AGENDA
City Council
Wednesday, December 9, 2020
1371 WEST FM 550 - McLENDON-CHISHOLM, TEXAS 75032 6:30 PM

Page

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND TEXAS FLAGS
3. RULES OF DECORUM
4. CITIZEN COMMENTS
5. PUBLIC HEARINGS

5.1. Hold a public hearing to consider the application of Letha Samuel requesting an amendment to a Specific Use Permit to allow Providence Academy, a classical, Christian, University Model School, to allow an enrollment of 175 children for use by Pre-K - 12th grade students and 40 staff members using the existing facilities at Chisholm Baptist Church located at 1388 South State Highway 205, McLendon-Chisholm, also described as Lot 1, Block 1 of Chisholm Baptist Church Addition currently zoned General Business. (Requested by City Planner Mike Coker) — 5 - 6

Staff Report - Providence Academy

5.2. Hold a public hearing regarding a request to amend the Future Land Use Map of the McLendon-Chisholm Comprehensive Plan by changing the land use recommendation for a two acre tract of land fronting on the west side of SH 205 at Davis Lane from Rural Residential to Commercial. (Requested by City Planner Mike Coker) — 7 - 10

Staff report - FLUM Revision

5.3. Hold a public hearing to consider the application of Paul Davis on behalf of PSB Indemnity Family Ltd Partnership, requesting a zoning change from Agriculture to General Business on a 2-acre tract in the WW Ford Survey, Rockwall CAD Property ID 10820 and 10819, generally located on Davis Lane and State Highway 205, McLendon-Chisholm, TX 75032. (Requested by City Planner Mike Coker) — 11 - 13

Staff Report - Davis Zoning

6. CONSENT AGENDA

Items under the Consent Agenda are considered non-controversial or routine and will be enacted by one motion without separate discussion of items. Any item may be considered individually by any Council Member making such *request prior to a motion and vote on the Consent Agenda item.*

6.10. CWD Report October 2020 69 - 73

CWD Waste Disposal & Recycling Report October 2020

6.11. Animal Control Report October and November 2020 74

Animal Control Report October 2020

7. ITEMS FOR CONSIDERATION

7.1. Presentation of Fire Station Design-Build update and related matters. Council discussion may follow. (Requested by AGCM

7.2. Presentation from P3 Works regarding upcoming bond issuance related to Sonoma Verde Project #3. Council discussion may follow. (Requested by Palomba) 75 - 88

Sonoma Verde PID Update

7.3. Discussion and action regarding a Professional Services Agreement as related to Sonoma Verde Public Improvement District No. 3. (Requested by Palomba) 89 - 96

Sonoma Verde Professional Services Agreement

7.4. Discussion and action regarding consideration of a proposal for website design services and maintenance with Baley/Brooke Creative Communication for a price not to exceed $1,000 per month for a period of 12 months. (Requested by Palomba) 97 - 99

Staff Report - Professional Services Agreement Website Design and Maintenance
Proposed Professional Services Agreement - Website Design & Maintenance Services

7.5. Discussion and action regarding purchasing new software for Budgeting, Building Permits, and Code Enforcement. (Requested by Palomba) 100 - 148

Staff Report - Proposed Software
MyGov Building Permit & Code Compliance Software Proposal
ClearGov Digital Budget Book Proposal
ClearGov Service Agreement

7.6. Discussion and action regarding an Ordinance amending the FY 20-21 Budget to reflect expenditures for any or all of the following: Hwy 205 sewer line, Fire Capital expense for SCBA, new budget book software, compliance and permitting software. (Requested by Palomba) 149 - 154

Proposed Ordinance Budget Amendment #1
Exhibit A - FY 20-21 Budget Amendment #1

7.7. Council discussion regarding request from Economic Development Committee to have the City Planner review the Code of Ordinances and make recommendations for updates and hiring a firm to perform a survey to obtain information for updating the Comprehensive Plan. (Requested by Council Member Dahl)

7.8. Discussion and action regarding setting a date and topics for a Council goal setting retreat. (Requested by Mayor Pro Tem Kipphut)

7.9. Community Waste Disposal (CWD) fee update, no increase for 2021, and planning for 2021 X-treme Green Event - Suggested date October 16, 2021 (Requested by Palomba)

8. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

The City Council will have an opportunity to address items of community interest including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of McLendon-Chisholm; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of McLendon-Chisholm that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of McLendon-Chisholm; and announcements involving an imminent threat to the public health and safety of people in the City of McLendon-Chisholm that has arisen after posting the agenda.

9. ADJOURN

FOOTER
As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session in order to seek confidential legal advice from the City Attorney on any agenda item herein.

I, Rochelle Green, do hereby certify that the above Notice of Meeting of the City Council of McLendon-Chisholm, Texas was posted on or before 10:00 p.m., December 4, 2020 on the outside bulletin board at City Hall, a place convenient and readily accessible to the public at all times.

CITY COUNCIL – CITY OF MCLENDON-CHISHOLM, TEXAS

DATE: October 21, 2020

APPLICANT: Letha Samuel

LOCATION: 1388 South State Highway 205 [Chisholm Baptist Church]

CITY COUNCIL HEARING DATE: December 9, 2020

REQUEST:

The applicant is requesting an amendment to the existing specific use permit that allows for a private school at the above stated location. The requested amendments would increase the student enrollment from 125 to 175; and increase administrator and teacher personnel from 20 to 40.

PROPERTY OWNER: Chisholm Baptist Church

REPRESENTATIVE: Letha Samuel [Chairperson of the Board of Directors]

PLANNING AND ZONING COMMISSION RECOMMENDATION: Approval of the requested increase in enrollment, and staffing levels.

STAFF RECOMMENDATION: Approval of the requested increase in enrollment, and staffing levels.

BACKGROUND INFORMATION:

The Providence Academy was originally granted a Specific Use Permit for a private school by Ordinance No. 2018-06, July 24, 2018. This SUP established operating standards and requirements including establishing a maximum student enrollment of 125 and a maximum number of administrators and teachers at 20 and limiting the grade levels from Kindergarten through eight.

Then in 2019 by Ordinance 2019-01 grades Pre-kindergarten through twelfth were included, but there was no increase in approved student enrollment or staffing.

The program has been very successful and is an asset to the McLendon-Chisholm community. As a result of the model of education provided by the school, interest in attendance has increased.

The School is requesting an increase in the total student enrollment from 125 to 175. The school is also requesting an increase in administrative and teacher staff from 20 to 40 to help with the increased student capacity.

There is sufficient classroom capacity on-site to accommodate the increase in student and staffing population.

There is sufficient parking on-site to accommodate the increase in parking generated by the additional staffing and student enrollment.

All traffic operations occur on the Church parking lot and are designed so as not to interfere with SH 205 traffic. There will be a nominal increase in traffic due to increased staffing.

The Church has advised the applicant that there is sufficient sanitary sewer capacity to comfortably accommodate in the increase in students and staffing.

CITY COUNCIL – CITY OF MCLENDON-CHISHOLM, TEXAS

DATE: October 21, 2020

APPLICANT: Paul Davis

LOCATION: SH 205 at the intersection with Davis Lane

CITY COUNCIL HEARING DATE: December 9, 2020

REQUEST:

The applicant is requesting an amendment to the Future Land Use Map of the McLendon-Chisholm Comprehensive Plan. The requested amendment to the Future Land Use Map is to change the current future land use designation from Rural Residential to Commercial on a two-acre tract of land on the northwest corner of the intersection of SH 205 and Davis Lane. [See the attached legal description for the metes and bounds description of the property.

An amendment to the Comprehensive Plan requires a public hearing and then consideration of the request and a recommendation from the Planning and Zoning Commission to the City Council regarding the requested amendment to the Plan.

PROPERTY OWNER: Paul Davis

REPRESENTATIVE: Paul Davis

PLANNING AND ZONING COMMISSION RECOMMENDATION: Approval of the amendment to the Future Land Use Map changing the current future land use designation from Rural Residential to Commercial.

STAFF RECOMMENDATION: Approval of the amendment to the Future Land Use Map changing the current future land use designation from Rural Residential to Commercial.

BACKGROUND INFORMATION:

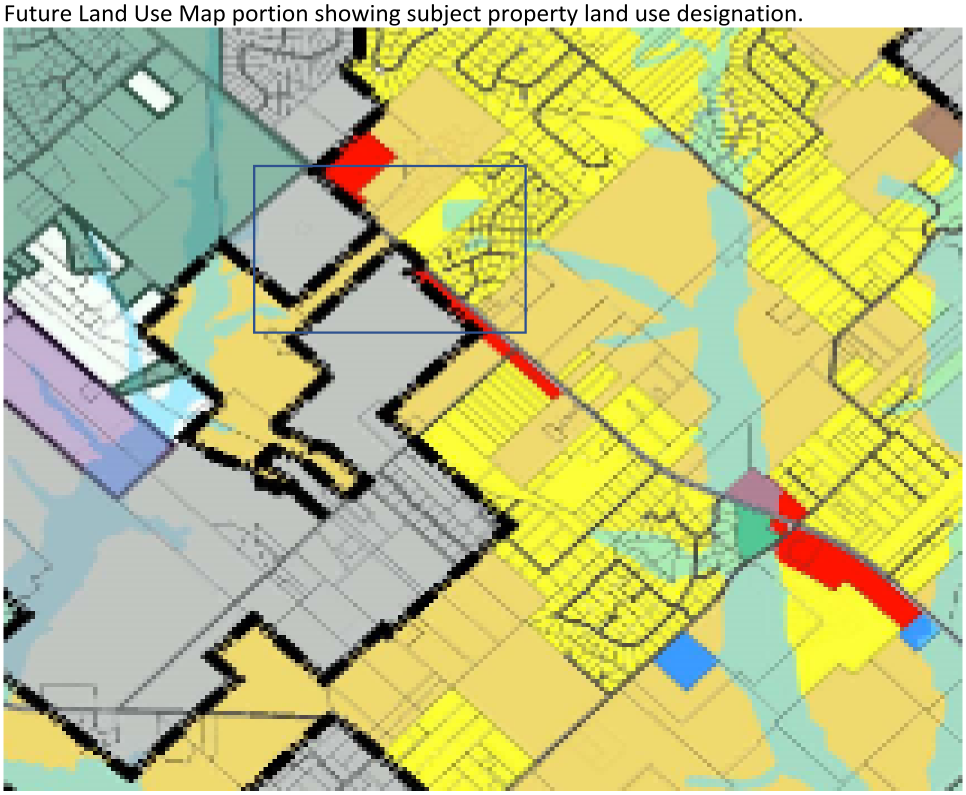
The subject property is a two Acre tract of land located at SH 205 and Davis Lane. [Portions of Rockwall CAD Nos. 10820 and10819, see the hand labelled drawing in this report].

Mr. Davis has requested a zoning change on the two-acres of land from Agriculture to General Business.

Zoning must conform to the recommended land use described in Comprehensive Plan. Since the Future Land Use Map has identified the subject property as future Rural Residential, the zoning district that Mr. Davis has requested does not conform to the Future Land Use Map designation.

The application for the change in zoning designation was considered by the Planning and Zoning Commission after they held the public hearing and they have made a recommendation regarding the Future Land Use Map amendment to the City Council. The public hearing for the zoning change request follows this public hearing and action.

Future Land Use Map portion showing subject property land use designation.



Policy 12 from the Future Land Use Element of the Comprehensive Plan:

12. When a request for a change in land use is inconsistent with the Future Land Use Map [FLUM], a request to the city council must first be made to amend the FLUM. Then, if the FLUM is amended, the application may be made to change the land use. Further, if a request to change zoning is inconsistent with the Comprehensive Plan, the applicant should request a change in the Comprehensive Plan and if the Comprehensive Plan is amended by the City

Council, then the applicant should request a change in zoning that is consistent with the revised Comprehensive Plan.

EXHIBIT "A"

Legal Description for Zoning Change

Whereas, PSB, Indemnity Family LTD. Partnership is the owner of a 25.93 acre tract of land in the William W. Ford Survey, Abstract No. 80 as filed in Volume 4370, Pg. 53 (O.P.R.R.C.T.) and the following description of land as follows for exhibit of change of zoning;

BEGINNING at a fence corner post found at the intersection of the South R.O.W. line of State Highway No. 205 (120'R.O.W.) with the Northwesterly most corner of said 25.93 acre tract said point also being the Northeasterly most corner of a 125 acre tract of land owned by Joseph Edward Baumann, Trustee of the Harry E. Baumann (Irrevocable Trust) as filed in Volume 6288, Page 64 (O.P.R.R.C.T.);

THENCE, S45°35'02"E, along the said south line of S.H. 205, for a distance of 497.90 feet to a point for a corner at the intersection of said S.H. 205 and Davis Lane (50' R.O.W.);

THENCE, S44°12'57"W, along the northwesterly line of said Davis Lane, for a distance of 174.97 feet to a point for a corner;

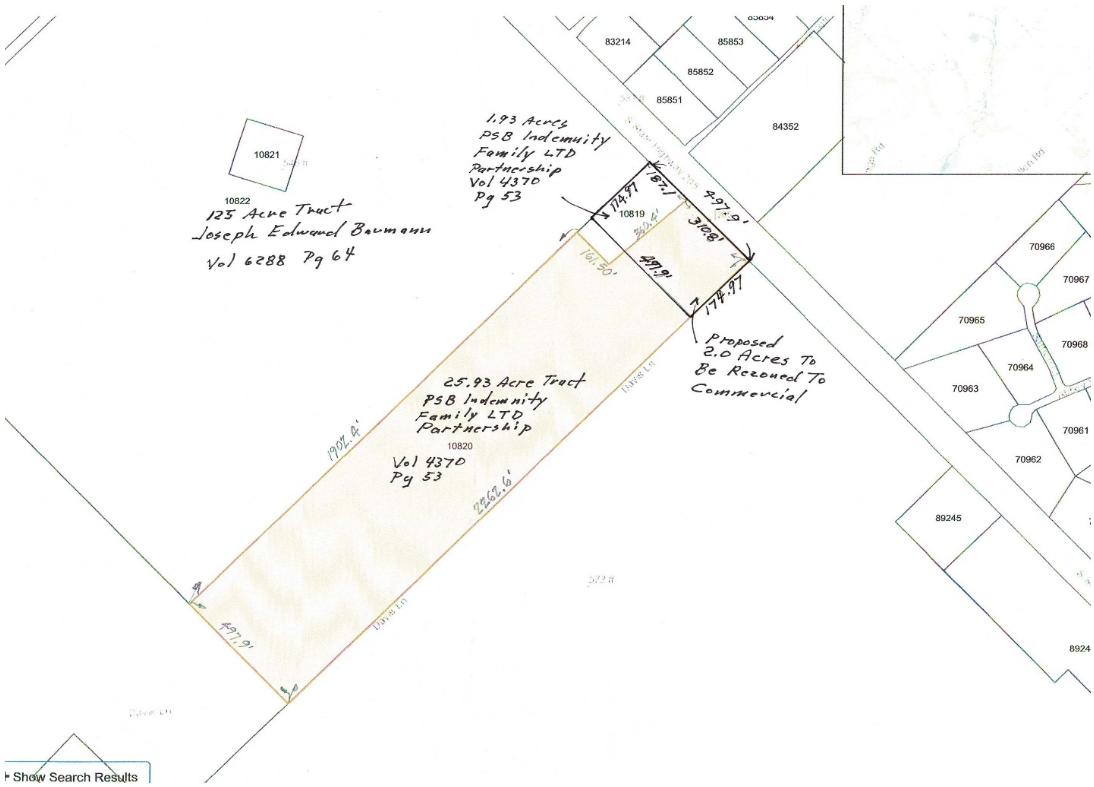
THENCE, N45°39'14"W, departing said northwesterly line of Davis Lane for a distance of 497.90 feet to a point for a corner in the southeast property line of said 125.0 acre tract of land;

THENCE, N44°12"57"E, along said southeast property line and said northwest property line of the said 25.93 acre tract, for a distance of 174.97 feet to the Point of Beginning, having 2.0 acres or 87,120 square feet of land more or less.

