TO: Mayor & Council

FROM: Tenitrus Bethel, Town Secretary

SUBJECT: **DART agreement**

This item will be provided under separate cover on Monday.



Memorandum

July 31, 2019

TO: Mayor & Town Council
Julie Couch, Town Manager

FROM: Granver Tolliver, Police Chief

SUBJECT: INTERLOCAL CHILD ABUSE, INVESTIGATION SERVICES, LAW ENFORCEMENT SERVICES AGREEMENT

BACKGROUND: Every five years, the Town of Fairview enters into an Interlocal Child Abuse Investigation Services, Law Enforcement Services Agreement with Collin County for child abuse investigation services that are provided to the Fairview Police Department.

STATUS OF ISSUE: It's time to renew our Interlocal Child Abuse, Investigation Services, Law Enforcement Agreement with Collin County. This agreement will go into effect on October 1, 2019.

BUDGET: On an annual basis, the Town will pay \$6,000 to the County for providing these services. This is the same amount currently being paid by the Town. There has been no increase in cost.

RECOMMENDATION: Authorize the town manager to enter into an Interlocal Child Abuse, Investigation Services, Law Enforcement Services Agreement with Collin County.



Memorandum

August 6, 2019

TO: Town Council
Julie Couch, Town Manager

FROM: Israel Roberts, AICP
Planning Manager

SUBJECT: **CONDITIONAL USE PERMIT FOR AN ACCESSORY BARN
(CASE #CUP2019-03)**

BACKGROUND: This is a request for approval of a conditional use permit (CUP) to accommodate the construction of an accessory structure (barn). The 3.5-acre site is located west of the intersection of Orr Road and Fitzhugh Mill Road and is zoned for the (RE-2) Two-Acre Ranch Estate District. Applicant: Dan Anderson representing owners Ted and Ruth Kerico (**Case #CUP2019-03**)

STATUS OF ISSUE:

The homeowners propose to construct a two-story, 5,840 square foot, 36-foot high barn in the rear of a proposed lot that is currently under development. The design features two (2) covered porches, a second story hay loft with a meal roof and a gray stained cedar façade. The owners of the site also own a 15.9-acre tract of land on the east side of Fitzhugh Mill Road that is undevelopable since it is fully encumbered with flood plain. The barn will be used for hay and maintenance equipment storage.

In the (RE-2) Two-Acre Ranch Estate District, lots are restricted to two (2) accessory structures totaling a maximum of 1,800 square feet. In this case, the request for the conditional use permit is necessary since the proposed barn will exceed the limitation on area and height.

Public Input

The town has notified 13 adjacent property owners within 500 feet of the subject property and to date, have not received any correspondence.

Staff Analysis

- In the (RE-2) Two-Acre Ranch Estate District:
 - Setbacks for an accessory structure of this size (over 480 SF) is 40 feet: *The proposed accessory structure is located beyond the 40 foot setback from all property lines, therefore, the proposal meets this requirement.*
 - Maximum height of an accessory structure is 30'. *As shown, the design of the barn reflects a 36-foot height to the top of the roof. The added additional height is to accommodate a second story hay loft.*
 - Maximum number of accessory structures is two (2). This will be the only accessory structure on site.
 - Maximum square footage for all accessory structures on a lot is 1,800 square feet. The proposed 5,840 SF barn exceeds the limitation by 4,040 SF.
 - Maximum lot coverage is 25%. *Including the proposed barn and future house, the lot coverage is approximately 10.6%, meeting the lot coverage requirement.*

RECOMMENDATION: At their July meeting, the Planning and Zoning Commission recommended **APPROVAL** with the following condition:

1. Use, location and design of the proposed accessory structure generally conforms with the submitted concept plans.

BUDGET: N/A

ATTACHMENTS:

- Locator
- Concept Plans



Memorandum

August 6, 2019

TO: Town Council
Julie Couch, Town Manager

FROM: Israel B. Roberts, AICP
Planning Manager

SUBJECT: 7-Eleven: Major Warrant for a monument sign

BACKGROUND: This is a request for approval of a Major Warrant to allow a 12-foot tall monument sign along Stacy Road for the 7-Eleven gas station and convenience store. The site is located at the northeast corner of Highway 5 and Stacy Road and is zoned for the (CPDD) Commercial Planned Development District with the Urban Transition Sub-district. Applicant: Brad Robertson of Barnette Signs representing 7-Eleven.

