

PUBLIC NOTICE
TOWN OF HICKORY CREEK
REGULAR MEETING OF THE TOWN COUNCIL
1075 RONALD REAGAN AVENUE
August 21, 2018; 6:30 PM

Notice is hereby given as required by Title 5; Chapter 551.041 of the Government Code that the Town Council of the Town of Hickory Creek will hold their regular meeting on August 21, 2018; at 6:30 PM, in the Council Chambers of the Town Hall Building located at 1075 Ronald Reagan Avenue. “NOTE: If, during the course of the meeting, any discussion of any item on the agenda should be held in a closed meeting, the Council will conduct a closed meeting in accordance with the TEXAS OPEN MEETING ACT, TEX. GOVT. CODE, Chapter 551, Sub-Chapters (d) and (e)”. The agenda follows:

Regular Session:

A. Call to Order

Roll Call

Pledge of Allegiance to the U.S. and Texas Flags

Invocation

Presentation of Awards

Items of Community Interest: Pursuant to Texas Government Code Section 551.0415 the town council may report on the following: expressions of thanks, congratulations, or condolence; an honorary or salutary recognition of an individual; a reminder about an upcoming event organized or sponsored by the governing body; and announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda.

Public Comment: This item allows the public an opportunity to address the town council. To comply with the provisions of the Open Meetings Act, the town council cannot discuss or take action on items brought before them not posted on the agenda. Please complete a request if you wish to address the town council. Comments will be limited to three minutes.

Business:

B. Public Hearing:

1. No Public Hearing

C. Consent Agenda Items:

1. July 2018 Council Meeting Minutes
2. July 2018 Financial Statements
3. Consider and act on a resolution of the Town of Hickory Creek approving the 2018 annual update to the service and assessment plan and assessment roll for Hickory Creek Public Improvement District No. 1 including the collection of the 2018 annual installments.

4. Consider and act on a resolution authorizing the Mayor of the Town of Hickory Creek, Texas to execute an agreement for information technology services by and between the Town of Hickory Creek and MiTech Services, L.L.C.
5. Consider and act on a resolution of the Town of Hickory Creek, Texas authorizing the issuance of a water well drilling permit for 1107 Ellard Drive, Hickory Creek, Texas.
6. Consider and act on amending the 2017-2018 Hickory Creek Economic Development Corporation Budget.
7. Consider and act on the 2018-2019 Hickory Creek Economic Development Corporation Budget.
8. Consider and act on permit application from Wal-Mart, 1035 Hickory Creek Blvd., Hickory Creek, Texas 75065, for temporary storage containers for the purpose of remodeling.
9. Consider and act on permit application from Wal-Mart, 1035 Hickory Creek Blvd., Hickory Creek, Texas 75065, for temporary storage containers for seasonal merchandise.
10. Consider and act on a proposal from G Rod Construction, LLC for concrete alley replacement in Lakewood Gardens.
11. Consider and act on the proposal from TML Multistate IEBP for town employee medical coverage for Fiscal Year 2018-2019.
12. Consider and act on acceptance of rates from Principal Financial Group for town employee dental coverage for Fiscal Year 2018-2019.
13. Consider and act on acceptance of rates from Dearborn National for town employee life, short term disability and long term disability coverage for Fiscal Year 2018-2019.
14. Consider and act on acceptance of rates from EyeMed for town employee vision coverage for Fiscal Year 2018-2019.

D. Regular Agenda Items:

1. Presentation from Dunaway Associates regarding professional consulting services for parks, recreation and open space master plan.
2. Presentation from MESA Associates, Inc. regarding Hickory Creek Parks System Master Plan Update.
3. Consider and act on the Fiscal Year 2018 proposed tax rate and set date for public hearings if the proposed tax rate exceeds the lower of the effective rate or rollback rate.
4. Consider and act on approving the 2018-2019 Fiscal Year preliminary budget for public inspection and comment and set September 18, 2018 as the date for the public hearing.
5. Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 10: Subdivisions; Exhibit A Subdivision Ordinance; Article VIII Plat Requirements, Section 4; Lots.
6. Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 1: General Provisions to add a new article 1.11 to be entitled Town Council Meetings.

7. Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 8: Offenses and Nuisances to add a new article 8.11 to be entitled Camping in Public Prohibited.
8. Discussion regarding SECO Preliminary Energy Assessments prepared by Energy Systems Associates, Inc.
9. Consider and act on a request from Lakeview HOA for a variance of Chapter 14, Exhibit A; Article XXV Signs and Occasional Sale Regulations; Section 2: (3) Signs for a temporary banner; advertising a community garage sale to be held on September 29, 2018.
10. Discussion regarding current road and sidewalk projects.

E. Executive Session: The Town Council will convene into executive session pursuant to Texas Government Code Section 551.071, Consultation with Attorney 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 the Texas Open Meetings Act, or on matters pertaining to pending or contemplated litigation and Section 551.074 Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

1. Discussion regarding certain real property legally described as A1163A J.W. Simmons, TR 37, 19.795 Acres located (South of Swisher Road, East of Ronald Reagan Avenue, North of Turbeville Road and West of Point Vista Road.)
2. Review of individual employees' performance.

F. Reconvene into Open Session:

1. Discussion and possible action regarding matters discussed in executive session.

G. Adjournment:

Backup material for agenda item:

July 2018 Council Meeting Minutes

**STATE OF TEXAS
COUNTY OF DENTON
TOWN OF HICKORY CREEK**

The town council of the Town of Hickory Creek, Texas convened in a work session on July 16, 2018 at 5:00 p.m. at La Hacienda Ranch, located at 3300 N. Interstate 35E, Carrollton, Texas 75007. Notice of the meeting was posted as required by Title 5, Chapter 551 of the Texas Government Code. The following members were present and constituted a quorum of members:

Lynn Clark, Mayor
Tracee Elrod, Councilmember Place 1
Richard DuPree, Councilmember Place 2
Chris Gordon, Councilmember Place 3 arrived at 5:03 p.m.
Paul Kenney, Mayor Pro Tem
Ian Theodore, Councilmember Place 5

Also in attendance were:

John M. Smith, Jr., Town Administrator
Kristi K. Rogers, Town Secretary
Cody Lewis, Town Attorney

Mayor Clark called the meeting to order at 5:00 p.m.

D (1) - Discussion regarding strategic planning and capital improvement projects for the 2018-2019 fiscal year.

John Smith, town administrator, provided information to the town council regarding capital improvement projects and related costs. Discussions were held, and projects were prioritized. Projects will be considered at future town council meetings.

D (2) - Discussion regarding 2018-2019 fiscal year budget.

Discussions were held regarding the 2018-2019 budget. The preliminary budget will be presented to council at the August 21, 2018 regular council meeting.

Adjournment

Motion: made by Councilmember Elrod to adjourn the meeting. Motion seconded by Councilmember DuPree.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon, Councilmember Kenney and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

The meeting did then stand adjourned at 8:39 p.m.

Town of Hickory Creek
July 16, 2018
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Approved:

Attest:

Lynn C. Clark, Mayor
Town of Hickory Creek

Kristi K. Rogers, Town Secretary
Town of Hickory Creek

**STATE OF TEXAS
COUNTY OF DENTON
TOWN OF HICKORY CREEK**

The town council of the Town of Hickory Creek, Texas convened in a regular session on July 17, 2018 at 6:30 p.m. in the council chambers, located at 1075 Ronald Reagan Avenue. Notice of the meeting was posted as required by Title 5, Chapter 551 of the Texas Government Code. The following members were present and constituted a quorum of members:

Lynn Clark, Mayor
Tracee Elrod, Councilmember Place 1
Richard DuPree, Councilmember Place 2
Chris Gordon, Councilmember Place 3
Ian Theodore, Councilmember Place 5

Absent: Paul Kenney, Mayor Pro Tem

Also in attendance were:

John M. Smith, Jr., Town Administrator
Kristi K. Rogers, Town Secretary
Carey Dunn, Chief of Police
Cody Lewis, Town Attorney

Mayor Clark called the meeting to order at 6:31 p.m.

Mayor Clark led the Pledge of Allegiance to the U.S. and Texas Flags.

Councilmember Theodore gave the invocation.

Items of Community Interest

A dog wash, benefitting the animal shelter, will be held on September 15, 2018 from 10 a.m. until 1:00 p.m. at Hickory Creek Animal Services, 970 Main Street.

Thanks to Mayor Clark and Chief Dunn for their involvement in the Lake Cities Chamber of Commerce.

Mayor Clark presented plaque of appreciation to Colin Culberson for completion of his Eagle Scout project in Hickory Creek.

Item B - Public Hearing

No public hearing.

Item C – Consent Agenda Items

1. June 2018 Council Meeting Minutes
2. June 2018 Financial Statements

Consider and act on a resolution authorizing the Mayor of the Town of Hickory Creek, Texas to execute an interlocal cooperation agreement for Public Safety Application Support and

Maintenance between the Town of Hickory Creek Police Department and Denton County.

Town of Hickory Creek

July 17, 2018

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4. Consider and act on a resolution for the appointment of one member to the board of managers of the Denco Area 9-1-1 District.
5. Consider and act on a resolution authorizing the Mayor of the Town of Hickory Creek, Texas to execute an agreement for Hickory Creek Police Department software program by and between the Town of Hickory Creek and West Publishing Corporation.

Motion: made by Councilmember Gordon to approve consent agenda Items C1 through C5. Motion seconded by Councilmember Elrod.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

Item D – Regular Agenda Items

D (1) - Interview applicant for Board of Adjustments.

The town council interviewed Stuart Birdseye for Board of Adjustments.

D (2) - Consider and act on an appointment to the Board of Adjustments.

Motion: made by Councilmember Theodore to appoint Stuart Birdseye to Board of Adjustments Alternate 2 position. Motion seconded by Councilmember DuPree.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

D (3) - Consider and act on a minor replat of lots 6A, 8, and 9 of Country Oak Estates Addition, being 6.04 acres out of the S. Linthicum Survey, Abstract #1600 in the Town of Hickory Creek, Denton County, Texas.

Motion: made by Councilmember Theodore to approve a minor replat of lots 6A, 8, and 9 of Country Oak Estates Addition. Motion seconded by Councilmember Gordon.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

D (4) - Consider and act on a site and landscape plan for Blue Wave Laser Wash located at 1045 Hickory Creek Boulevard. The property is legally described as Walmart Addition, Block A, Lot 7R (S Pt), Hickory Creek, Denton County, Texas.

Motion: made by Councilmember Gordon to approve a site and landscape plan for Blue Wave Laser Wash as presented contingent upon the final sign off from town staff. Motion seconded by Councilmember DuPree.

Town of Hickory Creek
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Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

D (5) - Consider and act on a replat of Adams Cliff, Lot 3R and 4, Block A being a replat of Lot 3, Block A, 6.142 acres in the So. McCarroll Survey, Abstract No. 958, Town of Hickory Creek, Denton County, Texas.

Motion: made by Councilmember Theodore to approve a replat of Adams Cliff, Lot 3R and 4, Block A being a replat of Lot 3, Block A, 6.142 acres in the So. McCarroll Survey. Motion seconded by Councilmember Elrod.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

D (6) - Consider and act on nominating an individual to serve on the Denton County Greenbelt Plan Coordinating Committee.

Motion: made by Councilmember Elrod to nominate John Smith to serve on the Denton County Greenbelt Plan Coordinating Committee. Motion seconded by Councilmember DuPree.

Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

D (7) - Discussion regarding current road and sidewalk projects.

John Smith, town administrator, provided an overview to council regarding current road and sidewalk projects.

Item E - Executive Session: The Town Council will convene into executive session pursuant to Texas Government Code Section 551.071, Consultation with Attorney 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 the Texas Open Meetings Act, or on matters pertaining to pending or contemplated litigation.

Town Council did not convene into executive session.

Item F - Reconvene into Open Session:

Town Council did not convene into executive session.

Item G – Adjournment

Councilmember DuPree.
Town of Hickory Creek
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Ayes: Councilmember Elrod, Councilmember DuPree, Councilmember Gordon and Councilmember Theodore.

Nays: None

MOTION PASSED UNANIMOUSLY

The meeting did then stand adjourned at 7:04 p.m.

Approved:

Attest:

Lynn C. Clark, Mayor
Town of Hickory Creek

Kristi K. Rogers, Town Secretary
Town of Hickory Creek

Backup material for agenda item:

July 2018 Financial Statements

Town of Hickory Creek
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
BOA - Animal Shelter Fund	18,765.80
BOA - Drug Forfeiture	3,513.26
BOA - Drug Seizure	0.18
BOA - General Fund	58,248.36
BOA - Parks and Recreation	131,095.77
BOA - Payroll	250.00
BOA - Police State Training	5,176.63
Logic Animal Shelter Facility	9,194.44
Logic Harbor Ln-Sycamore Bend	3,205.86
Logic Investment Fund	4,133,163.97
Logic Street & Road Improvement	759,515.45
Logic Turbeville Road	206,253.47
Total Checking/Savings	<u>5,328,383.19</u>
Accounts Receivable	
Municipal Court Payments	9,052.50
Total Accounts Receivable	<u>9,052.50</u>
Total Current Assets	<u>5,337,435.69</u>
TOTAL ASSETS	<u><u>5,337,435.69</u></u>
LIABILITIES & EQUITY	0.00

Town of Hickory Creek
Profit & Loss
July 2018

	<u>Jul 18</u>
Ordinary Income/Expense	
Income	
Ad Valorem Tax Revenue	
4002 M&O	-3,272.34
4004 M&O Penalties & Interest	458.41
4006 Delinquent M&O	174.40
4008 I&S Debt Service	-2,820.73
4010 I&S Penalties & Interest	367.62
4012 Delinquent I&S	122.88
Total Ad Valorem Tax Revenue	<u>-4,969.76</u>
Building Department Revenue	
4102 Building Permits	10,645.11
4106 Contractor Registration	450.00
4124 Sign Permits	1,205.00
Total Building Department Revenue	<u>12,300.11</u>
Franchise Fee Revenue	
4208 CoServ	847.48
4212 Waste Management	8,420.52
Total Franchise Fee Revenue	<u>9,268.00</u>
Interest Revenue	
4302 Animal Shelter Interest	17.96
4308 Drug Forfeiture Interest	0.11
4310 Drug Seizure Interest	0.01
4314 Logic Investment Interest	8,270.00
4320 Logic Street/Road Improv.	1,400.32
4322 Logic Turbeville Road	380.28
4326 PD State Training Interest	0.22
4328 Logic Harbor/Sycamore Bend	5.89
Total Interest Revenue	<u>10,074.79</u>
Interlocal Revenue	
4402 Corp Contract Current Year	7,654.08
Total Interlocal Revenue	<u>7,654.08</u>
Miscellaneous Revenue	
4502 Animal Adoption & Impound	925.00
4508 Annual Park Passes	1,178.70
4510 Arrowhead Park Fees	4,136.00
4518 Drug Forfeiture	1,700.00
4522 EDCPayment/Ronald Reagan	45,778.33
4530 Other Receivables	7,254.99
4536 Point Vista Park Fees	1,052.00
4550 Sycamore Bend Fees	2,285.00
Total Miscellaneous Revenue	<u>64,310.02</u>
Municipal Court Revenue	
4602 Building Security Fee	950.24

Town of Hickory Creek
Profit & Loss
July 2018

	<u>Jul 18</u>
4604 Citations	46,745.46
4606 Court Technology	1,266.99
4612 State Court Costs	<u>22,451.82</u>
Total Municipal Court Revenue	71,414.51
Sales Tax Revenue	
4702 Sales Tax General Fund	78,802.74
4704 Sales Tax Road Maintenance	15,760.55
4706 Sales Tax 4B Corporation	<u>31,521.10</u>
Total Sales Tax Revenue	<u>126,084.39</u>
Total Income	<u>296,136.14</u>
Gross Profit	296,136.14
Expense	
Capital Outlay	
5010 Street Maintenance	286.42
5012 Streets & Road Improvement	202,346.17
5024 Public Safety Improvements	<u>16,128.02</u>
Total Capital Outlay	218,760.61
Debt Service	
5110 2015 Refunding Bond Series	246,500.00
5112 2015 C.O. Series	<u>208,350.00</u>
Total Debt Service	454,850.00
General Government	
5202 Bank Service Charges	12.00
5204 Books & Subscriptions	90.00
5206 Computer Hardware/Software	58.80
5208 Copier Rental	259.20
5212 EDC Tax Payment	31,521.10
5216 Volunteer/Staff Events	228.87
5222 Office Supplies & Equip.	43.75
5224 Postage	191.68
5228 Town Council/Board Expense	372.80
5232 Travel Expense	<u>348.80</u>
Total General Government	33,127.00
Municipal Court	
5304 Building Security	345.64
5312 Court Technology	706.60
5314 Dues & Memberships	150.00
5318 Merchant Fees/Credit Cards	720.84
5322 Office Supplies/Equipment	225.95
5324 State Court Costs	78,702.39
5332 Warrants Collected	<u>1,401.83</u>
Total Municipal Court	82,253.25
Parks and Recreation	

Town of Hickory Creek
Profit & Loss
July 2018

	<u>Jul 18</u>
5408 Tanglewood Park	394.71
Total Parks and Recreation	394.71
Parks Corps of Engineer	
5432 Arrowhead	948.61
5434 Harbor Grove	377.00
5436 Point Vista	747.45
5438 Sycamore Bend	5,012.95
Total Parks Corps of Engineer	7,086.01
Personnel	
5502 Administration Wages	20,248.99
5504 Municipal Court Wages	8,006.15
5506 Police Wages	48,181.84
5507 Police Overtime Wages	0.00
5508 Public Works Wages	14,173.84
5509 Public Works Overtime Wage	17.98
5510 Health Insurance	17,971.13
5514 Payroll Expense	1,335.22
5518 Retirement (TMRS)	12,419.30
Total Personnel	122,354.45
Police Department	
5602 Auto Gas & Oil	3,026.41
5606 Auto Maintenance & Repair	6,366.28
5612 Computer Hardware/Software	653.30
5616 Drug Forfeiture	513.12
5626 Office Supplies/Equipment	246.79
5636 Uniforms	549.01
5640 Training & Education	724.00
5646 Community Outreach	27.43
5648 K9 Unit	85.63
Total Police Department	12,191.97
Public Works Department	
5704 Animal Control Equipment	405.56
5706 Animal Control Supplies	421.50
5708 Animal Control Vet Fees	565.96
5710 Auto Gas & Oil	1,820.63
5714 Auto Maintenance/Repair	837.11
5716 Beautification	63.20
5724 Equipment Maintenance	935.61
5728 Equipment Supplies	1,407.85
5734 Radios	366.11
5742 Uniforms	356.25
5748 Landscaping Services	7,948.15
Total Public Works Department	15,127.93
Services	
5804 Attorney Fees	5,060.33

Town of Hickory Creek
Profit & Loss
July 2018

	<u>Jul 18</u>
5812 Document Management	74.18
5814 Engineering	12,045.21
5818 Inspections	1,240.00
5820 Fire Service	153,408.25
5822 Legal Notices/Advertising	66.80
5824 Library Services	175.00
5828 Printing	72.18
5832 Computer Technical Support	199.51
5838 DCCAC	500.00
5848 DCFOF	500.00
Total Services	<u>173,341.46</u>
Utilities & Maintenance	
5902 Bldg Maintenance/Supplies	5,298.27
5904 Electric	2,383.71
5906 Gas	48.91
5908 Street Lighting	2,873.87
5910 Telephone	3,652.84
5912 Water	2,787.96
Total Utilities & Maintenance	<u>17,045.56</u>
Total Expense	<u>1,136,532.95</u>
Net Ordinary Income	<u>-840,396.81</u>
Net Income	<u><u>-840,396.81</u></u>

Town of Hickory Creek
Budget vs. Actual Year to Date 83.30%
 October 2017 through July 2018

	Oct '17 - Jul 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
Ad Valorem Tax Revenue			
4002 M&O	908,153.39	928,583.00	97.8%
4004 M&O Penalties & Interest	5,646.80	5,000.00	112.9%
4006 Delinquent M&O	3,685.06	3,000.00	122.8%
4008 I&S Debt Service	780,954.60	800,411.00	97.6%
4010 I&S Penalties & Interest	3,361.84	2,500.00	134.5%
4012 Delinquent I&S	2,500.18	2,000.00	125.0%
Total Ad Valorem Tax Revenue	1,704,301.87	1,741,494.00	97.9%
Building Department Revenue			
4102 Building Permits	243,710.97	285,000.00	85.5%
4104 Certificate of Occupancy	700.00	600.00	116.7%
4106 Contractor Registration	6,225.00	5,000.00	124.5%
4108 Preliminary/Final Plat	1,230.00	1,300.00	94.6%
4110 Prelim/Final Site Plan	2,551.00	2,600.00	98.1%
4112 Health Inspections	7,360.00	10,120.00	72.7%
4122 Septic Permits	2,550.00	3,400.00	75.0%
4124 Sign Permits	1,955.00	800.00	244.4%
4126 Special Use Permit	0.00	200.00	0.0%
4128 Variance Fee	500.00	750.00	66.7%
4130 Vendor Fee	225.00	200.00	112.5%
4132 Alarm Permit Fees	1,250.00	1,800.00	69.4%
Total Building Department Revenue	268,256.97	311,770.00	86.0%
Franchise Fee Revenue			
4202 Atmos Energy	32,213.61	28,750.00	112.0%
4204 Charter Communications	36,187.66	34,500.00	104.9%
4206 CenturyLink	2,642.27	4,200.00	62.9%
4208 CoServ	4,318.62	4,200.00	102.8%
4210 Oncor Electric	135,997.02	134,944.00	100.8%
4212 Waste Management	41,345.41	36,000.00	114.8%
Total Franchise Fee Revenue	252,704.59	242,594.00	104.2%
Interest Revenue			
4302 Animal Shelter Interest	133.40	55.00	242.5%
4308 Drug Forfeiture Interest	0.59	1.00	59.0%
4310 Drug Seizure Interest	0.11	1.00	11.0%
4314 Logic Investment Interest	48,027.33	32,000.00	150.1%
4320 Logic Street/Road Improv.	26,822.69	18,000.00	149.0%
4322 Logic Turbeville Road	2,902.99	2,200.00	132.0%
4326 PD State Training Interest	1.08	1.00	108.0%
4328 Logic Harbor/Sycamore Bend	455.00	100.00	455.0%
Total Interest Revenue	78,343.19	52,358.00	149.6%
Interlocal Revenue			
4402 Corp Contract Current Year	15,854.88	34,000.00	46.6%
Total Interlocal Revenue	15,854.88	34,000.00	46.6%
Miscellaneous Revenue			
4502 Animal Adoption & Impound	9,184.50	6,500.00	141.3%
4506 Animal Shelter Donations	2,380.04	1,000.00	238.0%
4508 Annual Park Passes	18,908.16	20,000.00	94.5%
4510 Arrowhead Park Fees	19,143.51	15,000.00	127.6%
4512 Beer & Wine Permit	0.00	60.00	0.0%
4516 Corp Parks Prior Year Rev	0.00	28,218.00	0.0%

Town of Hickory Creek
Budget vs. Actual Year to Date 83.30%
October 2017 through July 2018

	Oct '17 - Jul 18	Budget	% of Budget
4518 Drug Forfeiture	1,700.00	0.00	100.0%
4520 Drug Seizure	0.00	0.00	0.0%
4522 EDCPayment/Ronald Reagan	45,778.33	45,778.00	100.0%
4524 Fund Balance Reserve	0.00	477,628.95	0.0%
4526 Mineral Rights	242.09	300.00	80.7%
4528 NSF Fees	25.00	50.00	50.0%
4530 Other Receivables	141,956.24	135,000.00	105.2%
4534 PD State Training	1,318.87	1,319.00	100.0%
4536 Point Vista Park Fees	5,003.00	5,000.00	100.1%
4546 Street Bond Proceeds	0.00	420,603.05	0.0%
4550 Sycamore Bend Fees	15,224.25	12,000.00	126.9%
4554 Building Security Fund Res	0.00	0.00	0.0%
4556 Court Tech Fund Reserve	0.00	7,650.00	0.0%
4558 Harbor Lane/Sycamore Bend	3,500.00	3,500.00	100.0%
Total Miscellaneous Revenue	264,363.99	1,179,607.00	22.4%
Municipal Court Revenue			
4602 Building Security Fee	9,853.09	11,250.00	87.6%
4604 Citations	554,229.55	625,000.00	88.7%
4606 Court Technology	13,137.44	15,000.00	87.6%
4612 State Court Costs	240,396.01	256,250.00	93.8%
Total Municipal Court Revenue	817,616.09	907,500.00	90.1%
Sales Tax Revenue			
4702 Sales Tax General Fund	792,354.33	934,375.00	84.8%
4704 Sales Tax Road Maintenance	158,470.86	186,875.00	84.8%
4706 Sales Tax 4B Corporation	316,941.76	373,750.00	84.8%
4708 Sales Tax Mixed Beverage	0.00	0.00	0.0%
Total Sales Tax Revenue	1,267,766.95	1,495,000.00	84.8%
Total Income	4,669,208.53	5,964,323.00	78.3%
Gross Profit	4,669,208.53	5,964,323.00	78.3%
Expense			
Capital Outlay			
5010 Street Maintenance	7,540.77	186,875.00	4.0%
5012 Streets & Road Improvement	669,926.91	420,604.00	159.3%
5020 Main Street Reconstruction	-32,677.26	1,625.00	-2,010.9%
5022 Parks and Rec Improvements	0.00	60,218.00	0.0%
5024 Public Safety Improvements	42,430.14	156,000.00	27.2%
5026 Fleet Purchase/Replacement	126,296.37	126,298.00	100.0%
Total Capital Outlay	813,516.93	951,620.00	85.5%
Debt Service			
5106 2012 Refunding Bond Series	11,512.22	147,660.00	7.8%
5108 2012 Tax Note Series	2,039.30	118,818.00	1.7%
5110 2015 Refunding Bond Series	309,975.00	308,000.00	100.6%
5112 2015 C.O. Series	269,975.00	271,700.00	99.4%
Total Debt Service	593,501.52	846,178.00	70.1%
General Government			
5202 Bank Service Charges	141.00	250.00	56.4%
5204 Books & Subscriptions	397.47	400.00	99.4%
5206 Computer Hardware/Software	11,122.44	22,500.00	49.4%
5208 Copier Rental	4,245.05	3,500.00	121.3%
5210 Dues & Memberships	1,905.94	1,800.00	105.9%

Town of Hickory Creek
Budget vs. Actual Year to Date 83.30%
 October 2017 through July 2018

	Oct '17 - Jul 18	Budget	% of Budget
5212 EDC Tax Payment	316,941.76	373,750.00	84.8%
5214 Election Expenses	7,755.69	10,000.00	77.6%
5216 Volunteer/Staff Events	5,870.57	8,000.00	73.4%
5218 General Communications	15,016.64	22,000.00	68.3%
5222 Office Supplies & Equip.	1,880.54	1,800.00	104.5%
5224 Postage	2,552.88	4,500.00	56.7%
5226 Community Cause	2,338.64	3,000.00	78.0%
5228 Town Council/Board Expense	2,761.38	4,000.00	69.0%
5230 Training & Education	2,068.95	2,000.00	103.4%
5232 Travel Expense	1,090.00	2,500.00	43.6%
5234 Staff Uniforms	651.61	700.00	93.1%
Total General Government	376,740.56	460,700.00	81.8%
Municipal Court			
5302 Books & Subscriptions	99.25	100.00	99.3%
5304 Building Security	2,405.79	11,250.00	21.4%
5312 Court Technology	6,674.26	22,650.00	29.5%
5314 Dues & Memberships	190.00	180.00	105.6%
5318 Merchant Fees/Credit Cards	-1,878.47	0.00	100.0%
5322 Office Supplies/Equipment	1,333.51	1,500.00	88.9%
5324 State Court Costs	286,468.33	256,250.00	111.8%
5326 Training & Education	200.00	1,200.00	16.7%
5328 Travel Expense	197.14	400.00	49.3%
5330 Warrant Roundup	0.00	0.00	0.0%
5332 Warrants Collected	-5,848.02	0.00	100.0%
Total Municipal Court	289,841.79	293,530.00	98.7%
Parks and Recreation			
5402 Events	0.00	3,000.00	0.0%
5404 Marketing	0.00	500.00	0.0%
5406 Professional Dues	0.00	400.00	0.0%
5408 Tanglewood Park	1,295.80	2,000.00	64.8%
5410 Travel and Training	0.00	0.00	0.0%
5412 KHCB	150.00	1,000.00	15.0%
5414 Tree City USA	800.20	1,500.00	53.3%
5416 Town Hall Park	0.00	1,000.00	0.0%
5418 Glenview Park	0.00	47,500.00	0.0%
Total Parks and Recreation	2,246.00	56,900.00	3.9%
Parks Corps of Engineer			
5432 Arrowhead	6,819.89	7,000.00	97.4%
5434 Harbor Grove	968.12	2,000.00	48.4%
5436 Point Vista	4,410.33	5,000.00	88.2%
5438 Sycamore Bend	20,210.93	216,000.00	9.4%
Total Parks Corps of Engineer	32,409.27	230,000.00	14.1%
Personnel			
5502 Administration Wages	220,536.98	261,240.00	84.4%
5504 Municipal Court Wages	84,590.10	99,840.00	84.7%
5506 Police Wages	519,048.93	630,940.00	82.3%
5507 Police Overtime Wages	2,265.57	6,000.00	37.8%
5508 Public Works Wages	145,641.46	177,075.00	82.2%
5509 Public Works Overtime Wage	1,370.08	1,600.00	85.6%
5510 Health Insurance	183,129.20	226,700.00	80.8%
5512 Longevity	10,184.00	10,184.00	100.0%
5514 Payroll Expense	16,793.75	16,500.00	101.8%
5516 Employment Exams	225.00	1,500.00	15.0%

Town of Hickory Creek
Budget vs. Actual Year to Date 83.30%
October 2017 through July 2018

	Oct '17 - Jul 18	Budget	% of Budget
5518 Retirement (TMRS)	78,843.94	138,875.00	56.8%
5520 Unemployment (TWC)	3,577.15	1,000.00	357.7%
5522 Workman's Compensation	23,704.24	23,703.00	100.0%
Total Personnel	1,289,910.40	1,595,157.00	80.9%
Police Department			
5602 Auto Gas & Oil	24,441.91	25,000.00	97.8%
5606 Auto Maintenance & Repair	43,371.44	40,000.00	108.4%
5608 Auto New Equipment	0.00	0.00	0.0%
5610 Books & Subscriptions	344.26	500.00	68.9%
5612 Computer Hardware/Software	30,505.87	30,279.00	100.7%
5614 Crime Lab Analysis	1,513.43	2,000.00	75.7%
5616 Drug Forfeiture	1,131.72	0.00	100.0%
5618 Dues & Memberships	295.00	400.00	73.8%
5626 Office Supplies/Equipment	1,724.70	1,500.00	115.0%
5628 PD State Training	0.00	0.00	0.0%
5630 Personnel Equipment	10,118.61	10,000.00	101.2%
5632 Radios	0.00	0.00	0.0%
5634 Travel Expense	3,627.08	3,500.00	103.6%
5636 Uniforms	9,286.59	8,000.00	116.1%
5640 Training & Education	5,215.04	7,000.00	74.5%
5644 Citizens on Patrol	0.00	200.00	0.0%
5646 Community Outreach	96.51	750.00	12.9%
5648 K9 Unit	15,411.70	20,000.00	77.1%
Total Police Department	147,083.86	149,129.00	98.6%
Public Works Department			
5702 Animal Control Donation	0.00	1,000.00	0.0%
5704 Animal Control Equipment	2,970.62	3,000.00	99.0%
5706 Animal Control Supplies	929.91	1,000.00	93.0%
5708 Animal Control Vet Fees	3,724.14	5,000.00	74.5%
5710 Auto Gas & Oil	11,574.30	10,000.00	115.7%
5714 Auto Maintenance/Repair	21,686.81	10,000.00	216.9%
5716 Beautification	37,733.99	50,000.00	75.5%
5718 Computer Hardware/Software	0.00	500.00	0.0%
5720 Dues & Memberships	276.00	3,500.00	7.9%
5722 Equipment	-32,183.44	58,500.00	-55.0%
5724 Equipment Maintenance	10,390.04	8,000.00	129.9%
5726 Equipment Rental	27.28	6,000.00	0.5%
5728 Equipment Supplies	7,439.99	6,500.00	114.5%
5732 Office Supplies/Equipment	447.72	800.00	56.0%
5734 Radios	2,930.66	3,200.00	91.6%
5738 Training	235.00	800.00	29.4%
5740 Travel Expense	664.25	1,000.00	66.4%
5742 Uniforms	2,942.54	2,500.00	117.7%
5748 Landscaping Services	63,826.06	107,500.00	59.4%
Total Public Works Department	135,615.87	278,800.00	48.6%
Services			
5802 Appraisal District	7,563.78	10,500.00	72.0%
5804 Attorney Fees	60,935.11	50,000.00	121.9%
5806 Audit	13,500.00	13,500.00	100.0%
5808 Codification	375.00	1,500.00	25.0%
5812 Document Management	840.17	1,000.00	84.0%
5814 Engineering	27,586.00	30,000.00	92.0%
5816 General Insurance	28,973.70	28,974.00	100.0%
5818 Inspections	37,295.00	46,875.00	79.6%

Town of Hickory Creek
Budget vs. Actual Year to Date 83.30%
 October 2017 through July 2018

	Oct '17 - Jul 18	Budget	% of Budget
5820 Fire Service	613,633.00	611,405.00	100.4%
5822 Legal Notices/Advertising	917.50	2,000.00	45.9%
5824 Library Services	575.00	500.00	115.0%
5826 Municipal Judge	8,840.00	11,520.00	76.7%
5828 Printing	988.96	1,600.00	61.8%
5830 Tax Collection	2,832.91	2,833.00	100.0%
5832 Computer Technical Support	29,025.43	30,000.00	96.8%
5838 DCCAC	500.00	500.00	100.0%
5840 Denton County Dispatch	27,950.00	27,950.00	100.0%
5844 Helping Hands	0.00	300.00	0.0%
5846 Span Transit Services	55.00	1,500.00	3.7%
5848 DCFOF	500.00	500.00	100.0%
Total Services	862,886.56	872,957.00	98.8%
Special Events			
6004 Fourth of July Celebration	4,000.00	4,000.00	100.0%
6008 Tree Lighting	4,851.44	4,852.00	100.0%
Total Special Events	8,851.44	8,852.00	100.0%
Utilities & Maintenance			
5902 Bldg Maintenance/Supplies	107,513.42	124,500.00	86.4%
5904 Electric	18,491.59	30,000.00	61.6%
5906 Gas	1,854.74	2,000.00	92.7%
5908 Street Lighting	25,032.27	32,000.00	78.2%
5910 Telephone	19,024.83	23,000.00	82.7%
5912 Water	12,522.23	9,000.00	139.1%
Total Utilities & Maintenance	184,439.08	220,500.00	83.6%
Total Expense	4,737,043.28	5,964,323.00	79.4%
Net Ordinary Income	-67,834.75	0.00	100.0%
Net Income	-67,834.75	0.00	100.0%

Town of Hickory Creek
Expenditures over \$1,000.00
 July 2018

Type	Date	Num	Name	Amount
Ordinary Income/Expense				
Expense				
Capital Outlay				
5012 Streets & Road Improvement				
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,443.09
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	1,605.00
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	1,643.11
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,875.00
Bill	07/25/2018	Invoi...	CMJ Engineering, Inc.	2,224.50
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	4,896.00
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	11,478.00
Check	07/02/2018	3592	Quality Excavation, Ltd.	80,256.86
Check	07/10/2018	3599	GRod Construction, LLC.	96,612.63
Total 5012 Streets & Road Improvement				202,034.19
Total Capital Outlay				202,034.19
Debt Service				
5110 2015 Refunding Bond Series				
Check	07/17/2018		US Bank	246,500.00
Total 5110 2015 Refunding Bond Series				246,500.00
5112 2015 C.O. Series				
Check	07/17/2018		US Bank	208,350.00
Total 5112 2015 C.O. Series				208,350.00
Total Debt Service				454,850.00
General Government				
5212 EDC Tax Payment				
Check	07/11/2018	3600	Hickory Creek Economic Development	31,521.10
Total 5212 EDC Tax Payment				31,521.10
Total General Government				31,521.10
Municipal Court				
5324 State Court Costs				
Check	07/30/2018	Debit	State Comptroller	78,702.39
Total 5324 State Court Costs				78,702.39
5332 Warrants Collected				
Bill	07/12/2018	Rep...	OmniBase Services Texas, LP	1,188.00
Bill	07/12/2018	Invoi...	McCreary, Veselka, Bragg and Allen, P.C.	2,088.42
Bill	07/12/2018	Invoi...	McCreary, Veselka, Bragg and Allen, P.C.	2,793.74
Total 5332 Warrants Collected				6,070.16
Total Municipal Court				84,772.55
Parks Corps of Engineer				
5438 Sycamore Bend				
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,088.88