Comprehensive Plan Direction:

Future Land Uses: Goal C: Encourage retail development in areas where there are high traffic volumes and accessibility.

Policies: 9. Identify other commercial areas within the corporate limits that might serve to provide more retail and commercial land use dispersal within the community.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125 Acre Tract
Joseph Edward Baumann
Vol 6288 Pg 64
1.93 Acres
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Family LTD
Partnership
Vol 4370
Pg 53
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2.0 Acres To
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CITY COUNCIL – CITY OF MCLENDON-CHISHOLM, TEXAS

DATE: October 21, 2020

APPLICANT: Paul Davis

LOCATION: SH 205 at the intersection with Davis Lane

CITY COUNCIL HEARING DATE: December 9, 2020

REQUEST:

The applicant is requesting a change in zoning district designation from AG Agriculture to GB General Business on two-acres of land located at the northwest corner of SH 205 and Davis Lane.

PROPERTY OWNER: Paul Davis

REPRESENTATIVE: Paul Davis

PLANNING AND ZONING COMMISSION RECOMMENDATION: Approval of the requested change in zoning from AG Agriculture to GB General Business for the two acres fronting on SH 205 at Davis Lane as described in the attached legal description.

STAFF RECOMMENDATION: Approval of the requested change in zoning district classification from AG Agriculture to GB General Business for the two acres fronting on SH 205 at Davis Lane as described in the legal description attached to this report.

BACKGROUND INFORMATION:

The subject property is a two Acre tract of land located at SH 205 and Davis Lane. [Portions of Rockwall CAD Nos. 10820 and10819, see the hand labelled drawing in this report].

Mr. Davis has requested a zoning change on the two-acres of land from Agriculture to General Business.

Zoning must conform to the recommended land use described in the Comprehensive Plan.

The application for the change in zoning designation is to be considered by the Planning and Zoning Commission after they hold the public hearing and after they have made a recommendation regarding the Future Land Use Map amendment to the City Council.

SH 205 is a high volume traffic conduit through the City with high visibility.

Comprehensive Plan Direction:

Future Land Uses: Goal C: Encourage retail development in areas where there are high traffic volumes and accessibility.

Policies: 9. Identify other commercial areas within the corporate limits that might serve to provide more retail and commercial land use dispersal within the community.

EXHIBIT "A"

Legal Description for Zoning Change

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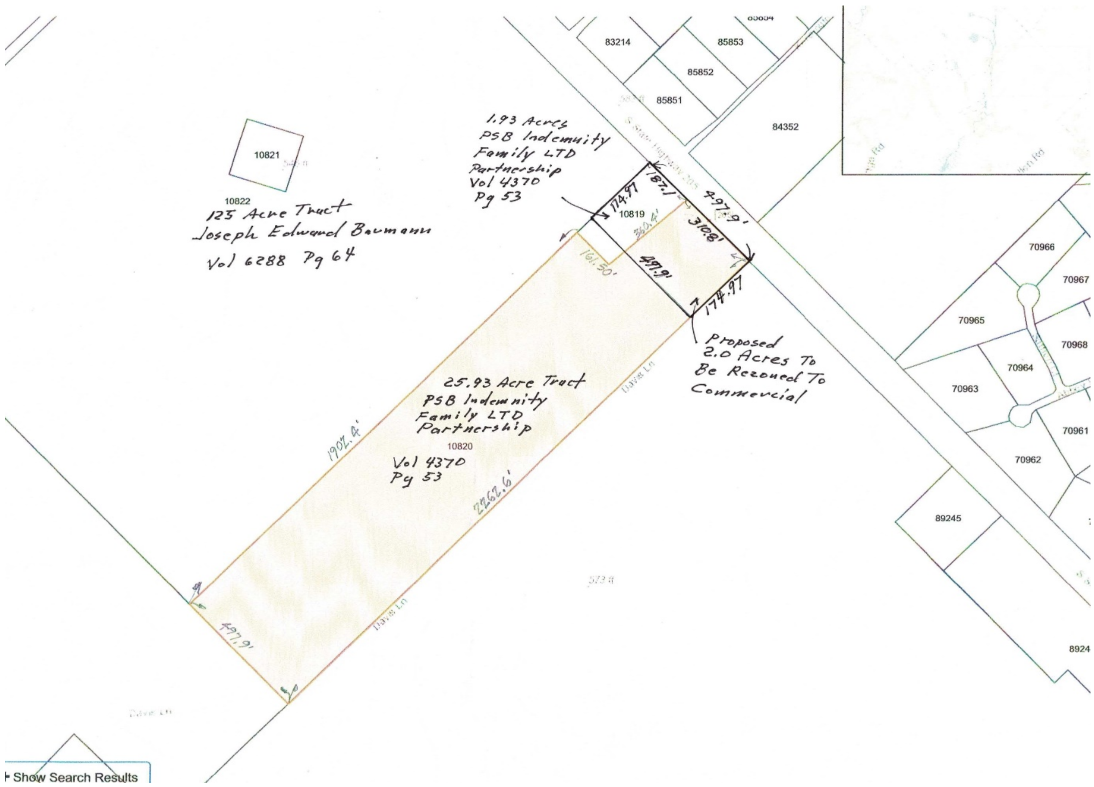
1.93 Acres
PSB Indemnity
Family LTD
Partnership
Vol 4370
Pg 53
125 Acre Tract
Joseph Edward Baumann
Vol 6288 Pg 64
Proposed
2.0 Acres To
Be Rezoned To
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25.93 Acre Tract
PSB Indemnity
Family LTD
Partnership
Vol 4370
Pg 53
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SPECIAL CITY COUNCIL MEETING
City of McLendon-Chisholm, Texas
Meeting Minutes
November 11, 2020

The City Council of the City of McLendon-Chisholm convened in Regular Session on Wednesday, November 11, 2020, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

ATTENDING:	Keith Short	Mayor
	Nathan Hodges	Mayor Pro Tem
	Lorna Kipphut	Council Member
	Trudy Woessner	Council Member
	William Dahl	Council Member
	Brian Davis	Council Member (Seated after Oath of Office)
Staff Present:	Lisa Palomba	City Administrator
	Shelly Green	City Secretary
	Michael Halla	City Attorney

1. CALL TO ORDER

Mayor Short called the meeting to order at 7:31 p.m.

2. CONSIDER NOVEMBER 3, 2020 ELECTION MATTERS

2.1. Discuss and consider Resolution 2020-19 canvassing the returns and declaring the results of the General Election held on November 3, 2020 for the purpose of electing a Mayor and City Council Member Place 2 for two (2) year terms. Due to the postponement of the regular May 2020 election, the terms of office will be from November 3, 2020 to May 1, 2022.

City Secretary Green presented the returns of the General Election as provided by County Election Administrator, Chris Lynch. Election results are as follows:

MAYOR	
Valerie Bodart	828
Keith Short	1,084

COUNCIL MEMBER PLACE 2	
Nathan Hodges	1,849

MOTION: APPROVE RESOLUTION 2020-19 CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 3, 2020.

MADE BY: **Council Member Dahl**
SECONDED BY: **Council Member Woessner**
APPROVED: **Unanimous**

2.2. Discuss and consider Resolution 2020-20 canvassing the returns and declaring the results of the Special Election held on November 3, 2020 for the purpose of electing a person to fill the vacancy of City Council Member Place 4. Due to the postponement of the regular May 2020 election, the term of office will be from November 3, 2020 to May 1, 2022.

City Secretary Green presented the returns of the Special Election as provided by County Election Administrator, Chris Lynch. Election results are as follows:

COUNCIL MEMBER PLACE 4	
Brian Davis	1,024
Daniel Tucker	739

MOTION: APPROVE RESOLUTION 2020-19 CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE SPECIAL ELECTION HELD ON NOVEMBER 3, 2020.

MADE BY: **Council Member Kipphut**
SECONDED BY: **Council Member Dahl**
APPROVED: **Unanimous**

2.3. Newly elected Mayor and City Council Members for Place 2 and 4 will take the Oath of Office.

Judge Mark Russo, Justice of the Peace, Rockwall County Precinct 4, called the newly elected officials forward individually to administer the Oaths of Office.

3. INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND TEXAS FLAGS

Judge Mark Russo delivered the Invocation and led the Pledge of Allegiance to the U.S. and Texas Flags prior to administering the Oaths of Office.

4. RULES OF DECORUM

Mayor Short announced the Rules of Decorum are in place and are to be observed throughout the meeting.

Prior to moving on with Citizen Comments, Mayor Short recognized and thanked Ms. Bodart and Mr. Tucker for stepping up and running for office.

5. CITIZEN COMMENTS

Muhammed Polani, 3645 Capstone Ln., Plano, Texas. Mr. Polani spoke in favor of the sanitary sewer line project and stated he would be willing to share in the city cost/share program on this project.

Adriene Balkum, 1518 Firenza Ct. Expressed her concern that the city needs to make sure they have qualified engineers and qualified city planners. We need to make sure we have the best types of people that will be working on behalf of the city because we are representing the people.

Val Bodart, 402 Cattle Barron Dr. Concerned about the citizens not being aware of what is going on. She feels this is bad timing and we could do this later because of the 205 expansion. Also, we don't have our comprehensive plan yet which is where we're going to decide that that's going to be our business district. Suggested going with Option 4 to give the community time to learn the details and be able to ask questions.

6. APPROVAL OF MINUTES

6.1. Consider approval of October 13, 2020 City Council Minutes

MOTION: APPROVE THE MINUTES OF OCTOBER 13, 2020 AS PRESENTED

MADE BY: **Council Member Kipphut**
SECONDED BY: **Council Member Dahl**
APPROVAL: **Ayes: Council Members Kipphut, Dahl, and Woessner**
Abstain: Council Members Hodges and Davis

7. ITEMS FOR CONSIDERATION

7.1. Discussion and action regarding selection of a new Mayor Pro Tem.

MOTION: Nominate Council Member Kipphut.

MADE BY: **Council Member Woessner**
SECONDED BY: **Council Member Dahl**
APPROVAL: **Unanimous**

7.2. Presentation of Fire Station Design-Build update and related matters. Council discussion may follow.

Sean Speers, AGCM, was present to provide updated information on the progress of the new fire station.

Randy Landers, Speed Fab-Crete, stated they are all working together to see that the city gets everything they want. He reported they are right on schedule on design, the 90% drawings are being delivered tonight. They will begin their review process and will be submitting the plans for a building permit. The plan is to send those in next Friday, the 20th, which is right on schedule. They plan to start on the dirt work as soon as possible. He pointed out the overview drawings, these are obviously not the construction documents. There is a site plan, a floor plan and elevation artist rendering.

Council Member Kipphut asked if they had received the soils test. Mr. Landers responded they had and it was everything they had hoped for – no bad surprises.

Council Member Kipphut also asked when they thought they would have the groundbreaking. Mr. Landers stated that was up to them, they are ready. He suggested they do it just before the Christmas tree lighting.

7.3. Presentation, discussion, and action regarding SH 205 Sanitary Sewer line award of bid to Double R Utilities in the amount of $328,647.00 for the base bid or $316,475.20 for the Alternate Bid.

City Administrator gave a brief report regarding this item:

BACKGROUND OF ISSUE:
City Council engaged Teague Nall & Perkins to design a sanitary sewer line along Hwy 205 from Via Toscana to the vicinity of Hwy 205 & FM 550 in the General Business Zoning District. Once the design was complete, Council authorized Teague Nall & Perkins to prepare an invitation to bid for the construction of the line. Bids were opened on October 1, 2020 and the Bid Tabulations are attached in the letter submitted by Teague Nall & Perkins.

FINANCIAL IMPACT:
If Council determines to award the bid, council will need to also direct the City Administrator to bring forth a budget amendment to fund the project with an appropriate combination of utility and general funds. Ultimately, the City will develop a Pro Rate Ordinance requiring any retail lot owner developing adjacent to the line to be charged a fee to reimburse the city a proportionate cost of design and installation of the sanitary sewer line.

A sanitary sewer line is necessary to serve the retail area of the City. Providing for the infrastructure will likely encourage economic development efforts in the area which may bring forth additional revenue to the City and further alleviate tax burdens on residents.

OPERATION IMPACT:
Construction costs can change very quickly depending on current economic conditions and supply and demand of products and services. As such, the bids expire at the end of November. Once the bids expire, Council will have to reissue an invitation to bid if determined to move forward at a later date.

Options:

1) Approve the award of bid and authorize the City Administrator to enter into a contract with the chosen firm to bring forth a budget amendment to pay for the costs and

establish a Pro Rate policy for adjacent property owners for reimbursement to the City at the time of development.

2) Approve the award of bids as recommended and authorize the City Administrator to enter into a contract with the chosen firm and to fund a portion of the project (City pays all upfront costs and charges a portion back to developers) and develop a Pro Rate Policy for property owners connecting to the line for reimbursement of partial costs to the City at the time of development.
3) Refuse all bids and reissue an invitation to bid at a later date.
4) In consideration of tonight's presentation and desire for developer and community input, schedule special meeting prior to the end of November to consider the award of bid and funding of the project.

Matt Atkins, Teague Nall and Perkins, approached the podium to briefly describe the base bid and the alternate bid options and their recommendation for the project and then answered their technical questions about the sewer line. He explained Double R Utilities, Inc. is the low bidder and they are one of the better companies they work with on this type of work.