STATUS OF ISSUE: In this case, the applicants are requesting a Major Warrant to permit a 12-foot tall monument sign along Stacy Road for the 7-Eleven. Within the (CPDD) Commercial Planned Development District, monument signs along Stacy Road are limited to 9 feet in height. Additionally, per the CPDD code, since this site is located at the corner, it can have two (2) monument signs; one along Stacy Road and one along Highway 5. The monument sign height is limited to 6-feet along Highway 5.

When the widening of Stacy Road began, right-of-way expansion and construction easement acquisition caused the removal of an existing monument sign along Stacy Road for 7-Eleven. The footing and foundation for that sign was never removed and they plan to re-use that existing foundation for the new sign. Due the new design of the intersection that features a retaining wall and hand rail, visibility to the site is limited, including the location of the proposed sign along Stacy Road, which by code, they are permitted by-right.

As noted, the CPDD regulations for signs along Stacy Road allow 9-foot tall monument signs. In addition, the code permits a sign to be placed on a berm with a maximum height for 24 inches. The proposed sign could be placed on a newly created 24-inch berm with a 9-tall height, giving the sign 11 feet off visibility. However, in order to use this design feature, the existing foundation

and footing would not be able to be used. Due to new easements and proximity of an existing water line, the berm and sign would need to be relocated, from the existing location. Due to the existing parking lot and the water line, there is not adequate space on along Stacy Road to create a berm and a new foundation. Therefore, using the existing foundation is the best option.

HISTORY:

- In December 2017, the Council approved a Major Warrant for a Master Sign Plan for the mall that included six (6) 30-foot tall multi-tenant monument signs along Stacy Road. This Master Sign Plan was in coordination of a rebranding effort for the mall as the Fairview Town Center.
- In February 2019, the Council approved a various Major Warrants for the development of the RaceTrac gas station and convenience store located at the northwest corner of Highway 5 and Stacy Road. Included in those requests, was a major warrant to allow a 20-foot tall monument sign along Stacy Road.
- In May 2019, the Zoning Board of Adjustment acting as the Sign board, denied a variance request by the applicant for this site and sign, to allow 12-foot tall monument sign.

NOTICE: Staff has notified 14 adjacent property owners, and to date, has received one (1) letter of support.

RECOMMENDATION: At their July meeting, the Planning and Zoning Commission recommend **APPROVAL** of the subject request.

ATTACHMENTS:

Aerial
Exhibits
Correspondence



Memorandum

August 6, 2019

TO: Town Council
Julie Couch, Town Manager

FROM: Israel Roberts, AICP
Planning Manager

SUBJECT: **REZONING OF NORTHWEST CORNER OF E. STACY @ ORR ROAD
(CASE #ZA2019-03)**

BACKGROUND: This is a request for approval of a change in zoning from the (AG) Agriculture District to the (RE-2) Two-acre Ranch Estate District. The 11.2-acre site is located at the northwest corner of E. Stacy Road and Orr Road. Applicant: Tony Prutch, Homes by J. Anthony representing owners Kelly and Karen Shackleford. **(ZA2019-03)**

STATUS OF ISSUE: The applicant proposes to rezone an 11.2-acre tract of land from the (AG) Agriculture District, to the (RE-2) Two-acre Ranch Estate District, in order to allow for the creation, and future development, of four (4) residential lots. The current proposal reflects a total of four residential lots, and right-of-way dedication for both E. Stacy Road and Orr Road.