Town of Hickory Creek
Expenditures over \$1,000.00
 July 2018

Type	Date	Num	Name	Amount
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	2,214.79
	Total 5438 Sycamore Bend			3,303.67
	Total Parks Corps of Engineer			3,303.67
Police Department				
5602 Auto Gas & Oil				
Check	07/27/2018	Debit	WEX INC DESFLEET DEBI	3,026.41
	Total 5602 Auto Gas & Oil			3,026.41
5606 Auto Maintenance & Repair				
Bill	07/12/2018	R.O....	Christian Brothers Automotive	1,134.26
Bill	07/12/2018	R.O....	Christian Brothers Automotive	1,599.60
	Total 5606 Auto Maintenance & Repair			2,733.86
	Total Police Department			5,760.27
Public Works Department				
5710 Auto Gas & Oil				
Check	07/27/2018	Debit	WEX INC DESFLEET DEBI	1,120.63
	Total 5710 Auto Gas & Oil			1,120.63
5748 Landscaping Services				
Bill	07/25/2018	Invoi...	Bryan's Irrigation Systems	2,404.91
Check	07/02/2018	3591	Three Kings Grounds Keeping	5,543.24
	Total 5748 Landscaping Services			7,948.15
	Total Public Works Department			9,068.78
Services				
5804 Attorney Fees				
Bill	07/25/2018	Acc...	Hayes, Berry, White & Vanzant	1,025.75
Bill	07/25/2018	Acc...	Hayes, Berry, White & Vanzant	2,507.18
	Total 5804 Attorney Fees			3,532.93
5814 Engineering				
Bill	07/12/2018	Invoi...	Halff Associates, Inc.	1,386.62
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,568.05
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,642.06
Bill	07/27/2018		Halff Associates, Inc.	1,776.52
Bill	07/27/2018	Invoi...	Halff Associates, Inc.	1,911.16
	Total 5814 Engineering			8,284.41
5818 Inspections				
Bill	07/12/2018	Invoi...	Vaughn Inspections Plus, LLC	1,240.00
	Total 5818 Inspections			1,240.00
5820 Fire Service				
Check	07/10/2018	3597	City of Corinth	153,408.25

Town of Hickory Creek
Expenditures over \$1,000.00
 July 2018

Type	Date	Num	Name	Amount
			Total 5820 Fire Service	153,408.25
			Total Services	166,465.59
Utilities & Maintenance				
5902 Bldg Maintenance/Supplies				
Bill	07/12/2018	Invoi...	Wilson McLain Plumbing	1,047.52
Bill	07/12/2018	Invoi...	Betsy Ross Flag Girls, Inc.	1,097.00
			Total 5902 Bldg Maintenance/Supplies	2,144.52
5904 Electric				
Check	07/24/2018	Debit	HUDSON ENERGY SE DESDEBITDEBIT	2,383.71
			Total 5904 Electric	2,383.71
5908 Street Lighting				
Check	07/24/2018	Debit	HUDSON ENERGY SE DESDEBITDEBIT	2,772.02
			Total 5908 Street Lighting	2,772.02
5910 Telephone				
Bill	07/26/2018	Acc...	CenturyLink	1,748.71
Bill	07/13/2018	Acc...	CenturyLink	1,748.96
			Total 5910 Telephone	3,497.67
5912 Water				
Check	07/05/2018	Debit	LCMUA DESUTILITY DD	2,084.40
			Total 5912 Water	2,084.40
			Total Utilities & Maintenance	12,882.32
			Total Expense	970,658.47
			Net Ordinary Income	-970,658.47
			Net Income	-970,658.47



TOWN OF HICKORY CREEK
 ATTN KRISTI K ROGERS
 1075 RONALD REAGAN AVE
 HICKORY CREEK TX 75065-7633

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1668276007

ACCOUNT NAME: ANIMAL SHELTER FACILITY

STATEMENT PERIOD: 07/01/2018 - 07/31/2018

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 2.1750%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 30 DAYS AND THE NET ASSET VALUE FOR 7/31/18 WAS 1.000133.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			9,177.44
07/31/2018	MONTHLY POSTING	9999888	17.00	9,194.44
	ENDING BALANCE			9,194.44

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	9,177.44
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	17.00
ENDING BALANCE	9,194.44
AVERAGE BALANCE	9,177.44

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
ANIMAL SHELTER FACILITY	0.00	0.00	99.31





TOWN OF HICKORY CREEK
 ATTN KRISTI K ROGERS
 1075 RONALD REAGAN AVE
 HICKORY CREEK TX 75065-7633

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1668276009

ACCOUNT NAME: HARBOR LANE - SYCAMORE BEND

STATEMENT PERIOD: 07/01/2018 - 07/31/2018

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 2.1750%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 30 DAYS AND THE NET ASSET VALUE FOR 7/31/18 WAS 1.000133.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			3,199.97
07/31/2018	MONTHLY POSTING	9999888	5.89	3,205.86
	ENDING BALANCE			3,205.86

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	3,199.97
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	5.89
ENDING BALANCE	3,205.86
AVERAGE BALANCE	3,199.97

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
HARBOR LANE - SYCAMORE BEND	0.00	0.00	34.61





TOWN OF HICKORY CREEK
 ATTN KRISTI K ROGERS
 1075 RONALD REAGAN AVE
 HICKORY CREEK TX 75065-7633

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1668276001

ACCOUNT NAME: INVESTMENT FUND

STATEMENT PERIOD: 07/01/2018 - 07/31/2018

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 2.1750%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 30 DAYS AND THE NET ASSET VALUE FOR 7/31/18 WAS 1.000133.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			4,802,743.97
07/12/2018	ACH WITHDRAWAL	6094966	145,000.00 -	4,657,743.97
07/17/2018	WIRE WITHDRAWAL	6095179	246,500.00 -	4,411,243.97
07/17/2018	WIRE WITHDRAWAL	6095180	208,350.00 -	4,202,893.97
07/27/2018	ACH WITHDRAWAL	6095501	78,000.00 -	4,124,893.97
07/31/2018	MONTHLY POSTING	9999888	8,270.00	4,133,163.97
	ENDING BALANCE			4,133,163.97

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	4,802,743.97
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	677,850.00
TOTAL INTEREST	8,270.00
ENDING BALANCE	4,133,163.97
AVERAGE BALANCE	4,476,526.23

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
INVESTMENT FUND	2,252,912.56	802,700.00	39,500.62





TOWN OF HICKORY CREEK
 ATTN KRISTI K ROGERS
 1075 RONALD REAGAN AVE
 HICKORY CREEK TX 75065-7633

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1668276005

ACCOUNT NAME: RESIDENTIAL STREET & RD IMPROV

STATEMENT PERIOD: 07/01/2018 - 07/31/2018

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 2.1750%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 30 DAYS AND THE NET ASSET VALUE FOR 7/31/18 WAS 1.000133.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			758,115.13
07/31/2018	MONTHLY POSTING	9999888	1,400.32	759,515.45
	ENDING BALANCE			759,515.45

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	758,115.13
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	1,400.32
ENDING BALANCE	759,515.45
AVERAGE BALANCE	758,115.13

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
RESIDENTIAL STREET & RD IMPROV	0.00	1,402,912.56	19,718.45





TOWN OF HICKORY CREEK
 ATTN KRISTI K ROGERS
 1075 RONALD REAGAN AVE
 HICKORY CREEK TX 75065-7633

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1668276002

ACCOUNT NAME: TURBEVILLE RD IMPROVEMENT FUND

STATEMENT PERIOD: 07/01/2018 - 07/31/2018

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 2.1750%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 30 DAYS AND THE NET ASSET VALUE FOR 7/31/18 WAS 1.000133.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			205,873.19
07/31/2018	MONTHLY POSTING	9999888	380.28	206,253.47
	ENDING BALANCE			206,253.47

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	205,873.19
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	380.28
ENDING BALANCE	206,253.47
AVERAGE BALANCE	205,873.19

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
TURBEVILLE RD IMPROVEMENT FUND	0.00	0.00	2,226.52



Backup material for agenda item:

Consider and act on a resolution of the Town of Hickory Creek approving the 2018 annual update to the service and assessment plan and assessment roll for Hickory Creek Public Improvement District No. 1 including the collection of the 2018 annual installments.

**TOWN OF HICKORY CREEK
RESOLUTION NO. 2018-0821-1**

A RESOLUTION OF THE TOWN OF HICKORY CREEK APPROVING THE 2018 ANNUAL UPDATE TO THE SERVICE AND ASSESSMENT PLAN AND ASSESSMENT ROLL FOR HICKORY CREEK PUBLIC IMPROVEMENT DISTRICT NO. 1 INCLUDING THE COLLECTION OF THE 2018 ANNUAL INSTALLMENTS

WHEREAS, the Town of Hickory Creek (the “Town”) has created the Hickory Creek Public Improvement District No. 1 (the “PID”) in accordance with the requirements of Section 372.005 of the Public Improvement District Assessment Act (the “Act”); and

WHEREAS, on April 24, 2012, the Town Council approved and accepted the Service and Assessment Plan in conformity with the requirements of the Act and adopted the assessment ordinance, which assessment ordinance approved the assessment roll and levied the assessments on property within the PID; and

WHEREAS, pursuant to Section 371.013 of the Act, the Service and Assessment Plan must cover a period of at least five years and must also define the annual indebtedness and projected costs for improvements and such Service and Assessment Plan must be reviewed and updated annually for the purpose of determining the annual budget for improvements; and

WHEREAS, the Town requires that an update to the Service and Assessment Plan and the Assessment Roll for the PID for 2018 (the “Annual Service Plan Update”) be prepared, setting forth the annual budget for improvements and the annual installment for assessed properties in the PID, and the Town now desires to approve such Annual Service Plan Update.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS, THAT:

Section 1. Findings. The findings and determinations set forth in the preambles hereto are hereby incorporated by reference for all purposes.

Section 2. Terms. Terms not otherwise defined herein are defined in the Town of Hickory Creek, Texas, Public Improvement District No. 1 2018 Annual Service Plan Update attached hereto as *Exhibit A*.

Section 3. Approval of Update. The 2018 Annual Service Plan Update for the PID for 2018 is hereby approved and accepted by the Town Council.

Section 4. Severability. If any provision, section, subsection, sentence, clause or phrase of this resolution, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this resolution or the application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Town Council that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other portion here, and all provisions of this resolution are declared to be severable for that purpose.

Section 5. Effective Date. This resolution shall take effect from and after its final date of passage, and it is accordingly so ordered.

PASSED, APPROVED AND EFFECTIVE this 21st day of August, 2018.

Lynn C. Clark, Mayor
Town of Hickory Creek, Texas

ATTEST:

Kristi Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas

EXHIBIT A

Service and Assessment Plan



TOWN OF HICKORY CREEK
PUBLIC IMPROVEMENT DISTRICT NO. 1
2018 ANNUAL SERVICE PLAN UPDATE

AUGUST 21, 2018

INTRODUCTION

Town of Hickory Creek Public Improvement District No. 1 ("PID 1") was created pursuant Chapter 372, Texas Local Government Code (the "PID Act"), by a resolution of the Town Council of the Town of Hickory Creek, Texas (the "Town Council" and the "Town") by Resolution No. 2012-0327-1 on March 27, 2012 to finance certain public improvement projects for the benefit of the property in PID 1.

On April 24, 2012, by Ordinance No. 2012-04-682, the Town Council approved a service and assessment plan (the "Service and Assessment Plan" or "SAP") for PID 1 and levied assessments (the "Assessments") to finance the Authorized Improvements to be constructed for the benefit of the Assessed Property within PID 1. The SAP also set forth the costs of the Authorized Improvements, the indebtedness to be incurred for such Authorized Improvements, and the manner of assessing the property in PID 1 for the costs of such Authorized Improvements based on the benefit provided to the Assessed Property.

On August 15, 2017, the Town Council approved the Service and Assessment Plan Update for Hickory Creek Public Improvement District #1 by adopting Ordinance No. 17-12-07-01 which issued PID 1 Bonds for Assessed Property within PID 1 and reflected the revised Assessment Roll.

A service and assessment plan (the "Service and Assessment Plan") identifies the public improvements (the "Improvements") to be provided by PID 1, the costs of the Improvements, the indebtedness to be incurred for the Improvements, and the manner of assessing the property in PID 1 for the costs of the Improvements. Pursuant to Chapter 372, Texas Local Government Code, the Service and Assessment Plan must be reviewed and updated annually. This document is the annual update of the Service and Assessment Plan for 2018 (the "Annual Service Plan Update").

The Town Council also adopted an assessment roll (the "Assessment Roll") identifying the assessments (the "Assessments") on each Lot within PID 1, based on the method of assessment identified in the Service and Assessment Plan. This Annual Service Plan Update also updates the Assessment Roll for 2018. Capitalized terms used in this Annual Service Plan Update shall have the meanings set forth in the Service and Assessment Plan Update ("2017 SAP") used for the issuance of PID 1 Bonds or the Development, Financing, and Reimbursement Agreement, as applicable.

STATUS OF AUTHORIZED IMPROVEMENTS

The Authorized Improvements are fully constructed and paid for in full, and as such the projection for the next five years of Authorized Improvement Cost is \$0.00. The Authorized Improvement Cost will be reimbursed to the Developer, solely from PID 1 Bonds.

BUDGET FOR CONSTRUCTION OF AUTHORIZED IMPROVEMENTS

The Authorized Improvements for PID 1 are complete. The following is a table demonstrating the actual budget for the Authorized Improvements.

Contractor Payments	Amount Paid	Work Performed
Ellerbee-Walczak, Inc	\$ 36,372.00	Geotech Engineering
Gilco Contracting Inc	451,672.00	Roadway Construction
Halff Associates, Inc	312,327.70	Civil Engineering
Jackson Construction Ltd	376,731.45	Roadway Construction
Juan Carlos E. Hernandez	10,630.10	Erosion Control
Kart Construction & Equipment Co	127,010.94	Roadway Construction
Kodiak Trenching & Boring LLC	369,503.35	Water, Sewer, Stormwater Construction
Lake City Municipal Utility District	16,381.25	Civil Engineering
Miller Services Inc	11,500.00	Erosion Control
Reno Environmental Corp	3,736.75	Erosion Control
RKM Utility Services, Inc	1,813,733.86	Water, Sewer, Stormwater Construction
THB Construction LLC	144,740.58	Roadway Construction
Xroads, LP	5,685.00	Street Signs
	<u>\$ 3,680,024.98</u>	

Bond Issuance Costs	Amount	Description
Debt Service Reserve Fund	\$ 119,143.75	Equal to 50% of maximum annual debt service
Delinquency and Prepayment Reserve	124,200.00	3% of par
Other Cost of Issuance	140,125.00	Preliminary estimate
Underwriter's Discount	124,200.00	3% of par
Rounding	3,026.34	
	<u>\$ 510,695.09</u>	
Total Authorized Improvements	\$ 4,190,720.07	

LOT SALES & HOME SALES UPDATE

PID 1 Property consists of 151 Lots, of which 151 have completed homes.

PARCEL SUBDIVISION

PID 1 has been fully subdivided into 151 Lots. There will be no more parcel subdivisions from this point.

OUTSTANDING ASSESSMENT AND INSTALLMENT DUE 1/31/19

PID 1 has an outstanding Assessment of \$4,060,000.00 and the Annual Installment due January 31, 2019 is \$254,260.00. The table below shows the outstanding Assessment and Annual Installment due January 31, 2019 per unit.

Outstanding Assessment Due*	Annual Installment Due
\$ 26,887.42	\$ 1,683.84

*Assumes no delinquencies. If any prior year installment was not paid in full the outstanding assessment will be increased accordingly.

PREPAYMENT OF ASSESSMENTS IN FULL

To date, no prepayment of assessment in full have been received. Please see **Appendix A** for all lien releases in PID 1.

PARTIAL PREPAYMENTS OF ASSESSMENTS

To date, no prepayment of assessment in full have been received. Therefore, no bonds will be redeemed September 1, 2018.

MATERIAL DISCLOSURES

There have not been material disclosures for the Issuer or Developer in the previous year.

BOND FUND

P3Works has reviewed the following bond accounts related to the Public Improvement District No. 1 as of May 31, 2018, and each account contains the amount shown below:

Bond Account:	5/31/2018 Balance
Bond Pledged Revenue Account	\$196,051.65
Principal & Interest Account	\$0.00
Reserve Account	\$120,052.16
Delinquency and Prepayment Reserve Account	\$125,146.96
Redemption Fund	\$0.00
Administrative Fund	\$3,992.55
Rebate Fund	\$0.00

PRINCIPAL & INTEREST, PREPAYMENT AND DELINQUENCY RESERVE, & ADMINISTRATION COSTS

- **Principal and Interest** – The total principal and interest required for the Annual Installment due January 31, 2019 is \$238,100.00.
- **Delinquency and Prepayment Reserve** – The Delinquency and Prepayment Reserve Requirement, as defined in the Indenture, is equal to \$119,143.75 and is fully funded. As such, no Delinquency and Prepayment Reserve deposits are required at this time.
- **Administration Costs** – The cost of administering PID 1, collecting the Annual Installments, Dissemination Agent fees, audit fees, and Trustee fees shall be paid for on a pro rata basis by each Parcel based on the amount of outstanding Special Assessment remaining on the Parcel. The total Administration Expenses budgeted for the Annual Installment due January 31, 2019 is \$16,160.00.

Due January 31, 2019	
Principal	\$ 85,000.00
Interest	\$ 153,100.00
Delinquency and Prepayment Reserve	\$ -
Administrative Expenses	\$ 16,160.00
Total Installment	\$ 254,260.00

FIVE YEAR BUDGET FORECAST

The Act requires the annual indebtedness and projected costs for the improvements to be reviewed and updated in the Annual Service Plan Update, and the projection shall cover a period of not less than five years. The projection in the table below shows the Annual Installments per Unit.

		PID 1 - Annual Installments per Unit				
Installments Due		1/31/2019	1/31/2020	1/31/2021	1/31/2022	1/31/2023
Principal		\$ 562.91	\$ 562.91	\$ 596.03	\$ 596.03	\$ 629.14
Interest		\$ 1,013.91	\$ 997.02	\$ 980.13	\$ 962.25	\$ 944.37
Total Debt Service	(1)	\$ 1,576.82	\$ 1,559.93	\$ 1,576.16	\$ 1,558.28	\$ 1,573.51
Delinquency & Prepayment Reserve	(2)	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses	(3)	\$ 107.02	\$ 109.16	\$ 111.34	\$ 113.57	\$ 115.84
Total Installment	(4) = (1) + (2) + (3)	\$ 1,683.84	\$ 1,669.09	\$ 1,687.50	\$ 1,671.85	\$ 1,689.35

UPDATE OF THE ASSESSMENT ROLL

The list of current Lots within PID 1, the corresponding total assessments, and current Annual Installment are shown on the Assessment Roll attached hereto as **Appendix B**. The Parcels shown on the Assessment Roll will receive the bills for the 2018 Annual Installments which will be delinquent if not paid by January 31, 2019.

APPENDIX A – LIEN RELEASES

To date, no lien releases have been received.

APPENDIX B - ASSESSMENT ROLL

Parcel ID	Outstanding Assessment	Annual Installment Due 1/31/19				
		Delinquency and			Administration Expense	Total Annual Installment
		Principal	Interest	Prepayment Reserve		
564966	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564967	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564968	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564969	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564970	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564971	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564972	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564973	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564974	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564975	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564976	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564977	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564978	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564979	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564980	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564981	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564982	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564983	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564984	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564985	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564986	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564987	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564988	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564989	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564990	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564991	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564992	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564995	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564996	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
564999	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565000	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565001	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565002	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565003	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565004	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565005	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565006	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565008	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565009	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565010	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565011	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565012	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565013	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565014	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565015	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565016	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565017	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565018	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565019	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84
565020	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84

Parcel ID	Outstanding Assessment	Annual Installment Due 1/31/19					Total Annual Installment
		Delinquency and					
		Principal	Interest	Prepayment Reserve	Administration Expense		
565021	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565022	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565023	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565024	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565025	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565026	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565027	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565028	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565029	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565030	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565031	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565032	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565033	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565034	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565035	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565036	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565037	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565038	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565039	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565040	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565041	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565042	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565043	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565047	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565048	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565049	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565050	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565051	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565052	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565053	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565054	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565055	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565056	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565057	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565058	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565059	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565060	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565061	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
565062	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654134	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654135	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654136	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654137	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654138	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654139	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654140	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654141	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654142	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654143	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654144	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	

Parcel ID	Outstanding Assessment	Annual Installment Due 1/31/19					Total Annual Installment
		Delinquency and					
		Principal	Interest	Prepayment Reserve	Administration Expense		
654145	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654146	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654147	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654148	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654149	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654150	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654151	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654152	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654153	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654154	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654155	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654156	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654157	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654158	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654159	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654160	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654161	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654162	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654163	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654164	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654165	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654166	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654167	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654168	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654169	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654170	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654171	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654172	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654173	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654174	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654175	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654176	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654177	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654179	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654180	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654181	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654182	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654183	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654184	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654185	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654186	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654187	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654188	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654189	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654190	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654191	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654192	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654193	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654194	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654195	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	

Parcel ID	Outstanding Assessment	Annual Installment Due 1/31/19					Total Annual Installment
		Delinquency and				Administration Expense	
		Principal	Interest	Prepayment Reserve			
654196	\$ 26,887.42	\$ 562.91	\$ 1,013.91	\$ -	\$ 107.02	\$ 1,683.84	
654178	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
564993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
564994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
564997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
565007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
565044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
565045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
565046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
565063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 4,060,000.00	\$ 85,000.00	\$ 153,100.00	\$ -	\$ 16,160.00	\$ 254,260.00	

Backup material for agenda item:

Consider and act on a resolution authorizing the Mayor of the Town of Hickory Creek, Texas to execute an agreement for information technology services by and between the Town of Hickory Creek and MiTech Services, L.L.C.

**TOWN OF HICKORY CREEK, TEXAS
RESOLUTION NO. 2018-0821-2**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS, HEREBY AUTHORIZING THE MAYOR OF THE TOWN OF HICKORY CREEK, TEXAS, TO EXECUTE AN AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES BY AND BETWEEN THE TOWN OF HICKORY CREEK AND MITECH SERVICES, L.L.C., AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Hickory Creek (the “Town”), Texas is a Type A General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to enabling legislation of the State of Texas;

WHEREAS, the Town Council has been presented with a proposed Agreement for information technology services to provide general technology support services (hereinafter the “Agreement”), a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the Agreement, and all matters attendant and related thereto, the Town Council is of the opinion that the terms and conditions thereof should be approved, and that the Mayor shall be authorized to execute it on behalf of the Town of Hickory Creek.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Hickory Creek, Texas:

Section 1: That the Mayor of the Town of Hickory Creek, Texas, is hereby authorized to execute on behalf of the Town of Hickory Creek, Texas, the Agreement attached hereto as Exhibit A.

Section 2: This Resolution shall take effect immediately upon its passage.

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek, Texas this 21st day of August, 2018.

Lynn C. Clark, Mayor
Town of Hickory Creek, Texas

ATTEST:

Kristi Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas



Scheduled Service Agreement The Town of Hickory Creek

This Services Agreement ("Agreement") is made as of the October 1, 2018, by and among MiTech Services, LLC (MiTech), a Texas Corporation whose principal office is located at 4251 FM 2181, Suite 230-229, Corinth, TX 76210 and The Town of Hickory Creek (TOHC) an incorporated Town in the state of Texas whose principal office is located at 1075 Ronald Reagan Ave, Hickory Creek, Texas. ("Client").

WITNESSETH:

WHEREAS, MiTech Services is a Limited Liability Corporation, duly organized in the State of Texas for the purposes of providing information technology (IT) services to customers; and

WHEREAS, (Technician) Arthur Cline as primary or, another employee of Corporation appointed to provide services under this Agreement during the Term pursuant to an agreement between Technician and Corporation; and

WHEREAS, Client is a validly existing incorporated Town in the state of Texas; and

WHEREAS, Corporation and Client have independently determined that Technician(s) has the expertise and experience necessary to provide Client with computer information systems support and implementation services of the type required by Client.

NOW, THEREFORE, in consideration of the mutual benefits of the covenants and restrictions herein contained, Corporation, and Client hereby agree as follows:

ARTICLE I -- SCOPE OF SERVICES

Section 1.01 -- Recitals: The above recitals and statement of parties are true, accurate, and correct. For purposes of this Agreement, the term "Corporation" shall mean MiTech Services, including any and all of its agents, employees, independent contractors, representatives, affiliates, subsidiaries, officers, directors, members, and assigns.

Section 1.02 – Services: Technician shall provide the following computer Information Technology (IT) support and implementation services to Client for its business offices as necessary to insure full IT operation.

1) Inclusions:

- a) Scheduled Monthly PM checkup of office workstation computers.
 - (1) Monitor workstations anti-virus for updates and operation.
 - (2) Monitor workstations operating system updates and event logs

- (3) Scan for spyware infections
- (4) Defragment workstation hard drives
- b) Scheduled monthly maintenance checkup of Servers.
 - (1) Monitor server anti-virus application for updates and operational performance
 - (2) Monitor server operating system updates and event logs
 - (3) Monitor backup operation and logs
- c) Office Workstations Maintenance
 - (1) Resolve operating system issues
 - (2) Resolve operating system changes
 - (3) Resolve application issues or changes
 - (4) Resolve hardware issues (labor only)
- d) Server Maintenance
 - (1) Server operating system issues
 - (2) Server application issues or changes
 - (3) Server hardware repair (labor only)
 - (4) Server operating system changes
- e) Infrastructure Maintenance
 - (1) Router or switch programming changes
 - (2) Minor Cable repair (labor only)
- f) 24 x 7 remote monitoring and management for up to 45 computers and 7 servers.
- g) Imaging backup and restore service for 3 servers using Client and Corporation’s owned equipment.
- h) Antivirus monitoring and removal software for up to 45 computers and 7 servers.

2) Exclusions:

- a) Unique specialized application support:
 - Incode (Limited support)
 - Badge (Limited support)
 - Agenda Management (Limited support)
 - RMS (Limited support)
 - Watch Guard (Limited support)
- b) User negligence
- c) User abuse of equipment
- d) Modifications to workstations, servers or infrastructure without prior MiTech approval
- e) Movement of workstations or servers without prior MiTech approval
- f) Acts of God

3) Technician availability:

- a) Technician will be available onsite up to four (4) hours weekly and as needed off site using remote access as needed.

Section 1.03 – Service Hours: Corporation provides services during normal hours (8am-6pm, Monday thru Friday). Service requested outside of normal business hours will be billed at the after hour preferred government



Scheduled Service Agreement The Town of Hickory Creek

rate listed in the current Standard Commercial Price List of Corporation.

Section 1.04 – Travel: Any onsite service work requested outside of the scheduled weekly onsite maintenance will include a Zone-1 travel charge.

Section 1.05 -- Employee Status: Technician shall provide the services described in Section 1.02 as an employee of Corporation. The fees paid by Client to Corporation for the services of Technician shall be all inclusive. Client shall not be responsible for providing any insurance, benefits or paying any taxes owed by Corporation or Technician.

ARTICLE II -- TERM OF AGREEMENT

Section 2.01 -- Termination: This Agreement shall continue until September 30, 2019 or terminated as provided herein.

Section 2.02 -- Termination By Corporation: In the event Corporation desires to terminate this Agreement, Corporation shall provide Client with ninety days prior written notice to terminate this Agreement.

Section 2.03 -- Termination by Client: In the event Client desires to terminate this Agreement, Client shall provide Corporation with ninety days prior written notice of intent to terminate this Agreement during the term of this agreement.

Section 2.04 -- Mutual Rescission: Client and Corporation may mutually agree in writing to terminate this Agreement without notice.

Section 2.05 -- Termination by Client Without Notice: Client may terminate this Agreement without notice upon the earliest to occur of the following events:

- (a) Fraud or Dishonesty: Corporation commits an act of fraud or dishonesty in providing services hereunder;
- (b) Failure to Perform: Corporation fails to perform the services defined in Section 1.02;
- (c) Breach of Contract: Corporation violates any provision of this Agreement;
- (d) Business Damages: Corporation willfully damages or injures the property, business, or goodwill of Client.

Section 2.06 – Renewal: In the event that client or Corporation does not put in place a new Agreement before termination date, this Agreement will remain in place on a

month to month basis until either a new Agreement is in place or Client and Corporation mutually agree to terminate.

ARTICLE III -- FEES

Section 3.01 -- Rate of Payment: Client shall pay Corporation a fee of Thirty Seven Thousand Two Hundred Thirty Six (\$37,236) dollars (“Annual Fee”)

On-Site billable hours outside of scope of services will be billed at One Hundred (\$100) dollars per hour. Client must be notified in advance prior to any work being performed, which will be performed outside of annual fee.

Additional monthly licenses for remote management above 45 computers will be billed at Fifty (\$50.00) dollars per month for each additional computer. This will be added as separate item to each monthly invoice.

Additional monthly licenses for remote management above 7 servers will be billed at Seventy-Five (\$75.00) dollars per month for each additional server. This will be added as separate item to each monthly invoice

Section 3.02 -- Invoices: Corporation shall invoice Client in advance monthly for Monthly fee and at the end of a month for any fees in excess of the Monthly fee. Invoice shall be paid on or before the first of each month, which service is due.

ARTICLE IV -- CONFIDENTIALITY

Section 4.01 -- Confidential Systems Information: Corporation hereby acknowledge that all material, information, data, programs, and computer system design information which have or will come into the possession or knowledge of Technician or Corporation hereunder in connection with this Agreement for the performance hereof, is confidential and proprietary and that disclosure to or use by third parties of any such material, information, data, programs, or computer system design information will be damaging to Client. Corporation, therefore, agrees to hold such material, information, data, programs, computer system design and ideas in strict confidence, and shall not make use thereof other than for the performance of this Agreement, and will release such material, information, data, programs, computer system design information or ideas only to employees and customers of Client requiring such material, information, data, programs, or computer system design information and not to any other party, including but not limited to, any customers of Corporation or Technician other than Client.

Section 4.02 -- Removal of Client Information and Records: Technician shall not remove, and Corporation



Scheduled Service Agreement The Town of Hickory Creek

shall not allow Technician to remove, any customer data, programs, computer systems design information or documentation or any lists, files, charts or records or copies thereof from the premises of Client without the expressed prior written approval of Client. Corporation hereby acknowledges that such programs, data, computer systems design information or documentation, or lists, records, charts, and files (including any and all copies thereof) are the property of Client.

Section 4.03 -- Removal of Business Records: Technician shall not remove, and Corporation shall not allow Technician to remove, any accounting, personnel, legal or other business records, or copies thereof from the premises of Client without the expressed prior written approval of Client. Corporation hereby acknowledges that such records (including any and all copies thereof) are the property of Client.

Section 4.04 -- Business Disclosures: Technician shall not disclose and Corporation shall not allow Technician to disclose, the confidential business information of Client, including any legal, financial, regulatory, professional or general business information to any person except employees, agents, accountants, customers and attorneys of Client as may be necessary for Technician to provide the services described in Section 1.02.

Section 4.05 Customer Confidentiality: Technician and Corporation shall respect and maintain the confidentiality of customer computer programs, computer systems, information, data, and communications and shall not remove such computer programs, computer systems, information, data or communications from the premises of Client without the prior written consent of Client, and shall not disclose same to any person except employees, agents and customers of Client as may be necessary for Technician to provide the services described in Section 1.02.

ARTICLE V -- INTELLECTUAL PROPERTY

Section 5.01 -- Title Transfer: Upon completing or terminating this Agreement, Technician and Corporation shall deliver to Client all copies of any and all materials, products, systems documentation and programs related to this Agreement. Technician and Corporation shall not have the right to disclose or use any such products, materials, systems documentation, or programs for any purpose whatsoever and Corporation hereby acknowledges that such products and materials are proprietary to Client and have been secretly developed for Client and for Client's sole use.

ARTICLE VI -- WARRANTY AND INDEMNIFICATION

Section 6.01 -- Warranty of Services: Corporation hereby represents and warrants that the services to be provided to

Client by Corporation hereunder shall be performed by Technician on a best efforts basis and in accordance with industry standards.

Section 6.02 -- No Violation of Contract: Corporation hereby represent and warrants that the performance of the services to be provided by Corporation under this Agreement shall not violate any agreement, contract or other obligation under which Corporation is bound, or any rights, title or interest of any third party.

Section 6.03 -- Unauthorized Access: Technician shall be authorized by Client to access the computer system, computer hardware, and Computer Software of Client only for purposes of providing services to Client under this Agreement. Corporation shall not allow Technician to, access the computer hardware or Computer Software (or any other computer software belonging to Client) for any other reason without being authorized by Client in writing to access such hardware or software. Corporation shall indemnify, release, defend, and hold harmless Client from any and all damages incurred by Client as a result of unauthorized access to the computer systems and software of Client by Technician. For purposes of this Agreement, the term "access" and "computer systems" shall have the same meaning as under the Texas Computer Crime Act.

Section 6.04 -- Indemnification: Corporation hereby agrees to indemnify and hold harmless Client from any and all losses and damages to Client resulting from any breach of the terms of this Agreement or for any willful act by Technician or Corporation causing damages to Client or Client's business or customer relationships including, but not limited to, willful failure by Technician or Corporation hereunder to follow the guidelines established by Client in performing services, failing to complete services, or any misrepresentations as to the performance or completion of services.

ARTICLE VII - MISCELLANEOUS

Section 7.01 -- Assurances: Client, and Corporation hereby represent and warrant that all representations, warranties, recitals, statements and information provided to each other under this Agreement are true, correct and accurate as of the date of this Agreement to the best of their knowledge.

Backup material for agenda item:

Consider and act on a resolution of the Town of Hickory Creek, Texas authorizing the issuance of a water well drilling permit for 1107 Ellard Drive, Hickory Creek, Texas.

**TOWN OF HICKORY CREEK
RESOLUTION NO. 2018-0821-3**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
HICKORY CREEK, TEXAS, AUTHORIZING THE ISSUANCE OF A
WATER WELL DRILLING PERMIT FOR 1107 ELLARD DRIVE,
HICKORY CREEK, TEXAS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The Town of Hickory Creek (“The Town”), Texas is a Type A General Law municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to enabling legislation of the State of Texas;

WHEREAS, Double D Drilling has submitted a request for a permit to drill a water well at 1107 Ellard Drive, legally described as Lot 9, Hickory Park Estates, Hickory Creek, Texas, for the purpose of installing a water well that will provide water to the residents of the property.

WHEREAS, the Town Council has determined water service can be provided for the location and purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS:

SECTION 1

The foregoing recitals stated in the preamble are found to be true and correct and are deemed incorporated into the body of this resolution as if copied herein in their entirety.

SECTION 2

The request for a water well permit submitted by John Whaley at the location of 1107 Ellard Drive, Hickory Creek, Texas, is hereby granted.

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek, Texas this 21st day of August, 2018.

Lynn C. Clark., Mayor
Town of Hickory Creek, Texas

ATTEST:

Kristi K. Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas



August 17, 2018
AVO 33540.019

Ms. Chris Chaudoir
Town of Hickory Creek
1075 Ronald Reagan Avenue
Hickory Creek, TX 75065

**RE: 1107 Ellard Drive Water Well
1st Review**

Dear Ms. Chaudoir:

The Town of Hickory Creek received the application for the 1107 Ellard Drive Water Well on August 9, 2018. The applicant is John Whaley (property owner).

Halff recommends approval of the referenced request for the construction of a water well. Well must comply with all state and federal requirements. LCMUA provided a letter of support for this project on August 9, 2018.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Brian C. Haynes", is written over a faint, illegible printed name.

Brian C. Haynes, PE, CFM
Vice President

C: Kristi Rogers – Town Secretary
John Smith – Town Administrator



August 9, 2018

via email chris.chaudior@hickorycreek-tx.gov

Town of Hickory Creek

Attn: Chris Chaudior, Community Development/Code Enforcement

1075 Ronald Reagan Ave

Hickory Creek, Texas 75225

RE: Water Well Application at Lot 9 Ellard Rd, Hickory Creek, Texas

Ms. Chaudior:

Lake Cities Municipal Utility Authority (LCMUA) formally recognizes and supports the application for the installation of a water well at Lot 9 Ellard Rd, Hickory Creek, Texas with the Town of Hickory Creek (the Town). Upon approval by the Town, LCMUA would like a copy of any issued permits for this water well for our files.