MOTION: POSTPONE ACTION ON THIS ITEM UNTIL A SPECIAL MEETING CAN BE HELD TO ALLOW FOR PUBLIC INPUT.

MADE BY: Council Member Kipphut
SECONDED BY: Council Member Woessner
APPROVAL: Unanimous

7.4. Discussion and action regarding Transfer of Allocation of Coronavirus Relief Funds, as established by the CARES Act, to Rockwall County.

City Administrator Palomba presented the following staff report:

<u>BACKGROUND OF ISSUE:</u>
The Cares act provides an opportunity for funding to government entities for reimbursement of costs related to expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19). These funds are made available to local governments based on population.

The Cares Act provides that payments from the Fund may only be used to cover costs that–

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (date of enactment of the CARES ACT) for State or government; and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

There are strict limitations on the permissible use of funds. Any expenditures must be related to actions taken to respond to the public health emergency such as addressing medical or public health needs as well as expenditures incurred to respond to secondary effects of the emergency such as providing economic support to those suffering from employment or business interruptions due to COVID-19 related business closures.

Funds may not be used to fill in government shortfalls in revenue to cover expenditures that would not otherwise qualify. Revenue replacement is not a permissible use of funds.

Examples of eligible expenses are included on pages 3 and 4 of the Coronavirus Relief Fund Guidance Document.

The City of McLendon-Chisholm was fortunate to encounter few expenses related to COVID-19 and the minor expenses that were incurred fell within previously budgeted amounts for supplies. While public safety payroll is an acceptable use of funds, reimbursement for payroll expenses for public safety personnel is only for employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. All personnel hours must be thoroughly documented as to how they are directly responsive to COVID 19. Additionally, the City's full-time fire personnel cost are partially covered by the SAFER Grant which also make that portion of their salary and benefits ineligible for reimbursement.

FINANCIAL IMPACT:
The City of McLendon-Chisholm was provided an opportunity to apply for relief funds up to $171,215.00. Since this City did not incur eligible expenses, the City will not be applying for relief funds. Rather than leaving the allocation of funds unused, the City has the option of electing to transfer the allocation of unused funds to Rockwall County. Rockwall County did incur tremendous unbudgeted expenses. Transferring the funds to the County will help the County to recover a portion of their eligible expenses. The Council will be responsible for any and all required documentation if funds are transferred.

RECOMMENDATION:
Staff recommends approval of Transfer of Allocation of Coronavirus Relief Funds in the amount of $171,215.00 to Rockwall County.

MOTION: APPROVE THE TRANSFER OF ALLOCATION OF CORONAVIRUS RELIEF FUNDS IN THE AMOUNT OF $171,215.00 AS ESTABLISHED BY THE CARES ACT, TO ROCKWALL COUNTY.

MADE BY: Council Member Dahl
SECONDED BY: Council Member Woessner
APPROVAL: Unanimous

7.5. Discussion and action regarding consideration of an Interlocal Agreement between the City of McLendon-Chisholm and Kaufman County, Texas, under option one, authorizing the City of McLendon-Chisholm to regulate subdivision plats and related permits in the Extraterritorial Jurisdiction (ETJ) of McLendon-Chisholm.

City Administrator Palomba presented her staff report on this item:

BACKGROUND OF ISSUE:
The Interlocal and Cooperation Act section 791.001 and HB 1445 permit a City and County to enter into a written agreement that identifies the governmental entity authorized to regulate subdivision plats and to approve related permits in the ETJ area.

FINANCIAL IMPACT:
The City will collect and retain all fees relating to subdivision plat approval according to the currently adopted fee schedule.

OPERATIONAL IMPACT:
An Interlocal Agreement for subdivision authority provides clarification on authority and responsibility and avoids confusion and misunderstandings about authority, responsibility and liability for the government entities as well as subdivision applicants.

RECOMMENDATION:
Staff recommends approval of the Interlocal Agreement between McLendon-Chisholm and Kaufman County granting the City of McLendon-Chisholm exclusive jurisdiction to regulate subdivision plats and to approve related permits in the City's ETJ subject to language changes in Section 3.(B) Building Permits – additional language that provides M-C shall accept/enforce building permits for any area under a valid development agreement identifying M-C as the permitting authority and (3) clarify that driveway culverts within a subdivision under M-C authority are issued by M- C. This does not include driveways fronting a Kaufman County road or TxDOT road.

City Attorney Michael Halla has reviewed the proposed Interlocal Agreement proposed edits.

MOTION: APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF MCLENDON-CHISHOLM AND KAUFMAN COUNTY, TEXAS AUTHORIZING THE CITY OF MCLENDON-CHISHOLM TO REGULAR SUBDIVISION PLATS AND RELATED PERMITS IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF MCLENDON-CHISHOLM.

MADE BY: Council Member Dahl
SECONDED BY: Council Member Hodges
APPROVAL: Unanimous

Mayor Short called for a break at 8:38 p.m. and reconvened at 8:47 p.m.

7.6. Discussion and action regarding consideration of an Interlocal Cooperation Agreement between Rockwall County and the City of McLendon-Chisholm for right-of-way maintenance.

City Administrator Palomba presented her staff report:

BACKGROUND OF ISSUE:
The Interlocal and Cooperation Act permit a City and County to enter into a written agreement whereby the City and County agree upon the terms of an agreement. The City of McLendon-Chisholm does not have a public works department, yet the City does own several streets that require right-of-way maintenance. The proposed agreement allows the City to request right-of-way maintenance from the County as needed for a cost to be determined and agreed upon by the two entities prior to any work being performed. Commonly performed maintenance includes road improvements and repair, tree cutting and mowing.

FINANCIAL IMPACT:
The City has a budget for right-of-way maintenance. The City will request an estimate for any work prior to engaging with the County for any maintenance. Quotes may be obtained from other sources as well. However, because the County owns equipment and uses their employees, the County quotes for ROW maintenance will usually be lower than other sources.

OPERATIONAL IMPACT:
Having an agreement in place with the County for ROW maintenance provides a cost effective and efficient means of providing ROW maintenance on an as-needed and as-requested basis.

RECOMMENDATION:
Staff recommends approval of the agreement.

MOTION: APPROVE AN INTERLOCAL COOPERATION AGREEMENT BETWEEN ROCKWALL COUNTY AND THE CITY OF MCLENDON-CHISHOLM FOR RIGHT-OF-WAY MAINTENANCE.

MADE BY: Council Member Hodges
SECONDED BY: Council Member Kipphut
APPROVAL: Unanimous

7.7. Discussion and action regarding adoption of an Ordinance increasing the rate of deposits to the Texas Municipal Retirement System (TMRS) by the Employees of McLendon-Chisholm and providing for a change in the municipal contribution to the current service annuity reserve upon retirement of employees.

City Administrator Palomba presented her staff report:

BACKGROUND OF ISSUE:
TMRS is a statewide retirement system that cities may elect to join. McLendon-Chisholm joined TMRS in 2014 with a deposit rate of 5% and a 1:1 match at retirement. Each

employee of the City who is a member of the system is eligible to retire and receive a retirement annuity if the member has at least 20 years of credited service in the system for one or more participating municipalities. The proposed ordinance increased the employee deposit rate from 5% to 7% and increases the City's matching contribution from 1:1 to 2:1.

FINANCIAL IMPACT:
The proposed increase was discussed and approved as part of the budget process.

OPERATIONAL IMPACT:
Payroll will be adjusted beginning in January 2021 to accommodate the TMRS deposit and municipal contribution increase. This change brings the City of M-C to the same contribution and match level as compared to other cities in Rockwall County and the surrounding area.

RECOMMENDATION:
Staff recommends approval of the Ordinance.

MOTION: APPROVE AN ORDINANCE INCREASING THE RATE OF DEPOSITS TO THE TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS) BY THE EMPLOYEES OF MCLENDON-CHISHOLM AND PROVIDING FOR A CHANGE IN THE MUNICIPAL CONTRIBUTION TO THE CURRENT SERVICE ANNUITY RESERVE UPON RETIREMENT OF EMPLOYEES.

MADE BY: Council Member Hodges
SECONDED BY: Council Member Dahl
APPROVAL: Unanimous

7.8. Discussion and action for approval of utilizing Fire Capital replacement funds for purchasing replacement self-contained breathing apparatus (SCBA) bottles expiring this year.

MOTION: APPROVE UTILIZING FIRE CAPITAL REPLACEMENT FUNDS FOR PURCHASING REPLACEMENT SELF-CONTAINED BREATHING APPARATUS (SCBA) BOTTLES EXPIRING THIS YEAR.

MADE BY: Council Member Hodges
SECONDED BY: Council Member Kipphut
APPROVAL: Unanimous

7.9. Discussion and action regarding MC 5K and Fun Run event.

Council Member Woessner explained this event will take place on December 12th from 8 a.m. to approximately 11 a.m. It's a 5K Run and Family Fun Run. There will be banners posted and information to sign up or come out and support on Facebook and city website. The route will be from City Hall down 550 to Chisholm Crossing neighborhood at Granite Ridge, left down Fireside Drive, down to Dancing Waters, turn around and come back and do the same path. This event was brought to the Chief and he brought it to me.

7.10. Discussion and action regarding Christmas tree lighting.

Council Member Woessner reported this event will be held on December 1 and she presented her plan for the event, which will include the groundbreaking for the fire station.

It was the consensus to move forward with this event.

7.11. Discussion and action regarding setting a date, time, and identifying agenda topics for a Special Town Hall Meeting.

Item postponed until after January 1, 2021.

7.12. Discussion and action regarding a Resolution rescheduling or cancelling Regular Council Meetings during the 2020 holiday season.

MOTION: APPROVE A RESOLUTION CANCELLING THE NOVEMBER 24TH AND DECEMBER 23RD REGULAR CITY COUNCIL MEETINGS DURING THE HOLIDAY SEASON

MADE BY: Council Member Kipphut
SECONDED BY: Council Member Hodges
APPROVAL: Unanimous

7.13. Discussion and consideration of a Resolution establishing the dates and times for regular City Council Meetings.

MOTION: APPROVE A RESOLUTION ESTABLISHING THE SECOND AND FOURTH WEDNESDAYS AT 6:30 P.M. BEGINNING DECEMBER 9TH AS THE DATES FOR REGULAR CITY COUNCIL MEETINGS.

MADE BY: Council Member Hodges
SECONDED BY: Council Member Dahl
APPROVAL: Unanimous

8. EXECUTIVE SESSION

EXECUTIVE SESSION REMOVED FROM AGENDA

9. UPDATES, DISCUSSION AND DIRECTION TO STAFF

Mayor Short reminded everyone that the holiday season is upon us with Thanksgiving coming up and then Christmas right behind that. We need to be very aware of children and people out on the roadways.

10. REPORTS

10.1. Building Official Report October 2020 – No Questions or Comments

10.2. CWD Report October 2020 – No Questions or Comments

10.3. Animal Control Report October 2020 – No Questions or Comments

10.4 McLendon-Chisholm Fire Rescue Report October 2020 – No Questions or Comments

10.5 Budget Report October 2020 – No Questions or Comments

11. COUNCIL REPORTS ON ITEMS OF COMMUNITY INTEREST

The City Council will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of McLendon-Chisholm; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of McLendon-Chisholm that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of McLendon-Chisholm; and announcements involving an imminent threat to the public health and safety of people in the City of McLendon-Chisholm that has arisen after posting the agenda.

Council Member Dahl expressed appreciation to the veterans for their service.

Mayor Short expressed his appreciation to Council Member Kipphut for her hard work on the Veteran's Day service.

12. ADJOURN

There being no further business to discuss, Mayor Short adjourned the meeting at 9:24 p.m.

APPROVED:

____
Keith Short, Mayor

ATTEST:

____
Rochelle Green, City Secretary

SPECIAL CITY COUNCIL MEETING
City of McLendon-Chisholm, Texas
Meeting Minutes
November 18, 2020

The City Council of the City of McLendon-Chisholm convened in Regular Session on Wednesday, November 18, 2020, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

ATTENDING:	Lorna Kipphut	Mayor Pro Tem
	Nathan Hodges	Council Member
	Trudy Woessner	Council Member
	William Dahl	Council Member
	Brian Davis	Council Member
ABSENT:	Keith Short	Mayor
Staff Present:	Lisa Palomba	City Administrator
	Shelly Green	City Secretary
	Michael Halla	City Attorney

1. CALL TO ORDER

Mayor Pro Tem Kipphut called the meeting to order at 7:3 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND TEXAS FLAGS

Council Member Hodges delivered the Invocation and Council Member Dahl led the Pledge of Allegiance to the U.S. and Texas Flags prior to administering the Oaths of Office.

3. RULES OF DECORUM

Mayor Pro Tem Kipphut announced the Rules of Decorum are in place and are to be observed throughout the meeting.

4. CITIZEN COMMENTS

None

5. ITEMS FOR DISCUSSION

5.1. Citizen comments and possible Council discussion regarding the SH 205 Sanitary Sewer line award of bid in the amount of $328,647.00 for the base bid or $326,475.20 for the alternate bid.

Adrienne Balkum, 1518 Firenza Ct. - She suggested that no bid be award at this time. Financial impact on the city could be invested elsewhere while a plan could be developed that the majority of the citizens would be proud of. There is no rush, other than the developer pushing them.

Mark Kipphut, 31 Fireside – Endorsed the plan of putting a sewer line in place. The need for commercial development has been discussed for the better part of three years. This area is zoned commercial and it is where commercial development is designed to take place. Delaying the sewer is not going to change the dynamic other than if you want quality businesses you have to have quality infrastructure. Businesses are not going to operate off of septic systems. The sewer in Sonoma Verde was not designed just for Sonoma Verde, there are taps allocated to that area, but 25% was reserved for further development along FM 550 and also the commercial lines that would service that area. There are no issues in the terms of capacity.

Bev Stibbens, 279 Partridge Drive – She spoke against the sewer line. She has not seen an economic development plan come out of this Council. She has not seen a current downtown plan – there is one in place that has not been looked at in years. She stated they are not ready for this. You have one developer, that she knows of, that has come forward and ask for this. In the current economic state we are in with the pandemic and the quarantine, businesses are going under, they are not opening. She does not feel this is a very wise use of time or funds right now.

Valerie Bodart, 402 Cattle Baron Drive – She questioned that the big idea is and who says we need all this infrastructure right now. We only have one developer in place at the moment. Do we need to fork out all this money in the hopes that some day when the economy is better, we're going to recoup it?