COMPREHENSIVE PLAN: According to the Comprehensive Plan and the Future Land Use Map, the site is designated for Residential Estate Country uses. By definition, the Residential Estate Country provides for a gross density of one or fewer dwelling units per 2-acres of land. In this case, based upon the 11.2-acre tract of land, the Comprehensive Plan recommends a maximum of 5 dwelling units. *At this time, the plan would call for four residential lots, therefore, the proposed rezoning meets the intent of the Comprehensive Plan and Future Land Use Map recommendations.*

LAND USE: The land use and zoning of the surrounding properties are as follows:

	Current Zoning	Current Land Use	Future Land Use Plan
North	(RE-2) Two-acre Ranch Estate	Residential, vacant	Residential Estate Country
East	City of McKinney ETJ	Residential	City of McKinney ETJ
South	(PC) Planned Center District	Residential	Residential Estate Country
West	(AG) Agriculture District	Residential	Residential Estate Country

PUBLIC INPUT: The town has notified 21 adjacent property owners within 500 feet of the subject property and Lovejoy ISD in accordance with Town requirements and to date, have received one (1) letter of opposition.

RECOMMENDATION: At their July meeting, the Planning and Zoning Commission unanimously recommended **APPROVAL** of the request.

BUDGET: N/A

ATTACHMENTS:

- Locator
- Proposed Tract Map
- Correspondence



Memorandum

August 8, 2019

TO: Mayor and Councilmembers
Julie Couch, Town Manager

FROM: Adam Wilbourn, Assistant to the Town Manager

SUBJECT: AMENDMENT TO FIRST AMENDED ILA FOR THE FACILITY CONSTRUCTION AND USE OF AN ANIMAL SHELTER IN COLLIN COUNTY

BACKGROUND: The Town of Fairview along with the Cities of Anna, Celina, Farmersville, Frisco, Lowry Crossing, McKinney, Melissa, Princeton, and Prosper (the Parties) entered into an interlocal agreement (ILA) for the facility construction and use of an animal shelter on September 26, 2006. This agreement outlined the joint funding and use of the Collin County Animal Shelter (CCAS). The agreement had an initial term of 10 years with year to year automatic renewals after ten years. Among the terms of the agreement, an Operating Committee was established to coordinate with CCAS staff, review their budget and provide oversight of the facility. The Operating Committee consists of the City of Frisco, McKinney, and a rotating member, currently the City of Celina.

This ILA is for animal shelter services only and is separate from the agreement between the Town and Collin County for animal control services.

STATUS OF ISSUE: An amendment to the existing ILA (the "Agreement") has been proposed. The proposed Agreement extends the term through 2023 and creates an automatic renewal term of five years, upon the same terms and conditions contained in the initial term or as modified by subsequent agreements between the Parties, and shall automatically renew and continue for additional renewal terms until such time as the Parties explicitly determine not to renew this Agreement. A Party may decline to automatically renew this Agreement at any time during or after the Initial Term, provided that such Party notifies all other Parties in writing of its intent to decline automatic renewal three hundred sixty-five (365) days prior to the automatic renewal date.

The proposed Agreement also changes the definition of Operating Committee Authority to: The Operating Committee shall be entitled to make nonbinding recommendations regarding: (a) ongoing operational issues, including scheduling, replacement of furniture and equipment, problems associated with breakage of personal property and fixtures, and related issues; and (b) the annual apportionment of Shelter Operating Expenses among the Parties and for making any

adjustments that will result in a true apportionment of costs based on the actual benefit to and use by each Party of the Shelter.

The allocation of the maintenance and operating (M&O) and the capital fund budget is based on the population of each Party. Historically, the City of Frisco’s allocation has been approximately 1/3 of the total operating budget, with the City of McKinney and Collin County making up the vast majority of the remainder.

Now, the M&O payments will be adjusted on an annual basis in accordance with the greater of (1) changes in the North Central Texas Council of Government population estimates or (2) the Animal Intake Rates by each Party, as applicable, and calculated on the actual Shelter Operating Expenses incurred in connection with the operation of the Shelter.

Regarding the capital improvement fund, \$60,000 has been allocated to each Party each year in order to fund a capital improvement fund. Fairview’s portion of the \$60,000 for FY 2019-20 would be \$1,634 (2.72%). Language has been added clarifying that if the Town terminates its rights and obligations under this Agreement it shall have refunded to it on or before the date of termination any and all payments made to the Shelter Capital Improvements Fund Payment Account to the extent that such money has (a) NOT been previously refunded to the Town as an overage, (b) NOT actually been expended for one or more specific Capital Improvements recommended for approval by the Operating Committee and approved by the governing boards of the Parties, or (3) NOT been committed for expenditure by a fully executed written contract entered into before the Town’s notice of termination and which fully executed written contract is for one or more specific Capital Improvements recommended for approval by the Operating Committee and approved by the governing boards of the Parties.