All construction will need to be made in accordance with LCMUA's Development Standards to include inspection coordination during the construction process and submission of the log report from drilling.

The Applicant should also provide information to the North Texas Groundwater Conservation District (the District) prior to construction per Senate Bill 2497 of the 81st Texas Legislature Session in 2009. The District's website address is www.northtexasgcd.org.

Should you need any further information, please contact us at 940.497.2999.

Sincerely,

A handwritten signature in black ink that reads "Mike Fairfield".

Mike Fairfield

General Manager

501 N Shady Shores Dr
Lake Dallas, TX 75065
Phone: **940.497.2999**
Fax: **940.497.2926**

Backup material for agenda item:

Consider and act on amending the 2017-2018 Hickory Creek Economic Development Corporation Budget.

Hickory Creek Economic Development Corporation

Budget vs. Actual

October 2017 through June 2018

	Oct '17 - Jun 18	Budget	% of Budget	2017-2018 Amended	2018-2019 Proposed
Income					
3002 Sales Tax Collections	348,495.78	373,750.00	93.24%	373,500.00	381,250.00
3004 Logic Interest	12,777.63	5,000.00	255.55%	16,000.00	5,000.00
3006 Reserve Funds	0.00	404,525.00	0.0%	589,025.00	22,585.00
3008 Mineral Royalties	124.09	100.00	124.09%	150.00	100.00
301 Responsive ED Lease					9,000.00
Total Income	361,397.50	783,375.00	46.13%	978,675.00	417,935.00
Expense					
Debt Service					
5002 Infrastructure Improvement	0.00	0.00	0.0%	0.00	0.00
5004 Land Acquisitions	0.00	0.00	0.0%	0.00	0.00
5006 Ronald Reagan Avenue	45,778.33	46,000.00	99.52%	46,000.00	46,000.00
Total Debt Service	45,778.33	46,000.00	99.52%	46,000.00	46,000.00
Expense					
4002 Administrative	6,300.00	6,300.00	100.0%	6,300.00	7,200.00
4004 Attorney	7,903.75	5,000.00	158.08%	10,000.00	10,000.00
4006 Audit	1,000.00	1,000.00	100.0%	1,000.00	1,000.00
4008 Bank Service Charges	0.00	100.00	0.0%	100.00	100.00
4010 Dues & Subscriptions	135.00	500.00	27.0%	500.00	500.00
4012 Engineering	0.00	25,000.00	0.0%	5,000.00	10,000.00
4014 Marketing	16,250.00	37,375.00	43.48%	37,375.00	38,635.00
4016 Office Supplies/Equipment	800.00	1,500.00	53.33%	1,500.00	18-19 Deletion
4018 Park Improvements	0.00	125,000.00	0.0%	0.00	250,000.00
4020 Postage	0.00	100.00	0.0%	100.00	18-19 Deletion
4022 Professional Service	0.00	2,000.00	0.0%	2,000.00	2,000.00
4024 Public Notices/Advertising	0.00	500.00	0.0%	500.00	500.00
4028 Training	0.00	2,000.00	0.0%	2,000.00	2,500.00
4030 Travel Expense	0.00	2,000.00	0.0%	2,000.00	2,500.00
4032 Infrastructure Improvement	0.00	500,000.00	0.0%	0.00	20,000.00
4034 Land Holding Cost	2,025.00	4,000.00	50.63%	4,000.00	2,000.00
4036 Land Acquisitions	-126.01	0.00	100.0%	860,300.00	0.00
4038 Incentives	0.00	25,000.00	0.0%	0.00	25,000.00
Total Expense	34,287.74	737,375.00	4.65%	932,675.00	371,935.00
Total Expense	80,066.07	783,375.00	10.22%	978,675.00	417,935.00
	281,331.43	0.00	100.0%	0.00	0.00
	281,331.43	0.00	100.0%	0.00	0.00

FOR INFORMATION ONLY	
Prior Years Excess Marketing	
2003-2004	No Marketing
2004-2005	No Marketing
2005-2006	No Marketing
2006-2007	24,235.40
2007-2008	24,367.40
2008-2009	15,112.18
2009-2010	27,193.03
2010-2011	14,344.26
2011-2012	4,498.19
2012-2013	23,946.00
2013-2014	28,915.05
2014-2015	22,654.02
2015-2016	27,060.02
2016-2017	19,799.43
Total Excess Marketing	232,124.98

Backup material for agenda item:

Consider and act on the 2018-2019 Hickory Creek Economic Development Corporation Budget.

**2018-2019
Hickory Creek
Economic Development Budget Notes**

INCOME LINE ITEMS

3002 Income - \$381,250

The EDC collects ½ of 1% of all the sales tax collected in Hickory Creek. The town financial secretary is budgeting for a slight increase in sales tax for budget year 2018-2019. The EDC income on this line item represents 25% of the total sales tax, or \$381,250 .

3004 Logic EDC Interest - \$5000

The EDC has the majority of its cash balance invested in an investment account with LOGIC.

3006 Reserve Funds - \$22,585

Any funds used from Reserve will be shown here if needed for a project to offset the budget expense. This is just an accounting entry of how much we would dip into our reserves if all projects were approved and completed in 2016-2017.

3008 Mineral Royalties - \$100

The EDC has begun receiving monthly royalty checks from the existing natural gas well that is currently producing and runs beneath our property on Ronald Reagan Ave.

3010 Responsive-Ed Lease Agreement -\$9000

The EDC anticipates entering into a lease agreement with ResponsiveEd for a playground on the land adjacent to their school. For the first 2 years, the lease amount will be \$750 per month (\$9,000 annually). If the lease continues beyond 2 years, the next 2 year's payment amount will be \$1000 per month (\$12,000 annually). The lease would be renegotiated beyond that.

REGULAR EXPENSE LINE ITEMS

4002 Administrative - \$7200

This line item includes \$1500 per quarter Administrative cost, \$75 per quarter building rental, \$800 per year Office Supplies & Equipment, and \$100 Postage

4004 Attorney - \$10,000

Attorney fees for projects.

4006 Audit - \$1000

Reimbursement to the Town for EDC portion of the annual audit. This amount is based on actual charges for the prior year audit.

4008 Bank Service Charges - \$100

Self explanatory

4010 Dues & Subscriptions - \$500

ICSC, publications

4012 Engineering - \$10,000

Engineering associated with EDC projects if needed.

4014 Marketing - \$38,365 (10% of income allowed per EDC law)

Retail Coach expenses

Retail Trade Area Maps

Marketing materials

Advertising

“Section 4B(b) limits Type B corporations to spending no more than 10 percent of the corporate revenues for promotional purposes. Yet, the attorney general has concluded a promotional expenditure “must advertise or publicize the city for the purpose of developing new and expanded business enterprises.” Further, a corporation is limited to spending not more than 10 percent of its current annual revenues for promotional purposes in any given year. Nonetheless, unexpended revenues specifically set aside for promotional purposes in past years may be expended along with 10 percent of current revenues without violating the cap.”

4016 Office Supplies/Equipment - \$0

Budget item will be deleted, funds moved to 4002-Administrative

4018 Park Improvements - \$250,000

Used for improvements requested by EDC or Parks & Rec. In the 2017-2018 budget, the EDC approved \$125,000 for an equestrian trail at Sycamore Bend Park. This was not spent in 2017-2018, so the amount is rolled forward to the 2018-2019 budget. The Town of Hickory Creek also anticipates an updated Park Plan, so the 2-18-2019 EDC budget reflects an additional \$125,000 for new park amenities that may result from the updated plan.

4020 Postage - \$0

Budget item will be deleted, funds moved to 4002-Administrative

4022 Professional Service - \$2000

Professional services as needed

4024 Public Notices - \$500

Self Explanatory

4028 Training - \$2,500

All registration fees & costs associated with training seminars & conventions for EDC members

4030 Travel Expense - \$2,500

Travel expenses for Training for EDC members or designated representatives.

4032 Infrastructure Improvements - \$20,000

Budgeted for possible infrastructure needs.

4034 Land Holding Cost - \$2000

Mowing & maintenance of EDC land

4036 Land Acquisitions - \$0

No land acquisitions anticipated, but if needed, funds will be added from Reserve fund

4038 Incentives - \$25,000

For business development

DEBT SERVICE LINE ITEMS

5002 Infrastructure Improvement - \$0

This line item will be used for any debt payments for infrastructure improvements.

5004 Land Acquisitions - \$0

This line item will be used for any debt payments related to future land acquisitions.

5006 Ronald Reagan Ave. - \$ \$46,000 (45,778.33)

The EDC has in the past verbally committed to paying \$800,000 of debt service for the 2004 Certificate of Obligation the Town issued for the construction of Ronald Reagan Avenue. The payment was originally calculated at \$71,242.52. However, the town refinanced the debt, and the new payment is \$45,778.33. As of July 2018, future debt payments for Ronald Reagan total \$274,668.00

Hickory Creek Economic Development Corporation

Budget vs. Actual

October 2017 through June 2018

	<u>Oct '17 - Jun 18</u>	<u>Budget</u>	<u>% of Budget</u>	<u>2017-2018 Amended</u>	<u>2018-2019 Proposed</u>
Income					
3002 Sales Tax Collections	348,495.78	373,750.00	93.24%	373,500.00	381,250.00
3004 Logic Interest	12,777.63	5,000.00	255.55%	16,000.00	5,000.00
3006 Reserve Funds	0.00	404,525.00	0.0%	589,025.00	22,585.00
3008 Mineral Royalties	124.09	100.00	124.09%	150.00	100.00
301 Responsive ED Lease					9,000.00
Total Income	361,397.50	783,375.00	46.13%	978,675.00	417,935.00
Expense					
Debt Service					
5002 Infrastructure Improvement	0.00	0.00	0.0%	0.00	0.00
5004 Land Acquisitions	0.00	0.00	0.0%	0.00	0.00
5006 Ronald Reagan Avenue	45,778.33	46,000.00	99.52%	46,000.00	46,000.00
Total Debt Service	45,778.33	46,000.00	99.52%	46,000.00	46,000.00
Expense					
4002 Administrative	6,300.00	6,300.00	100.0%	6,300.00	7,200.00
4004 Attorney	7,903.75	5,000.00	158.08%	10,000.00	10,000.00
4006 Audit	1,000.00	1,000.00	100.0%	1,000.00	1,000.00
4008 Bank Service Charges	0.00	100.00	0.0%	100.00	100.00
4010 Dues & Subscriptions	135.00	500.00	27.0%	500.00	500.00
4012 Engineering	0.00	25,000.00	0.0%	5,000.00	10,000.00
4014 Marketing	16,250.00	37,375.00	43.48%	37,375.00	38,635.00
4016 Office Supplies/Equipment	800.00	1,500.00	53.33%	1,500.00	18-19 Deletion
4018 Park Improvements	0.00	125,000.00	0.0%	0.00	250,000.00
4020 Postage	0.00	100.00	0.0%	100.00	18-19 Deletion
4022 Professional Service	0.00	2,000.00	0.0%	2,000.00	2,000.00
4024 Public Notices/Advertising	0.00	500.00	0.0%	500.00	500.00
4028 Training	0.00	2,000.00	0.0%	2,000.00	2,500.00
4030 Travel Expense	0.00	2,000.00	0.0%	2,000.00	2,500.00
4032 Infrastructure Improvement	0.00	500,000.00	0.0%	0.00	20,000.00
4034 Land Holding Cost	2,025.00	4,000.00	50.63%	4,000.00	2,000.00
4036 Land Acquisitions	-126.01	0.00	100.0%	860,300.00	0.00
4038 Incentives	0.00	25,000.00	0.0%	0.00	25,000.00
Total Expense	34,287.74	737,375.00	4.65%	932,675.00	371,935.00
Total Expense	80,066.07	783,375.00	10.22%	978,675.00	417,935.00
	281,331.43	0.00	100.0%	0.00	0.00
	281,331.43	0.00	100.0%	0.00	0.00

FOR INFORMATION ONLY	
Prior Years Excess Marketing	
2003-2004	No Marketing
2004-2005	No Marketing
2005-2006	No Marketing
2006-2007	24,235.40
2007-2008	24,367.40
2008-2009	15,112.18
2009-2010	27,193.03
2010-2011	14,344.26
2011-2012	4,498.19
2012-2013	23,946.00
2013-2014	28,915.05
2014-2015	22,654.02
2015-2016	27,060.02
2016-2017	19,799.43
Total Excess Marketing	232,124.98

Backup material for agenda item:

Consider and act on permit application from Wal-Mart, 1035 Hickory Creek Blvd., Hickory Creek, Texas 75065, for temporary storage containers for the purpose of remodeling.

Fees related to permit application are 100.00.



TEMPORARY STORAGE / DONATION BOX

Permit Application

Business Name: Walmart 3226 Phone: (940)321-5363

Address: 1035 Hickory Creek Blvd, Hickory Creek, TX 75065

Applicant Name: Sherylann Murrell Phone: (940)321-5363

Address: 1035 Hickory Creek Blvd, Hickory Creek, TX 75065

Property Owner: Walmart Store Incorporated Phone: 1-800-Walmart

Purpose & Items to be Stored: fixtures for apparel remodel

Delivery Date: 8-1-18 Removal Date: 9-1-18

Supplier: Container King Phone: 816-911-5414

Address: 7833 I35 E. Denton, TX 76208

Type of Storage (container, trailer, etc): container

Number of Units: 2 Dimensions: 40 ft by 8ft.

Attach copy of site plan showing container placement. Written permission of the property owner permission is required, if applicable. Containers may not be placed on an unapproved surface, where it may, in any manner, block fire lanes, required exits, parking or landscape areas, vehicular or pedestrian traffic, or creates any hazard to the public.

Permits for temporary storage containers are valid for a maximum of 60 days without prior Council approval. Failure to remove units at permit expiration could result in the issuance of citations. Donation box registration expires annually on anniversary date. Owner and / or applicant is responsible for assuring containers meet all requirements of Chapter 14 Article XXI Section 6 of the Code of Ordinances.

Applicant Signature: Sheryl Murrell Date: 7-26-18

Reviewed by: _____ Date: _____

Approved: Yes No Permit Number: _____

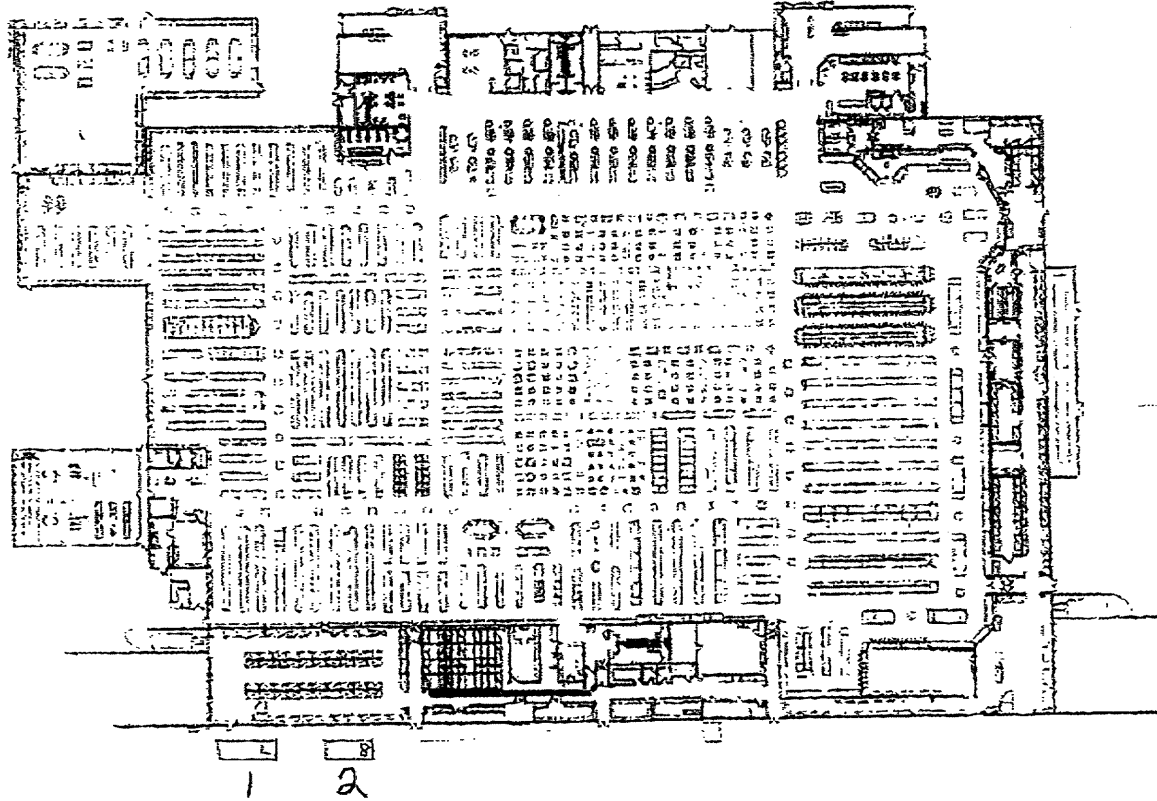
Receipt: _____ Expiration Date: _____

Denied: _____ Submitted to Council: _____

Store #3286

Hickory Creek, Texas

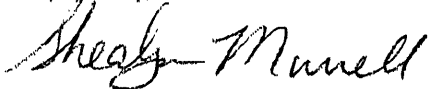
Trailer Guidelines



To Whom this May Concern,

Wal-Mart store 3286 is requesting to be allowed to have containers on site for an 8 week remodel. We are in need of trailers to hold all of the fixtures that are coming in for this remodel. They will be emptied and off site by September 1, 2018. Thank you for your consideration. Please contact me if you have any questions.

Respectfully,



Shealynn Murrell

Asst. Manager Walmart #3286

1035 Hickory Creek Blvd.

Hickory Creek, Tx

940-321-5363

Backup material for agenda item:

Consider and act on permit application from Wal-Mart, 1035 Hickory Creek Blvd., Hickory Creek, Texas 75065, for temporary storage containers for seasonal merchandise.

Fees related to the permit application are 1800.00.



TEMPORARY STORAGE / DONATION BOX

Permit Application

Business Name: Walmart 3286 Phone: (940)321-5303

Address: 1035 Hickory Creek Blvd, Hickory Creek, TX 75065

Applicant Name: Shealynn Murrel Phone: (940)321-5363

Address: 1035 Hickory Creek Blvd, Hickory Creek, TX 75065

Property Owner: Walmart Stores Incorporated Phone: 1-800-Walmart

Purpose & Items to be Stored: layaway and seasonal merchandise

Delivery Date: 10-1-18 (October 1, 2018) Removal Date: 1-1-19 (January 1, 2019)

Supplier: Container King Phone: 866-961-5464

Address: 7833 I35E, Denton, TX 76208

Type of Storage (container, trailer, etc): container

Number of Units: 12 Dimensions: 40 ft. by 8 ft.

Attach copy of site plan showing container placement. Written permission of the property owner permission is required, if applicable. Containers may not be placed on an unapproved surface, where it may, in any manner, block fire lanes, required exits, parking or landscape areas, vehicular or pedestrian traffic, or creates any hazard to the public.

Permits for temporary storage containers are valid for a maximum of 60 days without prior Council approval. Failure to remove units at permit expiration could result in the issuance of citations. Donation box registration expires annually on anniversary date. Owner and / or applicant is responsible for assuring containers meet all requirements of Chapter 14 Article XXI Section 6 of the Code of Ordinances.

Applicant Signature: Shealynn Murrel Date: 7/25/18

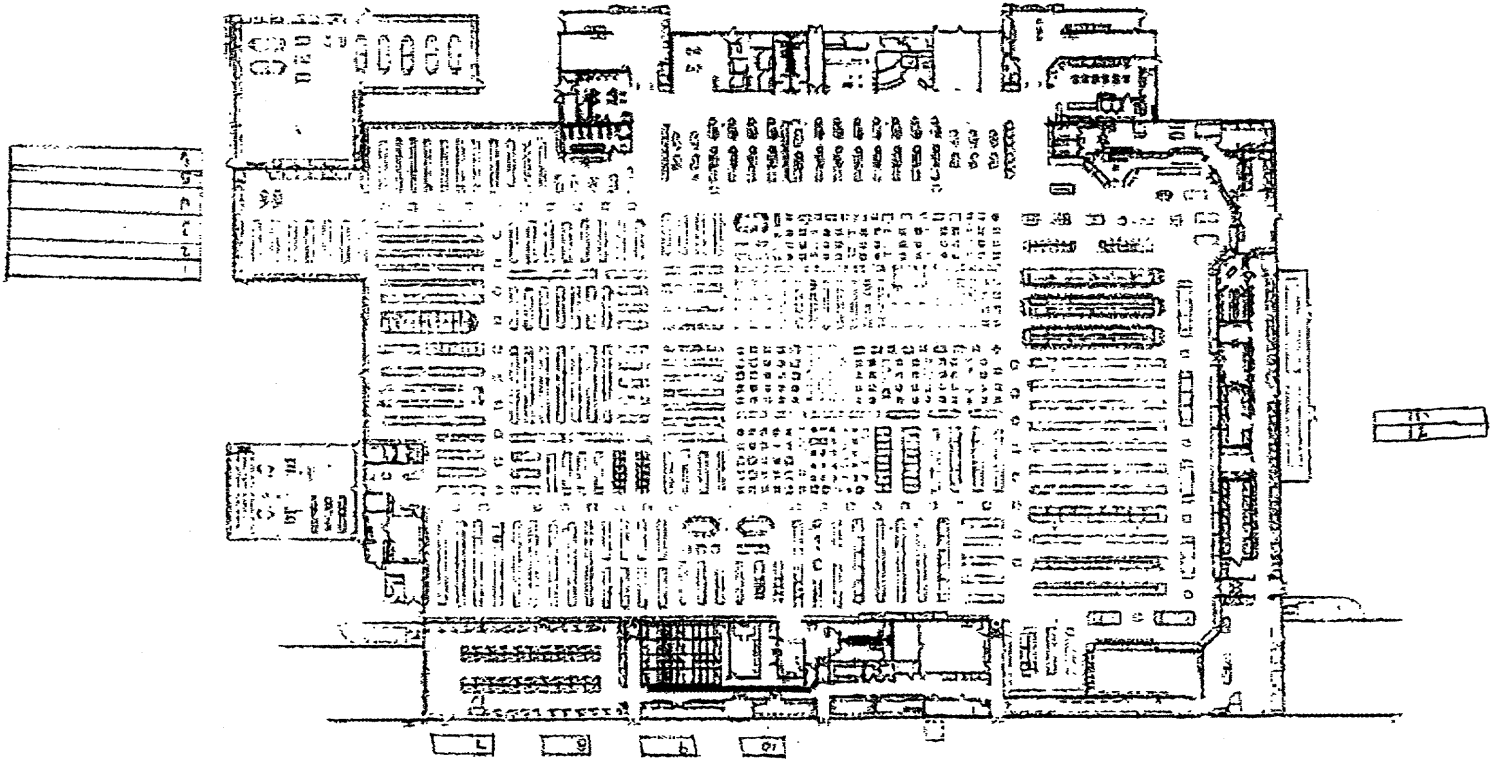
Reviewed by: _____ Date: _____

Approved: Yes No Permit Number: _____

Receipt: _____ Expiration Date: _____

Denied: _____ Submitted to Council: _____

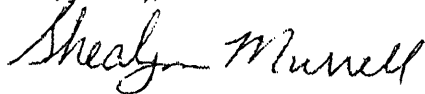
Store #3286
Hickory Creek, Texas
Trailer Guidelines



To Whom This May Concern,

Wal-Mart store 3286 is requesting to be allowed to have containers on site again this year to house our layaway and seasonal merchandise. This is important for our business due to the large amount of extra freight that we will receive. These trailers will help us to serve our local community during the holiday season. Last year, our store had a total of 10 trailers and this year we are requesting 12. Included is a map of our store showing the proposed location of the trailers. We are asking for the trailers to be on property through the month of December so our customers have ample time to pick up their layaways. Thank you for your consideration. Please contact me if you have any questions or concerns.

Respectfully,



Shealynn Murrell

Asst. Manager #3286

1035 Hickory Creek Blvd.

Hickory Creek, Tx

940-321-5363

Backup material for agenda item:

Consider and act on a proposal from G Rod Construction, LLC for concrete alley replacement in Lakewood Gardens.

Proposal



G Rod Construction, LLC

889 E.Rock Island Avenue
Boyd, Texas 76023

Contact: Guillermo Rodriguez
Phone: 682 302 3219
Fax: 682 204 0191

Quote To: Jeffrey McSpedden
Town of Hickory Creek
Phone: 469-576-5094
Fax:

Job Name: Concrete Alley Replacement
Date of Plans: N/A
Revision Date:

jeffrey.mcspedden@hickorycreek-tx.gov
Estimate # 180511A

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Sawcut and Remove Concrete Pavement	130.00	SY	25.00	3,250.00
2	6" Flexbase Subgrade	160.00	SY	32.00	5,120.00
3	6" Concrete Pavement	130.00	SY	100.00	13,000.00
4	ADA Ramp	2.00	EA	1,000.00	2,000.00
5	Asphalt Tie In	2.00	EA	1,800.00	3,600.00
6	Barricades	1.00	LS	600.00	600.00
GRAND TOTAL					\$27,570.00

NOTES:

EXCLUSIONS & CLARIFICATIONS

Exclusions:

-Sales Tax, -Traffic Control Plan, -Flagman, -Survey & Layout, -Material Testing, -Site ROW Prep, -Utilities Adjustments, -Erosion Control, -Engineering Excluded, -City fees, -City Permits, -P&P Bond, -Maint Bond, -Landscaping, -Irrigation

Clarifications:

Work not listed billed separately
Pricing to be modified if scope removed from bid
Proposal Valid for 30 Days
Please contact me with any questions,

Thank you,

G Rod Construction, LLC
(682) 302-3219
grod@grodconstruction.com

Backup material for agenda item:

Presentation from Dunaway Associates regarding professional consulting services for parks, recreation and open space master plan.





July 5, 2018

John M. Smith, Jr.
Town Administrator
Town of Hickory Creek
1075 Ronald Reagan Avenue
Hickory Creek, Texas 75065

RE: PROFESSIONAL CONSULTING SERVICES FOR PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

Dear John:

We enjoyed touring your community and the discussing the great possibilities for future parks and recreation improvements within Hickory Creek. Based upon your sharing with us, our Dunaway Team is excited to present our expertise and qualifications to work with your community on the Parks Master Plan. We enjoy working with communities to envision how the park system can become a key component of their quality of life. Often times this comes to fruition with exciting resources such as trails, pavilions, picnicking, open space, nature education, and recreation that enjoys lakefront settings.

With over 60 years of history, Dunaway has developed a reputation for leadership and creative solutions in park planning and design. This includes interacting with Town leaders and citizen groups in creating the overall vision for the park system. Our collaboration will include Andrea Thomas from National Service Research, bringing expertise on the needs assessment part of our planning process. This helps our team create an Action Plan that meets the recreational needs of Hickory Creek – both in the near future and for years to come.

We look forward to meeting your Town Council and presenting our experience and success stories that have occurred in other similar communities. If you should have any questions, please contact me directly at 817.632.4723 or emcillrath@dunawayassociates.com

Best Regards,

A handwritten signature in blue ink that reads "E. McIlrath".

Elizabeth McIlrath, ASLA
Project Manager

FIRM INTRODUCITON

SECTION 1





FIRM PROFILE

Dunaway is a professional services company with a staff of over 175 and a solid, results-oriented history. We provide planning, landscape architecture, traffic and parking engineering, civil and structural engineering, environmental services, hydraulics/hydrology, land surveying, and GIS services to municipalities across Texas. With continued growth over our 62-year history, Dunaway provides a depth of resources for each project, while maintaining a high level of client service, accessibility, and responsiveness. Our goal is to provide our clients the best possible expertise and service, to commit the resources necessary to ensure the success of each project, and to maintain excellent professional relationships through:

- **A culture based on core values guiding every action, every day.**

The core values that we strive to employ each day include integrity, honesty, respect, responsiveness, attitude of service, technical competency, and sense of urgency.

- **A collaborative project approach for seamless project delivery.**

Multiple disciplines under one roof allow us to leverage insights and integrate project elements in order to optimize results, create synergy and increase value to the owner/client.

- **An open exchange with clients, building relationships of trust and respect.**

We enter every client relationship with a commitment to your satisfaction and with our sight on maintaining long-term rapport.

Locations

FORT WORTH

550 Bailey Avenue
Suite 400
Fort Worth, Texas 76107
817.335.1121

AUSTIN

5707 Southwest Parkway
Building 2, Suite 250
Austin, Texas 78735
512.306.8252

MIDLAND

4000 North Big Spring
Suite 101
Midland, Texas 79705
432.699.4889

SAN ANTONIO

118 Broadway
Suite 201
San Antonio, Texas 78205
210.267.5246

dunawayassociates.com



TEAM

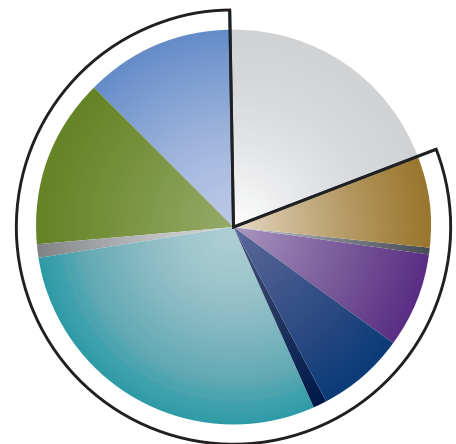
The team assembled for this park and open space master plan includes a balanced range of professional resources including planners, landscape architects, architects, and others. In addition to the staff proposed for this project, Dunaway has over 175 total employees available as additional resources. The information below illustrates the depth of our staff capabilities and anticipated workload commitment to this project.

ADDITIONAL DUNAWAY RESOURCES

In addition to the staff proposed for this project, Dunaway has over 175 total employees available as additional resources. The table and pie chart below illustrates the depth of our staff capabilities.

TECHNICAL RESOURCES AVAILABLE TO HICKORY CREEK


13 CADD Technicians	51 Project Engineers
1 Construction Manager	2 GIS Analysts
14 Landscape Architect/ Urban Planners	25 Project Managers
11 Principals	22 Surveyors
3 Environmental Scientists	30 Administrative Support



RECENT WORK HISTORY

Dunaway has been providing planning, landscape architectural, engineering, and surveying services to municipalities for over 60 years. One of our strengths is in leading communities through defining a vision, garnering citizen support, and delivering phases of a master plan that visitors can enjoy for years to come. Following is a list of recent projects Dunaway has master planned and/or designed.

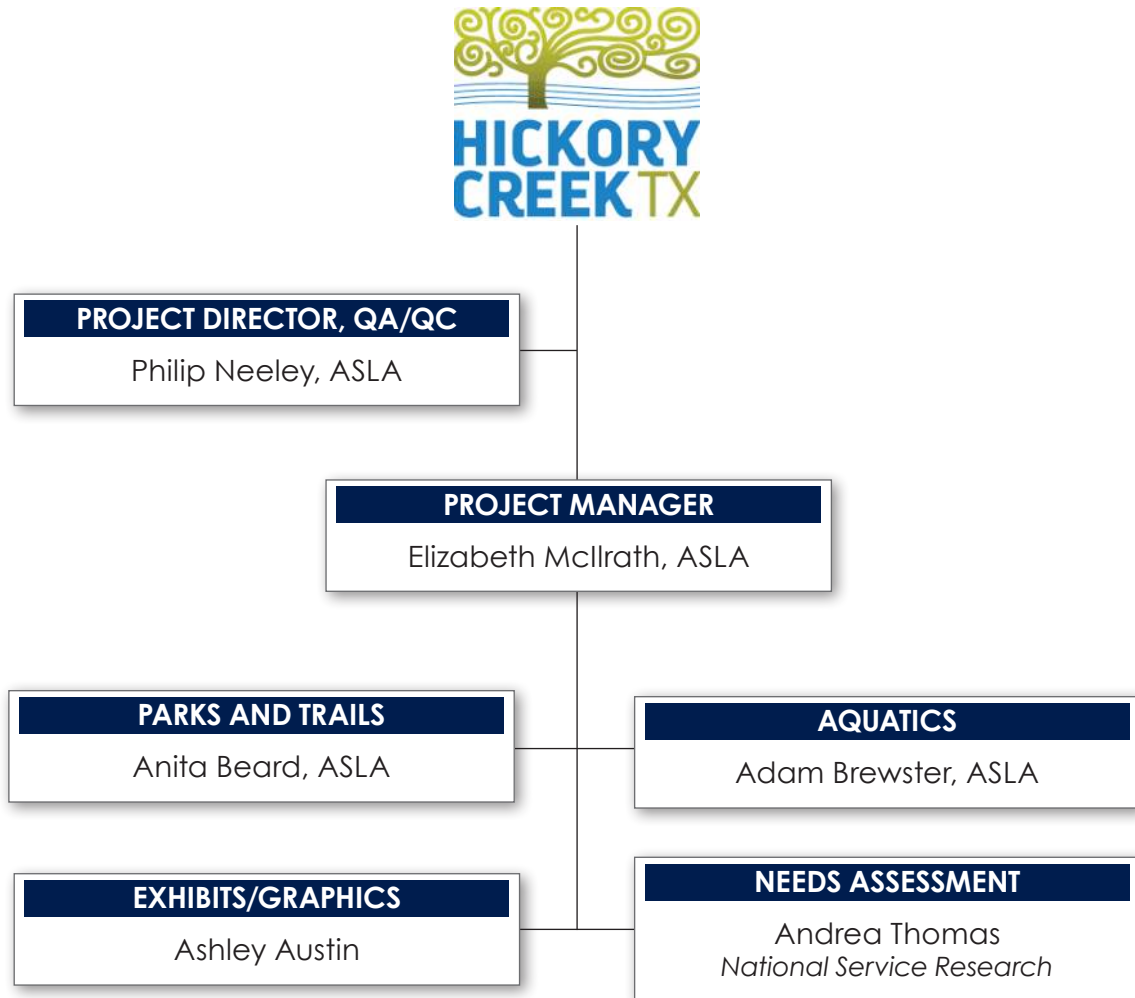
Planning Projects	Systemwide Planning	Master Plan	Active and Passive Recreation	Civic Open Space	Signature Playground(s)	Creek Corridor/ Ponds/Lakes	Trail Connections
Andrew Brown Community Parks, Coppell		●	●	●	●	●	●
Trails Master Plan, Wylie	●	●		●			●
Elmer W. Oliver Nature Park, Mansfield		●		●		●	●
Municipal Complex Trails, Wylie	●	●		●			●
Flag Pole Hill Master Plan, Dallas		●		●	●	●	●
Chisholm Trail Community Park, Fort Worth		●	●	●		●	●
Citywide Trail Master Plan, Lancaster	●	●					●
The Heritage Park and Trail System, Flower Mound		●		●	●	●	●
Parks Master Plan, Van Alstyne	●		●	●			●
John F. Burke Nature Preserve Master Plan, Farmers Branch		●				●	●
Frontier Park North, Prosper		●	●		●	●	●
Beard Park, Little Elm		●	●		●		●
Parks Comprehensive Master Plan Update, Dallas	●	●	●	●			●
Watters Branch Community Park, Allen		●	●		●	●	●
McCord Park Splashpad, Little Elm		●	●		●	●	●
Richard Simpson Park, Arlington		●	●			●	●

A scenic view of a lake with a fountain in the background and a picnic shelter in the foreground. The fountain is a tall, thin column of water spraying upwards. The lake is calm with some ripples. In the foreground, there is a picnic shelter with a wooden roof and stone pillars. A picnic table and benches are under the shelter. A trash can is on the left. The background shows a line of trees and some industrial buildings in the distance.

TEAM

SECTION
2

ORGANIZATIONAL CHART



Dunaway offers a wide range of professional services which include civil and structural engineering, traffic and parking engineering, hydraulics / hydrology, and environmental services including permit coordination with jurisdictional agencies (TCEQ, USACE, etc.). In addition to the landscape architects / planners who will lead this project, these in-house experts are available for consultation as necessary.

RESUMES



**Philip
NEELEY** ASLA

Role: Project Director, QA/QC

YEARS EXPERIENCE

32 years

EDUCATION

M. Landscape
Architecture //
University of Texas at
Arlington

B.S. Architecture //
University of Texas at
Arlington

REGISTRATIONS AND CERTIFICATIONS

Registered
Landscape Architect
// Texas #1419

Registered
Landscape Architect
// Arkansas #5203

PHILIP NEELEY is a firm Associate and Public Studio Leader for Dunaway's Planning + Landscape Architecture Group. He is recognized for leading multi-disciplinary teams on large, complex parks and recreation projects that involve engaging community leaders and stakeholder groups in the overall vision for the project. He guides collaborative teams on parks and open space master plans, trail mobility master plans, and river corridor/greenway master plans. Philip also leads teams on the design of signature parks, community parks, sports complexes, trail corridors, neighborhood parks, and unique nature-based parks.