6. ITEMS FOR CONSIDERATION

6.1. Presentation, discussion, and action regarding SH 205 Sanitary Sewer line award of bid to Double R Utilities in the amount of $328,647.00 for the Base Bid or $316,475.20 for the Alternate Bid.

MOTION: AWARD BID FOR THE SH 205 SANITARY SEWER LINE TO DOUBLE R UTILITIES IN THE AMOUNT OF THE BASE BID OF $328,647.00

MADE BY: Council Member Hodges
SECONDED BY: Council Member Dahl

APPROVAL: Approved by a 4-1 Vote by the following roll call vote:

Ayes: Council Member Dahl
Council Member Hodges
Council Member Woessner

Mayor Pro Tem Kipphut

No: **Council Member Davis**

Mayor Pro Tem Kipphut

7. **ADJOURN**

There being no further business to discuss, Mayor Pro Tem Kipphut adjourned the meeting at 8:17 p.m.

APPROVED:

____
Lorna Kipphut, Mayor Pro Tem

ATTEST:

____
Rochelle Green, City Secretary

ORDINANCE NO. 2020-13

AN ORDINANCE OF THE CITY OF McLENDON-CHISHOLM, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY OF MCLENDON-CHISHOLM, TEXAS, AS HERETOFORE AMENDED, SO AS TO AMEND ORDINANCE 2019-01, A SPECIFIC USE PERMIT TO INCREASE THE NUMBER OF STUDENTS FROM 125 TO 175 AND INCREASE THE NUMBER OF STAFF MEMBERS FROM 20 TO 40, AND TO CONTINUE TO USE THE STRUCTURES SITUATED ON LOT 1, BLOCK 1, IN THE K. LATHAM SURVEY A-133, BEING A 7.739 ACRE TRACT MORE PARTICULARLY DESCRIBED IN EXHIBIT 1 ATTACHED HERETO, BEING KNOWN AS 1388 SOUTH STATE HWY 205, MCLENDON-CHISHOLM, TEXAS, AS A PRIVATE SCHOOL OPERATING FROM CHISHOLM BAPTIST CHURCH; PROVIDING FOR A PENALTY OF A FINE NOT TO EXCEED THE SUM OF TWO THOUSAND ($2,000.00) DOLLARS; PROVIDING FOR A REPEALER CLAUSE, A SEVERABILITY CLAUSE, A SAVINGS CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 14, 2019, the City Council of the City of McLendon-Chisholm Texas approved Ordinance 2019-01 granting a Specific Use Permit to allow the use existing structures situated on Lot 1, Block 1, in the K. Latham Survey A-133, being a 7.739 acre tract more particularly described in Exhibit 1 hereto and being known as 1388 South State Highway 205, McLendon-Chisholm, Texas, as a private school to accommodate Pre-Kindergarten through twelfth grade students, a maximum enrollment of 175 students and a maximum of 40 teachers and administrators in addition to other provisions.

WHEREAS, the City Council of the City of McLendon-Chisholm, after due deliberations and consideration, and in the exercise of its legislative discretion, concurs with the findings of the Planning and Zoning Commission and has concluded that the Specific Use Permit should be amended as stated here, and the Zoning Code of the City of McLendon-Chisholm amended as provided herein.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MCLENDON-CHISHLM, TEXAS:

SECTION 1. The recitals set forth in the preamble clauses of this Ordinance are true and correct, constitute findings and determinations by the City Council acting in its legislative capacity and are incorporated here.

SECTION 2. The Zoning Ordinance of the City of McLendon-Chisholm, Texas, as heretofore amended, be amended and the same is hereby amended so as to grant an amendment to the existing Specific Use Permit as adopted as Ordinance 2019-01, Section 2, to allow the following amendments to the existing Specific Use Permit conditions:

Enrollment increased to 175 students and 40 staff members.

SECTION 3. All other provisions of the Specific Use Permit adopted by Ordinance 2019-01 remain in effect.

SECTION 4. Any person violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed Two Thousand ($2,000.00) Dollars and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

SECTION 5. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the City's Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 6. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance, all ordinances of the City of McLendon-Chisholm in conflict with the provisions of this Ordinance be, and the same are hereby, repealed to the extent of that conflict.

SECTION 7. If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto to any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of the Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 8. This Ordinance shall take effect immediately from and after its adoption and the publication of the caption, as the law in such cases provides.

DULY ADOPTED by the City Council of the City of McLendon-Chisholm, Texas, on the 9th day of December 2020.

APPROVED:

____
Lorna Kipphut, Mayor Pro Tem

ATTEST:

____
Rochelle Green, City Secretary

Ordinance 2020-15
Adopted 12/09/20

Ordinance No. 2020-15

AN ORDINANCE OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AMENDING THE COMPREHENSIVE PLAN AND THE FUTURE LAND USE MAP OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AS HERETOFORE AMENDED, BY GRANTING AN AMENDMENT TO THE FUTURE LAND USE MAP OF THE CITY OF McLENDON-CHISHOLM, TEXAS COMPREHENSIVE PLAN BY CHANGING THE FUTURE LAND USE DESIGNATION ON A TWO ACRE TRACT OF LAND LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF STATE HIGHWAY 205 AND DAVIS LANE, MORE PARTICULARLY DESCRIBED HEREIN, IN THE CITY OF McLENDON-CHISHOLM, ROCKWALL COUNTY, TEXAS, PROVIDING FOR THE PRODUCTION OF AN AMENDED FUTURE LAND USE MAP, PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of McLendon-Chisholm and the governing body of the City of McLendon-Chisholm, in compliance with state laws and with reference to amending the Comprehensive Plan, have given the requisite notice by publication and otherwise, an after holding due hearing and affording a full and fair hearing to all property owners and interested persons generally, the governing body of the City of McLendon-Chisholm is of the opinion that said Comprehensive Plan and Future Land Use Map should be amended as provided herein. Now therefore:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF McLENDON-CHISHOLM, TEXAS:

SECTION 1. That the Comprehensive Plan and the Future Land Use Map of the City of McLendon-Chisholm, Texas, heretofore duly passed by the governing body of the City of McLendon-Chisholm, as heretofore amended, be hereby amended by changing the Future Land Use Map designation on the two-acre tract of land more particularly described in Exhibit "A", attached hereto and incorporated herein, and herein referred to as the "Property" from "Rural Residential" to "Commercial" as described in the Comprehensive Plan.

SECTION 2. That all provisions of the ordinances of the City of McLendon-Chisholm in conflict with the provisions of this ordinance as applicable to the Property are hereby repealed and all other provisions of the ordinances of the City of McLendon-Chisholm not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so decided to be invalid, illegal, or unconstitutional, and shall not affect the validity of the Comprehensive Plan or the Future Land Use Map as a whole.

SECTION 4. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

Passed and approved this 9th day of December 2020.

Approved:

____
Lorna Kipphut, Mayor Pro Tem

Attest:

____
Rochelle Green, City Secretary

<u>EXHIBIT “A”</u>

Legal Description for Zoning Change

Whereas, PSB, Indemnity Family LTD. Partnership is the owner of a 25.93 acre tract of land in the William W. Ford Survey, Abstract No. 80 as filed in Volume 4370, Pg. 53 (O.P.R.R.C.T.) and the following description of land as follows for exhibit of change of zoning;

BEGINNING at a fence corner post found at the intersection of the South R.O.W. line of State Highway No. 205 (120’R.O.W.) with the Northwesterly most corner of said 25.93 acre tract said point also being the Northeasterly most corner of a 125 acre tract of land owned by Joseph Edward Baumann, Trustee of the Harry E. Baumann (Irrevocable Trust) as filed in Volume 6288, Page 64 (O.P.R.R.C.T.);

THENCE, S45°35’02”E, along the said south line of S.H. 205, for a distance of 497.90 feet to a point for a corner at the intersection of said S.H. 205 and Davis Lane (50’ R.O.W.);

THENCE, S44°12’57”W, along the northwesterly line of said Davis Lane, for a distance of 174.97 feet to a point for a corner;

THENCE, N45°39’14”W, departing said northwesterly line of Davis Lane for a distance of 497.90 feet to a point for a corner in the southeast property line of said 125.0 acre tract of land;

THENCE, N44°12”57”E, along said southeast property line and said northwest property line of the said 25.93 acre tract, for a distance of 174.97 feet to the Point of Beginning, having 2.0 acres or 87,120 square feet of land more or less.

Ordinance No. 2020-14

AN ORDINANCE OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AS HERETOFORE AMENDED, BY GRANTING A CHANGE IN ZONING DISTRICT TO A GB GENERAL BUSINESS ZONING ON A TWO ACRE TRACT OF LAND LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF STATE HIGHWAY 205 AND DAVIS LANE, MORE PARTICULARLY DESCRIBED HEREIN, IN THE CITY OF McLENDON-CHISHOLM, ROCKWALL COUNTY, TEXAS, PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE;PROVIDING FOR A PENALTY OR FINE NOT TO ECCEED THE SUM OF TWO THOUSAND ($2,000) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of McLendon-Chisholm and the governing body of the City of McLendon-Chisholm, in compliance with state laws and with reference to amending the Comprehensive Zoning Ordinance and Map, have given the requisite notice by publication and otherwise, an after holding due hearing and affording a full and fair hearing to all property owners and interested persons generally, the governing body of the City of McLendon-Chisholm is of the opinion that said Comprehensive Zoning Ordinance and Map should be amended as provided herein. Now therefore:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF McLENDON-CHISHOLM, TEXAS:

SECTION 1. That the Comprehensive Zoning Ordinance and Map of the City of McLendon-Chisholm, Texas, heretofore duly passed by the governing body of the City of McLendon-Chisholm, as heretofore amended, be hereby amended by changing the Zoning District designation on the two-acre tract of land more particularly described in Exhibit “A”, attached hereto and incorporated herein, and herein referred to as the “Property” from AG Agriculture to GB General Business as described in the Comprehensive Zoning Ordinance and amending the Official Zoning Map to reflect the approved change in zoning district.

SECTION 2. That all provisions of the ordinances of the City of McLendon-Chisholm in conflict with the provisions of this ordinance as applicable to the Property are hereby repealed and all other provisions of the ordinances of the City of McLendon-Chisholm not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so decided to be invalid, illegal, or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance or Map as a whole.

SECTION 4. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

Passed and approved this 9th day of December 2020.

Approved:

____
Lorna Kipphut, Mayor Pro Tem

Attest:

____
Rochelle Green, City Secretary

Ordinance No. 2020-14
Adopted 12/9/20

EXHIBIT "A"
Legal Description for Zoning Change

Whereas, PSB, Indemnity Family LTD. Partnership is the owner of a 25.93 acre tract of land in the William W. Ford Survey, Abstract No. 80 as filed in Volume 4370, Pg. 53 (O.P.R.R.C.T.) and the following description of land as follows for exhibit of change of zoning;

BEGINNING at a fence corner post found at the intersection of the South R.O.W. line of State Highway No. 205 (120'R.O.W.) with the Northwesterly most corner of said 25.93 acre tract said point also being the Northeasterly most corner of a 125 acre tract of land owned by Joseph Edward Baumann, Trustee of the Harry E. Baumann (Irrevocable Trust) as filed in Volume 6288, Page 64 (O.P.R.R.C.T.);

THENCE, S45°35'02"E, along the said south line of S.H. 205, for a distance of 497.90 feet to a point for a corner at the intersection of said S.H. 205 and Davis Lane (50' R.O.W.);

THENCE, S44°12'57"W, along the northwesterly line of said Davis Lane, for a distance of 174.97 feet to a point for a corner;

THENCE, N45°39'14"W, departing said northwesterly line of Davis Lane for a distance of 497.90 feet to a point for a corner in the southeast property line of said 125.0 acre tract of land;

THENCE, N44°12"57"E, along said southeast property line and said northwest property line of the said 25.93 acre tract, for a distance of 174.97 feet to the Point of Beginning, having 2.0 acres or 87,120 square feet of land more or less.

City of McLendon-Chisholm

Staff Report

Discussion and action regarding consideration of a Letter of Engagement with Murrey Paschall & Caperton, P.C. for auditing City of McLendon-Chisholm financial statements for Fiscal Year 2019-2020 for a price not to exceed $15,000.00. (Requested by Palomba)

DATE:

December 9, 2020

BACKGROUND OF ISSUE:

During budget discussions last spring and summer, Council discussed the option of remaining with the same auditing firm, Murrey Paschall & Caperton, P.C verses the option of seeking proposals for a new auditing firm. Since the City issued a request for proposal for auditing firms within the last two years and it was cost prohibitive to change firms at that time, Council indicated it was acceptable to once again engage Murrey Paschall & Caperton, P.C for auditing FY 19-20 financial statements.

At a more recent Council meeting, Council raised concerns regarding using the same auditing firm and requested staff relook at the issue. After some research, there is support from two organizations (Government Finance Officers Association and the American Institute of CPAs) suggesting it is not necessary to change auditors every five years as once suggested.

GFOA makes the following recommendation regarding the selection of auditing services:
(Source : https://www.gfoa.org/materials/audit-procurement)

- Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.
-
- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements. While there is some belief that auditor independence is enhanced by a policy requiring that the independent audit firm be replaced at the end of each multiyear agreement, unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-

> sector audits could make a policy of mandatory audit firm rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Where audit firm rotation does not result from this process, governments may consider requesting that senior engagement staff, such as engagement partners and senior managers, be rotated to provide a fresh perspective. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.

The City did in fact follow this advice and did undertake a full scale competitive process for selection of a new firm after five years and as suggested above, lack of adequate number of submissions of qualified firms appropriate for our city was indeed encountered so the city once again engaged Murray Paschall & Caperton to continue performing the City audit. Fortunately, Murrey Paschall and Caperton has more than one auditor in their firm so they are able to rotate partners as suggested above so that a different auditor may review the books.

FINANCIAL IMPACT:

Council budgeted $15,000 for auditing services. The last time the City issued a request for proposals for auditing services, changing firms was cost prohibitive.

OPERATIONAL IMPACT:

There is a learning curve anytime a new auditor is brought on board as it takes time to understand an organization. Murrey, Paschall & Caperton understand how the City of McLendon-Chisholm operates and they are familiar with our accounting systems, policies and procedures which reduces the staff time required to pull documents. They are also familiar with how the PID functions which used to be audited separately but now is audited as a supplemental to the City audit. The PID portion would take a new auditor a lot of time to understand the first few years. This extra time would increase the audit cost.

RECOMMENDATION:

Staff recommends approval of the Letter of Engagement with Murrey Paschal & Caperton for a price not to exceed $15,000.

