



## TOWN OF FAIRVIEW, TEXAS

### Agenda

#### Town Council Executive Session

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October 2, 2024

5:00 PM

Town Hall Council Chambers  
372 Town Place  
Fairview, Texas

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#### **WATCH THE BROADCAST LIVE**

This meeting will be broadcast live. Members of the public who wish to watch this meeting may watch the live broadcast at:

<https://ringcentr.al/4gfYVzs>

1. **Call to Order**

2. **Closed Session**

In accordance with Texas Government Code:

- a. **A. 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; contracts for services; town property and infrastructure; administrative matters; drainage matters; town regulations; religious land use; transportation matters; state law review and compliance.
- B. Section 551.072** - discuss or deliberate the purchase, exchange, sale, lease, or value of real property, acquisition of right-of-way, easements, or land.
- C. Section 551.074 Personnel** - appointment of members of all non-advisory boards and commissions.
- D. 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 subdivision (1). Proposed

commercial/retail developments.

*Under Texas Government 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 listed exceptions to the Open Meetings Act.*

*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.*

**3. Action on Closed Session**

**4. Adjourn**

I, Joshua Stevenson, Town Secretary, hereby certify that this notice was posted in accordance with Texas Government Code, Chapter 551, on or before the 29th day of September 2024 at 6:00 p.m.

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Joshua Stevenson, 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, readers, or large print, are requested to contact the Town Secretary's office at least 48-hours prior to the meeting. Please e-mail your request to [townsecretary@fairviewtexas.org](mailto:townsecretary@fairviewtexas.org) or call at 972-886-4234. BRAILLE IS NOT AVAILABLE.



## TOWN OF FAIRVIEW, TEXAS

### Agenda

#### Town Council Regular Meeting

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October 2, 2024

7:30 PM

Town Hall Council Chambers  
372 Town Place  
Fairview, Texas

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#### **WATCH THE BROADCAST LIVE**

This meeting will be broadcast live. Members of the public who wish to watch this meeting may watch the live broadcast at:

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**1. Call to Order**

**2. Pledge of Allegiance: U.S. and Texas Flags**

**3. Citizen's Comment (for Non-Public Hearing Items)**

*At this time, any person may address the Council regarding an item on this meeting agenda or on matters not on this meeting agenda. Each person will have up to five (5) minutes. The Mayor may reduce the speaker time limit uniformly to accommodate the number of speakers or improve meeting efficiency.*

*Pursuant to Section 551.007 of the Texas Government Code, any person wishing to address the Town Council for items listed as Public Hearings will be recognized when the Public Hearing is opened.*

*No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.*

**4. Consent Agenda**

*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.*

- a. Approve the minutes of the September 3, 2024, regular meeting of the Town Council

- b. Approve a resolution authorizing participation in additional class action settlement agreements, involving BASF and Tyco Fire Products LP, and relating to the Aqueous Film-Forming Foams Litigation (a/k/a PFAS lawsuits, MDL No. 2873) in the U.S. District Court for the District of South Carolina
- c. Approve an interlocal agreement with TXShare Cooperative for participation in the TXShare Cooperative Purchasing Program

**5. Reports from Staff**

- a. Monthly Financial Report - Period ending August 31, 2024
- b. Monthly Police Report - Period ending September 30, 2024
- c. Monthly Fire Report - Period ending September 30, 2024
- d. Monthly Code Report - Period ending September 30, 2024
- e. Town construction projects

**6. Public Hearings**

- a. Conduct a public hearing to consider, discuss, and take any necessary action on an ordinance adopting the Water Conservation Plan

**7. Action/Discussion Items**

- a. Consider, discuss, and take any necessary action on an ordinance authorizing the issuance and sale of Town of Fairview, Texas Limited Tax Note, Series 2024; levying an annual ad valorem tax and providing for the security for and payment of said note; and enacting other provisions relating to the subject
- b. Consider, discuss, and take any necessary action on First Reading of a resolution authorizing the expenditure of Community Development Corporation funds for fiscal year 2024-2025 community development projects
- c. Consider, discuss, and take any necessary action on Second Reading of a resolution authorizing the expenditure of Community Development Corporation funds for fiscal year 2024-2025 community development projects
- d. Consider, discuss, and take any necessary action on a resolution approving the budget and budgeted expenditures of Community Development Corporation funds for fiscal year 2024-2025 community development projects
- e. Consider, discuss, and take any necessary action on creating a funding process for Town legal fees
- f. Consider, discuss, and take any necessary action on Board & Commission Appointments