PROJECT EXPERIENCE

- **DALLAS PARK AND RECREATION DEPARTMENT COMPREHENSIVE PLAN**
Dallas, Texas
- **CARROLLTON PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Carrollton, Texas
- **PROSPER PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Prosper, Texas
- **LITTLE ELM PARKS AND RECREATION MASTER PLAN**
Little Elm, Texas
- **GRAND PRAIRIE PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Grand Prairie, Texas
- **FARMERS BRANCH TRAIL MASTER PLAN**
Farmers Branch, Texas
- **WYLIE TRAILS MASTER PLAN**
Wylie, Texas
- **HOT SPRINGS REGIONAL SPORTS COMPLEX**
Hot Springs, Arkansas
- **ELMER W. OLIVER NATURE PARK DESIGN**
Mansfield, Texas



Elizabeth McILRATH

ASLA
Role: Project Manager

YEARS EXPERIENCE

17 years

EDUCATION

M. Landscape
Architecture // Texas
A&M University

M.S. Horticulture //
Stephen F. Austin
State University

B.S. Horticulture //
Texas A&M University

REGISTRATIONS AND CERTIFICATIONS

Registered
Landscape Architect
// Texas #2480

ELIZABETH McILRATH is an experienced Project Manager in Dunaway's Planning + Landscape Architecture group. Her work history includes landscape architecture and urban design for a diverse range of projects. Her expertise with public sector parks and recreation projects includes systemwide master plans, trail systems and greenways, athletic complexes, regional destination parks, community and neighborhood parks, lake and waterfront parks, as well as urban parks and streetscapes.

PROJECT EXPERIENCE

- **CARROLLTON PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Carrollton, Texas
- **PROSPER PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Prosper, Texas
- **LITTLE ELM PARKS AND RECREATION MASTER PLAN**
Little Elm, Texas
- **DUNCANVILLE PARK MASTER PLAN**
Duncanville, Texas
- **WYLIE TRAILS MASTER PLAN AND MUNICIPAL COMPLEX TRAILS**
Wylie, Texas
- **FARMERS BRANCH TRAIL MASTER PLAN**
Farmers Branch, Texas
- **ANDREW BROWN COMMUNITY PARK MASTER PLAN**
Coppell, Texas
- **BEARD PARK**
Little Elm, Texas
- **WATTERS BRANCH COMMUNITY PARK (SPIRIT PARK)**
Allen, Texas
- **WHITE ROCK LAKE PARK TRAIL IMPROVEMENTS**
Dallas, Texas
- **ELMER W. OLIVER NATURE PARK**
Mansfield, Texas



**Anita
BEARD** ASLA
Role: Parks and Trails Planner

YEARS EXPERIENCE

6 years

EDUCATION

B.S. Landscape
Architecture //Texas
A&M University

REGISTRATIONS AND CERTIFICATIONS

Registered
Landscape Architect
//Texas #2953

ANITA BEARD is a well-rounded Landscape Architect in Dunaway's Planning + Landscape Architecture group specializing in park planning and graphics. She has contributed to a wide range of municipal projects including park and open space master plans, trail network planning, athletic fields and neighborhood parks. Her strengths lie in supporting the design team by preparing design graphics and construction document packages. She works regularly in AutoCAD, Photoshop, Adobe Illustrator, SketchUp, InDesign, etc.

PROJECT EXPERIENCE

- **CARROLLTON PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Carrollton, Texas
- **PROSPER PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Prosper, Texas
- **LITTLE ELM PARKS AND RECREATION MASTER PLAN**
Little Elm, Texas
- **FARMERS BRANCH TRAIL MASTER PLAN**
Farmers Branch, Texas
- **MARTHA WALKER PARK**
Arlington, Texas
- **ANDREW BROWN COMMUNITY PARK MASTER PLAN**
Coppell, Texas
- **MUNICIPAL COMPLEX TRAILS PHASE 1 AND EAST MEADOW TRAIL**
Wylie, Texas
- **TURNER PARK MASTER PLAN**
Grand Prairie, Texas
- **HARRIS ROAD PARK**
Arlington, Texas
- **HERITAGE PARK CONCEPT PLAN**
Weatherford, Texas



Adam **BREWSTER** ASLA

Role: Aquatics

YEARS EXPERIENCE

16 years

EDUCATION

B. Landscape
Architecture // Texas
Tech University

REGISTRATIONS AND CERTIFICATIONS

Registered
Landscape Architect
// Texas #2297

ADAM BREWSTER is an Associate and serves as the Planning and Landscape Architecture project manager for a wide range of projects including aquatic centers, municipal parks, streetscapes, and trails. Adam specializes in creating unique aquatic recreation experiences using a focused design approach which he tailors to meet the needs of each client. He frequently assists clients with programming, conceptual development and presentations during the initial phases of a project and is adept at leading multi-disciplinary teams through design, detailing and construction document phases of the project resulting in cohesive park designs. Adam has managed aquatic projects across the state. Recent experience includes the Fort Worth Zoo and the City of Hurst.

PROJECT EXPERIENCE

- **CHISHOLM PARK FAMILY AQUATIC CENTER**
Hurst, Texas
- **PAMPA FAMILY AQUATIC CENTER**
Pampa, Texas
- **KILLEEN FAMILY AQUATIC CENTER**
Killeen, Texas
- **CENTRAL PARK AQUATIC CENTER**
Hurst, Texas
- **FORT WORTH ZOO - SAFARI SPLASH**
Fort Worth, Texas
- **LION'S JUNCTION FAMILY AQUATIC CENTER***
Temple, Texas
- **WEST TEMPLE SPRAYGROUND***
Temple, Texas
- **SAMMON'S INDOOR POOL***
Temple, Texas
- **MEADE PARK FAMILY AQUATIC CENTER ***
Charlottesville, Virginia
- **CAMP BOWIE FAMILY AQUATIC CENTER***
Brownwood, Texas



Ashley AUSTIN

Project Role: Exhibits/Graphics

YEARS EXPERIENCE

3 years

EDUCATION

B. Landscape
Architecture // Texas
A&M University

ASHLEY AUSTIN is a Graduate Landscape Architect in Dunaway's Planning + Landscape Architecture group. She specializes in the development of graphics, presentations, construction documents and construction administration. Her experience includes parks and recreation as well as aquatics.

PROJECT EXPERIENCE

- **WYLIE TRAILS MASTER PLAN**
Wylie, Texas
- **RICHARD SIMPSON PARK MASTER PLAN**
Arlington, Texas
- **FRONTIER PARK MASTER PLAN**
Prosper, Texas
- **CHISHOLM PARK FAMILY AQUATIC CENTER**
Hurst, Texas
- **HARRIS ROAD PARK**
Arlington, Texas
- **FORT WORTH ZOO**
Fort Worth, Texas
- **MCCORD PARK PHASE 2 AND CONCEPT STUDY**
Little Elm, Texas
- **FLAG POLE HILL TRAIL IMPROVEMENTS**
Dallas, Texas
- **ANDREW BROWN COMMUNITY PARK PHASE 1**
Coppell, Texas
- **SPIRIT PARK (WATERS BRANCH COMMUNITY PARK)**
Allen, Texas
- **MUNICIPAL COMPLEX TRAILS PHASE 1 AND EAST MEADOW TRAIL**
Wylie, Texas



Andrea THOMAS



Title: Owner, National Service Research
Role: Needs Assessment

YEARS EXPERIENCE

40 years

EDUCATION

B.A. Marketing //
Texas Tech University

ANDREA THOMAS has worked exclusively in the market research industry since 1978. She was named the "Outstanding Young Leader of Fort Worth" by the Fort Worth Junior Chamber of Commerce in 1992 and one of the top 40 Under 40 business persons by the Business Press in the North Texas area.

PROJECT EXPERIENCE

- **GRAND PRAIRIE PARKS, RECREATION AND OPEN SPACE MASTER PLAN**
Grand Prairie, Texas
- **DUNCANVILLE PARKS MASTER PLAN**
Duncanville, Texas
- **VAN ALSTYNE PARKS MASTER PLAN AND OPEN SPACE**
Van Alstyne, Texas
- **PARK AND RECREATION NEEDS ASSESSMENTS**
Various Clients

Andrea and her firm have worked with over 50 municipalities across the United States in conducting citizen needs assessment surveys, focus groups and public meetings to identify park and recreation needs and other key issues for additional Cities than those noted previously including:

- Carrollton
- Prosper
- Little Elm
- Dallas
- Fort Worth
- Houston
- Lancaster
- Duncanville
- Irving
- Grapevine
- Frisco
- Wylie
- Laredo
- Lubbock
- Waco
- Weatherford
- North Richland Hills
- Mansfield
- Colleyville
- Keller
- Taylor
- White Settlement
- San Angelo
- Benton, Arkansas
- Sugar Land
- Round Rock
- Hot Springs, Arkansas
- San Mateo, California



PROJECT EXPERIENCE

SECTION 3

RELEVANT PROJECT EXPERIENCE

CARROLLTON PARKS, RECREATION AND OPEN SPACE MASTER PLAN

City of Carrollton, Texas

PROJECT BUDGET:

\$55,200

FIRM ROLE:

Prime

CLIENT CONTACT:

Scott Whitaker

Director of Parks and Recreation

City of Carrollton

972.466.3077

KEY STAFF:

Philip Neeley, ASLA

Project Manager

Elizabeth McIlrath, ASLA

Park Planner

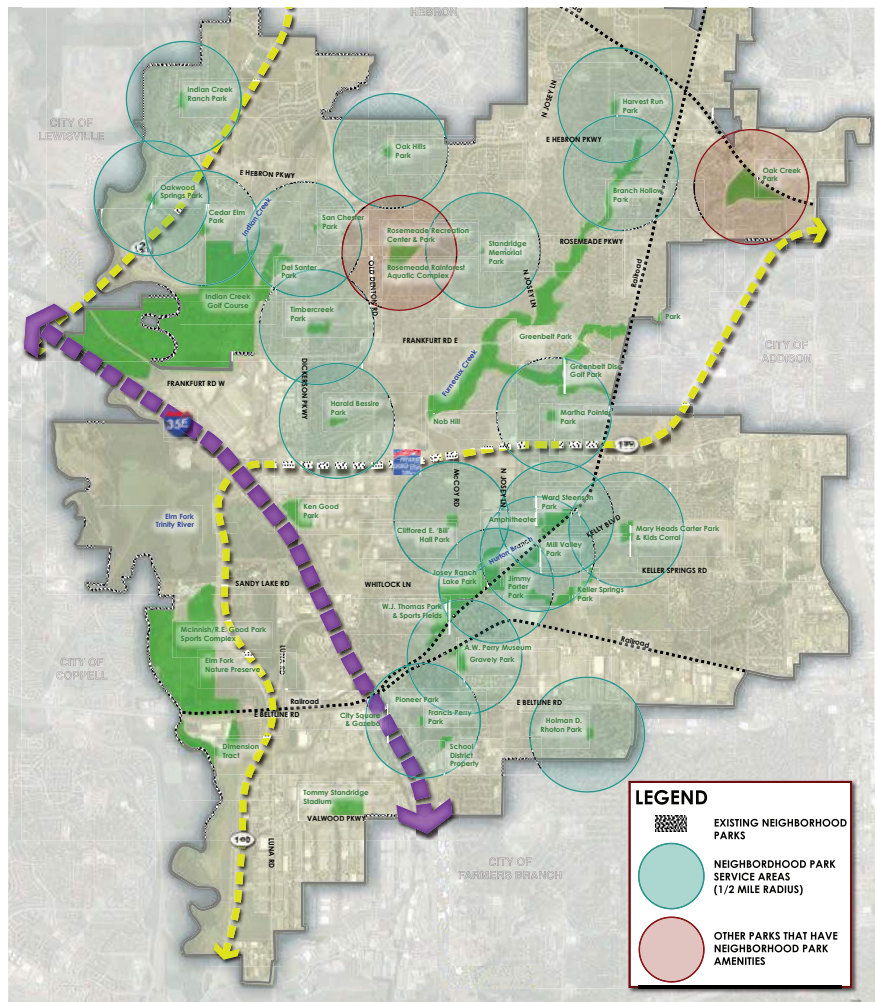
Anita Beard, ASLA

Graphics Production/
Design

Dunaway worked closely with leaders from the Parks Department in updating the citywide Parks Master Plan. Carrollton has a diverse system of over 1,800 acres, known for its expansive greenbelt corridors and signature facilities. The planning team updated the inventory for the park system, as well as the current mix of recreation programs offered in Carrollton. The Dunaway team then facilitated a series of work sessions with the Park Board and City staff, a dynamic process that identified needs and priorities for the entire community. From the priorities, an Action Plan was created to direct the growth, development and maintenance of the park system in Carrollton for the next 5 to 10 years. The action plan will help guide the parks department for funding strategies and partnerships to develop new capital improvements across Carrollton.



CARROLLTON TEXAS PARKS, RECREATION, AND OPEN SPACE MASTER PLAN



FARMERS BRANCH TRAILS MASTER PLAN

City of Farmers Branch, Texas

PROJECT BUDGET:

\$89,945

FIRM ROLE:

Prime

CLIENT CONTACT:

Mitzi Davis

Program Manager
Parks and Recreation
Department
City of Farmers Branch
972.919.2586

KEY STAFF:

Philip Neeley, ASLA

Project Director

Elizabeth McIlrath, ASLA

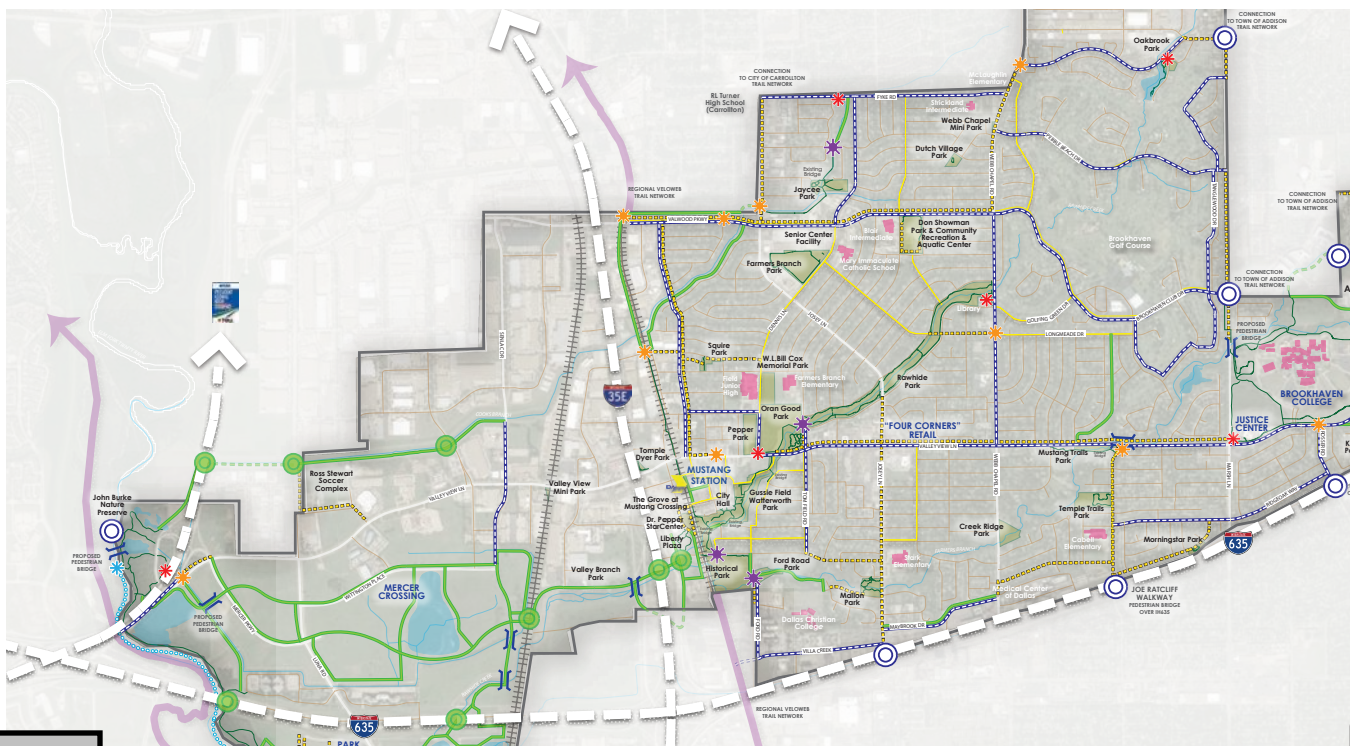
Project Manager

Anita Beard, ASLA

Landscape Architect

Farmers Branch is known as an oasis of small town charm surrounded by the fast-paced energy of the Dallas-Fort Worth metroplex. Celebrated as a “City in a Park,” citizens and visitors enjoy lush parks and green spaces throughout the City. Farmers Branch currently has numerous trail connections in the heart of the City, but is eager to implement a Trail Master Plan that provides connectivity for all of Farmers Branch. This vision will help link neighborhoods, schools, parks, and key destination points within the City and to surrounding communities.

This Trail Master Plan outlines a well-conceived hierarchy of trail connections throughout Farmers Branch. The Master Plan provides a strategic tool that City officials can use to guide the funding and partnerships necessary to implement the trail network. As the plan comes to reality, citizens will be excited to have mobility choices to City destinations as well as further opportunities for outdoor exercise and recreation.



DUNCANVILLE PARK MASTER PLAN

City of Duncanville, Texas

PROJECT BUDGET:

\$79,400

FIRM ROLE:

Prime

CLIENT CONTACT:

Bart Stevenson

Parks and Recreation

Director

City of Duncanville

972.780.5015

bstevenson@

ci.duncanville.tx.us

KEY STAFF:

Philip Neeley, ASLA

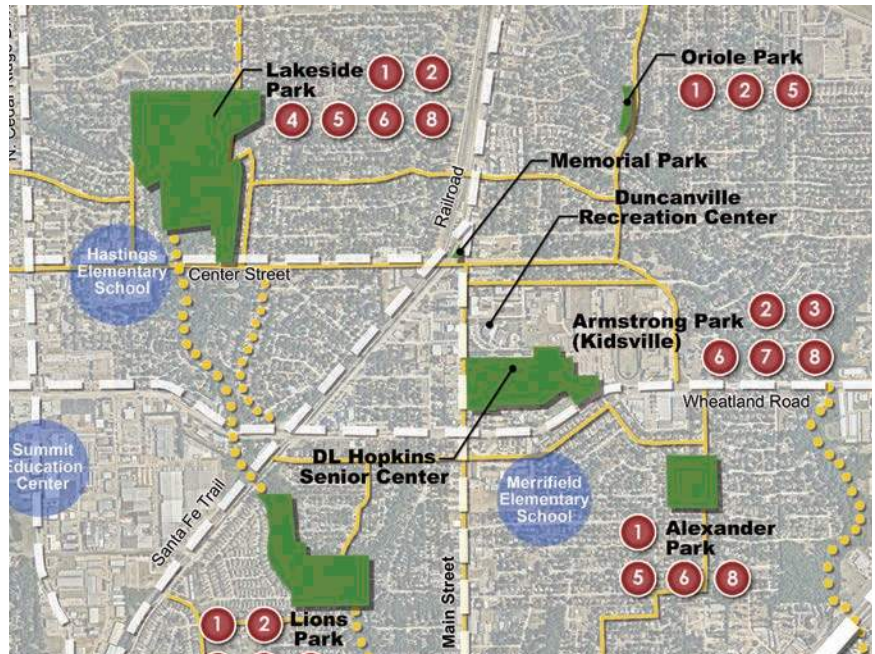
Project Manager

Elizabeth McIlrath, ASLA

Park Planner

Anita Beard, ASLA

Graphics/Design



As a mature city with rich history, Duncanville has a nice blend of family, community, and business activities. A key part of these activities involves the wide range of parks and recreational resources. In creating the new master plan, the Dunaway Team implemented an interactive process that involved City staff, the park board, citizen groups, and a steering committee. The Parks Master Plan frames a balanced approach for updating aging infrastructure, revitalizing older parks, providing dynamic recreational opportunities, and attracting sports tourism to Duncanville.



PROSPER PARKS AND OPEN SPACE PLAN

Town of Prosper, Texas

PROJECT BUDGET:

\$78,517

FIRM ROLE:

Prime

CLIENT CONTACT:

Paul Naughton

Parks and Recreation

Town of Prosper

972.569.1063

KEY STAFF:

Philip Neeley, ASLA

Project Manager

Elizabeth McIlrath, ASLA

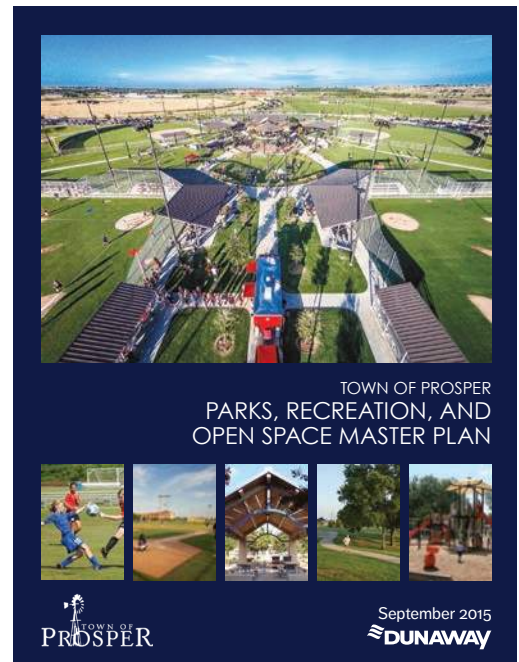
Park Planner

Anita Beard, ASLA

Landscape Architect

Dunaway worked with the Town of Prosper on developing a new master plan for the park system. Prosper currently has a population around 14,000 and is a community known for a high quality of life. The park system plays a key role in continuing to provide this to all citizens. Phase 1 included an inventory and supply analysis, population and demographic analysis, and demand analysis and need assessment through interactive meetings with the community.

Phase 2 included a priority ranking analysis, action plan, expenditure analysis, and developing the final Master Plan document. Town leaders were excited that the Master Plan outlined a new vision that strategically guides the growth, development and maintenance of the park system in Prosper over the next 5 to 10 years.



LITTLE ELM PARKS AND RECREATION MASTER PLAN

Town of Little Elm, Texas

PROJECT BUDGET:

\$80,750

FIRM ROLE:

Prime

CLIENT CONTACT:

Chad Hyde

Director of
Parks and Recreation
City of Little Elm
972.377.5564

KEY STAFF:

Philip Neeley, ASLA
Project Manager

Elizabeth McIlrath, ASLA
Park Planner

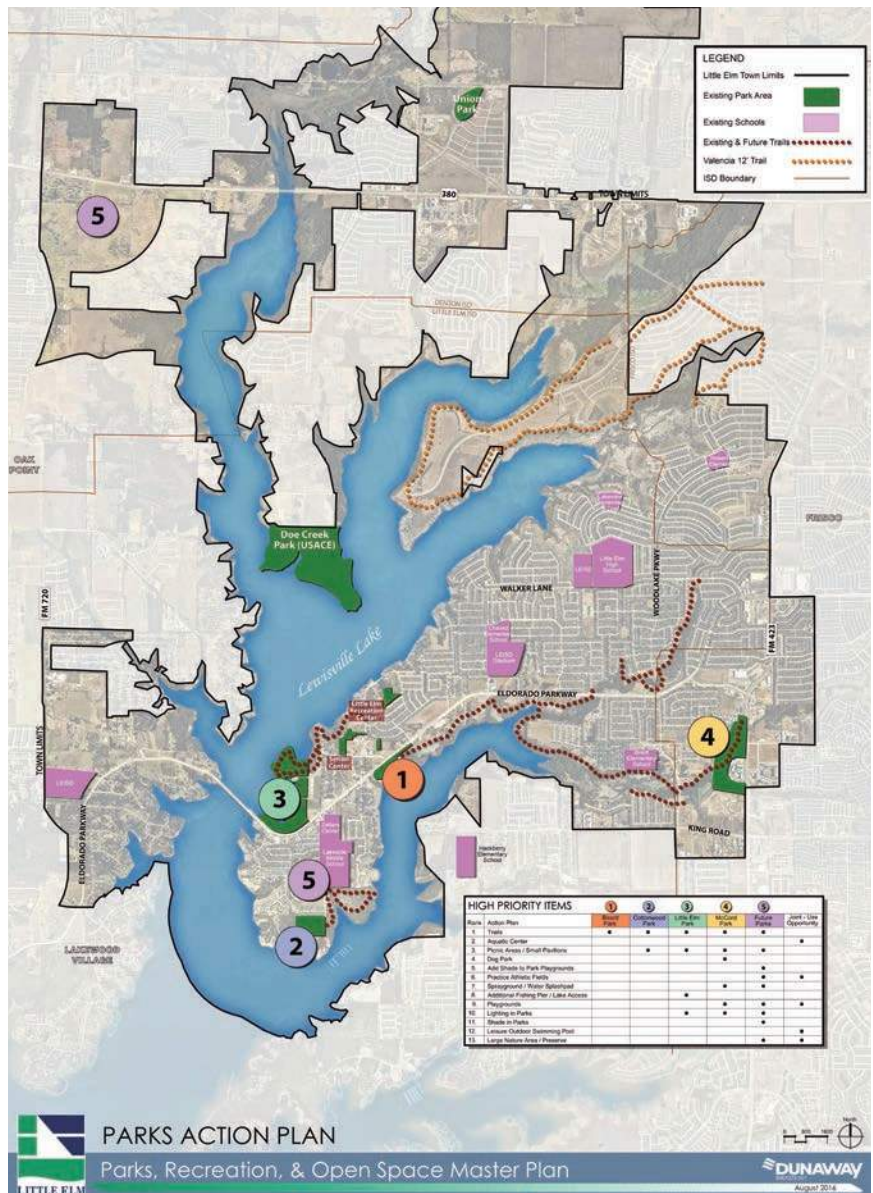
Anita Beard, ASLA
Graphics/Design

Dunaway worked with the Town of Little Elm on a visionary Parks and Recreation Master Plan. A key part of the Master Plan is to fulfill the Town's vision to be "a distinct and desirable lakeside destination for all people to live and play..." And with 66 miles of shoreline at Lewisville Lake, Little Elm has tremendous potential to partner with the Corps of Engineers on expanding water activities and outdoor recreation venues. The Dunaway team engaged town leaders and enthusiastic citizens through focus groups, visioning sessions, and a Town Hall meeting. The new Master Plan will strategically address parkland acquisition and new park development over the next 5 to 10 years.



TOWN OF LITTLE ELM
PARKS, RECREATION, AND
OPEN SPACE MASTER PLAN

August 2016



PARKS ACTION PLAN

Parks, Recreation, & Open Space Master Plan





PROJECT APPROACH

SECTION 4

PROJECT APPROACH

The Dunaway team assembled for this project is recognized for its progressive thinking on system-wide Parks and Recreation Master Plans. The team has worked on a unique range of Park Master Plans, from fast growth cities to mature, established communities. Each of these master plans provided a clear direction for redevelopment and enhancement of the park system, trails, recreation facilities, and recreation programs. For the Town of Hickory Creek, our team is excited to work with Town leaders on the vision for their park system.

The following outline of work is a recommended starting point for discussions with Town Staff in developing a comprehensive work approach for the project. This outline can be expanded upon when Dunaway prepares a final scope of work.

PHASE 1 - INVENTORY AND NEEDS ASSESSMENT

Task 1 – Data Collection and Base Map Preparation

- Obtain from Town all available digital data and GIS mapping
- Prepare digital base map that shows park sites, school sites, streets, major destinations, town facilities, drainage corridors, etc.

Task 2 - Inventory and Supply Analysis

- Obtain latest inventory from the Town including the following:
 - Public parks, recreation facilities, and passive facilities
 - Joint-use facilities (schools, etc.) and recreational resources
 - Athletic/Recreation associations and organizations
 - Recreation programs for youth and adults
 - Park maintenance standards
 - Non-municipal park and recreation opportunities
 - Potential land for park dedication
 - Potential greenbelt connections and linkages
- Conduct tour with Town staff to see all parks and facilities
- Design a scoring system to determine priorities and budgets for normal maintenance replacement items
- Prepare listing of parks assets replacement priorities with costs



Task 3 – Population Analysis and Demographic Trends

- Obtain from the Town current and projected population and demographic information
- Prepare GIS maps/exhibits that depict key characteristics and growth patterns of Midland

Task 4 – Benchmark Analysis (Recommended Task)

- After selecting some peer cities in the North Texas region, obtain key information on their park systems
- Benchmark and compare Hickory Creek's park system in the following areas:
 - Park Acreage, Park Facilities, and Open Space
 - Recreation Facilities, Recreation Programs, and current participation levels
- Conduct a regional benchmark trip with Town staff and members of a Steering Committee to see comparable park systems and successful outcomes

Task 5 – Standards Analysis

- Review current standards for park acreage and park facilities
- Provide recommendations for park acreage standards and park facility standards, including parks, open space, trails, and recreation facilities

Task 6 – Public Input and Needs Assessment

- Create a public outreach strategy with Town staff and the Steering Committee that outlines a visioning process and timeline for engaging citizens and stakeholder groups
- Facilitate two (2) visioning sessions with citizens to garner broad-based input on the interests and community wants for parks, trails, and facilities
- Design and distribute an online and/or mail-out survey document based upon the input received
- Prepare a final report and presentation to the Steering Committee, Town Council, and Park Board summarizing the survey results

PHASE 2 - PARKS MASTER PLAN

Task 7 – Priority Rankings

- Create a priority criteria system to be used in ranking priorities from the citizen survey and other sources of input
- Complete a priority ranking matrix that addresses the priorities for park acreage, park development and/or redevelopment, open space, trails and recreation facilities

Task 8 - Action Plan

- Prepare a Parks Action Plan outlining recommendations for park upgrades, new park developments, improvements at recreational facilities, trail extensions, and acquisition of parkland
- Prepare a Parks Action Plan exhibit/map depicting priority items throughout the park system

TASK 9 - Implementation Plan

- Outline the implementation plan for the designated budgets/capital costs as outlined in the Parks Action Plan
- Prepare a list of funding recommendations for the Parks Action Plan, with estimated timeline for implementation

TASK 10 - Preliminary Parks Master Plan

- Prepare a Preliminary Parks Master Plan document in electronic format outlining the entire process, findings and recommendations
- Prepare overall maps/exhibits in support of the Parks Master Plan
- Submit the Preliminary Parks Master Plan for Town staff review
- Assist Town staff in Presentation(s) of Preliminary Parks Master Plan

Task 11 - Final Parks Master Plan

- Prepare final Parks Master Plan document
- Assist Town staff in presenting the Parks Master Plan to the Steering Committee, Town Council, and Park Board

Task 12 - Interactive Story Map

- Adapt the Final Parks Master Plan into an interactive Story Map for public use to be published on the Town's website.





ADDITIONAL
INFORMATION

SECTION **5**

PUBLIC INVOLVEMENT PROCESS



Public Meeting Announcement

City of Duncanville

Parks, Recreation and Open Space Master Plan Workshop



The City of Duncanville in the process of preparing a comprehensive master plan to improve the parks, recreation and open space system throughout the city. A public workshop will be held:

LOCATION: D.L. Hopkins Senior Center, 206 James Collins Blvd., Duncanville, TX 75116
DATE: January 18 and January 24, 2017 (please try to attend one of these sessions)
TIME: 6:00pm to 7:30pm
Online Feedback available starting January 5 at www.duncanville.com click on the **Citizen Feedback for Parks** link.

We need YOU to provide input regarding how you would like to improve your parks, recreation and leisure opportunities. The format of the workshop will be very simple and will follow these basic questions:

1. What parks and recreation facilities and programs (indoor and outdoor) do you currently use? If you don't use the system, why not?
2. What do you like about the City of Duncanville Parks, Recreation Facilities and Programs (indoor and outdoor)?
3. What is the BEST THING about living in Duncanville?
4. What are the BEST THINGS about the park system as it exists today that you want to make sure are preserved/maintained?
5. What issues should be addressed in the Parks, Recreation and Open Space Master Plan?
6. What are your dreams, visions, desires and needs for the park system moving forward?

*Athletics/sports	*Outdoor park/leisure facilities/special use
*Trails, open space, natural areas	*Indoor recreation facilities and programs

Your answers will provide the framework and the priorities for the proposed improvements to the parks and recreation system. The City would like the master plan to reflect the desires and needs of the citizens. Therefore, your responses to these questions are very important. If you cannot make the workshop, please send your responses to these questions by January 24 to: andrea@nationalserviceresearch.com or write to Andrea Thomas, National Service Research, 2601 Ridgmar Plaza, Suite 2, Fort Worth, TX 76116, or answer the questions online at www.duncanville.com and click on the **Citizen Feedback for Parks** link.

The Dunaway Team is respected for its creative approach to engaging citizens and City leaders in the master planning process. Some techniques used by the team include the following:

- **Town Hall Meetings** – allows breakout groups for topics of interest
- **Focus Groups** – engages stakeholders and special interest groups
- **Public Hearings** – keeps citizens up-to-date on vision and future direction
- **Community Meetings** – great outreach in certain areas and districts
- **Citizen Surveys** – via electronic media, social media, mail-out or phone

OUTCOMES AND PROMOTIONAL GRAPHICS

Our approach to systemwide planning is geared toward helping a community work toward timely implementation of real projects that can be enjoyed by its citizens. In order to help leaders in promoting a project from vision to reality, our final deliverables often include graphics and visualization pieces like executive summaries, website postings, flyers, 3D graphics, and powerful animations. If requested, some of these techniques can be considered for Hickory Creek in helping the public better understand the master plan.



Group Pavilions



Trail Network



Nature Trails



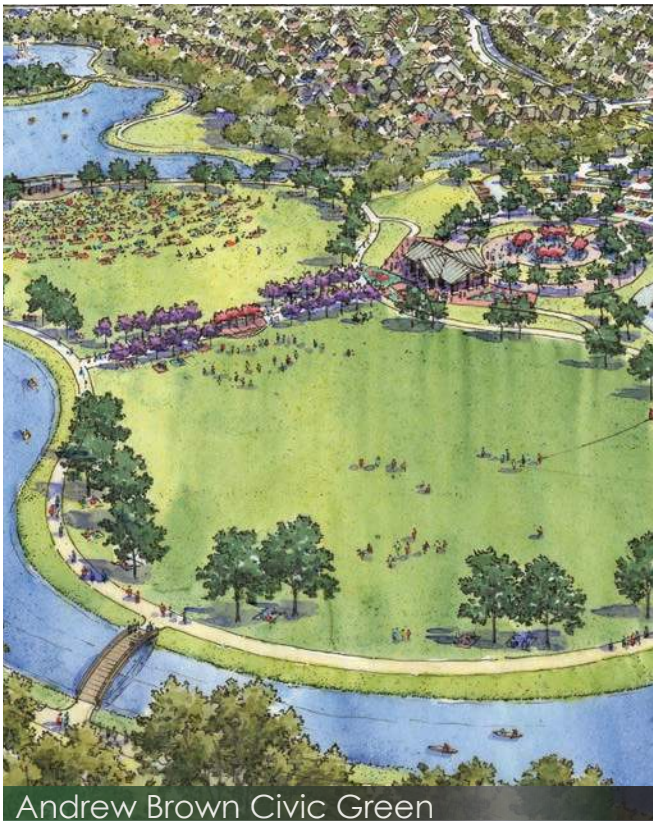
Bridge Crossings



Water Recreation



Nature Play



Andrew Brown Civic Green



Fort Worth Zoo



Little Elm First Responders Honor Park

REFERENCES



WILLIS WINTERS

Director of Park and Recreation
City of Dallas
1500 Marilla Street, Room 6FS
Dallas, Texas 75201
willis.winters@dallascityhall.com
214.670.4100



DUDLEY RAYMOND

Director of Parks and Recreation
Town of Prosper
407 E. First Street
Prosper, Texas 75078
dudley_raymond@prospertx.gov
972.346.2640



SEAN JOHNSON

Managing Director
City of Lancaster
700 E. Main Street
Lancaster, Texas 75146
sjohnson@lancaster-tx.com
972.218.3718



BRAD REID

Director of Parks and Recreation
City of Coppell
P.O. Box 9478
Coppell, Texas 75019
breid@coppelltx.gov
972.462.0022



ROBERT DIAZ

Public Services Director
City of Wylie
300 Country Club Dr.
Bldg. 100, 3rd Floor
Wylie, Texas 75098
rdiaz@wylitetexas.gov
972.516.6341

FEE RANGE

PHASE 1 – INVENTORY & NEEDS ASSESSMENT

Task 1 – Data Collection and Base Map Preparation	\$3,000 – 4,000
Task 2 – Inventory & Supply Analysis	\$4,000 – 5,000
Task 3 – Population Analysis & Demographic Trends	\$3,000 – 4,000
Task 4 – Benchmark Analysis (Optional)	\$4,000 – 5,000
Task 5 – Standards Analysis	\$2,500 – 3,500
Task 6 – Public Input & Needs Assessment	\$10,000 – 12,000

PHASE 2 – PARKS MASTER PLAN

Task 7 – Priority Rankings	\$2,000 – 3,000
Task 8 – Action Plan	\$8,500 – 9,500
Task 9 – Implementation Plan	\$3,000 – 4,000
Task 10 – Preliminary Parks Master Plan	\$10,000 – 12,000
Task 11 – Final Parks Master Plan	\$8,000 – 10,000
Task 12 – Interactive Story Map (Optional)	\$2,000 – 3,000

TOTAL FEE RANGE	\$60,000 - 75,000
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Backup material for agenda item:

Presentation from MESA Associates, Inc. regarding Hickory Creek Parks System Master Plan Update.