Lisa Palomba, City Administrator

Murrey Paschall & Caperton PC

Certified Public Accountants

December 4, 2020

To the Honorable Mayor and Members of the City Council

City of McLendon-Chisholm
1371 West FM 550
McLendon-Chisholm, Texas 75032

We are pleased to confirm our understanding of the services we are to provide the City of McLendon-Chisholm for the year ended September 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of McLendon-Chisholm as of and for the year ended September 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of McLendon-Chisholm's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of McLendon-Chisholm's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Statement of Revenue, Expenditures, and Changes in Fund Balance-Budget and Actual (Non-GAAP Budgetary Basis)
3) Schedule of Changes in Net Pension Liability and Related Ratios
4) Schedule of Changes in OPEB Liability and Related Ratios

AUDIT OBJECTIVES

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

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

AUDIT PROCEDURES—GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

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

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

AUDIT PROCEDURES—INTERNAL CONTROL

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

AUDIT PROCEDURES—COMPLIANCE

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

OTHER SERVICES

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

MANAGEMENT RESPONSIBILITIES

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

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

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

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

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

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

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

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

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

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

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

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

We expect to begin our audit in December 2020 and to issue our reports no later than March 31, 2021. Kyle Caperton is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $15,000 ($12,500 City and $2,500 PID activity). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

Very truly yours,

Murrey Paschall & Caperton, PC

Murrey Paschall & Caperton, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of McLendon-Chisholm.

Management signature: ____________________ Date: ____________________

Title: ____________________

Governance signature: ____________________ Date: ____________________

Title: ____________________

North East Texas Inspections

638 Chisholm Ranch Dr. Rockwall, Texas 75032, 972-998-3415

There were 25 new single family residential home permits issued in October, 2020. The attached addendum reflects the home address, valuation, square footage and name of the Builder.

There were 14 new accessory projects permitted including single trades, swimming pools, outdoor living, shop buildings and other accessory endeavors that are also attached.

Permits to date: 195

Thank you for choosing North East Texas Inspections for your Building Services provider.

October 2020

David Ellis, Building Official

October 2020 New SFR	Valuation	Square ft.	Fee	Builder
1613 san donato	$ 350,690.00	2768	$ 875.00	highland
1802 bellagio	$ 402,645.00	3514	$ 1,025.00	highland
1919 scilia	$ 428,125.00	3944	$ 1,025.00	highland
1822 abruzzo	$ 400,240.00	3430	$ 875.00	highland
1941 recioto	$ 363,490.00	2750	$ 875.00	highland
1915 sicilia	$ 408,120.00	3955	$ 1,025.00	highland
1115 cambridge	$ 788,288.00	6976	$ 1,025.00	triple m hms.
1630 salvatore	$ 255,920.00	3656	$ 1,025.00	castlerock
1734 puglia	$ 259,280.00	3704	$ 1,025.00	castlerock
1906 galenda	$ 229,880.00	3284	$ 875.00	castlerock
1610 salvatore	$ 373,260.00	5052	$ 1,025.00	castlerock
2037 corleone	$ 237,510.00	3343	$ 875.00	castlerock
1919 galenda	$ 334,110.00	4773	$ 1,025.00	castlerock
1615 salvatore	$ 251,020.00	3586	$ 1,025.00	castlerock
1618 salvatore	$ 290,430.00	4149	$ 1,025.00	castlerock
1906 sicilia	$ 227,780.00	3254	$ 875.00	castlerock
1324 arezzo	$ 333,690.00	4767	$ 1,025.00	castlerock
1722 amarone	$ 236,600.00	3380	$ 875.00	castlerock
1725 amarone	$ 237,510.00	3393	$ 875.00	castlerock
1122 Oxford ct.	$ 509,000.00	5550	$ 1,025.00	benson custom
1814 bellagio	$ 316,000.00	3431	$ 875.00	bloomfield
1721 san donato	$ 293,000.00	2593	$ 875.00	bloomfield
1915 galenda sfr	$ 237,790.00	3397	$ 875.00	castlerock
1705 budino	$ 398,355.00	4630	$ 1,025.00	bloomfield
1706 puglia	$ 319,340.00	4562	$ 1,025.00	castlerock
			$ 23,975.00	

Accessory permits October 2020	Project	Valuation	Fee
1061 kingsbridge	hvac	$ 15,493.00	$75.00
1288 sommerset	pool	$65,000.00	$375.00
281 pheasant hill dr	pool	$74,690.00	$375.00
19 windsor dr.	room addition	$65,000.00	$375.00
21 fireside	garage	$60,000.00	$75.00
1096 fm 1139	pool	$60,000.00	$375.00
1176 lucca ct.	pool	$49,000.00	$375.00
103 rose marie	garage	$60,000.00	$225.00
1660 E. fm 550	water heater	$2,992.00	$75.00
628 stampede run	pool	$60,000.00	$375.00
1073 kingsbridge	pool/cabana	$100,000.00	$375.00
1378 arezzo	pool	$55,000.00	$375.00
1110 oxford pool	pool	$100,000.00	$375.00
1518 vista crt	garage	$100,000.00	$225.00
			$4,050.00

October 2020 Onsite inspections actual

1822 belagio	frame mep
1818 belagio	frame mep
1837 belagio	frame mep
1025 abbey	t-pole
1411 via toscana	gas/ generator
1721pieneze	flatwork
1400 artesia	pool gas
1424 siena	electric meter
1424 siena	gas meter
108 harvest ridge	elect rough
1378 arezzo	final co
1454 corrara	pool deck steel
1448 corrara	pool deck steel
1200 lucca	tpole
1168 livorno	tpole
1110 cambridge	pool deck bond
1837 bellagio	frame mep
1627 salvatore	flatwork
1629 san donato	plmbg rough
1629 san donato	tpole
1706 voltera	plmbg rough
1706 voltera	tpole
1162 livorno	flatwork
1163 livorno	flatwork
1169 livorno	flatwork
783 kensington	pool final
1627 salvatore	flatwork
1400 artesia	pool gas
1175 livorno	flatwork
1200 lucca	flatwork
1431 barollo	pool final
1411 via toscana	generator gas
1706 voltera	plmbg rough
1706 voltera	tpole
1637 san donato	tpole
1110 cambridge	pool electric
240 briarglen	elect.meter
1168 livorno	plmbg rough
783 kensington	pool final
1718 budino	plmbg rough
1718 budino	tpole
1701 pieneze	frame mep
1929 recioto	frame mep
1308 somerset	belly steel
1628 vista crt	tpole
1119 cambridge	plmbg rough

1678 veneto	frame mep
1684 veneto	frame mep
1558 vista crt	belly steel
1288 somerset	flatwork
1721 pieneze	elect. Meter
1721 pieneze	gas meter
1838 bellagio	gas meter
1838 bellagio	elect. Meter
1809 bertino	elect.meter
1809 bertino	gas meter
1815 bertino	elect.meter
1815 bertino	gas meter
114 windsor	elect.meter
5 fireside	undrgrnd elect
1719 cima	final co
1721 pieneze	elect.meter
1838 bellagio	flatwork
1729 pieneze	flatwork
1234 livorno	belly steel
1119 cambridge	plmbg rough
1411 via toscana	generator final
909 yorkhouse	pool gas
909 yorkhouse	belly steel
1827 bertino	gas meter
1833 bertino	final co
1827 bertino	elect.meter
1729 san donato	plmbg rough
1613 san donato	tpole
1915 sicilia	tpole
1919 sicilia	tpole
1822 abruzzo	tpole
1941 recioto	tpole
1802 bellagio	tpole
1119 cambridge	plmbg rough
1729 san donato	tpole
1288 somerset	elect.meter
2013 corleone	t-pole
1714 amarone	t-pole
1656 salvatore	t-pole
1725 pieneze	flatwork
1837 bellagio	flatwork
1115 cambridge	t-pole
1558 vista crt	pool gas
2021 corleone	frame mep
1918 sicilia	frame mep
1852 tuscany	frame mep
1801 radda	elect meter

1206 lucca	final co
1252 livorno	belly steel
1351 arezzo	frame emp
1308 somerset	frame
1156 livorno	frame mep
1252 livorno	pool gas
1252 livorno	pool gas
1533 via toscana	pool belly steel
1777 bertino	elect meter
1168 livorno	flatwork
1777 bertino	gas meter
411 s. hwy 205	frame mep
1351 arezzo	frame emp
1533 via toscana	belly steel
2021 corleone	frame mep
1918 sicilia	frame mep
1852 tuscany	frame emp
749 kensington	frame mep
5 fireside	frame
1714 amarone	plmbg rough
2013 corleone	plmbg rough
1737 amarone	final co
1777 bertino	elect. meter
1424 siena	final co
1801 radda	gas meter
1288 somerset	gas meter
1809 bertino	final co
1218 lucca	gas meter
1512 corrara	frame emp
1623 salvatore	frame mep
108 harvest ridge	final co
1827 bertino	final co
1777 bertino	elect. meter
1627 salvatore	frame mep
212 adcox	final co
1815 bertino	final co
2140 briarglen	final co

ROCKWALL COUNTY SHERIFF
972 TL TOWNSEND ROCKWALL , TX 75087

CC.District = '41' AND CC.IncDate Between '10/01/2020' And '10/31/2020' AND IsNull(CC.Jurisdiction, 'Default') = 'Default'

CFS History Search
Public Report

CFS #	Create When	Location	CallType | Disposition
2020-032373	10/31/2020 2:15:43 PM	600B FRONTIER TRL MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-032339	10/31/2020 10:06:34 AM	1100B LIVORNO DR MCLENDON CHISHOLM	DISTURBANCE NOISE | ASSIGNMENT COMPLETE
2020-032274	10/30/2020 5:21:27 PM	600B FRONTIER TRL MCLENDON CHISHOLM	SUSPICIOUS PERSON/VEHICLE | ASSIGNMENT COMPLETE
2020-032266	10/30/2020 4:13:04 PM	1400B EAGLE PASS ROCKWALL COUNTY	ODOR INVESTIGATION | ASSIGNMENT COMPLETE
2020-032013	10/27/2020 6:13:37 PM	GREENHOLLOW LN / E FM 550	WELFARE CHECK | UTL
2020-031994	10/27/2020 3:29:04 PM	1100B LIVORNO DR MCLENDON CHISHOLM	DISTURBANCE NOISE | NO OFFENSE
2020-031985	10/27/2020 12:49:41 PM	1500B PISA CT MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-031982	10/27/2020 11:19:39 AM	0B FIRESIDE DR MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031930	10/26/2020 6:33:07 PM	1300B E FM 550 MCLENDON CHISHOLM	SMOKE INVESTIGATION | ASSIGNMENT COMPLETE
2020-031927	10/26/2020 5:43:58 PM	200B HARVEST RIDGE DR MCLENDON CHISHOLM	ALARM RESIDENTIAL FIRE | FALSE ALARM
2020-031926	10/26/2020 5:35:10 PM	800B S STATE HIGHWAY 205 MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-031898	10/26/2020 9:27:09 AM	300B PHEASANT HILL DR MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-031897	10/26/2020 9:23:54 AM	400B CATTLE BARRON DR MCLENDON CHISHOLM	ABANDONED VEHICLE | ASSIGNMENT COMPLETE
2020-031766	10/24/2020 10:39:41 PM	900B MEADOW DR MCLENDON CHISHOLM	DISTURBANCE | ASSIGNMENT COMPLETE
2020-031765	10/24/2020 10:33:14 PM	1400B ARTESIA LN MCLENDON CHISHOLM	DISTURBANCE NOISE | UTL
2020-031759	10/24/2020 10:10:48 PM	200B PHEASANT HILL DR MCLENDON CHISHOLM	VEHICLE UNLOCK | ASSIGNMENT COMPLETE
2020-031746	10/24/2020 8:09:49 PM	200B PHEASANT HILL DR MCLENDON CHISHOLM	MISCELLANEOUS | ASSIGNMENT COMPLETE
2020-031582	10/23/2020 10:55:59 AM	0B FIRESIDE DR MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031577	10/23/2020 9:23:52 AM	0B WINTERHAWK DR MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-031574	10/23/2020 8:22:48 AM	0B WINTERHAWK DR MCLENDON CHISHOLM	DISTURBANCE | NO OFFENSE
2020-031573	10/23/2020 7:37:32 AM	700B N STATE HIGHWAY 205 MCLENDON CHISHOLM	MISCELLANEOUS | ASSIGNMENT COMPLETE
2020-031570	10/23/2020 6:06:34 AM	700B STATE HIGHWAY 205	MEET COMPLAINANT | ASSIGNMENT COMPLETE

CFS #	Create When	Location	CallType | Disposition
2020-031566	10/23/2020 4:00:41 AM	300B SAVANNA HILL LN ROCKWALL COUNTY	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031563	10/23/2020 2:01:38 AM	600B GLEN ACRES DR MCLENDON CHISHOLM	ALARM | ASSIGNMENT COMPLETE
2020-031452	10/21/2020 10:05:42 PM	900B KENTWOOD DR MCLENDON CHISHOLM	DISTURBANCE NOISE | ASSIGNMENT COMPLETE
2020-031435	10/21/2020 6:02:42 PM	1700B BERTINO WAY MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031429	10/21/2020 5:07:34 PM	NB 205 KLUTTS	RECKLESS DRIVER | ASSIGNMENT COMPLETE
2020-031421	10/21/2020 3:07:04 PM	SONOMA VERDA	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-031411	10/21/2020 12:42:39 PM	100B LAVENDER PL MCLENDON CHISHOLM	DISTURBANCE FAMILY | RSO REPORT TAKEN
2020-031341	10/20/2020 6:20:53 PM	1700B BERTINO WAY MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031334	10/20/2020 4:43:09 PM	400B SAVANNA HILL LN MCLENDON CHISHOLM	FRAUD | RSO REPORT TAKEN
2020-031204	10/19/2020 2:57:47 PM	1400B CORRARA DR MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031170	10/19/2020 10:01:31 AM	100B STATE HIGHWAY 205 MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031058	10/17/2020 9:34:18 PM	1600B VENETO DR MCLENDON CHISHOLM	DISTURBANCE NOISE | UTL
2020-031048	10/17/2020 8:20:01 PM	1600B S STATE HIGHWAY 205 MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-031013	10/17/2020 1:33:02 PM	200B PHEASANT HILL DR MCLENDON CHISHOLM	THEFT | ASSIGNMENT COMPLETE
2020-030956	10/16/2020 8:58:39 PM	1000B FRONTIER TRL MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-030928	10/16/2020 12:56:14 PM	1200B LIVORNO DR MCLENDON CHISHOLM	ALARM | FALSE ALARM
2020-030755	10/14/2020 5:03:50 PM	400B CATTLE BARRON DR MCLENDON CHISHOLM	WELFARE CHECK | UTL
2020-030518	10/12/2020 5:16:02 PM	1100B LIVORNO DR MCLENDON CHISHOLM	DISTURBANCE NOISE | ASSIGNMENT COMPLETE
2020-030464	10/12/2020 8:18:14 AM	1400B CORRARA DR MCLENDON CHISHOLM	LIFT ASSIST | ASSIGNMENT COMPLETE
2020-030455	10/12/2020 3:57:25 AM	N STATE HIGHWAY 205 / E FM 550	ACCIDENT MAJOR | ASSIGNMENT COMPLETE
2020-030346	10/11/2020 9:36:18 AM	200B PHEASANT HILL DR MCLENDON CHISHOLM	FOLLOW UP | ASSIGNMENT COMPLETE
2020-030217	10/10/2020 11:19:25 AM	HONEY'S SHAVED ICE	ACCIDENT MINOR | ASSIGNMENT COMPLETE
2020-030145	10/9/2020 4:55:15 PM	1100B LIVORNO DR MCLENDON CHISHOLM	DISTURBANCE NOISE | ASSIGNMENT COMPLETE
2020-030141	10/9/2020 4:41:28 PM	1300B STATE HIGHWAY 205 MCLENDON CHISHOLM	DISTURBANCE NOISE | ASSIGNMENT COMPLETE
2020-030094	10/9/2020 8:31:59 AM	100B STATE HIGHWAY 205 MCLENDON CHISHOLM	VEHICLE UNLOCK | ASSIGNMENT COMPLETE
2020-030069	10/8/2020 9:47:54 PM	0B WINDSOR DR MCLENDON CHISHOLM	PERSON W/ GUN | ARREST
2020-030060	10/8/2020 7:23:42 PM	700B KENSINGTON DR MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE

CFS #	Create When	Location	CallType | Disposition
2020-030048	10/8/2020 4:12:16 PM	2600B ROCHELL RD MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-030030	10/8/2020 1:42:15 PM	1300B AREZZO LN MCLENDON CHISHOLM	ALARM | ASSIGNMENT COMPLETE
2020-029952	10/7/2020 6:30:44 PM	200B PHEASANT HILL DR MCLENDON CHISHOLM	PROPERTY DAMAGE | RSO REPORT TAKEN
2020-029917	10/7/2020 11:34:22 AM	1700B PUGLIA CT MCLENDON CHISHOLM	RECKLESS DRIVER | ASSIGNMENT COMPLETE
2020-029901	10/7/2020 8:54:29 AM	1800B W FM 550 MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-029867	10/7/2020 12:55:25 AM	200B EAGLE PASS ROCKWALL COUNTY	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-029838	10/6/2020 7:05:42 PM	0B WINTER HAWK DR MCLENDON CHISHOLM	DISTURBANCE | NO OFFENSE
2020-029806	10/6/2020 12:22:29 PM	205 BETWEEN 550/548	ANIMAL LOOSE LIVESTOCK | UTL
2020-029775	10/6/2020 7:16:46 AM	W FM 550 / PULLEN RD	ANIMAL LOOSE LIVESTOCK | ASSIGNMENT COMPLETE
2020-029760	10/6/2020 1:21:12 AM	100B S STATE HIGHWAY 205 MCLENDON CHISHOLM	ALARM | ASSIGNMENT COMPLETE
2020-029737	10/5/2020 10:05:09 PM	1300B AREZZO LN MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-029610	10/4/2020 8:11:14 PM	1500B CORRARA DR MCLENDON CHISHOLM	DISTURBANCE FAMILY | ARREST
2020-029556	10/4/2020 4:37:26 AM	1300B S STATE HIGHWAY 205 MCLENDON CHISHOLM	KIDNAPPING | RSO REPORT TAKEN
2020-029510	10/3/2020 8:33:41 PM	1000B FRONTIER TRL MCLENDON CHISHOLM	MEET COMPLAINANT | ASSIGNMENT COMPLETE
2020-029483	10/3/2020 2:38:17 PM	5700B STATE HIGHWAY 205 MCLENDON CHISHOLM	MEDICAL CALL | ASSIGNMENT COMPLETE
2020-029408	10/2/2020 8:44:57 PM	100B STATE HIGHWAY 205 MCLENDON CHISHOLM	RECKLESS DRIVER | UTL
2020-029398	10/2/2020 3:55:26 PM	1400B CORRARA DR MCLENDON CHISHOLM	DISTURBANCE | ASSIGNMENT COMPLETE
2020-029391	10/2/2020 2:15:00 PM	1100B ALVINGTON CT MCLENDON CHISHOLM	CITY ORDINANCE VIOLATION | ASSIGNMENT COMPLETE
2020-029327	10/1/2020 10:29:42 PM	1100B E FM 550 MCLENDON CHISHOLM	SUSPICIOUS ACTIVITY | ASSIGNMENT COMPLETE
2020-029287	10/1/2020 12:40:30 PM	1300B SOMERSET LN MCLENDON CHISHOLM	MEET COMPLAINANT | UTL

Total: 69

City of McLendon Chisholm
Preliminary Operating Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue and Expenses				Prior Period Revenue and Expenses			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
Revenue								
302 · Franchise Income	$ 731	$ 731	0%	$ 195,000	$ 4,683	$ 4,683	3%	$ 187,000
303 · Development Income	2,115	2,115	14%	15,000	-	-	0%	15,000
304 · Building Permit Income	109,418	109,418	16%	696,127	38,371	38,371	12%	330,000
305 Municipal Court Income	-	-	- %	500	-	-	0%	1,800
306 · Interest Income	1,031	1,031	4%	25,000	1,862	1,862	- %	18,500
307 · Sign Permit Income	-	-	- %	-	-	-	- %	100
308 · Septic Fees	1,200	1,200	11%	11,000	1,125	1,125	14%	7,800
309 Food Enforcement	-	-	0%	1,200	300	300	24%	1,250
310 · Sales Tax Revenue	27,361	27,361	8%	341,608	20,382	20,382	10%	205,750
311 · PID Admin Expense Reimbursement	-	-	- %	-	-	-	- %	-
313 · Donations	(250)	(250)	-50%	500	(1,229)	(1,229)	-205%	600
314 · Copies Public Inf. Income	-	-	- %	100	-	-	- %	130
317 · Ad Valorem Tax	21,858	21,858	4%	551,083	13,060	13,060	2%	537,708
318 · Tax Certifications	-	-	- %	-	12	12	- %	75
321 · Credit Card Fee Revenue	531	531	67%	790	120	120	22%	550
Transfer from Fire Capital Fund				4,054,935				
Total Revenue	$ 163,994	$ 163,994	3%	$ 5,892,843	$ 78,685	$ 78,685	3%	$ 1,306,263

City of McLendon Chisholm
Preliminary Operating Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue and Expenses				Prior Period Revenue and Expenses			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
Expenditures								
Operating Expenditures								
401 · Municipal Court	$ -	$ -	0%	$ 1,000	$ -	$ -	- %	$ 50
402 · Election Expense	-	-	0%	25,000	-	-	- %	12,250
410 · Building Inspections	29,425	29,425	18%	167,264	12,100	12,100	10%	117,742
411 · Environment Regulation Expense	900	900	17%	5,375	550	550	9%	6,255
414 - Animal Control	1,590	1,590	8%	19,196	-	-	- %	18,000
415 · Section 380 Grant Program	-	-	0%	7,800	3,308	3,308	- %	3,800
418 · Membership Fees	200	200	10%	2,000	200	200	13%	1,575
422 · Public Notice Expense	1,243	1,243	11%	11,750	469	469	5%	9,150
423 · Community Functions	-	-	0%	1,000	5,982	5,982	1196%	500
426 · Appraisal District Collection	-	-	0%	7,500	-	-	0%	5,000
429 · Street Lights			0%	2,900				
430 · Public Safety	105,364	105,364	19%	566,318	76,643	76,643	25%	306,555
Total 400 Operating Expenditures	$ 138,722	$ 138,722	17%	$ 817,103	$ 99,251	$ 99,251	21%	$ 480,877
Occupancy Expenditures								
502 · Electricity	$ 253	$ 253	9%	$ 2,900	$ 273	273	10%	$ 2,700
506 · Water	296	296	3%	10,239	1,174	1,174	29%	4,000
510 · Propane Gas		-	0%	870	-	-	- %	788
512 - Trash Pick up		-	0%	-	-	-	- %	1,344
514 · Building Maint/Improvements	1,181	1,181	10%	12,000	321	321	3%	12,200
516 · Lawn Maintenance	685	685	9%	8,000	685	685	8%	8,500
518 · Janitorial	-	-	- %	-	-	-	- %	-
520 · Telephone & Internet	692	692	8%	8,300	613	613	9%	6,900

City of McLendon Chisholm
Preliminary Operating Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue and Expenses				Prior Period Revenue and Expenses			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
522 · Website Expense	120	120	5%	2,500	834	834	83%	1,000
522.1 · Website Design/Redesign			0%	10,000				
522.2 · Audio/Video Chamber Updates			0%	25,000				
Total 500 Occupancy Expenditures	$ 3,226	$ 3,226	4%	$ 79,809	$ 3,901	$ 3,901	4%	$ 37,432
General & Administrative Expenditures								
603 · Citizen Recognition	-	-	- %	-	-	-	- %	-
604 · Municipal Manuals, Books & Maps		-	0%	500	-	-	0%	250
606 · Employee Costs	25,798	25,798	10%	247,804	12,233	12,233	5%	222,455
618 · Liability Insurance	5,563	5,563	96%	5,821	5,292	5,292	70%	7,517
619 · Software Subscriptions	2,957	2,957	14%	21,860	2,863	2,863	15%	19,000
621 · IT Support	775	775	11%	7,000	600	600	11%	5,500
622 · Office Supplies - City Hall	516	516	15%	3,500	89	89	3%	3,000
623 · Office Equipment	405	405	5%	8,900	22	22	1%	2,600
624 · Office Equip Maintenance	100	100	2%	4,500	-	-	0%	1,500
625 · Printed Materials	-	-	0%	2,000	369	369	22%	1,700
626 · Postage-City Hall	95	95	6%	1,500	39	39	3%	1,410
628 · Bank Fees	222	222	11%	2,000	231	231	15%	1,500
630 · Legal & Professional								
63001-Accounting & Payroll services	5,000	5,000	8%	60,000	4,405	4,405	8%	52,514
63002 - Financial Audit		-	0%	16,000	-	-	0%	15,000
63003 - Legal	2,935	2,935	7%	40,000	3,000	3,000	8%	40,000
63005 - City Planner		-	0%	25,000	400	400	1%	45,000
63005.1 - Comprehensive Plan			0%	25,000				
63008 - Financial Consulting	965	965	4%	26,000	1,104	1,104	- %	26,000

City of McLendon Chisholm
Preliminary Operating Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue and Expenses				Prior Period Revenue and Expenses			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
63009 - Engineering		-	0%	25,000	-	-	- %	15,000
645 · Transcription Services		-	- %	-	-	-	- %	-
646 · Mileage Expense		-	0%	750	84	84	17%	500
647 · Council Meetings & Development		-	0%	800	-	-	0%	650
648 · Training	345	345	5%	7,000	900	900	13%	6,750
649 · Expense Account - City Administrator		-	- %	-	-	-	0%	-
650 · Expense Account - Mayor		-	- %	-	-	-	0%	-
652 · Staff Appreciation		-	0%	800	-	-	0%	850
655 · Code of Ordinance		-	0%	4,000	-	-	0%	3,500
699 · Miscellaneous Expense		-	- %	-	-	-	0%	-
Total G & A Expenditures	**$ 45,677**	**$ 45,677**	**9%**	**$ 535,735**	**$ 31,632**	**31,632**	**9%**	**$ 472,196**
700 · Capital Expenditures - Public Safety	**$ 88,450**	**$ 88,450**	**2%**	**$ 4,054,935**	**$ -**	**$ -**	**0%**	**$ 15,000**
700 · Capital Expenditures - Operating	**3,145**	**$ 3,145**	**6%**	**55,000**	**-**	**$ -**	**0%**	**$ 35,000**
Total Capital Expenditures	**$ 91,595**	**$ 91,595**	**2%**	**$ 4,109,935**	**$ -**	**$ -**	**0%**	**$ 50,000**
Total Expenditures	**$ 279,220**	**$ 279,220**	**5%**	**$ 5,542,582**	**$ 134,784**	**$ 134,784**	**5%**	**$ 1,040,505**
Surplus (Deficit)	**$ (115,225)**	**$ (115,225)**	**-33%**	**$ 350,261**	**$ (56,099)**	**$ (56,099)**	**-33%**	**$ 265,758**

City of McLendon Chisholm
Preliminary Utility Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue & Expenditures				Prior Period Revenue & Expenditures			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
Revenue								
306 · Interest Income	$ 122	$ 122	2%	$ 6,000	$ 871	$ 871	9%	$ 9,750
Sewer Utility Revenue								
32200 · Sewer Usage Fees	$ 35,935	$ 35,935	12%	306,625	$ 20,771	20,771	9%	228,360
32201 · Sewer Tap Fees	69,000	69,000	21%	327,000	21,000	21,000	29%	72,000
32204 · Sewer Deposit Refunds	(310)	(310)	37%	(845)	-	-	0%	(1,100)
Transfer from Utility Fund Surplus				-	-	-		49,554
Total Revenue	$ 104,747	$ 104,747	16%	$ 638,780	$ 42,642	$ 42,642	12%	$ 358,564
Expenditures								
Operation & Maintenance Expenditures								
Sewer Operation & Maintenance								
41304 · O&M Agreement	$ 3,555	$ 3,555	8%	$ 46,000	$ 2,929	$ 2,929	9%	$ 33,570
41305 - O&M Maintenance	1,528	1,528	10%	$ 15,500	3,535	3,535	10%	$ 36,000
41308 · Electricity	9	9	6%	150	9	9	0%	-
41310 · Sewer Treatment	12,000	12,000	4%	304,000	16,466	16,466	7%	231,794
41312 · Tap Fee Developer Rebate	41,400	41,400	21%	196,200	12,600	12,600	29%	43,200
Total Operations Expenditures	$ 58,492	$ 58,492	10%	$ 561,850	$ 35,539	$ 35,539	10%	$ 344,564
600 · General & Administrative Exp	$ 3,624	$ 3,624	24%	$ 15,293	$ 1,141	$ 1,141	8%	$ 14,000
Total Expenditures	$ 62,116	$ 62,116	11%	$ 577,143	$ 36,679	$ 36,679	10%	$ 358,564
Surplus (Deficit)	$ 42,631	$ 42,631	- %	$ 61,637	$ 5,962	$ 5,962	0%	$ -