8. **Council and Staff Comments**

*Council and Staff Comments relating to items of public interest: Announcements regarding local or regional civic and charitable events, staff recognition, commendation of citizens, traffic issues, upcoming meetings, informational updates on Town projects, awards, acknowledgement of meeting attendees, birthdays, requests of the Town Manager for items to be placed on upcoming agendas, and condolences.*

9. **Closed Session**

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- a. **A. 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; contracts for services; town property and infrastructure; administrative matters; drainage matters; town regulations; religious land use; transportation matters; state law review and compliance.

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**D. 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 subdivision (1). Proposed commercial/retail developments.

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10. **Adjourn**

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Joshua Stevenson, Town Secretary

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## *Memorandum*

### *October 2, 2024*

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**FROM:** Finance

**SUBJECT:** Approve an interlocal agreement with TXShare Cooperative for participation in the TXShare Cooperative Purchasing Program

**BACKGROUND:** The Town periodically joins purchasing cooperatives or programs to obtain the best pricing on certain goods and services. Groups such as these are able to make greater savings by bidding in larger quantities.

**STATUS OF ISSUE:** TXShare Cooperative Purchasing Program offers such a purchasing program to governmental entities in the state, and we would like to add this group for purchasing purposes, such as our upcoming AMI metering project. There is no cost to participate. A copy of the required Interlocal Agreement (ILA) is attached.

**BUDGET:** N/A

**RECOMMENDATION:** Approve the attached ILA.

**Attachments:**

1. TXShare MASTER INTERLOCAL PURCHASING AGREEMENT

# Town of Fairview

## Monthly Financial Report

For the period August 31, 2024





# Background

- Report is prepared for the following funds:
  - General Fund
  - Water & Sewer Fund
  - Solid Waste Fund
  - Debt service Fund
  - Stormwater Fund
  - Fairview EDC & CDC Funds
  - Hotel/Motel Tax Fund
- This report covers the eleventh month of FY23-24 (or 92% of the budget)



# General Fund - Revenues

- Revenue Collections for the eleventh month:
  - \$11,418,032 or >100% of the total annual budget.
- Revenue Collection is \$657,068 more than last fiscal year.



# General Fund - Expenditures

- Expenditures for the eleventh month:
  - \$10,707,401 or 95% of the total annual budget.
- Expenditures are \$1,243,510 more last fiscal year.



# General Fund Revenues

## August 2024 (92% of the Fiscal Year)

Year to Date General Fund Revenues					
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
<u>Revenues:</u>	FY 23-24	August 24	August 23		
Property Taxes	\$ 6,377,000	\$ 6,379,234	\$ 5,729,379	\$ 649,855	100.0%
Sales & Use Taxes	1,990,000	1,973,305	1,868,633	104,672	99.2%
Mixed Beverage Tax	100,000	90,679	94,892	(4,213)	90.7%
Franchises	604,000	538,293	501,138	37,155	89.1%
Licenses & Permits	317,200	338,235	734,860	(396,625)	>100%
Charges for Service	295,700	356,348	348,428	7,920	>100%
Fines & Fees	370,600	193,424	271,843	(78,419)	52.2%
Investment Income	250,000	834,583	516,208	318,375	>100%
Miscellaneous	116,700	171,982	153,633	18,349	>100%
Transfer from Water & Sewer Fund	685,000	513,750	513,750	-	75.0%
Transfer from Stormwater Fund	37,600	28,200	28,200	-	75.0%
Transfer from Hotel/Motel Fund	110,000	-	-	-	0.0%
Transfer from Court Fund	15,000	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 11,268,800</b>	<b>\$11,418,032</b>	<b>\$10,760,964</b>	<b>\$ 657,068</b>	<b>101.3%</b>