Town of Fairview's Animal Shelter Contract Payments

Fiscal Year	Contract Amount	Annual Change	% Change Annually
FY 2006-07	\$17,347		
FY 2007-08	\$21,235	\$3,888	22.41%
FY 2008-09	\$22,448	\$1,213	5.71%
FY 2009-10	\$23,762	\$1,314	5.85%
FY 2010-11	\$22,209	-\$1,553	-6.54%
FY 2011-12	\$22,989	\$780	3.51%
FY 2012-13	\$26,038	\$3,049	13.26%
FY 2013-14	\$27,675	\$1,637	6.29%
FY 2014-15	\$25,981	-\$1,694	-6.12%
FY 2015-16	\$18,313	-\$7,668	-29.51%
FY 2016-17	\$18,651	\$338	1.85%
FY 2017-18	\$23,880	\$5,229	28.04%
FY 2018-19	\$29,813	\$5,933	24.85%
FY 2019-20	\$26,510	-\$3,303	-11.08%

The town attorney has reviewed the proposed Agreement and has approved it as to form.

BUDGET: The proposed Agreement estimates that Fairview's portion of animal shelter expenses for FY 2019-20 will be \$26,510, which is 2.72% of FY 2019-20 M&O and Capital Improvements expenses. Each year the County shall review and compare the total budgeted amount of the Shelter Capital Improvements expenses to the actual Shelter Capital Improvements expenses that were incurred by the County during the preceding fiscal year. If the aggregate Shelter Capital Improvements Fund Payments as budgeted and collected for the preceding fiscal year are greater than the Shelter Capital Improvements expenses for that fiscal year, the overage amounts shall be credited to the Parties in accordance with such Party's proportionate share of the payments it made. If the shelter's aggregate Shelter Capital Improvements Fund Payments as budgeted and collected for the preceding fiscal year are less than the Shelter Capital Improvements expenses for that fiscal year, each Party shall thereafter pay to the Shelter Capital Improvements Fund Account such Party's proportionate share of the preceding year's deficit.

RECOMMENDATION: Authorize the town manager to execute an Amendment to the First Amended Interlocal Agreement by and between the Town of Fairview and Collin County for animal shelter services

ATTACHMENTS:

- First Amended Interlocal Agreement for The Facility Construction and Use of An Animal Shelter in Collin County
- Proposed Amendment to First Amended Interlocal Agreement for The Facility Construction and Use of An Animal Shelter in Collin County



Memorandum

July 26, 2019

TO: Mayor and Councilmembers

FROM: Julie Couch, Town Manager

SUBJECT: **Proposed FY 2019-20 Budget information**

Follow up Information

At the meeting on July 29 there were several questions that were asked as the initial review of the budget was completed. Attached you will find a memo from Steven Ventura with some of the information. One of the questions had to do with how much of the General Fund is made up of personnel and costs that are fixed, specifically those costs that are provided by an outside provider that are not discretionary. Staff has completed an analysis of the General Fund and attached is a breakdown of the costs.

The costs identified as “fixed” costs, as broken out, reflect personnel costs, utilities and fuel, fixed software maintenance contracts, insurance, outside legal services, other outside contracted obligations or services such as the FTC contract, county contracts for services, and street maintenance costs.

The costs that are not included as “fixed” costs are those costs that, while necessary for operations, are more discretionary to the Town’s determination. That would include contracts that are discretionary to the Town such as the DART contract, mosquito contract, and newsletter contract; equipment rental such as postage meters, copy machine leases, public works specialty equipment rental; employee expenses other than salaries and benefits including uniforms, training, dues and subscriptions, public safety materials and weapons, tools, and furniture and fixtures; equipment, building and vehicle maintenance costs; transfers such as the IT transfer and the new vehicle replacement transfer; and support expenses such as chemicals, street signs, cleaning, copying and office supplies.