City of McLendon Chisholm
Preliminary Interest Sinking Fund Financial Summary
For the one month ended October 31, 2020

	Current Period Revenue & Expenditures				Prior Period Revenue & Expenditures			
	Oct 2020 Actuals	Current YTD Actuals	% of Budget Current YTD	FY 2020-2021 Budget	Oct 2019 Actuals	Prior YTD Actuals	% of Budget Current YTD	FY 2019-2020 Budget
Revenue								
Ad Valorem Tax								
317 · Ad Valorem Tax	$ 5,874	5,874	4%	$ 147,552	$ 2,675	$ 2,675	2%	$ 107,426
306 · Interest Income	174	174	- %	6,900	580	580	- %	3,250
Transfer from Excess Bond Proceeds		-	- %	-		-	- %	-
Transfer From Interest & Sinking Surplus	-	-	- %	-	-	-	- %	30,968
Total Revenue and Transfers In	$ 6,048	$ 6,048	4%	$ 154,452	$ 3,255	$ 3,255	2%	$ 141,644
Expenditures								
628 · Bank Fees Expense		$ -		$ 5,850	$ -	$ -		0
660 · Bond Interest Expense	4,693	4,693	8%	$ 56,312	4,823	$ 4,823	8%	$ 58,113
802 · Bond Cost Amortization	243	243	- %	-	243	$ 243	- %	2,912
803 · Bond Premium Amortization		-	- %	-	(781)	$ (781)	- %	(9,381)
Transfer To Bond Principal		-	0%	90,000		$ -	0%	90,000
Transfer to Early Redemption Sinking Fund			- %	-		$ -	- %	-
Total Expenditures and Transfers Out	$ 4,936	$ 4,936	3%	$ 152,162	$ 4,285	$ 4,285	3%	$ 141,644
Surplus (Deficit)	$ 1,112	$ 1,112	- %	$ 2,290	$ (1,030)	$ (1,030)	- %	$ -

City of McLendon Chisholm
Public Safety Detail Report
For the one month ended October 31, 2020

	Oct-20	YTD
Revenue		
319 · Grants	8,825.97	8,825.97
Total Income	8,825.97	8,825.97
Gross Profit	8,825.97	8,825.97
Expense		
430 · Public Safety		
43001 · Liability Insurance	7,748.86	7,748.86
43002 · Fuel	802.67	802.67
43003 · Maintenance & Repair - Vehicles	2,453.20	2,453.20
43004 · Maintenance & Repair - Station	354.39	354.39
43005 · Gear and Supplies	4,758.26	4,758.26
43006 · Compliance	1,140.28	1,140.28
43008 · Dispatch	10,000.00	10,000.00
43009 · Training	382.93	382.93
43030 · EMS	1,794.66	1,794.66
43035 · Street Lights	247.39	247.39
Total 430 · Public Safety	29,682.64	29,682.64
500 · Occupancy Expenditures		
502 · Electricity	328.39	328.39
506 · Water	35.12	35.12
520 · Telephone & Internet	189.66	189.66
Total 500 · Occupancy Expenditures	553.17	553.17
600 · General & Administrative Exp		
606 · Employee Costs		
60601 · Staff Salaries	54,906.79	54,906.79
60602 · Hourly PTO 0 - 36 months	818.40	818.40
60605 · Hourly FF Banked Holiday Pay	1,227.60	1,227.60
60609 · Payroll Tax Expense	4,204.79	4,204.79
60612 · Retirement Plan Contributions	631.58	631.58
60613 · Health Insurance Expense	4,543.26	4,543.26
60614 · Dental Insurance Expense	352.26	352.26
60615 · Vision Insurance	41.04	41.04

City of McLendon Chisholm
Public Safety Detail Report
For the one month ended October 31, 2020

60616 · Disability Insurance	1,319.64	1,319.64
Total 606 · Employee Costs	68,045.36	68,045.36
610 · Payroll Tax Expense	0.00	0.00
618 · Insurance		
61803 · Workmen's Comp Ins	13,619.62	13,619.62
Total 618 · Insurance	13,619.62	13,619.62
619 · Software Subscriptions	2,289.26	2,289.26
Total 600 · General & Administrative Exp	83,954.24	83,954.24
Total Expense	114,190.05	114,190.05
Net Ordinary Income	-105,364.08	-105,364.08
Net Surplus (Deficit)	**-105,364.08**	**-105,364.08**

City of McLendon Chisholm
Detail Statement of Revenue & Expenditures by Fund
For the Month of October, 2020

	Interest and Sinking Fund	Operating Fund	Public Safety	Utilities Fund
Revenue				
302 · Franchise Income				
30204 · AT&T	0.00	655.15	0.00	0.00
30213-1 · Community Waste Disposal	0.00	75.40	0.00	0.00
Total 302 · Franchise Income	0.00	730.55	0.00	0.00
303 · Development Income				
30304 · Plat Income	0.00	2,115.00	0.00	0.00
Total 303 · Development Income	0.00	2,115.00	0.00	0.00
304 · Building Permit Income				
30401 · Contractor Registration Fee Inc	0.00	300.00	0.00	0.00
30404 · Inspection Income	0.00	15,925.00	0.00	0.00
30405 · Building Permit & Plan Review	0.00	89,604.23	0.00	0.00
30408 · Swimming Pool Permits	0.00	3,589.00	0.00	0.00
Total 304 · Building Permit Income	0.00	109,418.23	0.00	0.00
306 · Interest Income				
30600 · Alliance Interest Income	0.00	43.73	0.00	52.90
30602 · Logic Interest Income	0.00	985.08	0.00	69.02
30603 · Tex Pool Interest Income	0.00	2.17	0.00	0.00
30607 · Wilmington Accrued Int Income	173.94	0.00	0.00	0.00
Total 306 · Interest Income	173.94	1,030.98	0.00	121.92
308 · Septic Fees				
30801 · OSSF Fee Income	0.00	1,200.00	0.00	0.00
Total 308 · Septic Fees	0.00	1,200.00	0.00	0.00
310 · Sales Tax Revenue	0.00	27,360.68	0.00	0.00
313 · Donations				
313.2 · Veterans Memorial Fundraising C	0.00	-250.00	0.00	0.00
Total 313 · Donations	0.00	-250.00	0.00	0.00
317 · Ad Valorem Tax				
31701 · Ad Valorem Tax - M&O	0.00	21,801.28	0.00	0.00
31702 · Ad Valorem Tax - City Hall	5,835.79	0.00	0.00	0.00
31703 · Ad Valorem Refunds - M&O	0.00	0.00	0.00	0.00

City of McLendon Chisholm
Detail Statement of Revenue & Expenditures by Fund
For the Month of October, 2020

	Interest and Sinking Fund	Operating Fund	Public Safety	Utilities Fund
31705 · Ad Valorem Tax - Prior Years	28.09	42.03	0.00	0.00
31706 · Ad Valorem Tax - Penalty	3.37	5.04	0.00	0.00
31708 · Ad Valorem Refunds - City Hall	0.00	0.00	0.00	0.00
31709 · Ad Valorem Tax - Interest	6.82	10.10	0.00	0.00
31710 · Ad Valorem Tax - Misc Adj	0.00	0.00	0.00	0.00
37112 · Ad Valorem Business Property	0.00	0.00	0.00	0.00
Total 317 · Ad Valorem Tax	5,874.07	21,858.45	0.00	0.00
319 · Grants	0.00	0.00	8,825.97	0.00
321 · Credit Card Fee Revenue	0.00	530.59	0.00	0.00
322 · Sewer Utility Revenue				
32200 · Sewer Usage Fees	0.00	0.00	0.00	35,935.22
32201 · Sewer Tap Fees	0.00	0.00	0.00	69,000.00
32204 · Sewer Deposit Refunds	0.00	0.00	0.00	-309.97
Total 322 · Sewer Utility Revenue	0.00	0.00	0.00	104,625.25
Total Income	6,048.01	163,994.48	8,825.97	104,747.17
Gross Profit	6,048.01	163,994.48	8,825.97	104,747.17
Expense				
400 · Operating Expenditures				
410 · Building Inspections				
41003 · Building Inspections	0.00	28,025.00	0.00	0.00
41004 · Engineer Fees	0.00	1,400.00	0.00	0.00
Total 410 · Building Inspections	0.00	29,425.00	0.00	0.00
411 · Environment Regulation Expense				
41101 · Septic Inspection Fee	0.00	900.00	0.00	0.00
Total 411 · Environment Regulation Expense	0.00	900.00	0.00	0.00
414 · Animal Control	0.00	1,590.42	0.00	0.00
418 · Membership Fees	0.00	200.00	0.00	0.00
422 · Public Notice Expense	0.00	1,242.50	0.00	0.00
Total 400 · Operating Expenditures	0.00	33,357.92	0.00	0.00
413 · Sewer Operation & Maintenance				
41304 · O&M Agreement	0.00	0.00	0.00	3,555.00
41305 · Nonstandard O&M Expense	0.00	0.00	0.00	1,527.60

City of McLendon Chisholm
Detail Statement of Revenue & Expenditures by Fund
For the Month of October, 2020

	Interest and Sinking Fund	Operating Fund	Public Safety	Utilities Fund
41308 · Electricity	0.00	0.00	0.00	9.10
41310 · Sewer Treatment	0.00	0.00	0.00	12,000.00
41312 · Tap Fee Developer Rebate	0.00	0.00	0.00	41,400.00
Total 413 · Sewer Operation & Maintenance	0.00	0.00	0.00	58,491.70
430 · Public Safety				
43001 · Liability Insurance	0.00	0.00	7,748.86	0.00
43002 · Fuel	0.00	0.00	802.67	0.00
43003 · Maintenance & Repair - Vehicles	0.00	0.00	2,453.20	0.00
43004 · Maintenance & Repair - Station	0.00	0.00	354.39	0.00
43005 · Gear and Supplies	0.00	0.00	4,758.26	0.00
43006 · Compliance	0.00	0.00	1,140.28	0.00
43008 · Dispatch	0.00	0.00	10,000.00	0.00
43009 · Training	0.00	0.00	382.93	0.00
43030 · EMS	0.00	0.00	1,794.66	0.00
43035 · Street Lights	0.00	0.00	247.39	0.00
Total 430 · Public Safety	0.00	0.00	29,682.64	0.00
500 · Occupancy Expenditures				
502 · Electricity	0.00	252.88	328.39	0.00
506 · Water	0.00	295.61	35.12	0.00
514 · Building Maint/Improvements	0.00	1,180.50	0.00	0.00
516 · Lawn Maintenance	0.00	684.94	0.00	0.00
520 · Telephone & Internet	0.00	692.38	189.66	0.00
522 · Website Expense	0.00	120.00	0.00	0.00
Total 500 · Occupancy Expenditures	0.00	3,226.31	553.17	0.00
600 · General & Administrative Exp				
606 · Employee Costs				
60601 · Staff Salaries	0.00	19,315.26	54,906.79	0.00
60602 · Hourly PTO 0 - 36 months	0.00	0.00	818.40	0.00
60605 · Hourly FF Banked Holiday Pay	0.00	0.00	1,227.60	0.00
60609 · Payroll Tax Expense	0.00	1,571.48	4,204.79	0.00
60610 · Payroll Processing Fees	0.00	111.88	0.00	0.00
60612 · Retirement Plan Contributions	0.00	274.12	631.58	0.00

City of McLendon Chisholm
Detail Statement of Revenue & Expenditures by Fund
For the Month of October, 2020

	Interest and Sinking Fund	Operating Fund	Public Safety	Utilities Fund
60613 · Health Insurance Expense	0.00	1,351.91	4,543.26	0.00
60614 · Dental Insurance Expense	0.00	117.42	352.26	0.00
60615 · Vision Insurance	0.00	20.52	41.04	0.00
60616 · Disability Insurance	0.00	1,808.92	1,319.64	0.00
60618 · Salary PTO 0 - 36 months				
60618.1 · Salary PTO 37 - 84 months	0.00	1,005.70	0.00	0.00
60618 · Salary PTO 0 - 36 months - Other	0.00	221.15	0.00	0.00
Total 60618 · Salary PTO 0 - 36 months	0.00	1,226.85	0.00	0.00
Total 606 · Employee Costs	0.00	25,798.36	68,045.36	0.00
610 · Payroll Tax Expense	0.00	0.00	0.00	0.00
618 · Insurance				
61801 · General Liability Insurance Exp	0.00	440.12	0.00	0.00
61802 · Property Insurance	0.00	4,437.44	0.00	0.00
61803 · Workmen's Comp Ins	0.00	0.00	13,619.62	0.00
61804 · Other Ins	0.00	685.02	0.00	0.00
Total 618 · Insurance	0.00	5,562.58	13,619.62	0.00
619 · Software Subscriptions	0.00	2,957.36	2,289.26	0.00
621 · IT Support	0.00	775.00	0.00	0.00
622 · Office Supplies - City Hall	0.00	516.14	0.00	0.00
623 · Office Equipment	0.00	405.24	0.00	0.00
624 · Office Equip Maintenance	0.00	100.00	0.00	0.00
626 · Postage-City Hall	0.00	95.37	0.00	0.00
628 · Bank Fees				
62801 · Service Charges	0.00	222.00	0.00	0.00
Total 628 · Bank Fees	0.00	222.00	0.00	0.00
630 · Legal & Professional				
63001 · Accounting & Payroll Services	0.00	5,000.00	0.00	1,274.00
63003 · Legal	0.00	2,935.00	0.00	0.00
63008 · Financial Consulting	0.00	965.00	0.00	0.00
63010 · Sewer Line Design Study	0.00	0.00	0.00	2,350.00
Total 630 · Legal & Professional	0.00	8,900.00	0.00	3,624.00
646 · Mileage Expense	0.00	0.00	0.00	0.00