# General Fund Expenditures

## August 2024 (92% of the Fiscal Year)

**Expenditures:**

Mayor & Council

Administration

Accounting

Town Secretary

Planning & Zoning

Police

Fire

Public Works

Inspections

Municipal Court

Parks & Recreation

Non-Departmental

**Total Expenditures**

Year to Date General Fund Expenditures				
Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual Spent yr to Date
FY 23-24	August 24	August 23		
\$ 23,400	\$ 41,651	\$ 20,328	\$ (21,323)	>100%
916,839	764,116	736,311	(27,805)	83.3%
706,751	670,193	611,267	(58,926)	94.8%
158,923	145,198	139,489	(5,709)	91.4%
185,943	161,970	151,919	(10,051)	87.1%
3,115,060	2,920,846	2,498,547	(422,299)	93.8%
4,445,379	4,229,790	3,808,364	(421,426)	95.2%
632,612	423,822	430,034	6,212	67.0%
275,061	220,441	244,828	24,387	82.5%
187,808	188,830	171,303	(17,527)	100.5%
86,399	75,974	158,801	82,827	87.9%
541,900	864,569	492,700	(371,869)	>100%
<b>\$ 11,268,075</b>	<b>\$10,707,401</b>	<b>\$ 9,463,891</b>	<b>\$ (1,243,510)</b>	<b>95.0%</b>



# Water and Sewer

- Revenue Collections for the eleventh month:
  - \$9,318,014 or 99% of the total annual budget.
- Revenue Collections are \$1,366,307 more than last fiscal year.
- Water revenue increased by; \$798,713 and sewer revenue increased by \$540,935 as compared to last year at this time.
- Expenditures for the eleventh month:
  - \$8,352,927 or 86% of the total annual budget.
- Expenditures are \$1,367,185 more than last fiscal year.



# Utility Fund Revenues/Expenditures

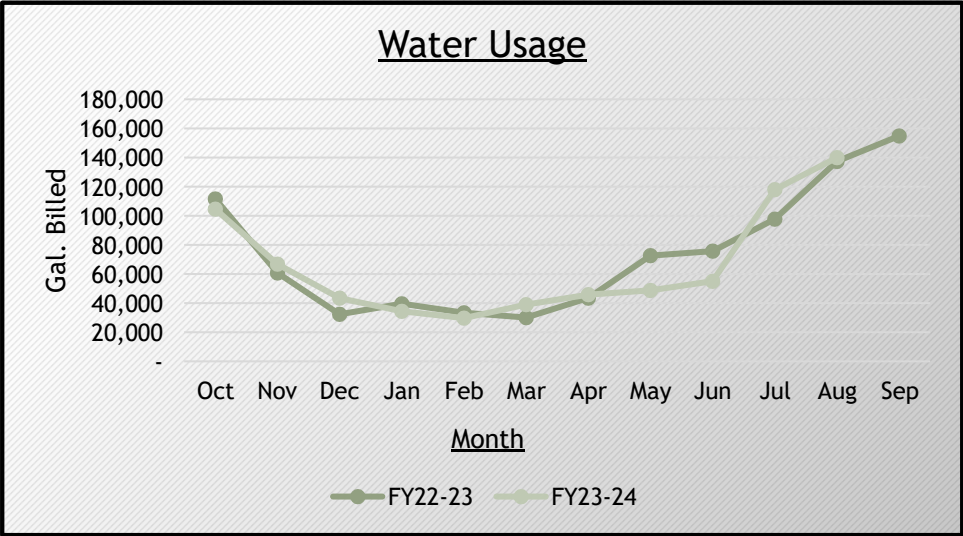
## August 2024 (92% of the Fiscal Year)