KEY PERSONNEL RESUMES

Fred Walters, ASLA

Principal

Mr. Walters has played an influential role in MESA's park, open space and environmental design since he began with the firm in 1993. He studies each project as it pertains to its geographical, ecological, and cultural region and integrates these endemic qualities into the civic identity of each site. Fred is attentive to detail not only through construction practices, but also through his involvement with municipal policies and processes, developing agency consensus internally and with the public through all stages. He applies his skill to create cost sensitive solutions and encourage preservation with a goal to educate on more sustainable practices.

With extensive project experience in neighborhood community services and their ancillary amenities, Fred has facilitated design teams on numerous public parks, open space master plans, and environmental camps. The success of these projects display his adept ability to transform complex sites and development programs into functional environments through careful design consideration.

Professional Experience

MESA, 1993 - Present

Relevant Project Experience

Central Park Master Plan and Site Design - Grand Prairie, Texas
Windhaven Meadows Park Master Plan and Site Design - Plano, Texas
Oak Point Park and Nature Preserve Master Plan and Site Design - Plano, Texas
Rockledge Park Master Plan - Grapevine, Texas
Meadowmere Park Master Plan - Grapevine, Texas
Hackberry Creek Corridor Master Plan - Highland Park, Texas
Reverchon Park Master Plan and Site Design - Dallas, Texas
Holland Lake Park Master Plan and Site Design - Weatherford, Texas
Dogwood Canyon Audubon Center Master Plan and Site Design - Cedar Hill, Texas
Mt. Lebanon Camp Master Plan - Cedar Hill, Texas
San Angelo Botanical Garden Concept Master Plan - San Angelo, Texas

Relevant Awards

2018 Honor Award, Texas ASLA, Mt. Lebanon Camp Master Plan, Planning & Analysis
2017 Honor Award, Texas ASLA, Rockledge Park, Planning & Analysis
2016 Lone Star Legacy Park Award, TRAPS, Reverchon Park
2015 Honor Award, Texas ASLA, Meadowmere Park, Planning & Analysis
2014 Honor Award, Historic Restoration, Preservation Texas, Reverchon Park
2014 Preservation Achievement Award, Preservation Dallas, Reverchon Park
2014 Merit Award, Texas ASLA, Reverchon Park
2013 Committee's Choice Award, TRAPS North Region, Central Park
2013 Merit Award, Texas ASLA, Dogwood Canyon Audubon Center
2012 LEED Gold, Dogwood Canyon Audubon Center
2012 LEED Gold, The Summit at Central Park
2012 LEED Silver, Central Park Public Safety Building
Planning Excellence Award, Texas Recreation & Park Society, Central Park



Education

Master of Landscape Architecture, University of Texas at Arlington, 1996

Bachelor of Fine Arts, Kansas State University, 1989

Professional Registrations

Licensed Landscape Architect in the following states:
Arizona, No. 67260
Louisiana No. W260
Missouri No. 2017019281
Oklahoma No. LA0384
Pennsylvania No. 003012
Texas No. 2137
Virginia No. 0406001733

MESA FIRM INFORMATION

MESA is an award winning Landscape Architecture, Planning, and Urban Design firm based in Dallas, Texas. For over 35 years, we have enhanced public and private spaces and created opportunities for recreation, education, and community, both locally and internationally. Our portfolio ranges from intimate garden spaces to large-scale, comprehensive, master-planning projects. *We create with the understanding that what we do must be worthy of future generations.*

Our municipal planning and design experience includes broad public open spaces, community parks, lake parks, special use/event parks (highly programmed amenities), nature preserves, athletic/sports facilities, recreation and aquatic centers, splash pads, historic restorations, libraries, courthouses, museums, city hall facilities, trails, and streetscape & pedestrian improvements. MESA maintains the design and construction expertise to see projects from concept development through an efficient and affordable implementation.

Name of Company MESA Design Associates, Inc. (MESA)

Location 2001 North Lamar Street, Suite 100
Dallas, Texas 75202
(214) 871-0568 phone
(214) 871-1507 fax

Date of Formation May 1981

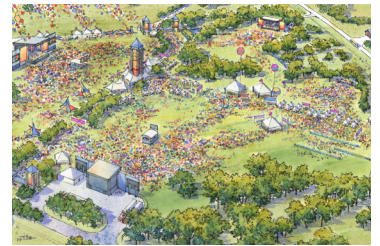
Principals of Firm Stan Cowan Fred Walters
Mary Ellen Cowan Aaron Duncan

Personnel of Firm MESA's staff of twenty-five includes: landscape architects, planners, urban designers, graphic designers and administrative support staff.

History

MESA was formed in 1981 with a simple idea: to bring new design and artistic sensibilities to landscape architecture, creating a visual language that reflected both nature and local culture to create settings with a strong sense of place. The name "MESA" was originally chosen because it identified our Southwestern roots, relating us to the simple yet powerful landform and is derived from the Spanish word for "table" – which represents our open company culture. Our firm is a place where team members feel free to gather around the table, freely exchanging ideas and solutions.

Over thirty five years later, our company has grown and evolved, becoming more interdisciplinary in order to incorporate the essence and spirit of the land into our projects. Today, MESA is managed by a group of four principals with a wide range of project experience in landscape architecture, planning, and urban design. This allows us to offer our clients the full diversity of our talents, while providing personalized service. The common thread of our experience is the design process we incorporate with every project. It is this process that ultimately sets us apart from our competitors. Our process integrates regional architectural influences, honors the culture and heritage of project sites, and celebrates nature, interweaving natural beauty and human interaction into communities.



PARK PLANNING AND DEVELOPMENT SERVICES

Public parks and open space should celebrate civic pride and community spirit. When designed with regard for the environment and the human experience, parks offer a healthy outlet for family communication, festivals, sports, and passive recreation. MESA passionately believes that positive outdoor spaces are vital components of thriving communities and cities. Well designed projects become city landmarks and regional destinations regardless of size.

MESA is responsible for the creation of several of the most successful public park environments in Texas. Our park planning and design experience includes broad public open spaces, athletic recreation facilities, and a diverse array of outdoor recreational venues. MESA maintains the design and construction expertise to see projects from the existing concept development through an efficient and affordable implementation.

We use a multi-layered system of determinants (land patterns, waterways, ecosystems, history, and other influences) to encourage a broad awareness of a project's cultural and ecological implications. In addition to natural systems, it looks at existing urban and rural patterns within a project setting and the cultural preferences of surrounding neighborhoods and communities. The site is considered as a resource, with inherent value that informs every design. The story of the site is then expressed in an application of regionally appropriate forms, revealing lessons about geology, plants, wildlife, and people.

MESA's experience has enabled us to form relationships with other allied groups such as Audubon Texas, Easton Foundation, and Live Nation to create **public/private partnerships** that bring unique attractions, programming, and revenue generation to projects that would not have occurred otherwise.

Our firm is extremely well versed in construction methods, documentation, and project management. We approach these components of each project as an on-going extension of the design process. Close collaboration with our clients, consultants, and contractors throughout design development and cost estimation phases is part of every project we work on. In our experience, we find that this is this best method to achieve a quality project, with predictable results, that exceeds our client's expectations. Throughout the construction phase, we maintain a presence on the jobsite in order to observe construction activities and to ensure compliance with the intent of the construction documents.

Our park planning and development services include:

PROGRAMMING

SITE ANALYSIS

SITE SUITABILITY

COMMUNITY WORKSHOPS

MASTER PLANNING

FEASIBILITY STUDIES

SITE SPECIFIC DESIGN

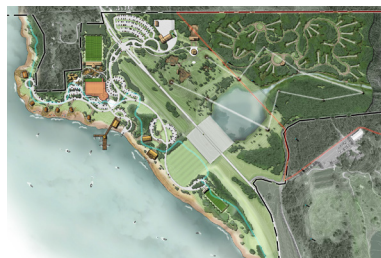
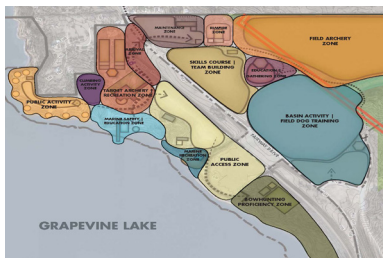
STREAMLINING MAINTENANCE

HISTORIC PRESERVATION

STRATEGIC PARTNERSHIPS

ENVIRONMENTAL SUSTAINABILITY

ECONOMIC SUSTAINABILITY



RELEVANT PROJECT EXPERIENCE

Oak Point Park and Nature Preserve - Plano, Texas
Master Plan & Site Development

Reverchon Park Restoration and Development** - Dallas, Texas
Master Plan & Site Development

Silver Bay YMCA of the Adirondacks** - Lake George, New York
Master Plan & Implementation Strategy

Arbor Hills Nature Preserve** - Plano, Texas
Master Plan & Site Development

Windhaven Meadows Park - Plano, Texas
Master Plan & Site Development

Central Park - Grand Prairie, Texas
Master Plan & Site Development

Hackberry Creek Corridor Master Plan - Highland Park, Texas
Master Plan

Rockledge Park** - Grapevine, Texas
Master Plan (approved for upcoming Phase 1 site development)

Meadowmere Park** - Grapevine, Texas
Master Plan

Copperas Branch Park Master Plan - Highland Village, Texas
Master Plan

DoubleTree Ranch Park Master Plan - Highland Village, Texas
Master Plan

Dogwood Canyon Audubon Center** - Cedar Hill, Texas
Master Plan & Phase I Site Development

Fort Worth Nature Center & Wildlife Refuge* ** - Fort Worth, Texas
Master Plan

Mt. Lebanon Camp and Retreat Center** - Cedar Hill, Texas
Master Plan

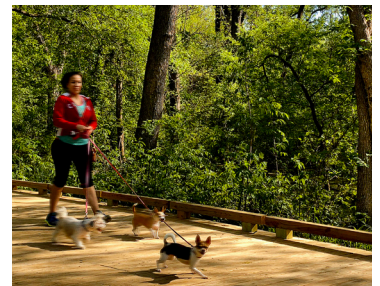
Matagorda Bay Nature Park - Matagorda Bay, Texas
Master Plan & Phase I Site Development

Collin County Adventure Camp** - Westminster, Texas
Master Plan & Site Development

Argyle Comp Plan - Park, Open Space & Trails Master Plan - Argyle, Texas
Town Comprehensive Plan

Corsicana Comp Plan - Open Space Master Plan - Corsicana, Texas
Town Comprehensive Plan

Seguin Comp Plan - Open Space & Connectivity Master Plan - Seguin, Texas
Town Comprehensive Plan



Proposal and Contract for Professional Services

July 12, 2018

Mr. John Smith
Town Administrator
Town of Hickory Creek
1075 Ronald Reagan Avenue
Hickory Creek, TX 75065

Project: Hickory Creek Parks System Master Plan Update
Hickory Creek, Texas

Dear Mr. Smith,

This proposal describes our approach to update the existing Parks System Master Plan based on our discussions and preliminary meeting regarding the project. Our approach seeks to build upon the broad goals and objectives for the park system as well as the potential economic benefits to the Town. The process outlined below documents our proposed assessment, public engagement, analysis, and reporting activities culminating in actionable initiatives in the final master plan. The proposal will also touch on optional tasks which may supplement the planning effort. Our approach is beyond supplementing the existing parks plan, but rather a directed effort to achieve your broader goals for the Town's recreational activities and economic development.

This proposal and contract describes the landscape architectural services to be provided by MESA, the costs of these services and general terms and conditions under which these services would be executed.

SCOPE OF SERVICES

PART ONE: ASSESSMENTS AND GOALS

TASK 1.1: KICK-OFF MEETING

Meet with Town staff to review existing base data, goals previously developed and new initiatives identified by the Town for the project. A key component of this meeting will be the confirmation of schedules (including key milestones, and critical path elements, etc.) and deliverables. We will also confirm the core Client team, primary points of contact, stakeholder groups, and their roles within the planning process. Dates and formats for public input/focus groups will be discussed.

Product: MESA will distribute schedules for the project, and update this information as necessary throughout the design process. MESA will also distribute a task force contact sheet for all individuals involved in the design process.

TASK 1.2: DATA COLLECTION

MESA will compile maps and base documentation to perform several separate site assessments. These activities are intended to provide a base of policy, physical, and cultural information about the Town so that the planning and design activities described below can be undertaken. This will also ensure that previous studies and reports are built upon. MESA has the right to rely on this information and any information provided by others. These data collection activities are as follows:

- A. Base Maps:** MESA will gather from the Town and other public domain sources, the database needed to undertake assessments described below, and will format this information for use in presentations and the final report. At a minimum, this base information will include:
1. Aerial photograph of Town (digital image)
 2. Town boundaries, thoroughfare maps, zoning maps, and parks/ open space maps
 3. Land use and ownership maps
 4. Town open space and parks plans
 5. Town initiatives/special projects (concurrent to plan)
 6. USGS maps (topography)
 7. Floodplain/floodway delineations and future projections
 8. Significant environmental systems as necessary (soils, habitats, etc.)
 9. GIS Data (ArcGIS), if available
- B. Previous Studies:** Review all previous studies that will be provided by the Town that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: last completed/updated Comprehensive Plan, annual reports, policies, use agreements, brochures, School District plans, and other planning studies.
- C. Management Structure:** Perform a review and analysis of the existing management structure, staff levels, policies and operations.
- D. Funding Analysis:** Review the past five year's budgets and the proposed future operating and capital budgets.

Product: Base documentation and data for planning and assessment activities. All materials prepared will be formatted for inclusion in the final project summary report.

TASK 1.3: INVENTORY AND ASSESSMENTS

Assessments are a key foundation upon which the Town of Hickory Creek Parks System Master Plan Project is based. Through Assessments, the challenges to planning and implementation will be identified. MESA will analyze the information compiled from maps, base documentation, and field observations to perform the site assessments described below:

- A. Parks, Open Space and Facilities Inventory:** Perform an inventory and analysis of all existing parks and recreation facilities offered in the Town. This will include the Town of Hickory Creek, County and State parks, school sites and other private or non-profit recreation facilities. Perform a site visit to each of the Town of Hickory Creek parks and program sites with the purpose of reviewing the existing conditions and identifying capital improvement needs for the Town- owned facilities.
- B. Programs Analysis:** Use public input, staff input and the Consultant's observations to perform a review of current program offerings, program and facility attendance and customer satisfaction levels. Maintenance and overhead costs for existing operations will be examined relating current levels of use. Programs from surrounding communities will be assessed to identify potential programming and event opportunities for the town.
- C. Qualitative Assessment:** Prepare a Qualitative Assessment Form for Town owned parks, State owned parks, and potential acquisitions or additions to the park system to summarize the inventory and condition of the facilities.
- D. Contextual Assessment:** Multi-Jurisdictional Connections - Study, map, and evaluate potential trail, open space, and natural system connections with surrounding municipalities. This will consider Corps of Engineers/State Parks and Wildlife properties, the Veloweb, DART, and other influences. The trail and park plans will be gathered for adjacent communities in an effort to forge meaningful connections. Additionally, recreational resources will be studied in these cities to determine potential joint-use agreements or shared facilities.
- E. Experiential Assessment:** MESA will evaluate the parks in an effort to distinguish different "experiential" districts. These districts establish a cognitive map of the parks and open space, useful in the creation and/or reinforcement of

distinctive qualities that differentiate Hickory Creek and its park system within the region. MESA will utilize this information to develop a park system that offers stand alone as well as interrelated experiences, rather than a system of unrelated locations. This will allow the Town to realize a greater benefit from its parks and open space facilities. We will also seek relationships between park types, experiential districts, and the comprehensive land use plan in a means to strategically organize how parks and surrounding land uses can build upon each other for the benefit of the community.

F. Activities and Use Pattern Framework: The current pattern of activities at Mt. Lebanon has grown out of its history and is to some extent set by the facilities that serve them. The pattern of use at Mt. Lebanon is comprised of directed movement (pathway), destination, gathering, non-directed movement, ceremonial expression, programmed functions, and other activities that determine how people move within and experience the park system. For the parks to satisfy the stated goal of enhancing economic development, the master plan recognize and celebrate those elements and relationships that support this goal primarily by attracting visitors from out of town and encouraging longer duration of stay. The physical fabric of the park system is comprised of leased and town owned components that must retain a relationship to other parts of the town, potentially creating or enhancing sub-districts. Mapping those connections and relationships establishes a framework that becomes a layer in the overall plan framework.

G. Technical Report and Presentation: Prepare a technical report summarizing this phase and make a presentation of the findings to the Citizen Steering Committee.

Product: MESA will prepare presentation graphics for each assessment. Information will be distributed digitally and on boards per the Town's preference. MESA will prepare associated graphics for use in presentations and meetings as appropriate. All materials prepared will be formatted for inclusion in the final project summary report.

PART TWO: NEEDS ASSESSMENT AND PUBLIC ENGAGEMENT

TASK 2.1: NEEDS ANALYSIS (Optional)

It is important to gain input and support from various stakeholder groups in the community. It is understood that the project is focused on updating the current Park System Master Plan focusing on the potential economic contribution to the town, rather than a recreation services plan. Therefore, portions of this scope of work are optional should the Town elect to use existing data as the basis for user needs determination. *Note: Per introductory meeting with Client, various surveys and web based collection efforts are not anticipated for the project*

A. Community Focus Group: Conduct a focus group/workshop in a convenient location to identify the public perception of park facilities and programming needs. The purpose of this workshop will be to provide input from the focus group (representing a cross section of citizens) regarding their concerns and opinions about the existing facilities and programs and their desires for future facilities and programs. The workshop will be interactive and involve all participants in a variety of methods.

B. Stakeholder Groups: Conduct stakeholder groups and round table discussions with various special interest groups. The Town of Hickory Creek will provide invitations and meeting space for these meetings. Anticipated groups would include: Town Council; Parks Board, senior citizens; various athletic organizations; cultural arts organizations; other recreation providers; partners in services, and other organizations to be identified between the Consultant and the Town of Hickory Creek.

C. Staff Input: Conduct a meeting and interviews with the Town of Hickory Creek staff members regarding their perceptions of the needs, concerns and potential for improved services, facilities, programs and open space. Also meet with representatives of the Town Departments (such as: Engineering Department; Planning Department; Facilities Management Department; Town Administration; and Economic Development, etc.) to identify the existing facilities, programs and needed improvements to parks and recreation facilities and programs throughout the community. This will be accomplished through an exercise of identifying the strengths, weaknesses, service needs and impediments to current operations. The public input process will assist in this exercise.

D. Needs Analysis Technical Report: Prepare a summary report of the Needs Analysis for review by the Town of Hickory Creek and Citizen Steering Committee.

Product: Confirmation of user needs for facilities and programming within the Town Parks system. All materials prepared will be formatted for inclusion in the final project summary report.

TASK 2.2: TOWN STAFF GUIDANCE REVIEWS

MESA and the design team will conduct regular review meetings with Town staff to review materials prepared for the trails plan update. These meetings will provide Town staff the opportunity to review and comment on the work as it progresses. Any materials prepared for presentation or publication will also be reviewed and approved by staff as appropriate at these meetings.

Product: Staff review and guidance during the park system master plan development process.

TASK 2.3: PARKS SYSTEM MASTER PLAN PRESENTATIONS (OPTIONAL)

MESA will prepare and deliver presentations for Park Board, Town Council, or other groups as requested to present the findings of the trail plan matrix, prioritized goals, framework plan, and the trail system master plan. These presentations are intended as briefings for jurisdictional groups to understand, question, and provide input into the development of the trails plan.

Product: Presentations as requested by Town staff. Time for preparation, travel, delivery, etc. will be billed hourly.

PART THREE: PARKS SYSTEM MASTER PLAN

TASK 3.1: THE COMPOSITE FRAMEWORK PLAN AND DETERMINANTS

MESA will construct an overall composite plan framework derived from the assessments (Part One). The framework will address plan initiatives and necessary strategic actions. Each plan component/initiative will be documented (in plan view) and prioritized (matrix). Through the matrix, initiatives and plan components will be prioritized for use in the development of the plan. This prioritization will be determined from the goals and objectives outlined within the assessments. In preparation of the composite framework, MESA will identify and delineate these layers which include the following:

Product: MESA will prepare the composite framework graphic, complete with plan determinants. The mission framework, activities framework, physical fabric framework, environmental framework, and use pattern framework will all be layers within this composite graphic as well as individual plans. MESA will prepare a matrix of plan determinants (prioritized) that will be correlated with the composite framework graphic. MESA will compile all of this information into a framework report. Any meetings during this task will be billed hourly, per the attached hourly rates.

TASK 3.2: PHYSICAL PLANNING & RECOMMENDATIONS (OPTIONAL)

Based on the Goals and Objectives produced in PART TWO, or coordination with Town staff, MESA will develop a diagrammatic level vision of updates for the existing Parks System Plan. This task is optional as Town staff may have a comprehensive vision in place requiring only minor updates. Physical Planning Recommendations brings form to the design program for the Parks System Plan, illustrating master plan initiatives for further study (Engineering) and development (Funding) in the future. The Recommendations Plan illustrates the following component concepts:

A. Park and Facility Improvement Recommendations: Based on all prior findings, identify the needed capital improvements for each existing park and level of magnitude costs for each capital improvement recommended in the Plan.

B. Park Concept Plans and Facility Analyses: Prepare conceptual plans and/or case analyses to evaluate any park or facility in need of immediate attention as determined by previous findings. Improvements at other parks will be described in text.

C. Capital Improvement Priorities - Perform a process with the Staff to prioritize the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years), and long-range (6-10years) recommendations.

Product: MESA will prepare a series of concept plans and illustrations to depict the vision elements for the Parks System Plan. Thematic elements and Capital Improvements will be described regarding appropriate locations.

TASK 3.3: Conceptual Imagery

MESA will prepare project images that illustrate the visual character of the framework plan. Such image materials will depict:

1. Materials
2. Building form
3. Public space
4. Stylistic character

Product: Graphic imagery illustrating the above through photographs or sketches. In addition, digital copies of this imagery will be provided for power point presentations. Any meetings during this task will be billed hourly, per the attached hourly rates.

TASK 3.4: VISION PROJECT PRIORITIZATION & OPIONIOIN OF PROBABLE COST

MESA will organize the recommended project initiatives, including projections of probable costs into a series of separate projects that can be accomplished in a phased approach within the plan. The team will develop one phasing & funding plan that annotates all projects in the Parks System Plan with a prioritization matrix encompassing all recommended projects.

Product: MESA will develop a list of projects associated with the trails master plan. MESA will develop a plan that outlines each project and associated cost projections.

TASK 3.5: DRAFT AND FINAL REPORTS

A. Phased Implementation Plan - Prepare a phased implementation plan with specific strategies for:

1. Parks, greenway and open space land acquisition;
2. Facility recommendations;
3. Design and Development;
4. Park Operations;
5. Recreation;
6. Cultural Arts;
7. Special events;
8. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources.

B. Draft Master Plan - Prepare a Draft Master Plan for review by the staff and Citizen Steering Committee.

C. Final Master Plan - Following the reviews of each of the separate technical reports, prepare a Final Master Plan that includes all components of the planning process.

D. Executive Summary - Prepare an Executive Summary that summarizes the findings, recommendations and actions. The report will include all maps, matrixes, diagrams, and public commentary developed during the design process.

Product: MESA will prepare a series of maps, graphics, charts, matrixes, etc. that illustrate the vision for the Parks System Master Plan. They will all be tailored to fully depict the depth expressed in the above described "layers" of the vision. The composite image will also be prepared, annotated, and illustrated for adoption by appropriate agencies. All materials prepared will be formatted for inclusion in the final project summary report.

TASK 3.6: COMPUTER MODELING AND ANIMATED GRAPHICS AND PRESENTATIONS (OPTIONAL SERVICE)

At the conclusion of Schematic Design, and at Client's request, MESA will prepare computer models of the major site and design elements (based on approved Schematic Design CAD drawings) to assist in evaluating the design and marketing the project. These models may be used to develop high quality "snapshots" of key views and further animated into walk through/fly through videos.

1. Presentation Boards
2. Digitally rendered illustrative conceptual master plan
3. Digitally rendered 3D aerial perspectives
4. Computer generated three dimensional still images and/or videos of the project
5. PowerPoint Presentation (or other suitable format)

Product: Presentation materials and format as requested by the Client. Any meetings during this task will be billed hourly, per the attached hourly rates.

Task 3.7: The Capital Cost, Growth, Management, and Development Strategy (Optional Service)

The recommendations contained in the above described plans and budgets will be phased, sequenced, and prioritized in the Capital Cost, Growth Management, and Development Strategy Plan. MESA will format this information, and compile it into the Master Plan. The final document will incorporate the entire design process from preparation of assessments, determination of mission based goals, delineation of framework initiatives, and the prioritization of 'projects' as they relate to a capital campaign.

Product: MESA will incorporate graphic plans, project summaries, budgets, and prioritizations into the Mt. Lebanon Master Plan Report. Any meetings during this task will be billed hourly, per the attached hourly rates.

COST OF SERVICES

Services will be billed on a percentage completion basis or hourly not to exceed as applicable (in accordance with the fee schedule specified below) with the total cost of services not to exceed the amount specified for each without a written addendum to this contract.

REIMBURSABLE EXPENSES

Please note that reimbursable expenses will be included in the fee with the exception of items listed in No. 5 of the Proposal and Contract Conditions.

Note: Fees for Design Development, Construction Documents, Bidding Negotiation and Contract Administration/Construction Observation to be provided upon final development of the project scope of work and landscape construction budget.

ADDITIONAL SERVICES/HOURLY FEE SCHEDULE

Services requested, but not specifically included in the scope of services listed above, will be considered additional services. Modifications to drawings, after approval by Owner, as a result of changes requested by Owner or other consultant will be considered additional services and billed at an hourly rate.

CONDITIONS

The following is a listing of contractual conditions that apply to this proposal:

1. The client will provide the following and MESA has the right to rely on this information and rely on any information provided by others:
 - a. Boundary and general topographic survey locating structures, existing vegetation, existing property lines and underground utilities that cross the property on AutoCAD file.
 - b. Architectural Site Plan on AutoCAD file.
 - c. Budgetary Considerations.
 - d. Soils and/or Geotechnical Report (if required)
2. Not included are the following:
 - a. Utilities (water, sewer, storm, electrical, cable, telephone, etc.)
 - b. Sub-consultant design fees
 - c. Civil, structural, mechanical and electrical engineering if required.
 - d. Architect, Irrigation designer or lighting design and associated consultant fees.
 - e. Project signage environmental graphics.
 - f. Landscape lighting electrical plans.
 - g. Design of any related off-site improvements
 - h. Illustrative plans, models, and drawings not specifically described in Scope of Services.
 - i. Redesign of elements due to site plan changes (i.e., buildings relocate, site grading changes)
 - j. Geotechnical information.
 - k. As Built Drawings
 - l. TDLR Submittal
 - m. Any jurisdictional mitigation plans (including wetland, tree, 404 permit, etc.)
 - n. On Site Construction Management
 - o. Site Safety, Operations and Maintenance
3. MESA Design Associates may subcontract consultants in the performance of any services described in this agreement.
4. MESA Design Associates does not act as General Contractor in any way, or accept responsibility for poor craftsmanship.
5. The above-described compensation for MESA Design Associates **does not** include the following non-labor costs:

Reimbursables:

- a. Permits and/or registration fees
 - b. Travel expenses outside of Dallas such as airfare and lodging
 - c. Other products and services requested by the Client and not specifically described herein.
 - d. Any and all Jurisdictional Submittal, Permitting or Review Fees.
 - e. TDLR Fees and Expenses.
6. Should the Client or Owner cancel scheduled meetings with less than 72 hours' notice, MESA reserves the right to invoice the Client or Owner for all related National and International travel and accommodation expenses incurred.
 7. Either Party may terminate this contract with (7) seven days written notice to the other party. Upon termination, MESA will be paid for all work performed, including reimbursable expenses, through the date of termination.
 8. Should the project go "on hold" for more than sixty (60) days, the Consultant reserves the right to charge a \$600.00 restart fee when the project resumes. MESA's fees for the remaining services and the time schedules shall be equitably adjusted.
 9. This agreement is to be governed by the laws of the State of Texas. Compensation for all services shall be paid in Dallas, Dallas County, Texas.
 10. In the event disputes are not satisfactorily resolved through informal discussions, the Client and MESA agree that all disputes between them arising out of or relating to this agreement or the Project shall be submitted to nonbinding mediation. In the event the parties to this agreement are unable to reach a settlement through mediation, then such disputes shall be settled by litigation, in a court of competent jurisdiction.
 11. Invoice Terms: Net thirty (30) days from invoice date. A finance charge of 1.5% per month (18% per annum) will be added to accounts over thirty (30) days past due. Client agrees to pay reasonable attorney's fees incurred by MESA to collect on unpaid invoices. MESA reserves the right to file a property lien if invoices go over sixty (60) days past due.
 12. If the client fails to make payments to MESA in accordance with this agreement, such failure shall be considered substantial non-performance and cause for termination or, at MESA's option, cause for suspension of performance of service under this agreement. If MESA elects to suspend service, prior to suspension of services, MESA shall give seven (7) days written notice to the Client. In the event of a suspension of services, MESA shall have no liability to the Client for delay or damage caused to the Client because of such suspension of services. Client agrees to hold MESA harmless and completely indemnify MESA from and against any and all damages, costs, attorney's fees, and/or other expenses which MESA may incur as a result of any claim by any person or entity arising out of such suspension of work. Before resuming services, MESA shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of MESA's services. MESA's fees for the remaining services and the time schedules shall be equitably adjusted.
 13. The hourly rates and multiples for services of the Consultant and Consultant's sub consultants as set forth in this Agreement shall be adjusted in accordance with their normal salary review practices annually or as agreed upon between the Client and Consultant. MESA reserves the right to adjust hourly-based contracts and additional service fees to compensate for inflation increases annually.
 14. The initial payment of \$ Dollars (\$) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Client's account at final payment. Subsequent payments for services shall be made monthly and, where applicable, shall be in proportion to services performed on the basis set forth in this Agreement.
 15. The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Landscape Architects in Texas. Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337; tele: 512.305.9000; fax: 512.305.9005; e-mail: www.tbae.state.tx.us.
 16. **LIMITATION OF LIABILITY: to the maximum extent permitted by law, the Client agrees to limit MESA's liability for the Client's damages to two times the fees indicated in this proposal. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.**

17. By making visits to the site, MESA is not assuming the responsibilities of the builder, Construction Manager, Construction Superintendent or any of their agents or subcontractors.
18. Plans, drawings and specifications or other writings or documents prepared or provided by MESA hereunder are prepared for this Project only, but may be used by MESA for purposes of illustrating the scope and nature of project involvement. MESA shall provide Client with a reproducible set of drawings and specifications for its records. They shall not be used by Client for other projects or extensions to the project without the express written permission of MESA.
19. **The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless MESA from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising out of the use or modification by the Client to any reports, plans, specifications or other construction documents, including electronic files, prepared by MESA if such use or modification has not been explicitly approved in writing by MESA and its sub consultants. This indemnification provision shall survive the termination of this Agreement.**
20. It is expressly understood and agreed that MESA shall not have control of, or charge of, or be responsible for construction, means, methods, techniques, sequences or procedures, or for safety precautions or programs in connection with the Project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the Project and Client shall indemnify MESA and hold MESA harmless from and against any and all claims, demands, losses, costs, third party beneficiaries, liabilities and damages including, without limitation, reasonable attorney's fees and expenses, incurred by MESA and arising out of or related to any of the aforesaid.
21. Notwithstanding any other provision of this Agreement, MESA and MESA's sub consultants shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, mold, polychlorinated biphenyl (PCB) or other toxic substances.
22. The Client agrees to waive consequential damages for claims, disputes or other matters in question arising out of or relating to this agreement.
23. Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against either MESA or the Client. MESA's services under this agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against MESA because of this agreement or the performance or nonperformance of services hereunder.
24. **The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless MESA, its officers, directors, employees and sub consultants (collectively, MESA) against all damages, liabilities or costs, including reasonable attorney's fees and costs, to the extent caused by the Clients negligent acts or breach of this agreement, and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor MESA shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.**
25. If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
26. This document super cedes all previous discussions and documents, if any, and may only be amended by written agreement between the parties.
27. In providing services under this Agreement, MESA shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

28. MESA shall retain ownership of all reports, drawings, plans, specifications, electronic files, videos, field data, notes and other documents and instruments prepared by MESA as instruments of service. MESA shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto.

Respectfully submitted,
MESA Design Associates, Inc.



Fred L. Walters,
Principal

Acceptance of Proposal and Contract Terms and Conditions:
Town of Hickory Creek

Authorized Representative

Date

Backup material for agenda item:

Consider and act on the Fiscal Year 2018 proposed tax rate and set date for public hearings if the proposed tax rate exceeds the lower of the effective rate or rollback rate.

2018 Effective Tax Rate Worksheet

TOWN OF HICKORY CREEK

See pages 13 to 16 for an explanation of the effective tax rate.