These “Town discretionary” costs are needed for operations and the costs as proposed are recommended for the continuation of current operations. Decisions could be made by Council to not do some of them or to defer some costs. These costs represent \$955,160 or 10.2% of the total General Fund proposed \$9,405,469 FY19-20 budget. These costs have been reviewed by staff and, while some of the costs have increased and some have decreased, the overall impact to the FY19-20 budget is a reduction of 3.76% from the budgeted FY18-19 costs.

Meeting Dates Including EDC/CDC Discussion

At the meeting on the 29th the Council formally set the dates for the upcoming public hearings on the budget: Tuesday, August 13 at 6:00 and Tuesday, August 20 at 6:00. Please mark your calendars for those dates.

Additionally, during the meeting there was discussion related to the EDC/CDC budgets. The Mayor would like to schedule a separate date to discuss those budgets. He would like to set a date for that and we would like to determine when that will occur on Tuesday. Under separate cover we will send out some proposed dates. Please have your availability information with you on Tuesday.

We will be ready to answer any questions on Tuesday.



Memorandum

August 1, 2019

TO: Mayor & Council

FROM: Julie Couch, Town Manager
Steven Ventura, CFO

SUBJECT: **Follow up budget discussion**

BACKGROUND: after meeting to review the proposed FY19-20 budget with the Council this week, there were some questions for staff.

STATUS OF ISSUE: attached are some documents for your review.

- In December of last year (2018), the Town experienced a water main break at the Public Works location. Within a few hours, Town staff identified the issue and began working to repair the break. The cost of pipes, fittings and other materials to fix the break was \$15,200.
- Staff is reviewing the opportunity to add paperless billing to the Town's Utility Billing Department. The Town currently utilizes an outside vendor to process and mail bills, this equates to roughly \$0.53 a bill, or \$23,000 a year. The paperless option would lower the per bill cost to around \$0.03 a bill. Attached is a breakdown of estimated costs after implementation, reducing paper bills by half and by two-thirds. Savings are estimated to be between \$10,000 and \$13,000 annually depending on the number of customers that switch to paperless billing.
- Staff was asked to address the increased cost of employee benefits proposed for the FY20 budget year-roughly \$14,000. Increases that were presented to the Town were 2.5% for medical, 9% for dental and 7% for vision benefits. Attached is a document detailing the increases across funds.

BUDGET: Has been proposed.

RECOMMENDATION: Continue discussion on proposed FY19-20 budget.



Memorandum

August 2, 2019

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: Discuss status of development between Oakwood and Kingdom Estates and related matters

BACKGROUND: Councilmembers Cynthia Brugge and Roland Feldman have submitted this item for consideration by the Council. This is also an item that has been raised by some of the residents in Oakwood related to the grasscrete that was requested by the neighborhood when the Kingdom development was submitted. Staff has been working on the issue with the residents and there is a meeting already set for next Friday with the HOA folks and the town staff.

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum

July 31, 2019

TO: Mayor and Councilmembers

FROM: Julie Couch, Town Manager

SUBJECT: **BOARDS AND COMMISSIONS**

BACKGROUND: The Council appoints citizen volunteers to serve on the Town boards and commissions. Appointees serve until they are replaced or reappointed. Staff places information in the Fairview Town News magazine as well as on the Town website regarding the role of each board or commission and invites residents to consider applying for service on those boards. Applicants are asked to complete an application; identify which boards and commissions they would like to be considered for and provide some information on their background. The Council has a goal that generally you want to consider rolling off committee members who have served for more than six years unless there is a business reason for extending their service. There are several boards where that has been a consideration for a variety of reasons.

STATUS OF ISSUE: The Town typically considers Board appointments during the summer for two-year terms ending in August unless an unexpected vacancy occurs during the year. This year with a very full summer, the process has been delayed. We are ready to complete this year's appointment process.

Attached is the list of boards and commissions and the positions that need to be filled, reappointed or replaced are highlighted.

RECOMMENDATION: Appoint and/or reappoint committee members and chairpersons, as appropriate.