Year to Date Utility Fund Revenues					
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
	FY 23-24	August 24	August 23		
<b>Revenues:</b>					
Water Service	\$ 7,100,000	\$ 6,892,860	\$ 6,094,147	\$ 798,713	97.1%
Sewer Service	2,000,000	2,097,312	1,556,377	540,935	104.9%
Tower Lease	200,500	172,076	171,091	985	85.8%
Investment Income	10,000	30,096	23,949	6,147	>100%
Miscellaneous	86,000	110,670	91,143	19,527	>100%
Transfers	20,000	15,000	15,000	-	75.0%
<b>Total Revenues</b>	<b>\$ 9,416,500</b>	<b>\$ 9,318,014</b>	<b>\$ 7,951,707</b>	<b>\$ 1,366,307</b>	<b>99.0%</b>
Year to Date Utility Fund Expenditures					
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
	FY 23-24	August 24	August 23		
<b>Expenses:</b>					
Water Department	\$ 5,750,493	\$ 4,971,942	\$ 4,427,801	\$ (544,141)	87.7%
Utilities	252,607	235,335	189,282	(46,053)	93.2%
Sewer Department	1,942,943	1,619,863	993,897	(625,966)	83.4%
Debt Service	880,303	880,303	793,497	(86,806)	100.0%
General Fund Franchise Fee	345,000	255,000	258,750	3,750	73.9%
Transfer to General Fund	340,000	258,750	255,000	(3,750)	76.1%
Non-Departmental	260,900	131,734	67,515	(64,219)	50.5%
<b>Total Expenses</b>	<b>\$ 9,692,246</b>	<b>\$ 8,352,927</b>	<b>\$ 6,985,742</b>	<b>\$ (1,367,185)</b>	<b>86.2%</b>



# Utility Billing Information

Report Period	Active Accounts	New Utility Accounts	Monthly Billing Total	Monthly Gallons Billed (in 1,000's)
August 2023	3,996	30	1,402,590	137,385
August 2024	4,023	37	1,475,054	139,947
Increase (Decrease)	27	7	72,464	2,562





# Sales Tax Analysis

- Sales Tax Collections year to date-FY24 (Town, EDC and CDC):
  - \$4,293,518: This amount is an increase of \$220,257 or 5.4% from last FY at this time.
- Sales Tax Collections August 2024-June Sales (Town, EDC and CDC):
  - \$366,261: This amount is a decrease of \$1,870 or <1% less than August 2023.
- Sales Tax Collections September 2024-July Sales (Town, EDC and CDC):
  - \$346,910: This amount is an increase of \$10,915 or 3% more than September 2023.



# Sales Tax – 2%

## General Fund/EDC/CDC

	FY2024	FY2023	FY2022	FY2021	FY2020
	<u>Oct 23 - Sept 24</u>	<u>Oct 22 - Sept 23</u>	<u>Oct 21 - Sept 22</u>	<u>Oct 20 - Sept 21</u>	<u>Oct 19 - Sept 20</u>
October	316,095	294,418	274,115	228,979	212,975
November	408,774	329,891	309,829	291,892	323,364
December	340,642	311,312	292,392	227,941	260,172
January	371,227	353,906	344,893	251,699	263,247
February	488,414	461,045	477,658	417,850	508,935
March	290,100	266,047	261,307	239,829	231,238
April	325,942	295,640	240,366	198,459	224,712
May	390,503	361,181	334,010	308,087	240,395
June	285,150	329,377	329,494	279,927	135,020
July	363,500	366,317	340,373	315,440	221,412
August	366,261	368,131	349,430	362,625	291,739
September	<u>346,910</u>	<u>335,995</u>	<u>303,464</u>	<u>289,501</u>	<u>226,609</u>
Total	<u>4,293,518</u>	<u>4,073,260</u>	<u>3,857,331</u>	<u>3,412,229</u>	<u>3,139,810</u>