1.	2017 total taxable value. Enter the amount of 2017 taxable value on the 2017 tax roll today. Include any adjustments since last year's certification; exclude Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in line 2) and the captured value for tax increment financing (will deduct taxes in line 14). ¹	\$464,507,047
2.	2017 tax ceilings. Counties, Cities and Junior College Districts. Enter 2017 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other units enter "0" If your taxing units adopted the tax ceiling provision in 2017 or prior year for homeowners age 65 or older or disabled, use this step. ²	\$0
3.	Preliminary 2017 adjusted taxable value. Subtract line 2 from line 1.	\$464,507,047
4.	2017 total adopted tax rate.	\$0.366933/\$100
5.	2017 taxable value lost because court appeals of ARB decisions reduced 2017 appraised value. A. Original 2017 ARB values: \$45,533,269 B. 2017 values resulting from final court decisions: - \$40,280,782 C. 2017 value loss. Subtract B from A. ³	\$5,252,487
6.	2017 taxable value, adjusted for court-ordered reductions. Add line 3 and line 5C.	\$469,759,534
7.	2017 taxable value of property in territory the unit deannexed after January 1, 2017. Enter the 2017 value of property in deannexed territory. ⁴	\$0
8.	2017 taxable value lost because property first qualified for an exemption in 2017. Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, "goods-in-transit" exemptions. A. Absolute exemptions. Use 2017 market value: \$966 B. Partial exemptions. 2018 exemption amount or 2018 percentage exemption times 2017 value: + \$445,000 C. Value loss. Add A and B. ⁵	\$445,966

1 Tex. Tax Code § 26.012(14)

2 Tex. Tax Code § 26.012(14)

3 Tex. Tax Code § 26.012(13)

4 Tex. Tax Code § 26.012(15)

5 Tex. Tax Code § 26.012(15)

2018 Effective Tax Rate Worksheet (continued)

TOWN OF HICKORY CREEK

9.	2017 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2018. Use only those properties that first qualified in 2018; do not use properties that qualified in 2017. A. 2017 market value: \$0 B. 2018 productivity or special appraised value: - \$0 C. Value loss. Subtract B from A. ⁶ \$0	\$0
10.	Total adjustments for lost value. Add lines 7, 8C and 9C.	\$445,966
11.	2017 adjusted taxable value. Subtract line 10 from line 6.	\$469,313,568
12.	Adjusted 2017 taxes. Multiply line 4 by line 11 and divide by \$100.	\$1,722,066
13.	Taxes refunded for years preceding tax year 2017. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2017. Types of refunds include court decisions, Tax Code § 25.25(b) and (c) corrections and Tax Code § 31.11 payment errors. Do not include refunds for tax year 2017. This line applies only to tax years preceding tax year 2017. ⁷	\$1,284
14.	Taxes in tax increment financing (TIF) for tax year 2017. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the unit has no 2018 captured appraised value in Line 16D, enter "0". ⁸	\$0
15.	Adjusted 2017 taxes with refunds and TIF adjustment. Add lines 12 and 13, subtract line 14. ⁹	\$1,723,350
16.	Total 2018 taxable value on the 2018 certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 18). These homesteads includes homeowners age 65 or older or disabled. ¹⁰ A. Certified values only: \$558,767,508 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$0	+ \$0

6 Tex. Tax Code § 26.012(15)

7 Tex. Tax Code § 26.012(13)

8 Tex. Tax Code § 26.03(c)

9 Tex. Tax Code § 26.012(13)

10 Tex. Tax Code § 26.012(15)

2018 Effective Tax Rate Worksheet (continued)

TOWN OF HICKORY CREEK

16. (cont.)	<p>C. Pollution control exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control property: - \$0</p> <p>D. Tax increment financing: Deduct the 2018 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2018 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in line 21 below.¹¹ - \$0</p> <p>E. Total 2018 value. Add A and B, then subtract C and D. \$558,767,508</p>	
17.	<p>Total value of properties under protest or not included on certified appraisal roll.¹²</p> <p>A. 2018 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value.¹³ \$5,744,320</p> <p>B. 2018 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included at appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value.¹⁴ + \$0</p>	

11 Tex. Tax Code § 26.03(c)

12 Tex. Tax Code § 26.01(c)

13 Tex. Tax Code § 26.04 and 26.041

14 Tex. Tax Code § 26.04 and 26.041

2018 Effective Tax Rate Worksheet (continued)

TOWN OF HICKORY CREEK

17. (cont.)	C. Total value under protest or not certified. Add A and B.	\$5,744,320
18.	2018 tax ceilings. Counties, cities and junior colleges enter 2018 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter "0". If your taxing units adopted the tax ceiling provision in 2017 or prior year for homeowners age 65 or older or disabled, use this step. ¹⁵	\$0
19.	2018 total taxable value. Add lines 16E and 17C. Subtract line 18.	\$564,511,828
20.	Total 2018 taxable value of properties in territory annexed after January 1, 2008. Include both real and personal property. Enter the 2018 value of property in territory annexed. ¹⁶	\$47,093,714
21.	Total 2018 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2017. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after January 1, 2017 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2018. ¹⁷	\$21,541,288
22.	Total adjustments to the 2018 taxable value. Add lines 20 and 21.	\$68,635,002
23.	2018 adjusted taxable value. Subtract line 22 from line 19.	\$495,876,826
24.	2018 effective tax rate. Divide line 15 by line 23 and multiply by \$100. ¹⁸	\$0.347535/\$100
25.	COUNTIES ONLY. Add together the effective tax rates for each type of tax the county levies. The total is the 2018 county effective tax rate. ¹⁹	\$/\$100

15 Tex. Tax Code § 26.012(6)

16 Tex. Tax Code § 26.012(17)

17 Tex. Tax Code § 26.012(17)

18 Tex. Tax Code § 26.04(c)

19 Tex. Tax Code § 26.04(d)

A county, city or hospital district that adopted the additional sales tax in November 2017 or in May 2018 must adjust its effective tax rate. *The Additional Sales Tax Rate Worksheet* on page 39 sets out this adjustment. Do not forget to complete the *Additional Sales Tax Rate Worksheet* if the taxing unit adopted the additional sales tax on these dates.

2018 Rollback Tax Rate Worksheet

TOWN OF HICKORY CREEK

See pages 17 to 21 for an explanation of the rollback tax rate.

26.	2017 maintenance and operations (M&O) tax rate.	\$0.197067/\$100
27.	2017 adjusted taxable value. Enter the amount from line 11.	\$469,313,568
28.	<p>2017 M&O taxes.</p> <p>A. Multiply line 26 by line 27 and divide by \$100. \$924,862</p> <p>B. Cities, counties and hospital districts with additional sales tax: Amount of additional sales tax collected and spent on M&O expenses in 2017. Enter amount from full year's sales tax revenue spent for M&O in 2017 fiscal year, if any. Other units, enter "0." Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent. + \$210,851</p> <p>C. Counties: Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other units, enter "0." + \$0</p> <p>D. Transferring function: If discontinuing all of a department, function or activity and transferring it to another unit by written contract, enter the amount spent by the unit discontinuing the function in the 12 months preceding the month of this calculation. If the unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the unit operated the function. The unit discontinuing the function will subtract this amount in H below. The unit receiving the function will add this amount in H below. Other units, enter "0." +/- \$0</p>	

2018 Rollback Tax Rate Worksheet (continued)

TOWN OF HICKORY CREEK

28. (cont.)	<p>E. Taxes refunded for years preceding tax year 2017: Enter the amount of M&O taxes refunded during the last budget year for tax years preceding tax year 2017. Types of refunds include court decisions, Section 25.25(b) and (c) corrections and Section 31.11 payment errors. Do not include refunds for tax year 2017. This line applies only to tax years preceding tax year 2017.</p> <p style="text-align: right;">+ \$639</p> <p>F. Enhanced indigent health care expenditures: Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.</p> <p style="text-align: right;">+ \$0</p> <p>G. Taxes in tax increment financing (TIF): Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the unit has no 2018 captured appraised value in Line 16D, enter "0."</p> <p style="text-align: right;">- \$0</p> <p>H. Adjusted M&O Taxes. Add A, B, C, E and F. For unit with D, subtract if discontinuing function and add if receiving function. Subtract G.</p> <p style="text-align: right;">\$1,136,352</p>	
29.	2018 adjusted taxable value. Enter line 23 from the Effective Tax Rate Worksheet.	\$495,876,826
30.	2018 effective maintenance and operations rate. Divide line 28H by line 29 and multiply by \$100.	\$0.229160/\$100
31.	2018 rollback maintenance and operation rate. Multiply line 30 by 1.08. (See lines 49 to 52 for additional rate for pollution control expenses.	\$0.247492/\$100

2018 Rollback Tax Rate Worksheet (continued)

TOWN OF HICKORY CREEK

32.	<p>Total 2018 debt to be paid with property taxes and additional sales tax revenue.</p> <p>"Debt" means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the unit's budget as M&O expenses.</p> <p>A: Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. List the debt in Schedule B: Debt Service.</p> <p style="text-align: right;">\$855,096</p> <p>B: Subtract unencumbered fund amount used to reduce total debt.</p> <p style="text-align: right;">-\$0</p> <p>C: Subtract amount paid from other resources.</p> <p style="text-align: right;">-\$45,778</p> <p>D: Adjusted debt. Subtract B and C from A.</p> <p style="text-align: right;">\$809,318</p>	
33.	<p>Certified 2017 excess debt collections. Enter the amount certified by the collector.</p>	\$0
34.	<p>Adjusted 2018 debt. Subtract line 33 from line 32.</p>	\$809,318
35.	<p>Certified 2018 anticipated collection rate. Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.</p>	100.000000%
36.	<p>2018 debt adjusted for collections. Divide line 34 by line 35.</p>	\$809,318
37.	<p>2018 total taxable value. Enter the amount on line 19.</p>	\$564,511,828
38.	<p>2018 debt tax rate. Divide line 36 by line 37 and multiply by \$100.</p>	\$0.143366/\$100
39.	<p>2018 rollback tax rate. Add lines 31 and 38.</p>	\$0.390858/\$100
40.	<p>COUNTIES ONLY. Add together the rollback tax rates for each type of tax the county levies. The total is the 2018 county rollback tax rate.</p>	\$/\$100

A taxing unit that adopted the additional sales tax must complete the lines for the *Additional Sales Tax Rate*. A taxing unit seeking additional rollback protection for pollution control expenses completes the *Additional Rollback Protection for Pollution Control*.

Additional Sales Tax Rate Worksheet

TOWN OF HICKORY CREEK

41.	Units that adopted the sales tax in August or November 2017, or in January or May 2018. Enter the Comptroller's estimate of taxable sales for the previous four quarters. Units that adopted the sales tax before August 2017, skip this line.	\$0
42.	<p>Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.</p> <p>UNITS THAT ADOPTED THE SALES TAX IN AUGUST OR NOVEMBER 2017, OR IN JANUARY OR MAY 2018. Multiply the amount on line 41 by the sales tax rate (.01, .005, or .0025, as applicable) and multiply the result by .95.</p> <p style="text-align: center;">-OR-</p> <p>UNITS THAT ADOPTED THE SALES TAX BEFORE AUGUST 2017. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$210,851
43.	2018 total taxable value. Enter the amount from line 37 of the <i>Rollback Tax Rate Worksheet</i> .	\$564,511,828
44.	Sales tax adjustment rate. Divide line 42 by line 43 and multiply by \$100.	\$0.037351/\$100
45.	2018 effective tax rate, unadjusted for sales tax. Enter the rate from line 24 or 25, as applicable, on the <i>Effective Tax Rate Worksheet</i> .	\$0.347535/\$100
46.	<p>2018 effective tax rate, adjusted for sales tax.</p> <p>UNITS THAT ADOPTED THE SALES TAX IN AUGUST OR NOVEMBER 2017, OR IN JANUARY OR MAY 2018. Subtract line 45 from line 46.</p> <p style="text-align: center;">-OR-</p> <p>UNITS THAT ADOPTED THE SALES TAX BEFORE AUGUST 2017. Enter line 46, do not subtract.</p>	\$0.347535/\$100
47.	2018 rollback tax rate, unadjusted for sales tax. Enter the rate from line 39 or 40, as applicable, of the rollback tax rate worksheet.	\$0.390858/\$100
48.	2018 rollback tax rate, adjusted for sales tax. Subtract line 44 from line 47.	\$0.353507/\$100

If the additional sales tax rate increased or decreased from last year, contact the Comptroller's office for special instructions on calculating the sales tax projection for the first year after the rate change.

**2018 Notice of Effective Tax Rate
Worksheet for Calculation of Tax Increase/Decrease**

Entity Name: TOWN OF HICKORY CREEK

Date: 07/24/2018

1. 2017 taxable value, adjusted for court-ordered reductions. Enter line 6 of the Effective Tax Rate Worksheet.	\$469,759,534
2. 2017 total tax rate. Enter line 4 of the Effective Tax Rate Worksheet.	0.366933
3. Taxes refunded for years preceding tax year 2017. Enter line 13 of the Effective Tax Rate Worksheet.	\$1,284
4. Last year's levy. Multiply Line 1 times Line 2 and divide by 100. To the result, add Line 3.	\$1,724,987
5. 2018 total taxable value. Enter Line 18 of the Effective Tax Rate Worksheet.	\$564,511,828
6. 2018 effective tax rate. Enter line 23 of the Effective Tax Rate Worksheet or Line 46 of the Additional Sales Tax Rate Worksheet.	0.347535
7. 2018 taxes if a tax rate equal to the effective tax rate is adopted. Multiply Line 5 times Line 6 and divide by 100.	\$1,961,876
8. Last year's total levy. Sum of line 4 for all funds.	\$1,724,987
9. 2018 total taxes if a tax rate equal to the effective tax rate is adopted. Sum of line 7 for all funds.	\$1,961,876
10. Tax Increase (Decrease). Subtract Line 8 from Line 9.	\$236,889

TOWN OF HICKORY CREEK

Tax Rate Recap for 2018 Tax Rates

Description of Rate	Tax Rate Per \$100	Tax Levy This is calculated using the Total Adjusted Taxable Value (line 19) of the Effective Tax Rate Worksheet	Additional Tax Levy Compared to <u>last year's tax levy</u> of 1,704,430	Additional Tax Levy Compared to <u>effective tax rate levy</u> of 1,961,876
Last Year's Tax Rate	0.366933	\$2,071,380	\$366,951	\$109,504
Effective Tax Rate	0.347535	\$1,961,876	\$257,447	\$0
Notice & Hearing Limit*	0.347535	\$1,961,876	\$257,447	\$0
Rollback Tax Rate	0.353507	\$1,995,589	\$291,159	\$33,713
Proposed Tax Rate	0.000000	\$0	\$-1,704,430	\$-1,961,876

Effective Tax Rate Increase in Cents per \$100

0.00	0.347535	1,961,876	257,447	0
0.50	0.352535	1,990,102	285,672	28,226
1.00	0.357535	2,018,327	313,898	56,451
1.50	0.362535	2,046,553	342,123	84,677
2.00	0.367535	2,074,779	370,349	112,902
2.50	0.372535	2,103,004	398,574	141,128
3.00	0.377535	2,131,230	426,800	169,354
3.50	0.382535	2,159,455	455,026	197,579
4.00	0.387535	2,187,681	483,251	225,805
4.50	0.392535	2,215,907	511,477	254,030
5.00	0.397535	2,244,132	539,702	282,256
5.50	0.402535	2,272,358	567,928	310,482
6.00	0.407535	2,300,583	596,154	338,707
6.50	0.412535	2,328,809	624,379	366,933
7.00	0.417535	2,357,034	652,605	395,158
7.50	0.422535	2,385,260	680,830	423,384
8.00	0.427535	2,413,486	709,056	451,609
8.50	0.432535	2,441,711	737,282	479,835
9.00	0.437535	2,469,937	765,507	508,061
9.50	0.442535	2,498,162	793,733	536,286
10.00	0.447535	2,526,388	821,958	564,512
10.50	0.452535	2,554,614	850,184	592,737
11.00	0.457535	2,582,839	878,410	620,963
11.50	0.462535	2,611,065	906,635	649,189
12.00	0.467535	2,639,290	934,861	677,414
12.50	0.472535	2,667,516	963,086	705,640
13.00	0.477535	2,695,742	991,312	733,865
13.50	0.482535	2,723,967	1,019,538	762,091
14.00	0.487535	2,752,193	1,047,763	790,317
14.50	0.492535	2,780,418	1,075,989	818,542

- *Notice & Hearing Limit Rate: This is the highest tax rate that may be adopted without notices and a public hearing. It is the lower of the rollback tax rate or the effective tax rate.
- School Districts: The school tax rate limit is \$1.50 for M&O, plus \$0.50 for 'New' debt plus a rate for 'Old' debt. 'Old' debt is debt authorized to be issued at an election held on or before April 1, 1991, and issued before September 1, 1992. All other debt is 'New' debt.

Tax Levy: This is calculated by taking the adjusted taxable value (line 19 of Effective Tax Rate Worksheet), multiplying by the appropriate rate, such as the Effective Tax Rate and dividing by 100.

For School Districts: This is calculated by taking the adjusted taxable value (line 34 of the Rollback Tax Rate Worksheet), multiplying by the appropriate rate, dividing by 100 and then adding this year's frozen tax levy on homesteads of the elderly.

Additional Levy Last Year: This is calculated by taking Last Year's taxable value (line 3 of Effective Tax Rate Worksheet), multiplying by Last Year's tax rate (line 4 of Effective Tax Rate Worksheet) and dividing by 100.

For School Districts: This is calculated by taking Last Year's taxable value, subtracting Last Year's taxable value for the elderly, multiplying by Last Year's tax rate, dividing by 100 and adding Last Year's tax ceiling.

Additional Levy This Year: This is calculated by taking the current adjusted taxable value, multiplying by the Effective Tax Rate and dividing by 100.

For School Districts: This is calculated by taking the adjusted taxable value (line 34 of the Rollback Tax Rate Worksheet), multiplying by the Effective Tax Rate, dividing by 100 and adding This Year's tax ceiling.

COUNTIES ONLY: All figures in this worksheet include ALL County Funds. Tax Levy amounts are the sum of each Fund's Taxable Value X each Fund's Tax Rate.

2018 Property Tax Rates in TOWN OF HICKORY CREEK

This notice concerns 2018 property tax rates for TOWN OF HICKORY CREEK . 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	\$924,862
Last year's debt taxes	\$797,204
Last year's total taxes	\$1,722,066
Last year's tax base	\$469,313,568
Last year's total tax rate	0.366933/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$1,723,350
÷ This year's adjusted tax base (after subtracting value of new property)	\$495,876,826
= This year's effective tax rate	0.347535/\$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)	\$1,136,352
÷ This year's adjusted tax base	\$495,876,826
= This year's effective operating rate	0.229160/\$100
× 1.08 = this year's maximum operating rate	0.247492/\$100
+ This year's debt rate	0.143366/\$100
= This year's rollback rate	0.390858/\$100

A hospital district or city that collects the additional sales tax to reduce property taxes, including one that collects the tax for the first time this year, must insert the following lines:

-Sales tax adjustment rate	0.037351/\$100
=Rollback tax rate	0.353507/\$100

Statement of Increase/Decrease

If TOWN OF HICKORY CREEK adopts a 2018 tax rate equal to the effective tax rate of 0.347535 per \$100 of value, taxes would increase compared to 2017 taxes by \$ 236,889.

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
GENERAL FUND	2,922,301
DEBT SERVICE FUND	136,408

Schedule B: 2018 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
2012 GENERAL OBLIGATION REF BOND	130,000	20,086	0	150,086
2012 TAX NOTE	115,000	1,910	0	116,910
2015 GENERAL OBLIGATION REF BONDS	195,000	119,300	0	314,300
2015 CERTIFICATES OF OBLIGATION	150,000	123,800	0	273,800
Total required for 2018 debt service				\$855,096
- Amount (if any) paid from funds listed in Schedule A				\$0
- Amount (if any) paid from other resources				\$45,778
- Excess collections last year				\$0
= Total to be paid from taxes in 2018				\$809,318
+ Amount added in anticipation that the unit will collect only 100.000000% of its taxes in 2018				\$0
= Total Debt Levy				\$809,318

Schedule C - Expected Revenue from Additional Sales Tax

(For hospital districts, cities and counties with additional sales tax to reduce property taxes)

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$ 210,851 in additional sales and use tax revenues. **For County:** The county has excluded any amount that is or will be distributed for economic development grants from this amount of expected sales tax revenue.

 This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 1505 E. McKinney Street, Denton, TX 76209.

Name of person preparing this notice: Michelle French

Title: Denton County Tax Assessor/Collector

Date prepared: July 25, 2018

Backup material for agenda item:

Consider and act on approving the 2018-2019 Fiscal Year preliminary budget for public inspection and comment and set September 18, 2018 as the date for the public hearing.

**Town of Hickory Creek
2018-2019 Budget Proposal**

Ad Valorem Tax Revenue	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
4002 M&O	837,914.53	908,153.39	928,583.00	928,583.00	1,152,558.00
4004 M&O Penalties & Interest	5,800.08	5,646.80	4,000.00	5,000.00	5,000.00
4006 Delinquent M&O	4,271.08	3,685.06	3,000.00	3,000.00	3,500.00
4008 I&S Debt Service	804,723.45	780,954.60	800,411.00	800,411.00	809,318.00
4010 I&S Penalties & Interest	4,874.92	3,361.84	4,000.00	2,500.00	3,000.00
4012 Delinquent I&S	3,611.96	2,500.18	3,000.00	2,000.00	2,500.00
Total Ad Valorem Tax Revenue	1,661,196.02	1,704,301.87	1,742,994.00	1,741,494.00	1,975,876.00
Building Department Revenue					
4102 Building Permits	385,319.99	243,710.97	250,000.00	285,000.00	200,000.00
4104 Certificate of Occupancy	500.00	700.00	600.00	600.00	600.00
4106 Contractor Registration	18,450.00	6,225.00	5,000.00	5,000.00	5,000.00
4108 Preliminary/ Final Plat	3,222.76	1,230.00	0.00	1,300.00	0.00
4110 Preliminary/Final Site Plan	500.00	2,551.00	0.00	2,600.00	0.00
4112 Health Inspections	8,280.00	7,360.00	10,120.00	10,120.00	8,280.00
4116 Overweight Vehicles	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4118 Preliminary Plat	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4120 Preliminary Site Plan	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4122 Septic Permits	1,275.00	2,550.00	850.00	3,400.00	850.00
4124 Sign Permits	2,355.00	1,955.00	800.00	800.00	1,200.00
4126 Special Use Permit	0.00	0.00	200.00	200.00	200.00
4128 Variance Fee	400.00	500.00	500.00	750.00	500.00
4130 Vendor Fee	875.00	225.00	1,000.00	200.00	200.00
4132 Alarm Permit Fees	750.00	1,250.00	1,800.00	1,800.00	1,200.00
Total Building Department Revenue	421,927.75	268,256.97	270,870.00	311,770.00	218,030.00
Franchise Fee Revenue					
4202 Atmos Energy	28,774.64	32,213.61	28,750.00	28,750.00	30,000.00
4204 Charter Communications	38,461.35	36,187.66	34,500.00	34,500.00	42,500.00
4206 Century Link	4,180.06	2,642.27	4,200.00	4,200.00	3,000.00
4208 CoServ	4,012.46	4,318.62	4,200.00	4,200.00	4,200.00
4210 Oncor Electric	129,366.95	135,997.02	130,000.00	134,944.00	135,000.00
4212 Waste Management	39,026.82	41,345.41	36,000.00	36,000.00	40,000.00
Total Franchise Fee Revenue	243,822.28	252,704.59	237,650.00	242,594.00	254,700.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Interest Revenue	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
4302 Animal Shelter Interest	97.74	133.40	0.00	55.00	0.00
4304 Building Security Interest	2.34	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4306 Court Technology Interest	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4308 Drug Forfeiture Interest	1.85	0.59	0.00	1.00	0.00
4310 Drug Seizure Interest	0.07	0.11	0.00	1.00	0.00
4312 General Fund Interest	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4314 Logic Investment Interest	34,823.71	48,027.33	15,000.00	32,000.00	22,500.00
4320 Logic Street/Road Improvements	23,353.17	26,822.69	2,000.00	18,000.00	5,000.00
4322 Logic Turbeville Road	2,114.08	2,902.99	500.00	2,200.00	1,200.00
4324 Parks & Recreation	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4326 PD State Training Interest	0.95	1.08	0.00	1.00	0.00
4328 Logic Harbor/Sycamore Bend	3,394.42	455.00	0.00	100.00	0.00
Total Interest Revenue	63,788.33	78,343.19	17,500.00	52,358.00	28,700.00
Interlocal Revenue					
4402 Corp Contract Current Year	33,433.92	15,854.88	34,000.00	34,000.00	34,000.00
Total Interlocal Revenue	33,433.92	15,854.88	34,000.00	34,000.00	34,000.00
Miscellaneous Revenue					
4502 Animal Adoption & Impound	9,360.00	9,184.50	5,000.00	6,500.00	6,500.00
4506 Animal Shelter Donations	1,452.20	2,380.04	1,000.00	1,000.00	1,000.00
4508 Annual Park Passes	18,999.62	18,908.16	20,000.00	20,000.00	20,000.00
4510 Arrowhead Park Fees	13,707.00	19,143.51	15,000.00	15,000.00	18,000.00
4512 Beer & Wine Permit	30.00	0.00	60.00	60.00	60.00
4514 Cobra Premiums	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
4516 Corp Parks Fund Reserve	0.00	0.00	28,218.00	28,218.00	0.00
4518 Drug Forfeiture	0.00	1,700.00	0.00	0.00	0.00
4520 Drug Seizure	592.00	0.00	0.00	0.00	0.00
4522 EDC Payment/Ronald Reagan	0.00	45,778.33	45,778.00	45,778.00	45,778.00
4524 Fund Balance Reserve	0.00	0.00	507,264.00	477,628.95	476,689.00
4526 Mineral Rights	418.98	242.09	300.00	300.00	300.00
4528 NSF Fees	50.00	25.00	50.00	50.00	50.00
4530 Other Receivables	111,785.23	141,956.24	7,100.00	135,000.00	7,100.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Miscellaneous Revenue (Continued)	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
4534 PD State Training	1,328.87	1,318.87	0.00	1,319.00	0.00
4536 Point Vista Park Fees	5,521.00	5,003.00	5,000.00	5,000.00	5,000.00
4546 Street Improvement Bond Proceeds	0.00	0.00	0.00	420,603.05	0.00
4550 Sycamore Bend Park Fees	17,959.00	15,224.25	12,000.00	12,000.00	15,000.00
4554 Building Security Fund Reserve	0.00	0.00	0.00	0.00	3,400.00
4556 Court Technology Fund Reserve	0.00	0.00	7,650.00	7,650.00	3,525.00
4558 Harbor Lane/Sycamore Bend	35,000.00	3,500.00	0.00	3,500.00	0.00
Total Miscellaneous Revenue	216,203.90	264,363.99	654,420.00	1,179,607.00	602,402.00
Municipal Court Revenue					
4602 Building Security Fee	11,776.23	9,853.09	11,250.00	11,250.00	10,000.00
4604 Citations	762,336.72	554,229.55	625,000.00	625,000.00	625,000.00
4606 Court Technology	15,572.48	13,137.44	15,000.00	15,000.00	13,125.00
4612 State Court Costs	285,856.01	240,396.01	256,250.00	256,250.00	237,500.00
Total Municipal Court Revenue	1,075,541.44	817,616.09	907,500.00	907,500.00	885,625.00
Sales Tax Revenue					
4702 Sales Tax General Fund	950,300.90	792,354.33	934,375.00	934,375.00	1,143,750.00
4704 Sales Tax Road Maintenance	190,060.18	158,470.86	186,875.00	186,875.00	18-19 Deletion
4706 Sales Tax 4B Corporation	380,120.37	316,941.76	373,750.00	373,750.00	381,250.00
09-10 Sales Tax Mixed Beverage	14.58	0.00	0.00	0.00	0.00
Total Sales Tax Revenue	1,520,496.03	1,267,766.95	1,495,000.00	1,495,000.00	1,525,000.00
Total Revenue	5,236,409.67	4,669,208.53	5,359,934.00	5,964,323.00	5,524,333.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Capital Outlay Expense	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5010 Street Maintenance	44,160.37	7,540.77	186,875.00	186,875.00	50,000.00
5012 Streets & Road Improvement	1,784,644.55	669,926.91	0.00	420,604.00	0.00
5020 Main Street Construction	-538,321.48	-32,677.26	0.00	1,625.00	18-19 Deletion
5022 Parks and Rec Improvements	17-18 Addition	0.00	60,218.00	60,218.00	125,000.00
5024 Public Safety Improvements	17-18 Addition	42,430.14	156,000.00	156,000.00	400,000.00
5026 Fleet Purchase/Replacement	17-18 Addition	126,296.37	120,000.00	126,298.00	92,000.00
5028 Turbeville/Point Vista Construction	18-19 Addition	18-19 Addition	18-19 Addition	18-19 Addition	0.00
Total Capital Outlay	1,290,483.44	813,516.93	523,093.00	951,620.00	667,000.00
Debt Service Expense	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5106 2012 Refunding Bond Series	150,360.00	11,512.22	147,660.00	147,660.00	150,086.00
5108 2012 Tax Note Series	120,852.00	2,039.30	118,818.00	118,818.00	116,910.00
5110 2015 Refunding Bond Series	311,825.00	309,975.00	308,000.00	308,000.00	314,300.00
5112 2015 C.O. Series	275,525.00	269,975.00	271,700.00	271,700.00	273,800.00
Total Debt Service	858,562.00	593,501.52	846,178.00	846,178.00	855,096.00
General Government Expense	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5202 Bank Service Charges	479.00	141.00	200.00	250.00	200.00
5204 Books & Subscriptions	167.50	397.47	300.00	400.00	400.00
5206 Computer Hardware/Software	11,626.61	11,122.44	22,500.00	22,500.00	15,500.00
5208 Copier Rental	4,321.86	4,245.05	3,500.00	3,500.00	3,500.00
5210 Dues & Memberships	1,826.94	1,905.94	1,800.00	1,800.00	2,500.00
5212 EDC Tax Payment	380,120.38	316,941.76	373,750.00	373,750.00	381,250.00
5214 Election Expenses	0.00	7,755.69	5,000.00	10,000.00	8,000.00
5216 Volunteer/Staff Events	6,710.90	5,870.57	8,000.00	8,000.00	8,000.00
5218 General Communications	11,556.98	15,016.64	15,500.00	22,000.00	22,000.00
5222 Office Supplies & Equip.	2,413.14	1,880.54	1,800.00	1,800.00	1,800.00
5224 Postage	6,114.50	2,552.88	6,000.00	4,500.00	4,500.00
5226 Community Cause	3,680.76	2,338.64	4,000.00	3,000.00	3,000.00
5228 Town Council/Board Expense	3,486.58	2,761.38	5,000.00	4,000.00	4,000.00
5230 Training & Education	1,355.00	2,068.95	2,000.00	2,000.00	2,500.00
5232 Travel Expense	1,863.90	1,090.00	1,500.00	2,500.00	1,500.00
5234 Staff Uniforms	936.37	651.61	700.00	700.00	1,000.00
Total General Government	436,660.42	376,740.56	451,550.00	460,700.00	459,650.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Municipal Court Expense	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5302 Books & Subscriptions	36.00	99.25	100.00	100.00	75.00
5304 Building Security	1,995.86	2,405.79	11,250.00	11,250.00	13,400.00
5312 Court Technology	20,973.31	6,674.26	22,650.00	22,650.00	16,650.00
5314 Dues & Memberships	245.94	190.00	180.00	180.00	200.00
5318 Merchant Fees/Credit Cards	-9,517.11	-1,878.47	0.00	0.00	0.00
5322 Office Supplies/Equipment	1,743.15	1,333.51	1,500.00	1,500.00	1,500.00
5324 State Court Costs	274,683.49	286,468.33	256,250.00	256,250.00	237,500.00
5326 Training & Education	450.00	200.00	1,200.00	1,200.00	500.00
5328 Travel Expense	315.06	197.14	400.00	400.00	900.00
5330 Warrant Roundup	1,039.13	0.00	1,500.00	0.00	18-19 Deletion
5332 Warrants Collected	879.45	-5,848.02	0.00	0.00	0.00
Total Municipal Court	292,844.28	289,841.79	295,030.00	293,530.00	270,725.00
Parks and Recreation Expense					
5402 Events	4,359.55	0.00	3,000.00	3,000.00	5,000.00
5404 Marketing	0.00	0.00	500.00	500.00	18-19 Deletion
5406 Professional Dues	0.00	0.00	400.00	400.00	18-19 Deletion
5408 Tanglewood Park	45,606.79	1,295.80	5,000.00	2,000.00	2,500.00
5410 Travel and Training	0.00	0.00	1,000.00	0.00	18-19 Deletion
5412 KHCB	100.00	150.00	1,000.00	1,000.00	1,000.00
5414 Tree City USA	934.41	800.20	1,500.00	1,500.00	11,500.00
5416 Town Hall Park	6,014.25	0.00	15,000.00	1,000.00	500.00
5418 Glenview Park	17-18 Addition	0.00	47,500.00	47,500.00	18-19 Deletion
Total Parks and Recreation	57,015.00	2,246.00	74,900.00	56,900.00	20,500.00
Parks Corps of Engineer Expense					
5412 Arrowhead	13,247.55	6,819.89	56,000.00	7,000.00	6,500.00
5414 Harbor Grove	1,093.57	968.12	2,000.00	2,000.00	2,200.00
5416 Point Vista	5,133.40	4,410.33	6,000.00	5,000.00	4,500.00
5418 Sycamore Bend	15,646.70	20,210.93	166,000.00	216,000.00	38,800.00
5420 Public Works Services	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
Total Parks Corps of Engineer	35,121.22	32,409.27	230,000.00	230,000.00	52,000.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Personnel Expense	2016-17 Actual	as of 7/31/18	9/19/17	4/17/18	2018-19 Proposed
5502 Administration Wages	242,031.56	220,536.98	261,240.00	261,240.00	287,362.00
5504 Municipal Court Wages	91,046.21	84,590.10	99,840.00	99,840.00	120,803.00
5506 Police Wages	560,105.19	519,048.93	630,940.00	630,940.00	686,880.00
5507 Police Overtime Wages	4,838.28	2,265.57	6,000.00	6,000.00	6,000.00
5508 Public Works Wages	153,454.31	145,641.46	177,075.00	177,075.00	191,662.00
5509 Public Works Overtime Wages	2,429.09	1,370.08	1,400.00	1,600.00	1,600.00
5510 Health Insurance	183,034.41	183,129.20	226,700.00	226,700.00	190,000.00
5512 Longevity	10,023.00	10,184.00	10,300.00	10,184.00	10,952.00
5514 Payroll Expense	16,059.01	16,793.75	16,500.00	16,500.00	18,000.00
5516 Employment Exams	1,216.98	225.00	1,500.00	1,500.00	1,500.00
5518 Retirement (TMRS)	121,088.60	78,843.94	138,875.00	138,875.00	154,240.00
5520 Unemployment (TWC)	287.42	3,577.15	2,000.00	1,000.00	3,800.00
5522 Workman's Compensation	25,855.34	23,704.24	24,188.00	23,703.00	25,871.00
Total Personnel	1,411,469.40	1,289,910.40	1,596,558.00	1,595,157.00	1,698,670.00
Police Department Expense					
5602 Auto Gas & Oil	26,962.48	24,441.91	25,000.00	25,000.00	28,500.00
5604 Auto Lease	9,764.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
5606 Auto Maintenance & Repair	33,350.87	43,371.44	20,000.00	40,000.00	20,000.00
5608 Auto New Equipment	0.00	0.00	8,000.00	0.00	18-19 Deletion
5610 Books & Subscriptions	634.00	344.26	300.00	500.00	500.00
5612 Computer Hardware/Software	27,937.87	30,505.87	30,279.00	30,279.00	35,500.00
5614 Crime Lab Analysis	1,855.98	1,513.43	1,500.00	2,000.00	2,000.00
5616 Drug Forfeiture	7,798.50	1,131.72	0.00	0.00	0.00
5618 Dues & Memberships	445.00	295.00	200.00	400.00	400.00
5626 Office Supplies/Equipment	2,917.26	1,724.70	2,000.00	1,500.00	1,500.00
5628 PD State Training	0.00	0.00	0.00	0.00	18-19 Deletion
5630 Personnel Equipment	18,706.74	10,118.61	5,000.00	10,000.00	10,000.00
5632 Radios	0.00	0.00	0.00	0.00	18-19 Deletion
5634 Travel Expense	2,755.61	3,627.08	2,000.00	3,500.00	2,500.00
5636 Uniforms	3,372.46	9,286.59	5,000.00	8,000.00	8,000.00
5640 Training & Education	2,937.00	5,215.04	11,000.00	7,000.00	10,000.00
5642 Auto Purchase	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion	17-18 Deletion
5644 Citizens on Patrol	388.60	0.00	500.00	200.00	200.00
5646 Community Outreach	1,287.42	96.51	1,000.00	750.00	750.00
		17-18 Amended Add	17-18 Amended Add	20,000.00	3,000.00
Department	141,113.79	147,083.86	111,779.00	149,129.00	122,850.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Public Works Department Expense	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5702 Animal Control Donation	0.00	0.00	1,000.00	1,000.00	1,000.00
5704 Animal Control Equipment	640.67	2,970.62	600.00	3,000.00	600.00
5706 Animal Control Supplies	778.69	929.91	1,000.00	1,000.00	1,000.00
5708 Animal Control Vet Fees	6,299.81	3,724.14	6,000.00	5,000.00	5,000.00
5710 Auto Gas & Oil	10,853.42	11,574.30	10,000.00	10,000.00	12,500.00
5712 Auto Lease	0.00	0.00	17-18 Deletion	17-18 Deletion	17-18 Deletion
5714 Auto Maintenance/Repair	16,293.59	21,686.81	10,000.00	10,000.00	10,000.00
5716 Beautification	133,452.74	37,733.99	50,000.00	50,000.00	65,000.00
5718 Computer Hardware/Software	0.00	0.00	500.00	500.00	500.00
5720 Dues & Memberships	335.00	276.00	350.00	3,500.00	350.00
5722 Equipment	9,595.00	-32,183.44	4,000.00	58,500.00	5,000.00
5724 Equipment Maintenance	9,510.50	10,390.04	8,000.00	8,000.00	8,000.00
5726 Equipment Rental	0.00	27.28	500.00	6,000.00	500.00
5728 Equipment Supplies	6,743.41	7,439.99	6,500.00	6,500.00	6,500.00
5732 Office Supplies/Equipment	1,119.17	447.72	800.00	800.00	800.00
5734 Radios	3,699.73	2,930.66	3,200.00	3,200.00	3,200.00
5738 Training	1,389.00	235.00	800.00	800.00	800.00
5740 Travel Expense	1,109.52	664.25	1,000.00	1,000.00	1,000.00
5742 Uniforms	2,750.97	2,942.54	2,000.00	2,500.00	2,000.00
5748 Landscaping Services	27,222.12	63,826.06	35,000.00	107,500.00	150,000.00
Total Public Works Department	231,793.34	135,615.87	141,250.00	278,800.00	273,750.00
Services Expense					
5802 Appraisal District	10,284.92	7,563.78	10,500.00	10,500.00	10,500.00
5804 Attorney Fees	59,457.88	60,935.11	50,000.00	50,000.00	60,000.00
5806 Audit	12,000.00	13,500.00	14,000.00	13,500.00	13,500.00
5808 Codification	2,655.00	375.00	1,500.00	1,500.00	4,000.00
5812 Document Management	1,059.88	840.17	1,000.00	1,000.00	1,000.00
5814 Engineering	57,660.18	27,586.00	30,000.00	30,000.00	47,500.00
5816 General Insurance	35,129.10	28,973.70	29,521.00	28,974.00	34,421.00
5818 Inspections	70,284.00	37,295.00	37,500.00	46,875.00	37,500.00
5820 Fire Service	599,401.00	613,633.00	611,405.00	611,405.00	615,000.00
5822 Legal Notices/Advertising	2,254.05	917.50	2,000.00	2,000.00	2,000.00
5824 Library Services	465.00	575.00	500.00	500.00	500.00
5826 Municipal Judge	10,860.00	8,840.00	11,520.00	11,520.00	11,520.00

**Town of Hickory Creek
2018-2019 Budget Proposal**

Services Expense (Continued)	2016-17 Actual	2017-18 Actual as of 7/31/18	2017-18 Adopted 9/19/17	2017-18 Amended 4/17/18	2018-19 Proposed
5828 Printing	1,085.32	988.96	1,600.00	1,600.00	1,600.00
5830 Tax Collection	1,555.92	2,832.91	1,800.00	2,833.00	3,500.00
5832 Computer Technical Support	31,698.26	29,025.43	30,000.00	30,000.00	34,200.00
5838 Denton County Children's Advocacy	197.96	500.00	1,000.00	500.00	1,750.00
5840 Denton County Dispatch	28,427.00	27,950.00	27,950.00	27,950.00	29,301.00
5844 Helping Hands	0.00	0.00	300.00	300.00	300.00
5846 Span Transit Services	0.00	55.00	2,500.00	1,500.00	700.00
5848 DCFOF	17-18 Amended Add	500.00	17-18 Amended Add	500.00	500.00
Total Services	924,475.47	862,886.56	864,596.00	872,957.00	909,292.00
Special Events					
6004 Fourth of July Celebration	4,000.00	4,000.00	4,000.00	4,000.00	5,000.00
6008 Tree Lighting	3,527.88	4,851.44	3,000.00	4,852.00	5,000.00
Total Special Events	7,527.88	8,851.44	7,000.00	8,852.00	10,000.00
Utilities & Maintenance Expense					
5902 Bldg. Maintenance/Supplies	83,272.44	107,513.42	124,500.00	124,500.00	85,000.00
5904 Electric	34,350.36	18,491.59	30,000.00	30,000.00	30,000.00
5906 Gas	1,238.45	1,854.74	1,500.00	2,000.00	2,000.00
5908 Street Lighting	35,312.11	25,032.27	30,000.00	32,000.00	30,000.00
5910 Telephone	24,686.10	19,024.83	23,000.00	23,000.00	22,800.00
5912 Water	10,565.35	12,522.23	9,000.00	9,000.00	15,000.00
Total Utilities & Maintenance	189,424.81	184,439.08	218,000.00	220,500.00	184,800.00
Total Expense	5,876,491.05	4,737,043.28	5,359,934.00	5,964,323.00	5,524,333.00
Net Ordinary Income	(640,081.38)	(67,834.75)	0.00	0.00	0.00

Backup material for agenda item:

Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 10: Subdivisions; Exhibit A Subdivision Ordinance; Article VIII Plat Requirements, Section 4; Lots.