# Fund Summaries

Combined Revenue & Expenditure Report					
	Budget	Current Year	Last Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
	FY 23-24	August 24	August 23		
<b>Solid Waste</b>					
Revenue	\$ 956,000	\$ 881,308	\$ 801,837	\$ 79,471	92.2%
Expenses	953,450	807,599	769,066	(38,533)	84.7%
<b>Debt Service</b>					
Revenue	2,464,115	2,312,291	2,168,621	143,670	93.8%
Expenses	2,465,364	2,475,991	2,321,620	(154,371)	100.4%
<b>Stormwater</b>					
Revenue	375,000	1,171,375	358,230	813,145	>100%
Expenses	368,631	1,360,355	301,614	(1,058,741)	>100%
<b>Fairview EDC</b>					
Revenue	1,030,000	1,080,942	1,004,167	76,775	104.9%
Expenses	936,300	697,413	634,489	(62,924)	74.5%
<b>Fairview CDC</b>					
Revenue	1,030,000	1,076,141	1,002,426	73,715	104.5%
Expenses	892,200	633,324	560,030	(73,294)	71.0%
<b>Hotel / Motel Tax</b>					
Revenue	215,000	215,961	199,609	16,351	100.4%
Expenses	118,700	3,600	-	(3,600)	3.0%





# Questions & Discussion

Steven Ventura, CFO



## Fairview Police Department

# Memo

**To:** Mayor & Council  
**From:** Chris Chandler  
**cc:** Julie Couch – Town Manager  
**Date:** October 2, 2024  
**Re:** Monthly Summary Report for September 2024

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The following items are being worked on or actively planned for the near future:

### **Personnel**

There are two (3) officers in the field training program. The one (1) Officer who was in the police academy at the Denton Police Department graduated September 12<sup>th</sup>. There is currently two (2) openings in the police department.

### **National Night Out**

Officers Victoria Fritzler and Kaylee Herrera are to be commended for working on making this Tuesday, October 1<sup>st</sup> a great National Night Out. We ended up with four (4) block parties. The parties were in Wood Creek Villas, Hawks Wood, Heritage Ranch, Montecito.

### **Department Property**

We have completed the transition classes from the old Sig Sauer to our new Glock handguns. All existing officers that are not scheduled for retirement in the next few months have been through the class and have qualified with the new weapon.

Meetings are being scheduled in the near future to transition to our new in-car camera system. We are transitioning from the Watchguard system to the Axon system, which are the same cameras as our officers use for body cameras.



# *Memorandum*

## *October 2, 2024*

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**FROM:** Police

**SUBJECT:** Monthly Police Report - Period ending September 30, 2024

This information will be provided under separate cover.



# Memorandum

## September 27, 2024

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**TO:** Mayor and Council  
Julie Couch, Town Manager

**FROM:** Jeff Bell, Fire Chief

**SUBJECT:** October 2024 Fire Department Update

### Stations-

1. Station 2 HVAC and Generator project-
  - a. HVAC system-100% complete.
  - b. Generator/ electrical upgrades- 80% completed, still lack the following items:
    - i. Propane vaporizer kit
    - ii. Battery Charger for the generator.

### Personnel-

1. Our two new firefighters started on Monday, September 16<sup>th</sup>. They are just finishing up their two-week orientation period and will go on shift beginning next week. We are now fully staffed.

### Upcoming Events-

1. Pancake Breakfast October 5<sup>th</sup> from 0800 to 1100 at fire station 2. Still only \$5 per person. Come out and bring your family and have some breakfast.





# *Memorandum*

## *October 2, 2024*

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**FROM:** Fire

**SUBJECT:** Monthly Fire Report - Period ending September 30, 2024

This information will be provided under separate cover.



# *Memorandum*

## *October 2, 2024*

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**FROM:** Code

**SUBJECT:** Monthly Code Report - Period ending September 30, 2024

This information will be provided under separate cover.



# *Memorandum*

## *October 2, 2024*

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**FROM:** Engineering

**SUBJECT:** Town construction projects

**BACKGROUND:**

**STATUS OF ISSUE:** 1. The Ridgeview Overpass construction is complete and has now been opened to traffic. Fairview Pkwy from Latham to the overpass remains closed to accommodate the new construction of Fairview Pkwy North. This will allow the new intersection and drainage to be installed at the overpass. Once this is completed, Fairview Pkwy from Latham to the overpass can be opened and will occur most likely in the first quarter of 2025.

2. Stoddard Rd traffic signal - The work has begun on the traffic signal and should be completed before the end of the year. The excavations for the signal pole locations have been done and are awaiting the delivery of the materials to the site.

3. Fairview Crossing (Frisco Rd) construction - The widening of SH5 and connection to SH5 has begun with the excavation now complete and ready for subgrade and asphalt work to begin.

4. Fairview Parkway - This project will be brought to the November council meeting with recommendation for award.

5. The Regional sewer pumping station is on track to go live in November with water testing to be done in October.

6. The Allen/Fairview MH replacement project has been completed. This project replaced the 12 manholes that were quickly degrading due to hydrogen sulfide gas.

7. The Foxglen Project has been completed. Another firm has been contracted to correct an engineering design mistake at a residence on Hackberry to enlarge the property line dwale that was included in the project.

8. New residential subdivisions with infrastructure being installed are the following: Chamberlain Park (paving is nearing completion), Starland Court (paving and utilities are complete) and Creekwood (paving nearing completion). Sharon Road has also been extended with a new cul-de-sac for a single residential structure (cul-de-sac has been



## *Memorandum*

### *October 2, 2024*

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**FROM:** Public Works

**SUBJECT:** Conduct a public hearing to consider, discuss, and take any necessary action on an ordinance adopting the Water Conservation Plan

**BACKGROUND:** The TCEQ requires that all water systems implement and update a Water Conservation plan and a Water Resource and Emergency Management Plan every 5 years. NTMWD also requires the implementation of both plans. Minimum requirements for both plans are mandated by the TCEQ and a condition of the water supply contract we have with NTMWD.

The Town has had a Water Conservation Plan and a Drought Contingency Plan since at least 2009, as this has been a TCEQ requirement of cities for many years.

**STATUS OF ISSUE:** Both plans have been updated to meet the minimum requirements set forth by the TCEQ and NTMWD. The Council adopted the Water Conservation Plan on August 26, 2024. Included in that ordinance was a draft of the Water Resource and Emergency Management Plan which outlines the actions that the Town would take should there need to be water use restrictions due to drought or other circumstances.

In order to finalize the Water Resource and Emergency Management Plan (Plan) the state requires that the Town provide written notice of the proposed Plan including posting the Plan on the Town website and holding a public meeting regarding the Plan prior to its adoption. The Plan has been posted on the Town website and notice of the meeting was included in the posting.

Having completed the requirements for adoption, the ordinance is now ready for Council consideration.

Following is a brief overview of the Water Resource and Emergency Management Plan:

## **Water Resource and Emergency Management Plan**

This document outlines the various stages of drought water emergency that may occur, and the actions that may be taken by the District or by the Town in response to those circumstances. This ordinance is very similar to our current ordinance, which can be found in the Code of Ordinances under Chapter 13 Utilities, Section 13.08.

The document provides a description of the process for initiating and terminating a drought stage and the process for granting variances to a water user (these are consistent with current requirements).

The Plan outlines three levels of drought stage and the triggers that would result in the initiation of a drought stage. This has been changed from our last ordinance due to the District reducing the number of stages from 4 to 3. This was done after the major drought the area experienced beginning in 2012. The goals for conservation for each stage is also included in this section. The ordinance outlines actions that the Town or the District may take given the emergency response stage that may be occurring. By changing from 4 stages to 3 stages, the actions that may be taken have been consolidated through the 3 stages rather than the original 4 stages.

**BUDGET:** N/A

**RECOMMENDATION:** Review and approve the updated Water Resource and Emergency Management Plan as required by State Law.

### **Attachments:**

1. Draft Ordinance
2. Exhibit A



## *Memorandum*

### *October 2, 2024*

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**FROM:** Town Administration

**SUBJECT:** Consider, discuss, and take any necessary action on an ordinance authorizing the issuance and sale of Town of Fairview, Texas Limited Tax Note, Series 2024; levying an annual ad valorem tax and providing for the security for and payment of said note; and enacting other provisions relating to the subject

**BACKGROUND:** During the budget we discussed the funding for the new fire apparatus and related equipment that we will be receiving in FY 24-25. We have the capacity to issue additional debt in the form of tax notes to fund these expenditures. Tax notes must be paid off within 7 years and that is the time line for the issuance of this debt. The debt rate that was approved by the Council for FY24-25 of \$.077483 provides for the issuance of this debt. We anticipated issuing the debt in this time frame to fund these purchases.