**TOWN OF HICKORY CREEK, TEXAS
ORDINANCE 2018-08-798**

AN ORDINANCE OF THE TOWN COUNCIL OF HICKORY CREEK, TEXAS, AMENDING THE TOWN'S CODE OF ORDINANCES, CHAPTER 10: SUBDIVISIONS; EXHIBIT A SUBDIVISION ORDINANCE; ARTICLE VIII PLAT REQUIREMENTS, SECTION 4: LOTS; PROVIDING FINDINGS; PROVIDING FOR AMENDMENTS TO THE CODE OF ORDINANCES; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR SAVINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Hickory Creek is a Type A General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town Council has determined that public convenience will be enhanced by revisions to current rules regarding regulations of Hickory Creek parks as set forth herein; and

WHEREAS, the Town Council deems it necessary for the safe, orderly, and healthful development of the Town and in the best interest of the Town of Hickory Creek, Texas.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS:

**SECTION 1
INCORPORATION OF PREMISES**

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2
FINDINGS**

After due deliberations the Town Council has concluded that the adoption of this Ordinance is in the best interests of the Town of Hickory Creek, Texas, and of the public health, safety and welfare.

**SECTION 3
AMENDMENT**

3.01 That the Code of Ordinances of the Town of Hickory Creek, Texas, Chapter 10: Subdivisions; Exhibit A Subdivision Ordinance; Article VIII Plat Requirements; Section 4: Lots is hereby amended to add a new subsection (6) which shall read as follows:

“(6) MISCELLANEOUS DRAINAGE REQUIREMENTS. Lot Drainage - Lot to lot surface drainage is prohibited. Pad elevations shall be no less than 12” above curb elevation or bar ditch. Lot grading shall be performed according to the guidelines set forth in the attached Exhibit A. Lot grading type and finished floor elevations shall be shown on the construction plans. Type B and Type C Lot Grading must back to alleys, open space, or drainage easement. Type C Lot Grading may only be used with approval of the Town Engineer. Refer to the International Residential Building Code (IRC) Section 401.3 as amended for additional requirements.”

3.02 All other articles, chapters, sections, subsections, paragraphs, sentences, phrases and words are not amended but are hereby ratified and affirmed.

SECTION 4 **CUMULATIVE REPEALER CLAUSE**

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on the date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION 5 **SAVINGS CLAUSE**

All rights and remedies of the Town of Hickory Creek, Texas are expressly saved as to any all violations of the provisions the Town’s Code of Ordinances or of any other ordinance affecting subdivision regulations, which have secured at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the court.

SECTION 6 **SEVERABILITY**

The provisions of this Ordinance are severable. However, in the event this Ordinance or any procedure provided in this Ordinance becomes unlawful, or is declared or determined by a judicial, administrative or legislative authority exercising its jurisdiction to be excessive, unenforceable, void, illegal or otherwise inapplicable, in whole or in part, the remaining and lawful provisions shall be of full force and effect and the Town shall promptly promulgate new revised provisions in compliance with the authority’s decision or enactment.

SECTION 7
ENGROSSMENT AND ENROLLMENT

The Town Secretary is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the Town Council and by filing this Ordinance in the Ordinance records of the Town.

SECTION 8
EFFECTIVE DATE

This Ordinance shall become effective from and after its date of passage in accordance with law.

AND IT IS SO ORDAINED

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek, Texas, this 21st day of August, 2018.

Lynn C. Clark, Mayor
Town of Hickory Creek, Texas

ATTEST:

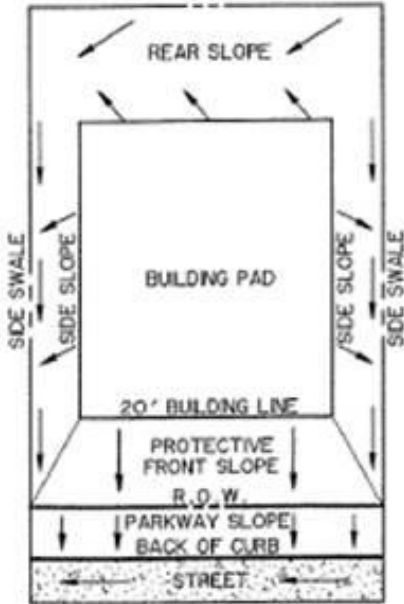
Kristi K. Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

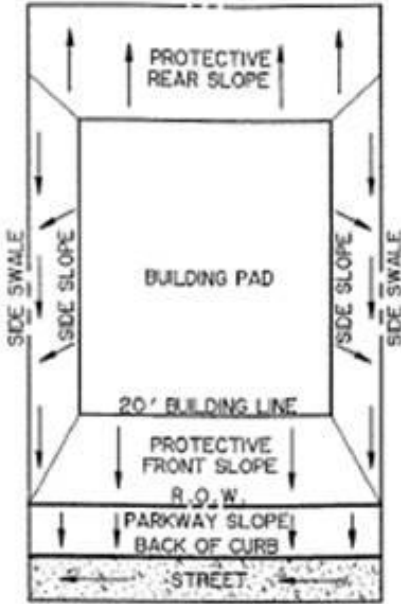
Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas

EXHIBIT 'A'

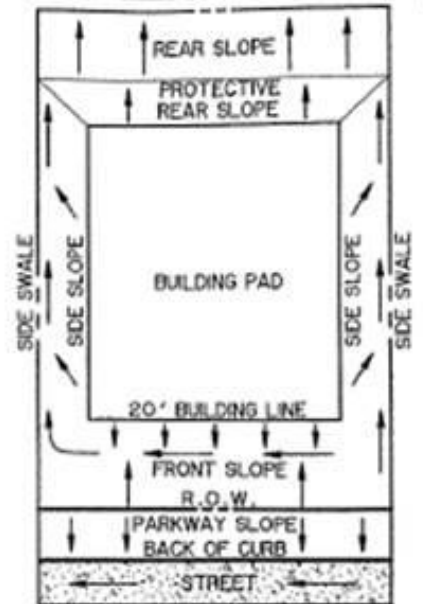
TYPICAL LOT GRADING PATTERNS



LOT GRADING TYPE 'A'
ALL DRAINAGE TO STREET



LOT GRADING TYPE 'B'
DRAINAGE TO BOTH STREET
AND REAR LOT LINE



LOT GRADING TYPE 'C'
ALL DRAINAGE TO REAR LOT LINE

Backup material for agenda item:

Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 1: General Provisions to add a new article 1.11 to be entitled Town Council Meetings.

**TOWN OF HICKORY CREEK, TEXAS
ORDINANCE 2018-08-799**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS, AMENDING THE TOWN'S CODE OF ORDINANCES, CHAPTER 1: GENERAL PROVISIONS TO ADD A NEW ARTICLE 1.11 TO BE ENTITLED TOWN COUNCIL MEETINGS; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING FINDINGS; PROVIDING FOR AMENDMENTS TO THE CODE OF ORDINANCES; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR SAVINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Hickory Creek is a Type A General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Texas Open Meetings Act permits members of the public to record open meetings with a recorder to video camera; and

WHEREAS, the Town Council desires to comply with the letter and spirit of state laws protecting citizen access to Town Council meetings; and

WHEREAS, the Texas Open Meetings Act also provides that the Town may adopt reasonable rules to maintain order at a public meeting; and

WHEREAS, the Town Council desires to implement certain rules regarding the use of video recorders for the purpose of ensuring that meetings may be conducted in an orderly manner and that there is no interference with the rights of citizens who are in attendance at an open meeting; and

WHEREAS, the Town Council has determined that the rules are narrowly tailored so as to prevent undue interference with an open and professional environment at Town Council meetings while fully respecting the right to record proceedings; and

WHEREAS, the Town Council has determined that public convenience will be enhanced by adoption of these rules.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS:

SECTION 1
INCORPORATION OF PREMISES

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2
FINDINGS

After due deliberations the Town Council has concluded that the adoption of this Ordinance is in the best interests of the Town of Hickory Creek, Texas, and of the public health, safety and welfare.

SECTION 3
AMENDMENT

3.01 That the Code of Ordinances of the Town of Hickory Creek, Texas, Chapter 1: General Provisions shall be amended by adding a new Article 1.11 to be entitled Town Council Meetings which shall read as follows:

“ARTICLE 1.11 TOWN COUNCIL MEETINGS

Sec. 1.11.001 Rules for Decorum

- (a) Citizens are encouraged to submit a speaker card at least five (5) minutes prior to the beginning of the meeting. The card must clearly state the subject or issue on which the citizen wishes to speak. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- (b) Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- (c) Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business, or issues which the Council would have the authority to act upon if brought forth as an agenda item.
- (d) Proper respect, decorum, and conduct shall prevail at all time. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
- (e) Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

- (f) Council meetings are the workplace to carry out the business of the Town of Hickory Creek; therefore, any conduct that could constitute harassment in the workplace is prohibited.
- (g) The Mayor shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the council chambers any person speaking out of order or disrupting the order of the meeting or committing any act in violation of this Article.

Sec. 1.11.002 Recording of Meetings

(a) The following rules apply to the video cameras or other means used to record meetings.

(1) No cameras shall be placed in aisles, rows or walkways that would block or impede access to seats or exits;

(2) No camera equipment shall be attached to the speaker's podium or any other furnishings that could damage Town property or interfere with the video or audio system used by the Town in the conduct of a meeting;

(3) No furnishing or seating may be moved or altered without permission of the Mayor;

(4) The Town reserves the right to designate areas that are to be used for video recording if the recording device interferes with the public's ability to participate in a meeting or interferes with the Council's ability to conduct a meeting in an orderly manner."

3.02 All other articles, chapters, sections, subsections, paragraphs, sentences, phrases and words are not amended but are hereby ratified and affirmed.

SECTION 4
CUMULATIVE REPEALER CLAUSE

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on the date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION 5
SAVINGS CLAUSE

All rights and remedies of the Town of Hickory Creek, Texas are expressly saved as to any all violations of the provisions the Town's Code of Ordinances or of any other ordinance affecting Town Council meetings, which have secured at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the court.

SECTION 6
SEVERABILITY

The provisions of this Ordinance are severable. However, in the event this Ordinance or any procedure provided in this Ordinance becomes unlawful, or is declared or determined by a judicial, administrative or legislative authority exercising its jurisdiction to be excessive, unenforceable, void, illegal or otherwise inapplicable, in whole or in part, the remaining and lawful provisions shall be of full force and effect and the Town shall promptly promulgate new revised provisions in compliance with the authority's decision or enactment.

SECTION 7
ENGROSSMENT AND ENROLLMENT

The Town Secretary is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the Town Council and by filing this Ordinance in the Ordinance records of the Town.

SECTION 8
EFFECTIVE DATE

This Ordinance shall become effective from and after its date of passage in accordance with law.

AND IT IS SO ORDAINED

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek, Texas, this 21st day of August, 2018.

Lynn C. Clark, Mayor
Town of Hickory Creek, Texas

ATTEST:

Kristi K. Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas

Backup material for agenda item:

Consider and act on an ordinance of the Town Council of Hickory Creek, Texas, amending the Town's Code of Ordinances, Chapter 8: Offenses and Nuisances to add a new article 8.11 to be entitled Camping in Public Prohibited.

**TOWN OF HICKORY CREEK, TEXAS
ORDINANCE 2018-08-800**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS, AMENDING THE TOWN'S CODE OF ORDINANCES, CHAPTER 8: OFFENSES AND NUISANCES TO ADD A NEW ARTICLE 8.11 TO BE ENTITLED CAMPING IN PUBLIC PROHIBITED; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING FINDINGS; PROVIDING FOR AMENDMENTS TO THE CODE OF ORDINANCES; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR SAVINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY; PROVIDING FOR PUBLICATION; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Hickory Creek is a Type A General Law Municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town has considered input from law enforcement professionals and has determined that unregulated camping in public places is a threat to public health and safety; and

WHEREAS, the Town Council desires to implement certain rules regarding camping in public; and

WHEREAS, the Town Council has determined that public safety will be enhanced by adoption of these rules.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS:

**SECTION 1
INCORPORATION OF PREMISES**

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2
FINDINGS**

After due deliberations the Town Council has concluded that the adoption of this Ordinance is in the best interests of the Town of Hickory Creek, Texas, and of the public health, safety and welfare.

SECTION 3
AMENDMENT

3.01 That the Code of Ordinances of the Town of Hickory Creek, Texas, Chapter 8: Offenses and Nuisances is hereby amended by adding a new Article 8.11 to be entitled Camping in Public Prohibited which shall read as follows:

“ARTICLE 8.11 CAMPING IN PUBLIC PROHIBITED

Sec. 8.11.001 Applicability

This section does not apply to camping or cooking in a Town park in compliance with this code and applicable park regulations.

Sec. 8.11.002 Definitions

The following words, terms, and phrases when used in this section shall have the meanings ascribed to them in this subsection, unless the context of their usage clearly indicates another meaning:

Camp means to use a public place, without regard to a length of time, for living or sleeping accommodation purposes such as, but not limited to, any of the following:

- (1) storing personal belongings;
- (2) making a camp fire;
- (3) using any tents, shelter or other structure, furniture, refuse or vehicle for living accommodation;
- (4) carrying on cooking activities; or
- (5) doing any digging or earth breaking.

Public place means an outdoor area to which the public has access and includes, but is not limited to, streets, roadways, highways, parks, parking lots, alleyways, pedestrian ways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops.

Roadway means the roadbed, shoulder, median, curbs, safety zones, sidewalks, overpass structures, and utility easements located adjacent to or near the roadway.

Sec. 8.11.003 Offense

It shall be unlawful for any person to camp in any public place.

Sec. 8.11.004 Presumption

A person shall be presumed to be camping when it reasonably appears, in light of all the circumstances, that the person is using a public place for living or sleeping accommodation purposes regardless of the intent of the participants or the nature and duration of any other activities in which they may also be engaging.

Sec. 8.11.005 Affirmative defense

It shall be an affirmative defense to prosecution that a person is the person who owns the property or has secured a permit or the written permission of the property owner to camp in a public place.”

3.02 All other articles, chapters, sections, subsections, paragraphs, sentences, phrases and words are not amended but are hereby ratified and affirmed.

SECTION 4
CUMULATIVE REPEALER CLAUSE

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on the date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION 5
SAVINGS CLAUSE

All rights and remedies of the Town of Hickory Creek, Texas are expressly saved as to any all violations of the provisions the Town’s Code of Ordinances or of any other ordinance affecting offenses and nuisances, which have secured at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the court.

SECTION 6
SEVERABILITY

The provisions of this Ordinance are severable. However, in the event this Ordinance or any procedure provided in this Ordinance becomes unlawful, or is declared or determined by a judicial, administrative or legislative authority exercising its jurisdiction to be excessive, unenforceable, void, illegal or otherwise inapplicable, in whole or in part, the remaining and lawful provisions shall be of full force and effect and the Town shall promptly promulgate new revised provisions in compliance with the authority’s decision or enactment.

SECTION 7
PENALTY

Any person violating any of the provisions of this article shall be deemed guilty, shall be fined in accordance with the general penalty in [section 1.01.009 \(a\)](#) of this code for each offense,

and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

SECTION 8
ENGROSSMENT AND ENROLLMENT

The Town Secretary is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the Town Council and by filing this Ordinance in the Ordinance records of the Town.

SECTION 9
EFFECTIVE DATE

This Ordinance shall become effective from and after its date of passage in accordance with law.

AND IT IS SO ORDAINED

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek, Texas, this 21st day of August, 2018.

Lynn C. Clark, Mayor
Town of Hickory Creek, Texas

ATTEST:

Kristi K. Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Lance Vanzant, Town Attorney
Town of Hickory Creek, Texas

Backup material for agenda item:

Discussion regarding SECO Preliminary Energy Assessments prepared by Energy Systems Associates, Inc.

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Glenn Hegar

Texas Comptroller of Public Accounts

PRELIMINARY ENERGY ASSESSMENTS ANALYSIS & RECOMMENDATIONS

TOWN OF HICKORY CREEK



PREPARED BY:

ENERGY SYSTEMS ASSOCIATES, INC

1111 N. IH-35, SUITE 212

ROUND ROCK, TEXAS 78664

(512) 258-0547

JULY 24, 2018

TOWN OF HICKORY CREEK - 1075 RONALD REAGAN AVE - HICKORY CREEK, TEXAS 75065



"LOCAL GOVERNMENTS ENERGY PROGRAM"

1 EXECUTIVE SUMMARY

This energy audit is a service provided to local governments, public towns and public hospitals as a portion of the state's **Local Governments Energy Program**; a program sponsored by the **State Energy Conservation Office (SECO)**, a division of the **State of Texas Comptroller of Public Accounts**.



Program Administrator: Stephen Ross
Phone: 512-463-1770
Address: State Energy Conservation Office
LBJ State Office Building
111 E. 17th Street
Austin, Texas 78711-3528

The service assists these public, non-profit institutions to take basic steps towards energy efficient facility operation. Active involvement in the partnership from the entire administration and staff within the agencies and institutions is critical in developing a customized blueprint for energy efficiency for their facilities.

On May 10, 2018, **SECO** received a request for technical assistance from Mr. John Smith, Town Administrator of **Hickory Creek, Texas**. **SECO** responded by sending **ESA Energy Systems Associates, Inc.**, a registered professional engineering firm, to prepare this preliminary energy audit report for the municipality. This report is intended to provide support for the town as it determines the most appropriate path for facility renovation, especially as it pertains to the energy consuming systems around the audited facilities. It is our opinion that significant decreases in annual energy costs, as well as major maintenance cost reductions, can be achieved through the efficiency recommendations provided herein.

This study has focused on energy efficiency and systems operation. To that end, an analysis of the utility usage and costs for **Hickory Creek** facilities was completed by **ESA Energy Systems Associates, Inc.**, (hereafter known as **Engineer**) to determine the annual *energy cost index* (ECI) and *energy use index* (EUI) for each campus or facility. A complete listing of the Base Year Utility Costs and Consumption for each audited facility is provided in Section 3.0 of this report.

Following the utility analysis and a preliminary consultation with Mr. John Smith, Town Administrator, an on-site energy analysis was conducted for three (3) buildings:

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"LOCAL GOVERNMENTS ENERGY PROGRAM"

1.1 TABLE 1: BUILDING CONSTRUCTION INFORMATION

Property Name	Address	City	Property Gross Floor Area - Calculated (Buildings) (ft ²)	Year Opened	Construction
Town Hall (includes Police and City Court)	1075 Ronald Reagan Avenue	Hickory Creek	11,500	2005	1-Story Brick and Stone / Sloping Metal / Single Ply Roof
Animal Shelter	970 Main Street	Hickory Creek	2,530	2009	1-Story Stone / New Sloping Metal Roof
Public Works	970 Main Street	Hickory Creek	1,400	Unknown	2-Story Stone & Siding / New Sloping Metal Roof

Specific findings of this survey and the resulting recommendations for both operation and maintenance procedures and cost-effective energy retrofit installations are identified in Section 7.0 of this report.

We estimate that as much as \$ 8,843 may be saved annually if all recommended projects are implemented. The estimated installed cost of these projects should total approximately \$61,500, yielding an average simple payback of 6.95 years.

We would like to thank John Smith and his staff for their assistance in gathering the data needed for this analysis, and for taking the time to join us as we surveyed each facility.

1.2 TABLE 2: SUMMARY OF RECOMMENDED UTILITY COST REDUCTION MEASURES (UCRMs)

Campus	U C R M	Recommended Project	Estimated Construction Cost	Estimated Annual Savings (+)	Estimated Payback Period (Years)	Return on Investment (ROI)
Town Center, Public Works, Animal Shelter	1	Lighting Renovations	\$24,000	\$3,100	7.75	94%
Animal Shelter	2	HVAC Renovation	\$37,500	\$5,743	6.5	105%
TOTAL			\$61,500	\$8,843	6.95	101%

Note (+): Additional savings from reduced maintenance expenses and equipment replacement costs are anticipated and these savings projections are estimated in the above table.

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“LOCAL GOVERNMENTS ENERGY PROGRAM”

Summary:

Our final “summary” comment is that **SECO** views the completion and presentation of this report as a beginning, rather than an end, of our relationship with the town of **Hickory Creek**. We hope to be ongoing partners in assisting in all phases of implementation of the listed UCRMs in this report. Please call us if you have further questions or comments regarding your Energy Management Issues.

Report Prepared by:

ESA Energy Systems Associates, Inc.
(512) 258-0547

Chris Carter, President
ccarter@esa-engineers.com

TOWN OF HICKORY CREEK - 1075 RONALD REAGAN AVE - HICKORY CREEK, TEXAS 75065



“LOCAL GOVERNMENTS ENERGY PROGRAM”

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“LOCAL GOVERNMENTS ENERGY PROGRAM”

3 FACILITY DESCRIPTION

General Description of Facilities:

Hickory Creek has three primary energy consuming facilities to serve their municipal functions.

The **Town Center**, which houses Administration functions as well as the Police Station and Municipal Court, is pictured to the right. It is located at 1075 Ronald Reagan Avenue. A stone and brick clad building with a combination of sloping metal and low-slope rolled asphalt roofs, the building has double pane windows which are well shaded with building overhangs and trees.



The facility utilizes a combination of linear fluorescent, compact fluorescent and LED lighting. The town has been replacing failed fluorescent products with new energy efficient LED lamps and fixtures. **We recommend the City's decision to convert their lighting systems to LED and recommend they continue to make those changes as budgets allow.**

The building is conditioned with three DX cooling, gas heating rooftop units and one mini-split system which serves the IDF room. At 13 years old, the rooftop units are nearing the end of their useful life expectancy and the City should budget to replace these units in the next 3-5 years to minimize potentially escalating maintenance costs and inefficiencies associated with keeping units in operation that have exceeded their estimated 15-18 year life expectancy.

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"LOCAL GOVERNMENTS ENERGY PROGRAM"

In the back of the building, there is a row of covered parking spaces that are not shaded by any structure or foliage. If the City decided it would like to invest in an alternative energy project, these covered spaces would be an excellent support structure for solar photovoltaics and the electric meter is located on this side of the building which would easily accommodate the required transfer switches to integrate the solar system into the buildings power distribution system. The simple payback for these types of systems has improved to approximately 17 years for typical customers in Texas, but the Town of Hickory Creek is in the middle of an extremely advantageous electric procurement contract (approximately 3.4 cents per kWh) which would make achieving a 17-year payback difficult. **We recommend that the City keep such a project in mind for the future should energy prices significantly increase, but their current electricity costs are not conducive to this type of project at this time.**



The City has landscaped the retainage pond adjacent to the Town Center to look like a park. While it does offer a park atmosphere, it also serves as a resource for water to be used at the Town Center's significantly landscaped grounds.



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The Municipal Court only operates one or two days per week and the City staff do an excellent job turning off the lighting and air conditioning equipment when these spaces are not used. The restroom exhaust fans are not controlled and are reported to operate 24/7. **We recommend the City install occupancy sensors in the restrooms that allow lighting and exhaust fans loads to operate for a programmed period of time, 15 minutes for example, after motion has been detected in the restroom space.** This type of control will not only conserve energy by shutting off the exhaust fan when it is not needed and extend the life expectancy of the exhaust fans, but also prevent the building from entering a negative pressure condition after hours and drawing in unwanted outdoor air and humidity during unoccupied periods. The programmed period of time should be sufficiently long to allow restroom activities to be concluded without turning the lights off on the occupants and also to allow the exhaust fan to evacuate odors from the space before turning off.



The **Animal Shelter** is a stone-faced structure with new metal roof replacing the roof that was damaged in a hail storm last year. The building was originally constructed in 2009.

Lighting systems are a combination of linear and compact fluorescent fixtures. **We recommend the City continue its replacement of fluorescent lamps to LED as is being done at the Town Center.**

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There are three light fixtures on the side of the building, pictured to the right, that were operating during the daytime hours at the time of the survey. There were single-gang light switches next to the doors on the exterior wall side, but they only controlled the interior light fixtures. Either the exterior light switch is not installed in a location that is easy to access and remember to turn the lights off during the day, or the photocell designed to control these lights is malfunctioning. **We recommend repairing the existing photocell or installing a new one in this circuit if there is not currently one installed.**



Air Conditioning is performed with a 15-ton AAON packaged unit ducted horizontally into the side of the building. Given that some spaces in the building are quarantine areas, these spaces must have a unit serving them with 100% outside air and exhaust. Air that is conditioning these spaces cannot be returned to serve non-quarantine areas of the building without risk of contamination for the non-quarantined animals. At 169 square feet per ton, the existing unit is considerably larger than the unit that should be required to condition the building. This size and occupancy of building should likely only require about 7-1/2 tons to adequately condition the spaces. We recommend the City contract a professional Engineer to re-design the ductwork in

the space to allow the replacement of the existing unit with 2 smaller units. One of the new units will serve the majority of the building with a standard amount of outside air incorporated into the system and a significantly smaller unit than the current unit can serve the quarantine spaces with 100% outside air. At that time, the City may wish to consider providing propane to the site for a more cost-efficient fuel for space heating than the existing electric heat strips currently provide. As can be seen in the utility analysis section, winter space heating is the dominant electrical loading demonstrated by the electrical load profile.



It was noted during the survey that the exterior condenser coil on this unit was dirty and needs to be cleaned to improve the existing operating efficiency of the unit. **We recommend that the City require their Service Contractor to clean the condenser coil with next month's service call to improve the performance of the current unit until such time as the City can replace the 15-ton AAON unit.**

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The **Public Works Building** is separate, but adjacent, to the Animal Shelter. The building was formerly a residence before the property and the house were sold to the City. The two-story structure is conditioned with two 2008 Goodman split systems, pictured to the right, that total seven (7) tons of cooling. The condenser fins on these units are bent and not in good shape. We recommend the City require their Service Contractor to comb and straighten the condenser fins to improve air flow through the coil and operating efficiency of the units. **At 10 years old, these residential-style split systems should be planned to be replaced within the next 5 years.**

The units are controlled with programmable thermostats. The cooling setpoint was set at 70 degrees. We recommend the City consider adopting an energy policy that mandates the cooling and heating setpoints will be 73-75 and 68 degrees respectively.

As can be seen in the utility analysis, the all-electric facility results in peak electrical loads occurring in January and February. When the City is ready to consider replacing the HVAC equipment as described above, it may wish to consider providing propane as an alternative to electric heat. Propane and natural gas are significantly more cost efficient for heating spaces than electricity.



General Comments:

1. It is obvious that the Hickory Creek staff are diligently mindful about energy efficiency. Their efforts to conserve energy in their spaces and invest in energy efficient products and materials is clearly evident.
2. The staff has made special efforts to provide natural shading for sun-exposed facades of their structures by planting and maintaining trees in prescribed locations.
3. Weatherstripping at exterior doors was in good condition at all three facilities.
4. Exterior lighting, with the exceptions noted above, remained off during daytime hours.
5. The City has been replacing fluorescent lamps with LED equivalents as the existing fluorescent lamps have failed.

TOWN OF HICKORY CREEK - 1075 RONALD REAGAN AVE - HICKORY CREEK, TEXAS 75065

4 ENERGY CONSUMPTION & PERFORMANCE

In order to easily assess the *Partner's* energy utilization and current level of efficiency, there are two key "Energy Performance Indicators" calculated within this report.

Energy Utilization Index

The Energy Utilization Index (EUI) depicts the total annual energy consumption per square foot of building space and is expressed in "British Thermal Units" (BTUs).

To calculate the EUI, the consumption of electricity and gas are first converted to equivalent BTU consumption via the following formulas:

$$\begin{array}{l} \text{ELECTRICITY Usage} \\ \text{[Total KWH /yr] x [3413 BTUs/KWH] = } \underline{\hspace{2cm}} \text{ BTUs / yr} \end{array}$$

$$\begin{array}{l} \text{NATURAL GAS Usage} \\ \text{[Total MCF/yr] x [1,030,000 BTUs/MCF] = } \underline{\hspace{2cm}} \text{ BTUs / yr} \end{array}$$

After adding the BTU consumption of each fuel, the total BTUs are then divided by the building area.

$$\text{EUI} = \text{[Electricity BTUs + Gas BTUs] divided by [Total square feet]}$$

Energy Cost Index

The Energy Cost Index (ECI) depicts the total annual energy cost per square foot of building space.

To calculate the ECI, the annual costs of electricity and gas are totaled and divided by the total square footage of the facility:

$$\text{ECI} = \text{[Electricity Cost + Gas Cost] divided by [Total square feet]}$$

These indicators may be used to compare the facility's current cost and usage to past years, or to other similar facilities in the area. Although the comparisons will not provide specific reasons for unusual operation, they serve as indicators that problems may exist within the energy consuming systems.

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"LOCAL GOVERNMENTS ENERGY PROGRAM"

4.1 TABLE 3: SUMMARY BASE YEAR EUI/ECI FOR ALL AUDITED CAMPUSES

Property Name	EUI (BTUs/sf-yr)	ECI (\$/sf-yr)	Property Gross Floor Area (ft ²)
Town Center	70,717	\$ 1.29	11,500
Public Works	64,879	\$ 2.33	1,400
Animal Shelter	191,831	\$ 4.27	2,530

Note: Individual Base Year Utility Tables for each audited campus have been on the following pages.

Table 3 provides a view of the EUIs and ECIs of each facility at **HICKORY CREEK** between May 2017 and April 2018. Typically, this analysis would also include peak demand and demand costs, but the town has not been tracking demand as part of their regular energy accounting. Therefore, demand data was not readily accessible at the time of this report. Demand-side management can be an effective energy savings opportunity, and we recommend the town begin to track demand with their standard energy tracking parameters.

4.2 TOWN CENTER

OWNER:		HICKORY CREEK TOWN CENTER			Address: 1075 Ronald Reagan Avenue		
		Electric Meters:			Gas Meter: N/A		
MONTH / YEAR		ELECTRIC			GAS / FUEL		
		CONSUMPTION	CHARGED	COST OF	TOTAL ALL ELECTRICAL	Consumption	COSTS ⁽¹⁾
MONTH	YEAR	KWH	KW/KVA	DEMAND	COSTS \$	CCF	\$
MAY	2017	12700	NOT AVAILABLE	NOT AVAILABLE	\$915.91	12	\$7.54
JUNE	2017	17700			\$1,118.24	8	\$5.03
JULY	2017	25300			\$2,658.63	4	\$2.51
AUGUST	2017	23000			\$1,451.12	7	\$4.40
SEPTEMBER	2017	20600			\$1,341.39	5	\$3.14
OCTOBER	2017	16200			\$1,246.86	10	\$6.29
NOVEMBER	2017	8000			\$715.72	155	\$97.45
DECEMBER	2017	8800			\$755.63	439	\$276.00
JANUARY	2018	12600			\$900.91	546	\$343.27
FEBRUARY	2018	10700			\$825.34	730	\$458.95
MARCH ⁽²⁾	2018	10,141			\$784.41	131	\$82.36
APRIL	2018	10400			\$806.63	12	\$7.54
TOTAL		176,141	0	\$0	\$13,521	2,059	\$1,294

¹ Costs are estimated from Atmos' Rate Schedule as published on the Atmos website; costs are commodity only and do not include customer charges, riders or taxes. Charges are averaged at \$0.628702 per CCF which includes base rate and average Gas Cost Recovery Factor charges.

² Consumption is estimated based on the supplied costs.

Annual Total Energy Cost =	\$14,815	Energy Use Index:	
Total KWH x 0.003413 =	601.17	Total Site BTU's/yr	70,717 BTUs/sf-yr
Total MCF x .103 =	212.08	Total Area (sq.ft.)	
Total Other x _____		Energy Cost Index:	
Total Site MMBTU's/yr	813.25	Total Energy Cost/yr	\$1.29 \$/sf-yr
Floor area:	11,500	Total Area (sq.ft.)	

The Town Center energy indices are performing well. As can be seen to the right, the peak electrical load occurs in July and August which is when it would be expected for a facility with electric cooling and natural gas heating HVAC systems.



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“LOCAL GOVERNMENTS ENERGY PROGRAM”

4.3 PUBLIC WORKS

OWNER:		HICKORY CREEK PUBLIC WORKS			Address: 970 Main		
		Electric Meters:			Gas Meter: N/A		
MONTH / YEAR		ELECTRIC				GAS / FUEL	
MONTH	YEAR	CONSUMPTION KWH	CHARGED KW/KVA	COST OF DEMAND	TOTAL ALL ELECTRICAL COSTS \$	Consumption CCF	COSTS \$
MAY	2017	1078	NOT AVAILABLE	NOT AVAILABLE	\$362.27	ALL ELECTRIC FACILITY	ALL ELECTRIC FACILITY
JUNE	2017	1645			\$150.57		
JULY	2017	2522			\$347.16		
AUGUST	2017	2641			\$192.87		
SEPTEMBER	2017	2062			\$166.52		
OCTOBER	2017	1906			\$179.62		
NOVEMBER	2017	1309			\$286.19		
DECEMBER	2017	2128			\$318.06		
JANUARY	2018	4160			\$359.10		
FEBRUARY	2018	4276			\$368.46		
MARCH ⁽¹⁾	2018	1927			\$309.99		
APRIL	2018	959			\$225.85		
TOTAL		26,613	0	\$0	\$3,267	0	\$0

⁽¹⁾ March 2018 electrical consumption is estimated based on the provided costs.