**STATUS OF ISSUE:** The ordinance has been prepared for action by the Council and the debt will be sold by next Wednesday. Our financial advisor will be at the meeting to review the pricing, and our bond counsel will be there to review the ordinance and answer any questions.

**BUDGET:** The debt portion of the tax rate for FY24-25 was set with the anticipation of issuing this debt for these purchases.

**RECOMMENDATION:** Discuss and take action to approve the ordinance for the issuance of tax notes for the purchase of fire apparatus and related equipment.

**Attachments:**

1. Draft Ordinance



## *Memorandum*

### *October 2, 2024*

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**FROM:** Administration

**SUBJECT:** Consider, discuss, and take any necessary action on First Reading of a resolution authorizing the expenditure of Community Development Corporation funds for fiscal year 2024-2025 community development projects

**BACKGROUND:** The Council approved the Community Development Corporation fiscal year 2024-25 budget at its Aug. 26, 2024 Special Town Council meeting. Included in the budget are expenditures for various projects, including the Town Christmas tree lighting event and professional services for park planning.

**STATUS OF ISSUE:** Chapter 505 of the Texas Local Government Code requires the Town Council to adopt a resolution authorizing project expenditures that exceed \$10,000 after giving the resolution two separate readings. A date for park planning to begin has not been set, however Town staff is making preparations for the annual Christmas tree lighting event. The Town's tree needs replacement, and costs for goods and services related to the Christmas event have risen. Contracts must be signed soon to secure a new tree and arrange for installation of lights and decor. Expenditures related to the Christmas event and to park planning are both estimated to exceed \$10,000.

**BUDGET:** Expenditures of \$50,000 for professional services for park planning and \$74,700 for community relations and events, including the Town Christmas event, have been previously approved.

**RECOMMENDATION:** Adopt a resolution authorizing project expenditures from the Community Development Corporation fiscal year 2024-25 budget.

**Attachments:**

1. 2024 CDC Budget and Council Resolution







# *Memorandum*

## *October 2, 2024*

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**FROM:** Administration

**SUBJECT:** Consider, discuss, and take any necessary action on creating a funding process for Town legal fees

This information will be provided under separate cover.



## *Memorandum*

### *October 2, 2024*

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**FROM:** Town Secretary

**SUBJECT:** Consider, discuss, and take any necessary action on Board & Commission Appointments

**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.

Approximately half of each board or commission's members expire every other August, regardless of the member's date of appointment.

All current board and commission members that expire in 2024 were contacted via email and asked to respond with their desire to continue or terminate their service. The deadline to receive all notifications from members is July 31, 2024. At the deadline, the information will be compiled and submitted back to Council for consideration and next steps.

There are a total of three (3) regular member positions and three (3) alternate member positions that are currently vacant. There are two (2) regular member positions that

need renewed or replaced. The Town has not received any response from the incumbents on if they wish to continue serving on the Committee.

- Technology Advisory Committee - 1 regular position - One position expiring in August 2026.
- ZBA – 3 alternate member positions – At least one additional alternate position would be helpful in filling quorums, if needed.
- Public Art Committee - 2 regular positions vacant, 2 positions need renewal or replacement.

Attached is the current list of boards and commissions and the positions that are vacant or expired as of September 2024.

**BUDGET:** N/A

**RECOMMENDATION:** Review the attached spreadsheet and make recommendations.

**Attachments:**

1. Board Commission List as of 9-9-24
2. 20240216 Ehram, Les - ZBA
3. 20240619\_Rushing,James\_PZ
4. 20240620\_Zanzuri,Zeev\_PZ,BOA,EDC
5. 20240621\_Byers,Mitch\_BOA,P&R,EDC,Art
6. 20240716\_James,Janice\_P&R
7. 20240902\_Malafsky,Deborah\_Art