Annual Total Energy Cost =	\$3,267	Energy Use Index:	
Total KWH x 0.003413 =	90.83	Total Site BTU's/yr	64,879 BTUs/sf-yr
Total MCF x .103 =	0.00	Total Area (sq.ft.)	
Total Other x _____		Energy Cost Index:	
Total Site MMBTU's/yr	90.83	Total Energy Cost/yr	\$2.33 \$/sf-yr
Floor area:	1,400	Total Area (sq.ft.)	

The Public Works energy indices are not quite as good as the Town Center, but they are not terrible. As can be seen to the right, the peak electrical loads occur at this facility in January and February, which is indicative of an all-electric facility in North Texas. The facility itself is relatively small, so relatively minor changes in usage and cost have a greater impact on the energy performance indices than a larger facility would have.



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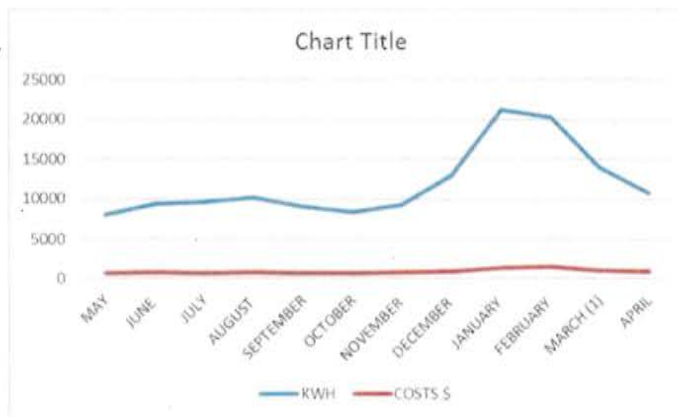
4.4 ANIMAL SHELTER

OWNER:		HICKORY CREEK ANIMAL SHELTER		Address: 970 Main		Electric Meters:		Gas Meter: N/A	
MONTH / YEAR		ELECTRIC				GAS / FUEL			
MONTH	YEAR	CONSUMPTION KWH	CHARGED KW/KVA	COST OF DEMAND	TOTAL ALL ELECTRICAL COSTS \$	Consumption CCF	COSTS \$		
MAY	2017	7880	NOT AVAILABLE	NOT AVAILABLE	\$676.71	ALL ELECTRIC FACILITY	ALL ELECTRIC FACILITY		
JUNE	2017	9360			\$761.23				
JULY	2017	9600			\$727.14				
AUGUST	2017	10080			\$756.88				
SEPTEMBER	2017	9000			\$686.93				
OCTOBER	2017	8240			\$674.56				
NOVEMBER	2017	9160			\$747.12				
DECEMBER	2017	12920			\$931.81				
JANUARY	2018	21160			\$1,418.68				
FEBRUARY	2018	20240			\$1,453.63				
MARCH ⁽¹⁾	2018	13881			\$1,077.64				
APRIL	2018	10680			\$891.26				
TOTAL		142,201	0	\$0	\$10,804	0	\$0		

⁽¹⁾ March 2018 electrical consumption estimated from provided cost data.

Annual Total Energy Cost =	\$10,804	Energy Use Index:	
Total KWH x 0.003413 =	485.33	Total Site BTUs/yr	191,831 BTUs/sf-yr
Total MCF x .103 =	0.00	Total Area (sq.ft.)	
Total Other x _____		Energy Cost Index:	
Total Site MMBTU's/yr	485.33	Total Energy Cost/yr	\$4.27 \$/sf-yr
Floor area:	2,530	Total Area (sq.ft.)	

The Animal Shelter energy indices are predictably quite high, given the type of air conditioning that the facility utilizes. As was the case with the Public Works Building, this facilities peak demand occurs during the winter heating months.



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4.5 UTILITY RATE ANALYSIS

BASED ON THE TOTAL CALCULATED ANNUAL COSTS SHOWN IN APPENDIX D:

Note: Bold red text average costs will be used for Savings Calculations.

Total Annual Electric Cost = \$27,591 (including Demand Cost)

Total Annual Consumption = 344,096 kWh

Average cost per kWh = \$0.080184 (including Demand Cost)

Total Annual Natural Gas Cost = \$1,294

Total Annual Consumption = 2059 CCF

Average cost per CCF = \$0.6285

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5 RECOMMENDED MAINTENANCE & OPERATIONS PROCEDURES

Maintenance and Operation procedures are strategies that can offer significant energy savings potential yet require little or no capital investment by the town to implement. Exact paybacks are at times difficult to calculate but are typically less than one year. The difficulties with payback calculation are often related to the fact that the investigation required to make the payback calculation, for example measuring the air gap between exterior doors and missing or damaged weather-stripping so that exact air losses may be determined, is time and cost prohibitive when the benefits of renovating door and weather-stripping are well documented and universally accepted.

GENERAL RECOMMENDATIONS -

A. **Room Temperature Setpoints:** Between 72-76F cooling and 68-72F heating

B. **Plug Load Adapters or Smart Strips**

Plug Load makes up about 20% of the facility electric use. There are a number of ways to reduce plug and phantom load. Phantom load is the continual use of energy by plug load items (microwave, computers, TV's) even when the items are turned off. As a matter of fact, up to 75% of plug load energy is used by these devices when an item is off. The user could reduce plug load by buying newer Energy Star rated units, unplugging devices, sleep mode, minimizing use, or by the installation of plug load adapters/smart strips. Plug load adapters cut the use of phantom load after a unit is turned off or no longer in use, as opposed to standard adapters which continue to draw energy. Typical cost is around \$50 per adapter. At a minimum, install **wireless controllable power strips** for all computer banks for easy On/Off.

Coordinate with IT Department to leave PCs on nights when updates are scheduled

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6 RECOMMENDED UTILITY COST REDUCTION MEASURES (UCRM)

6.1 UCRM 1: LIGHTING RENOVATIONS:

As noted in Section 1.0, Facilities Description, the current interior lighting system throughout HICKORY CREEK facilities consists primarily of T8/32-watt fluorescent lamps with additional 4-pin and screw-in compact fluorescent and HID lamps.

LED lamps provide equivalent lighting levels at the work surface for less than 50% of the current energy usage of fluorescent lamps and we recommend the town consider renovating all town light fixtures to LED. It is important to note that upon initial observation, the lumen output from LED lamps is considerably lower than traditional fluorescent lamps. The lumen output from the LED lamp actually is lower, but the LED lamp's optics focus all of the light output on the task area and does not rely on reflective surfaces inside the fixture to distribute the light. The footcandles at the work surface are the important characteristic to consider when comparing LED lamp or fixture performance with comparable T8 fluorescent lamped fixtures.

	32-Watt T-8	13-Watt LED
Lumen Output ⁽¹⁾	2830	1560
Life Operating Hours)	36,000	100,000
Wattage/Fixture (EX: 2 Lamp Fixture)	57.6	26
% Savings (LED compared to T-12)	N/A	54.86%

Note (1): LED lamps are directional which allows them to produce fewer lumens per lamp yet produce an equivalent amount of task lighting in the work area

Additional savings can be obtained through continued replacement of all exterior security and parking lighting, an activity already begun by the City.

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Estimated Interior Lighting Opportunities:

We estimate there are approximately 200 light fixtures at the three surveyed facilities. A turn key lighting renovation project to renovate the existing fixtures to LED should cost approximately \$24,000. Annual savings should approximate \$3,100 per year.

Preliminary Lighting Project Summary:

Estimated Construction Cost = \$24,000

Estimated Annual Cost Savings = \$3,100

Simple Payback Period (SPP) = 7.75 Years

Return on Investment (ROI) =

Savings (15 Year Lamp Life) - Construction Cost) / Construction Cost =
[(15 Years * \$3,100/Year Savings) - \$24,000] / \$24,000 =

(\$46,500-\$24,000) / \$24,000 = 94%

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6.2 UCRM 2: HEATING, VENTILATION AND AIR CONDITIONING (HVAC) RENOVATIONS

A review of the HVAC systems at Hickory Creek facilities offers an in-depth look at the size and age of the existing comfort conditioning systems throughout the town. We recommend the City begin to budget for the replacement of the existing systems as follows:

Town Center: These 2005 DX cooling, natural gas heating units are currently performing well. They should be budgeted for replacement between years 2020 and 2025. Budget estimates should allow for \$2200/ton installed cost.

Public Works: These 2009 DX cool / electric heat split systems should be replaced between 2020 and 2024. We recommend the City consider providing propane for gas heating when the units are replaced in lieu of the existing electric heat. Budget estimates should allow for \$2500/ton installed cost, including modifications to allow for propane heating.

Animal Shelter: The existing 15-ton AAON unit is oversized and its operation is significantly impacting the energy budget for this facility. We recommend the City replace this unit as soon as reasonably possible with 7-1/2 tons of DX Cooling / Propane Heating packaged units.

Preliminary Expected Savings from the Animal Shelter HVAC Renovation Project:

Predicted Total Annual Savings Estimate = \$5,743/Year

Preliminary Project Summary (Animal Shelter Only):

Estimated Installation Cost (including design, equipment and labor) = \$37,500

Estimated Annual Cost Savings = \$5,743

Simple Payback Period (SPP) = 6.5 Years

Return on Investment (ROI) = (Total Savings – Construction Cost) / Construction Cost, where Total Savings is estimated to be 2/3 of initial annual savings over 20 Year anticipated unit life =

$[(2/3 \text{ of } \$5,743 \times 20 \text{ years}) - \$37,500] / \$37,500 = 105\%$

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7 ENERGY MANAGEMENT POLICY [SAMPLE]

Mission Statement:

Recognizing our responsibility as Trustees of _____, we believe that every effort should be made to conserve energy and natural resources. We also believe that energy efficient operations will reduce operating costs and is in the best interest of the town. As a result, we are establishing this *Energy Management Policy* which is to be implemented within each of our facilities and around all of our campuses. It is desired, through this policy, to produce a safe and productive environment for our students, while simultaneously providing prudent management of our financial and energy resources.

Statement of Concerns:

The town trustees are concerned about current and projected energy costs, the availability and procurement of electrical energy resulting from the deregulation of the electrical industry, and the power requirements facing the town due to current population growth patterns within the area. As a result, the development and implementation of a comprehensive, yet flexible, energy policy is believed to be in the best interest of the town.

Commitment to Implementation of Program:

Implementation of this policy shall be the joint responsibility of the trustees, administrators, staff and support personnel. The success of the policy is dependent upon total cooperation from every level within the system. Operation of the department shall be given oversight by the manager of the Energy Management Department.

Energy Management Department:

The Energy Management Department will develop a comprehensive program for energy efficient operation around the town. The goal of this program shall be to maximize energy efficiency throughout the town with proper consideration given to environmental and safety issues. The Energy Management Department will then be responsible for the implementation, operation and enforcement of the program. In addition, the department will:

- 1.) Evaluate energy rates and utility provider proposals to obtain the most reliable and cost-effective energy sources available to the town.
- 2.) Routinely review efficiency improvements within pertinent industries and recommend new, more efficient equipment, systems and operating techniques.
- 3.) Work with campus principals and managers of other departments to develop an atmosphere of cooperation, and to establish acceptable operating practices among their staff and within their departmental practices.
- 4.) Annually review and revise these standard practices, as needed.
- 5.) Develop and promote educational energy awareness programs.

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Energy Purchase- The Energy Management Department will be responsible for negotiations and purchase of energy required by the town for both current and projected future needs. Plans for the purchase, and distribution (if necessary), of energy for existing and planned campuses and facilities will be coordinated through the Energy Management Department.

Systems/Equipment Purchase- Minimum efficiency levels of each major system and equipment type shall be established by the Energy Management Department in cooperation with Construction, Maintenance and Purchasing Departments. In addition, the Energy Management Department shall assist these departments in the development of standardized specifications for energy consuming systems purchased by the town.

Operations- Specific operating practices of the town will be analyzed by the Energy Management Department and comments with recommendations will be provided to appropriate administrative departments and to an *Energy Committee*. This committee will consist of representatives from the Construction, Maintenance, Custodial and Purchasing Departments, along with representatives from the teaching staff, campus principals and town administration, and will be formed to establish enforceable rules and regulations to be followed under the energy efficiency program. This committee shall be chaired by the town Energy Manager. Decisions made by this committee will be presented to the school superintendent and board of trustees for approval and for authority to implement the specific recommendations. After acceptance of revised operations, notice will be filed with each effected department and the revision will be integrated into normal practice. Issues such as facility comfort levels, illumination levels, operating hours (facilities and equipment), community usage, after-hours activities and any other recommendation directed toward decreased energy costs shall be produced and recommended by the Energy Department after the approval process has been completed.

Education- The Energy Management Department will select an energy educator responsible for education of staff and students in the field of energy production, consumption and efficient operation. This educator will be responsible for communicating policy, distributing educational information about energy efficient operations relative to each specific campus, interpreting the success of the efficiency measures implemented, and providing the consistent stream of communication needed to keep energy efficiency as one of the major concerns of the town.

Reporting- The Energy Management Department shall produce monthly and annual reports providing actual consumption and energy costs for each town facility and/or campus. These reports shall provide comparisons of operating and cost requirements on a month-to-month and year-to-year basis. Reports depicting energy savings produced by energy efficient operations and/or renovation projects will also be provided, with success stories communicated throughout the town to increase awareness and involvement in the overall program. In addition, annual energy audits will be conducted at each campus to determine:

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facility additions/deletions, equipment/system operational revisions, alterations in primary facility usage, preventive maintenance revisions needed for improved operation of the aging equipment, revisions to facility inventory of energy consuming equipment, priority of equipment replacement, and any new or revised efficiency recommendations and/or practices available to each specific facility. An annual report summarizing these monthly and annual operating results and recommendations will be provided to the town trustees.

Having considered the responsibility of the town to conserve energy and to preserve our nations natural energy resources, improve the town's efficiency of operation, and eliminate unnecessary expenditures for energy, the _____ board of trustees does hereby adopt this *Energy Management Policy*.

Adopted this _____ day of _____, 20__.

Signature: _____
President, Board of Trustees

Attest: _____
Secretary, Board of Trustees

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OPERATING PROCEDURES - Attached as an Addendum:

ENERGY MANAGEMENT PROGRAM

for

Energy Manager:

- o Set up and implement the Energy Management Plan
- o Establish and maintain energy records
- o Identify assistance available from outside sources
- o Assess future energy needs
- o Oversee energy audits
- o Identify sources of financing for energy projects
- o Make energy related recommendations...purchase and efficiency
- o Determine optimal balance between efficiency and safety/health issues
- o Assist construction, purchasing and maintenance departments in the implementation of recommendations
- o Recommend operational revisions to improve efficiency
- o Provide educational literature and programs for town staff and students
- o Serve as chairperson of the Energy Committee.

Maintenance Department:

- o Develop and fund a comprehensive Preventive Maintenance program
- o Suggest situations when the maintenance department should have authority to change setpoints

Custodial Department:

- o Recommend levels for custodial comfort during after-hours cleaning
- o Suggest situations when custodial staff should have authority to change setpoints

Construction Department:

- o Establish and enforce standard efficiency levels for primary equipment/systems
- o Establish and enforce standard system types to be used within town facilities
- o Create standardized specifications for energy consuming equipment
- o Inform Energy Manager of codes, safety and health compliance issues that may impact the energy program and town operating efficiencies

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- o Inform designers of required town policies and standardized specifications
- o Review and revise specifications and product requirements annually
- o Research new systems and products used by other towns annually

Purchasing Department:

- o Obtain ordering and specification requirements from other departments
- o Obtain list of “suitable” and “unsuitable” substitutes for products
- o Inform potential bidders of requirement to follow town specifications
- o Ensure that efficiency requirements are met when purchasing bulk items

Areas To Consider:

- o Temperatures and Humidity allowances for various areas
- o Who has authority to revise scheduled hours of operation and under what conditions?
- o Domestic Hot Water temperatures
- o Operation of: Kitchen Equipment, Classroom Computers, and Kilns
- o Allowable time of day to turn on exterior lights, including activity fields
- o Vending machine policy
- o Portable heater and fan policy
- o Value of Ceiling Fans in Classrooms
- o Value of Ceiling Insulation...problems with “conditioned” attic space...need for increased roof insulation levels.
- o Community usage of facilities: areas and times allowed; cost for specific areas.
If principals are to have final authority regarding after-hours usage at each campus, how will town handle public response to inconsistencies between campuses?
- o Control of Portable Buildings
- o *Accountability & Corrective Action:* How and to whom will violations of the rules be reported? What will be the procedure when violations of the program are discovered?
If principals are to have final authority at each campus, how will excessive consumption be handled by the town?
- o *Incentive Program:* Do you pass savings on to campuses? How much?
What do you reward:
Campuses with lower EUI than last year?
Largest reward for campus with greatest improvement?

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“LOCAL GOVERNMENTS ENERGY PROGRAM”

8 LOANSTAR FUNDING FOR UCRMS

Notice of Loan Fund Availability – LoanSTAR Program

Loan Documents: RFA#BE-G19-2017

- [Application](#) (PDF)
- [Application Information Packet](#) (PDF)



LoanSTAR Program

The Texas LoanSTAR (Saving Taxes and Resources) Revolving Loan Program provides low-interest loans to assist Texas public institutions by financing their energy-related, cost-reduction retrofit projects. Loan recipients may be cities, counties, independent towns, state agencies, public institutions of higher education and tax-supported public hospital towns.

All loan disbursements are on a reimbursement basis. Borrowers repay the loans through the stream of energy cost savings realized from the retrofitting.

For more information, visit the [LoanSTAR Program webpage](#).

NOTICE TO LOCAL GOVERNMENT PARTNERSHIP PROGRAM PARTICIPANTS:

The funding process described in Volume I, Section I, LoanSTAR Funding Process provides for submission of a PEA to obtain a Memorandum of Understanding (MOU) from SECO which reserves funds during a specified time to prepare a Utility Assessment Report (UAR). This MOU is not a loan agreement but rather reserves funds until a UAR can be submitted for approval. Following UAR approval the reserved funds can then be committed to fund a loan contract agreement.

Recent Changes to the LoanSTAR Program

- **Application Process**

Applications will now be reviewed on a first-come, first-served basis during the open enrollment period.

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- **Payback Period** The composite simple payback period for heating, ventilation and cooling (HVAC) projects has been extended from 10 to 15 years. All projects with an HVAC Utility Cost Reduction Measure (UCRM) cost equal to or greater than 50 percent of the total project cost may have a composite simple payback period of up to 15 years.
- **Funding Sources** LoanSTAR loans are available from its general fund at an annual rate of 2 percent or from its repaid ARRA fund at an annual rate of 1 percent. The application and technical guidelines are the same; however, ARRA-funded loans require additional reporting documentation during the term of the loan.

Solicitation Details

Maximum loan size per application: \$8 million

Maximum number of loans for this solicitation: three per applicant

Loan interest rate: 2 percent annually (1 percent for ARRA funds)

Applications will be reviewed on a first-come, first-served basis.

Schedule

Key Deadlines	Date
Issuance	Oct. 6, 2017
Application Submission	Open enrollment through Aug. 31, 2018 – 2 p.m. CT
Contract Execution	As soon as practicable

Questions

For questions regarding this RFA, email [Eddy Trevino](#) or call him at 512-463-1876.

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9 ADDITIONAL UCRM FUNDING OPTIONS

SUMMARY OF PROCUREMENT OPTIONS FOR CAPITAL EXPENDITURE PROJECTS

State Purchasing:

The General Services Commission has competitively bid contracts for numerous items, which are available for direct purchase.

Design/Bid/Build (Competitive Bidding):

Plans and specifications are prepared for specific projects and competitive bids are received from installation contractors. This traditional approach provides AISD with more control over each aspect of the project, and task items required by the contractors are presented in detail.

Design/Build:

These contracts are usually structured with the engineer and contractor combined under the same contract to the owner. This type team approach was developed for fast-track projects, and to allow the contractor a position in the decision making process. The disadvantage to AISD is that the engineer is not totally independent and cannot be completely focused upon the interest of AISD. AISD has less control over selection of equipment and quality control.

Purchasing Standardization Method:

This method will result in significant dollar savings if integrated into planned facility improvements. For larger purchases, which extend over a period of time, standardized purchasing can produce lower cost per item expense, and can reduce immediate up-front expenditures. This approach includes traditional competitive bidding with pricing structured for present and future phased purchases.

Performance Contracting:

Through this arrangement, an energy service company (ESCO) using in-house or third party financing to implement comprehensive packages of energy saving retrofit projects. Usually a turnkey service, this method includes an initial assessment of energy savings potential, design of the identified projects, purchase and installation of the equipment, and overall project management. The ESCO guarantees that the cost savings generated will, at a minimum, cover the annual payment due over the term of the contract.

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10 ANALYST IDENTIFICATION

This report has been prepared by:

ESA Energy Systems Associates, Inc.

Texas Engineer Firm # F-4882

1111 N. IH35, Suite 212

Round Rock, Texas 78664

Office: 512-422-9220

Primary Report Contact:

Chris Carter

President

ccarter@esa-engineers.com

Office #: 512-258-0547

This report has been prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted engineering practices. All estimations provided in this report were based upon information provided to ESA by the Town and their respective utility providers. While cost savings estimates have been provided, they are not intended to be considered a guarantee of cost savings. No guarantees or warranties, expressed or implied, are intended or made. Changes in energy usage or utility pricing from those provided will impact the overall calculations of estimated savings and could result in different or longer payback periods.

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11 APPENDICES

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"LOCAL GOVERNMENTS ENERGY PROGRAM"

11.1 SERVICE AGREEMENT SUBMITTED

Preliminary Energy Assessment Service Request Form Form # 50-852



Public Entity Name Town of Hickory Creek		Telephone 940-497-2528 ext 231	
Contact Person John M Smith		Title Town Administrator	
Email Address john.smith@hickorycreek-tx.gov		County	
Street Address 1075 Ronald Reagan Avenue	City Hickory Creek	State Texas	ZIP Code 75065
Mailing Address	City	State	ZIP Code

Preliminary Energy Assessment Service Eligibility

The State Energy Conservation Office (SECO) provides for preliminary energy assessments (PEAs) for existing public facilities and infrastructure. Eligible entities include municipal and county governments, public school districts, county hospitals, port authorities, major airports, public water authorities and municipally owned utilities. Leased or rented facilities and infrastructure are not eligible for this service.

Principles of Agreement

By submitting this request form, the entity listed above must agree to:

- select a contact person to work with SECO and its designated contractor to establish an energy policy and set realistic energy efficiency goals;
- allow SECO's designated contractor to provide walk-through assessments of selected facilities;
- schedule a time for SECO's designated contractor to make a presentation on the assessment findings to key decision-makers;
- consider implementing the PEA's energy savings recommendations; and
- allow SECO to post portions of this report on its website.

Additional Questions

- Has this organization used SECO's technical assistance or PEA services in the past? Yes No
- Is the primary contact for this PEA familiar with SECO's LoanSTAR revolving loan program? Yes No
- Has this organization used SECO's LoanSTAR revolving loan program in the past? Yes No

Signature

This agreement must be signed by your organization's chief executive officer or other signing authority:

John M. Smith _____ Date: 5-10-18
 John M. Smith _____ Title: _____

Submit completed forms to SECO at Stephen.Ross@seco.texas.gov

or by mail to: State Energy Conservation Office
 Attn: Stephen Ross
 111 E. 17th Street
 Austin, TX 78711-1440

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11.2

ASSUMED NATURAL GAS RATE SCHEDULE (TARIFF)

MID-TEX DIVISION
ATMOS ENERGY CORPORATION

RRC Tariff No: 29889

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 07/01/2018	PAGE: 13

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 41.95 per month
Rider CEE Surcharge	\$ (0.03) per month ¹
Total Customer Charge	\$ 41.92 per month
Commodity Charge – All Ccf	\$ 0.08746 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2018.

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Mid-Tex Division
Gas Cost Recovery (GCR)
Thirteen Month History

Month	Residential (Ccf)	Commercial (Ccf)	Industrial Sales (MMBtu)	Transportation (MMBtu)
Jul-18	0.58570	0.48680	2.7797	0.4359
Jun-18	0.58800	0.48750	2.7786	0.4348
May-18	0.59960	0.50240	3.0410	0.4043
Apr-18	0.62120	0.51530	3.0920	0.4065
Mar-18	0.68410	0.55440	3.3266	0.4164
Feb-18	0.71910	0.56580	3.3354	0.4252
Jan-18	0.68430	0.54020	3.1408	0.4260
Dec-17	0.73630	0.58130	3.4851	0.4285
Nov-17	0.70940	0.56480	3.4631	0.4065
Oct-17	0.72090	0.57670	3.5801	0.4063
Sep-17	0.72530	0.56040	3.3290	0.3993
Aug-17	0.72470	0.55930	3.3290	0.3993
Jul-17	0.69900	0.54290	3.3406	0.3718

TOWN OF HICKORY CREEK - 1075 RONALD REAGAN AVE - HICKORY CREEK, TEXAS 75065



"LOCAL GOVERNMENTS ENERGY PROGRAM"

12 OTHER FUNDING RESOURCES

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"LOCAL GOVERNMENTS ENERGY PROGRAM"

How to Finance Your Energy Program



Cost and financing issues are pivotal factors in determining which energy-efficiency measures will be included in your final energy management plan. Before examining financing options, you need to have a reasonably good idea of the measures that may be implemented. For this purpose, you will want to perform cost/benefit analyses on each candidate measure to identify those with the best investment potential. This document presents a brief introduction to cost/benefit methods and then suggests a variety of options for financing your program.

Selecting a Cost/Benefit Analysis Method

Cost/benefit analysis can determine if and when an improvement will pay for itself through energy savings and to help you set priorities among alternative improvement projects. Cost/benefit analysis may be either a simple payback analysis or the more sophisticated life cycle cost analysis. Since most electric utility rate schedules are based on both consumption and peak demand, your analyst should be skilled at assessing the effects of changes in both electricity use and demand on total cost savings, regardless of which type of analysis is used. Before beginning any cost/benefit analyses, you must first determine acceptable design alternatives that meet the heating, cooling, lighting, and control requirements of the building being evaluated. The criteria for determining whether a design alternative is "acceptable" includes reliability, safety, conformance with building codes, occupant comfort, noise levels, and space limitations. Since there will usually be a number of acceptable alternatives for any project, cost/benefit analysis allows you to select those that have the best savings potential.

Simple Payback Analysis

A highly simplified form of cost/benefit analysis is called simple payback. In this method, the total first cost of the improvement is divided by the first-year energy cost savings produced by the improvement. This method yields the number of years required for the improvement to pay for itself.

This kind of analysis assumes that the service life of the energy-efficiency measure will equal or exceed the simple payback time. Simple payback analysis provides a relatively easy way to examine the overall costs and savings potentials for a variety of project alternatives. However, it does

not consider a number of factors that are difficult to predict, yet can have a significant impact on cost savings. These factors may be considered by performing a life-cycle cost (LCC) analysis.

Simple Payback

As an example of simple payback, consider the lighting retrofit of a 10,000-square-foot commercial office building. Relamping with T-8 lamps and electronic, high-efficiency ballasts may cost around \$13,300 (\$50 each for 266 fixtures) and produce annual savings of around \$4,800 per year (80,000 kWh at \$0.06/kWh). This simple payback for this improvement would be

$$\frac{\$13,300}{\$4,800/\text{year}} = 2.8 \text{ years}$$

That is, the improvement would pay for itself in 2.8 years, a 36% simple return on the investment ($1/2.8 = 0.36$).

Life-Cycle Cost Analysis

Life-cycle cost analysis (LCC) considers the total cost of a system, device, building, or other capital equipment or facility over its anticipated useful life. LCC analysis allows a comprehensive assessment of all anticipated costs associated with a design alternative. Factors commonly considered in LCC analyses include initial capital cost, operating costs, maintenance costs, financing costs, the expected useful life of equipment, and its future salvage values. The result of the LCC analysis is generally expressed as the value of initial and future costs in today's dollars, as reflected by an appropriate discount rate.

The first step in this type of analysis is to establish the general study parameters for the

continued

How to Finance Your Energy Program *continued*

Financing Mechanisms

Capital for energy-efficiency improvements is available from a variety of public and private sources, and can be accessed through a wide and flexible range of financing instruments. While variations may occur, there are five general financing mechanisms available today for investing in energy-efficiency:

- **Internal Funds.** Energy-efficiency improvements are financed by direct allocations from an organization's own internal capital or operating budget.
- **Debt Financing.** Energy-efficiency improvements are financed with capital borrowed directly by an organization from private lenders.
- **Lease or Lease-Purchase Agreements.** Energy-efficient equipment is acquired through an operating or financing lease with no up-front costs, and payments are made over five to ten years.
- **Energy Performance Contracts.** Energy-efficiency measures are financed, installed, and maintained by a third party, which guarantees savings and payments based on those savings.
- **Utility Incentives.** Rebates, grants, or other financial assistance are offered by an energy utility for the design and purchase of certain energy-efficient systems and equipment.

These financing mechanisms are not mutually exclusive (i.e., an organization may use several of them in various combinations). The most appropriate set of options will depend on the size and complexity of a project, internal capital constraints, in-house expertise, and other factors. Each of these mechanisms is discussed briefly below, followed by some additional funding sources and considerations.

Internal Funds

The most direct way for the owner of a building or facility to pay for energy-efficiency improvements is to allocate funds from the internal capital or operating budget. Financing internally has two clear advantages over the other options discussed below – it retains internally all savings from increased energy-efficiency, and it is usually the simplest option administratively. The resulting savings may be used to decrease overall operating

expenses in future years or retained within a revolving fund used to support additional efficiency investments. Many public and private organizations regularly finance some or all of their energy-efficiency improvements from internal funds.

In some instances, competition from alternative capital investment projects and the requirement for relatively high rates of return may limit the use of internal funds for major, standalone investments in energy-efficiency. In most organizations, for example, the highest priorities for internal funds are business or service expansion, critical health and safety needs, or productivity enhancements. In both the public and private sectors, capital that remains available after these priorities have been met will usually be invested in those areas that offer the highest rates of return. The criteria for such investments commonly include an annual return of 20 percent to 30 percent or a simple payback of three years or less.

Since comprehensive energy-efficiency improvements commonly have simple paybacks of five to six years, or about a 12 percent annual rate of return, internal funds often cannot serve as the sole source of financing for such improvements. Alternatively, however, internal funding can be used well and profitably to achieve more competitive rates of return when combined with one or more of the other options discussed below.

Debt Financing

Direct borrowing of capital from private lenders can be an attractive alternative to using internal funds for energy-efficiency investments. Financing costs can be repaid by the savings that accrue from increased energy-efficiency. Additionally, municipal governments can often issue bonds or other long-term debt instruments at substantially lower interest rates than can private corporate entities. As in the case of internal funding, all savings from efficiency improvements (less only the cost of financing) are retained internally.

Debt financing is administratively more complex than internal funding, and financing costs will vary according to the credit rating of the borrower. This approach may also be restricted by formal debt ceilings imposed by municipal

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How to Finance Your Energy Program *continued*

policy, accounting standards, and/or Federal or state legislation.

In general, debt financing should be considered for larger retrofit projects that involve multiple buildings or facilities. When considering debt financing, organizations should weigh the cost and complexity of this type of financing against the size and risk of the proposed projects.

Lease and Lease-Purchase Agreements
Leasing and lease-purchase agreements provide a means to reduce or avoid the high, up-front capital costs of new, energy-efficient equipment. These agreements may be offered by commercial leasing corporations, management and financing companies, banks, investment brokers, or equipment manufacturers. As with direct borrowing, the lease should be designed so that the energy savings are sufficient to pay for the financing charges. While the time period of a lease can vary significantly, leases in which the lessee assumes ownership of the equipment generally range from five to ten years. There are several different types of leasing agreements, as shown in the sidebar. Specific lease agreements will vary according to lessor policies, the complexity of the project, whether or not engineering and design services are included, and other factors.

Energy Performance Contracts
Energy performance contracts are generally financing or operating leases provided by an Energy Service Company (ESCO) or equipment manufacturer. The distinguishing features of these contracts are that they provide a guarantee on energy savings from the installed retrofit measures, and they provide payments to the ESCo from the savings, freeing the customer from any need of up-front payments to the ESCo. The contract period can range from five to 15 years, and the customer is required to have a certain minimum level of capital investment (generally \$200,000 or more) before a contract will be considered.

Under an energy performance contract, the ESCo provides a service package that typically includes the design and engineering, financing, installation, and maintenance of retrofit measures to improve energy-efficiency. The scope of these improvements can range from measures that affect a single part of a building's energy-using

Types of Leasing Agreements

Operating Leases are usually for a short term, occasionally for periods of less than one year. At the end of the lease period, the lessee may either renegotiate the lease, buy the equipment for its fair market value, or acquire other equipment. The lessor is considered the owner of the leased equipment and can claim tax benefits for its depreciation.

Financing Leases are agreements in which the lessee essentially pays for the equipment in monthly installments. Although payments are generally higher than for an operating lease, the lessee may purchase the equipment at the end of the lease for a nominal amount (commonly \$1). The lessee is considered the owner of the equipment and may claim certain tax benefits for its depreciation.

Municipal Leases are available only to tax-exempt entities such as school districts or municipalities. Under this type of lease, the lessor does not have to pay taxes on the interest portion of the lessee's payments, and can therefore offer an interest rate that is lower than the rate for usual financing leases. Because of restrictions against multi-year liabilities, the municipality specifies in the contract that the lease will be renewed year by year. This places a higher risk on the lessor, who must be prepared for the possibility that funding for the lease may not be appropriated. The lessor may therefore charge an interest rate that is as much as 2 percent above the tax-exempt bond rate, but still lower than rates for regular financing leases. Municipal leases nonetheless are generally faster and more flexible financing tools than tax-exempt bonds.

Guaranteed Savings Leases are the same as financing or operating leases but with the addition of a guaranteed savings clause. Under this type of lease, the lessee is guaranteed that the annual payments for leasing the energy-efficiency improvements will not exceed the energy savings generated by them. The owner pays the contractor a fixed payment per month. If actual energy savings are less than the fixed payment, however, the owner pays only the small amount saved and receives a credit for the difference.

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How to Finance Your Energy Program *continued*

Bulk Purchasing. Large organizations generally have purchasing or materials procurement departments that often buy standard materials in bulk or receive purchasing discounts because of the volume of their purchases. Such organizations can help reduce the costs of energy-efficiency renovations if their bulk purchasing capabilities can be used to obtain discounts on the price of materials (e.g., lamps and ballasts). While some locales may have restrictions that limit the use of this option, some type of bulk purchasing can usually be negotiated to satisfy all parties involved.

Project Transaction Costs. Certain fixed costs are associated with analyzing and installing energy measures in each building included in a retrofit program. Each additional building, for example, could represent additional negotiations and transactions with building owners, building analysts, energy auditors, equipment installers, commissioning agents, and other contractors. Similarly, each additional building will add to the effort involved in initial data analysis as well as in tracking energy performance after the retrofit. For these reasons, it is often possible to achieve target energy savings at lower cost by focusing only on those buildings that are the largest energy users. One disadvantage with larger buildings is that the energy systems in the building can be more difficult to understand, but overall, focusing on the largest energy users is often the most efficient use of your financial resources.

Direct Value-Added Benefits. The primary value of retrofits to buildings and facilities lies in the reduction of operating costs through improved energy-efficiency and maintenance savings. Nevertheless, the retrofit may also directly help address a variety of related concerns, and these benefits (and avoided costs) should be considered in assessing the true value of an investment. A few examples of these benefits include the improvement of indoor air quality in office buildings and schools; easier disposal of toxic or hazardous materials found in energy-using equipment; and assistance in meeting increasingly stringent state or Federal mandates for water conservation. Effective energy management controls for buildings can also

provide a strong electronic infrastructure for improving security systems and telecommunications.

Economic Development Benefits. In addition to direct savings on operating costs and the added-value benefits mentioned above, investments in energy-efficiency can also support a community's economic development and employment opportunities. Labor will typically constitute about 60 percent of a total energy investment, and about 50 percent of equipment can be expected to be purchased from local equipment suppliers; as a result, about 85 percent of the investment is retained within the local economy. Additionally, funds retained in urban areas will generally be re-spent in the local economy. The Department of Commerce estimates that each dollar retained in an urban area will be re-spent three times. This multiplier effect results in a three-fold increase in the economic benefits of funds invested in energy-efficiency, without even considering the savings from lower overall fuel costs.

For more information contact the Rebuild America Clearinghouse at 252-459-4664 or visit www.rebuild.gov



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