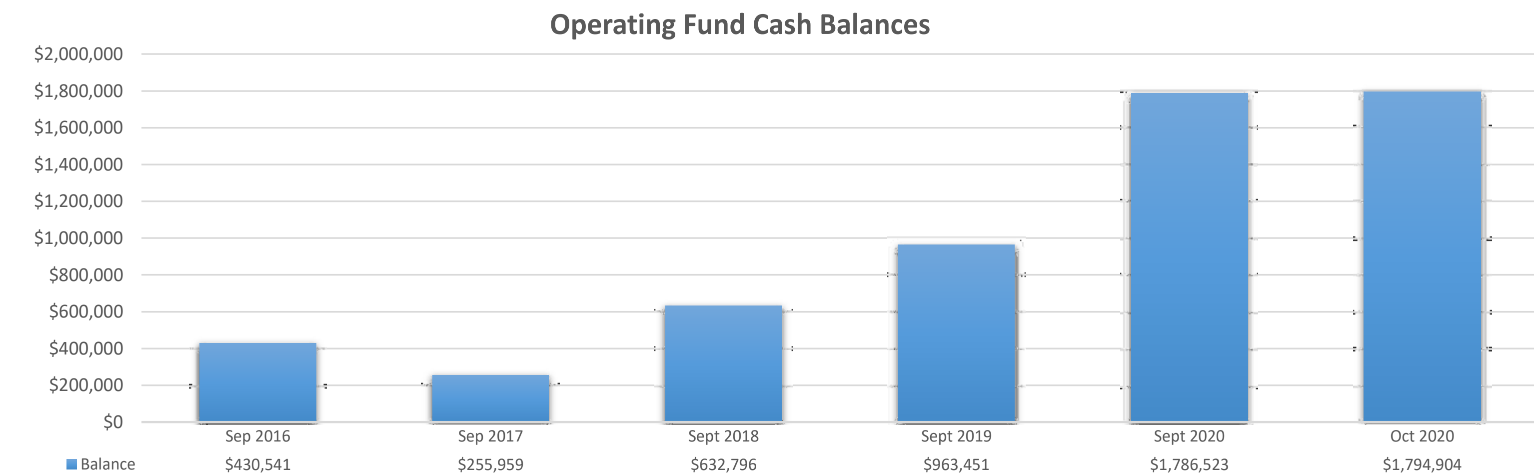
City of McLendon Chisholm
Detail Statement of Revenue & Expenditures by Fund
For the Month of October, 2020

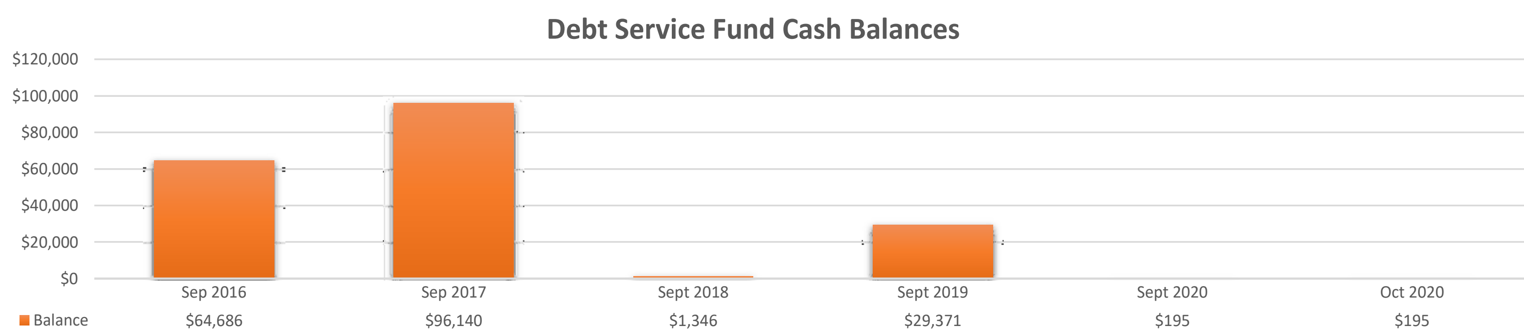
	Interest and Sinking Fund	Operating Fund	Public Safety	Utilities Fund
648 · Training	0.00	345.00	0.00	0.00
660 · Bond Interest Expense	4,693.00	0.00	0.00	0.00
699 · Miscellaneous Expenses	0.00	0.00	0.00	0.00
Total 600 · General & Administrative Exp	4,693.00	45,677.05	83,954.24	3,624.00
Total Expense	4,693.00	82,261.28	114,190.05	62,115.70
Net Ordinary Income	1,355.01	81,733.20	-105,364.08	42,631.47
Other Income/Expense				
Other Expense				
802 · Bond Cost Amortization	242.60	0.00	0.00	0.00
Total Other Expense	242.60	0.00	0.00	0.00
Net Other Income	-242.60	0.00	0.00	0.00
Net Surplus (Deficit)	**1,112.41**	**81,733.20**	**-105,364.08**	**42,631.47**

City of McLendon Chisholm
Cash Account Balances
For the one month ended October 31, 2020

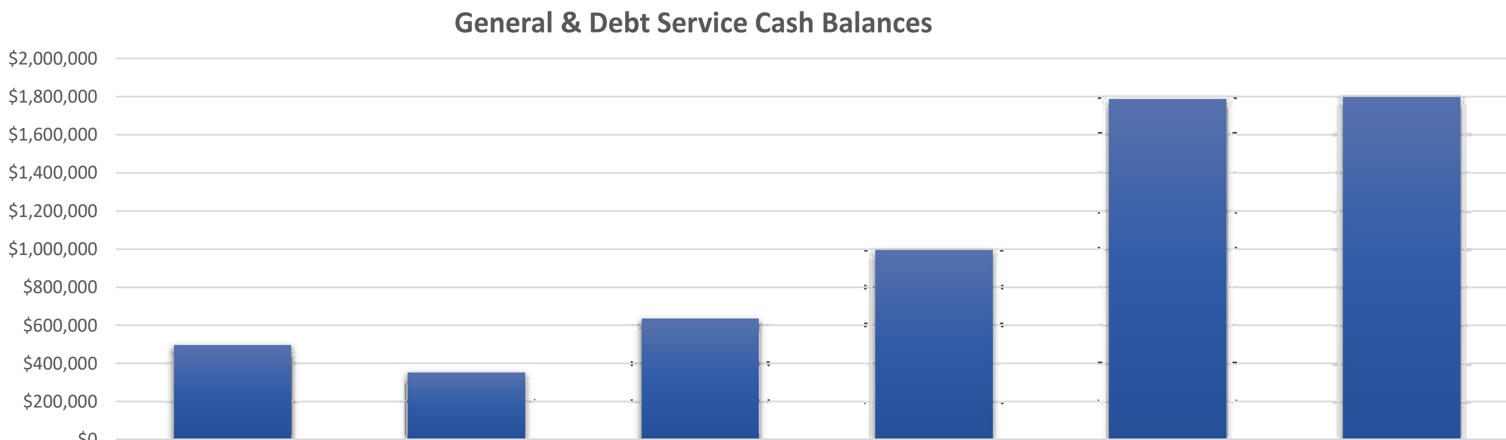
Fund	Account	Sept 30,20	Oct 31,20
I&S	130 · 9003 Logic I&S Fund	195	195
I&S Total		**195**	**195**
Operating	100 · 3738 - Alliance Operating	258,172	265,578
Operating	103 · Texpool 300001	19,134	19,136
Operating	125 · Logic - 9001 General Fund Reserves	301,574	301,623
Operating	127 · 9004 Logic Operating	873,591	873,732
Operating	128 · 9005 Logic Fire Dept Reserve	334,052	334,836
Operating Total		**1,786,523**	**1,794,904**
Utility	106 · 5071 - Alliance Utility Fund	510,328	281,149
Utility	126 · Logic - 9002 Utility Fund	430,011	430,080
Utility Total		**940,339**	**711,229**
Total		**2,727,057**	**2,506,328**
New Fire Station Account		**4,551,087**	**4,551,087**

City of McLendon Chisholm
Cash Balance Report
As of October 31 2020

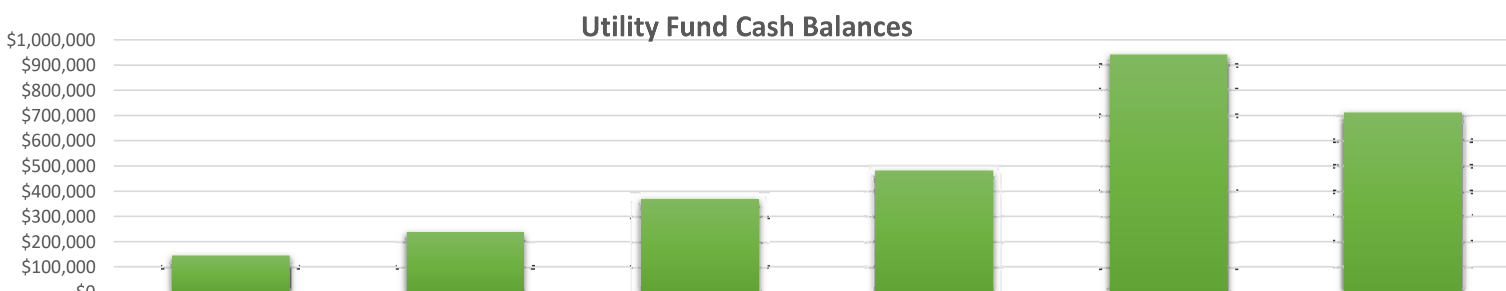




City of McLendon Chisholm
Cash Balance Report
As of October 31 2020

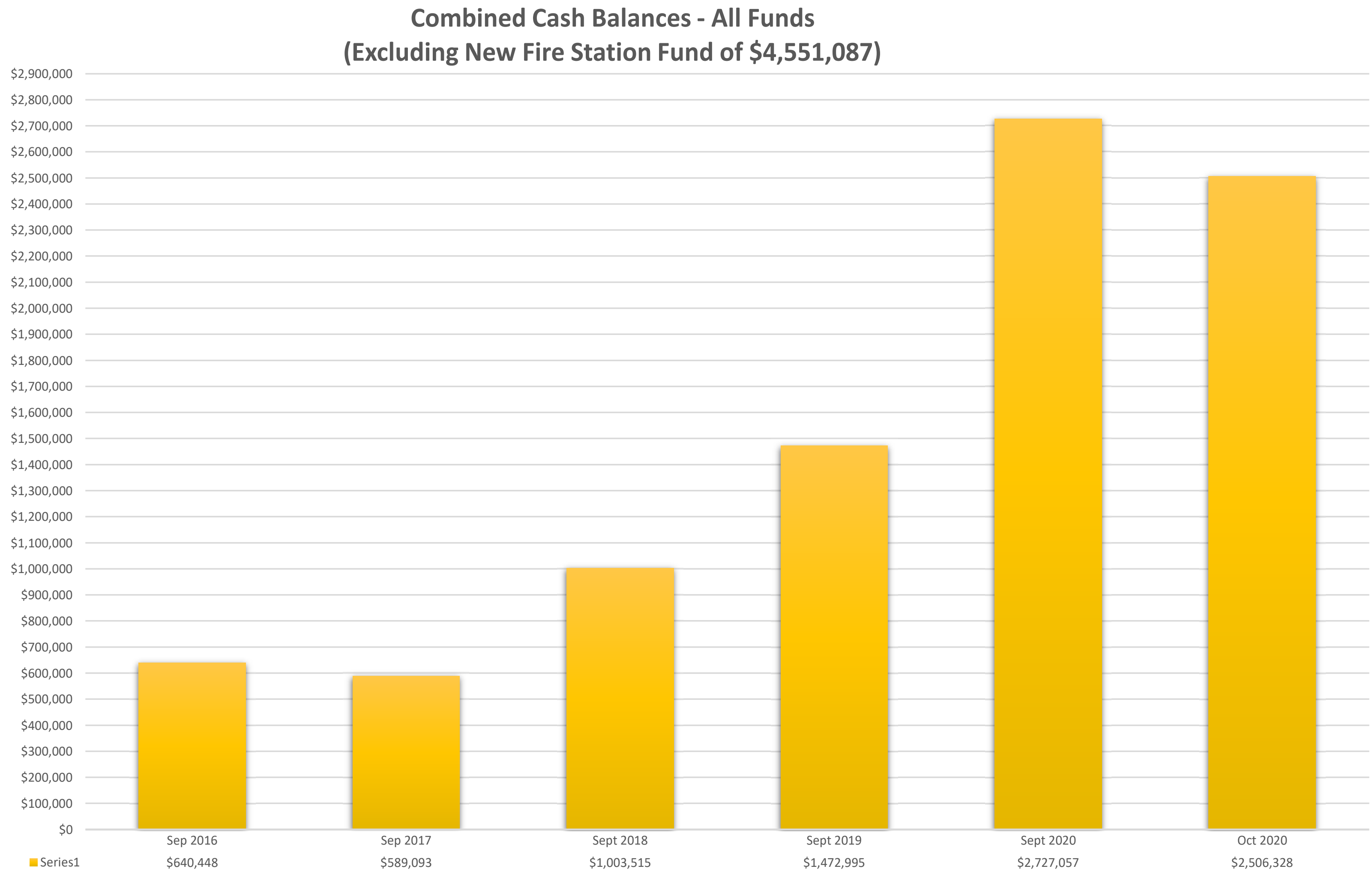


	Sep 2016	Sep 2017	Sept 2018	Sept 2019	Sept 2020	Oct 2020
Series1	$495,227	$352,099	$634,142	$992,822	$1,786,718	$1,795,099



	Sep 2016	Sep 2017	Sept 2018	Sept 2019	Sept 2020	Oct 2020
Series1	$145,221	$236,994	$369,373	$480,173	$940,339	$711,229

City of McLendon Chisholm
Cash Balance Report
As of October 31, 2020



CommunityWasteDisposal.com
Since 1984

Community Waste Disposal
Monthly Report to the City of McLendon-Chisholm

Jason Roemer *Municipal Coordinator*

Municipal Recycling Program




Single Stream Recycling

Participation in the Residential Curbside Recycling Program continues to demonstrate that residents of the City of McLendon-Chisholm are dedicated to the preservation of the Texas environment for future generations.

The chart below details the statistics of the CWD Residential Curbside Recycling Program.

	Oct-2020	Sep-2020	Aug-2020	Jul-2020	Jun-2020	May-2020	Apr-2020	Mar-2020	Feb-2020	Jan-2020	Dec-2019	Nov-2019
Homes	965	965	965	965	965	965	965	965	965	969	929	929
Resi Rcy Tonnage	20.45	29.78	26.58	51.32	26.34	53.81	50.33	25.31	9.75	21.72	36.60	20.05
Pounds / Home / Month	42.38	61.72	55.09	106.36	54.59	111.52	104.31	52.46	20.21	44.83	78.79	43.16

Municipal Service Inquiries

Residential Solid Waste Services

The Solid Waste Industry has a standard service inquiry ratio of 1.0 inquiries per 1,000 service opportunities.

	Oct-2020	Sep-2020	Aug-2020	Jul-2020	Jun-2020	May-2020	Apr-2020	Mar-2020	Feb-2020	Jan-2020	Dec-2019	Nov-2019
Service Opportunities	8,356	8,356	8,356	8,356	8,356	8,356	8,356	8,356	8,356	8,391	8,045	8,045
Service Inquiries	12	3	35	15	15	4	12	14	20	11	1	3
Per 1,000 Service Opps	1.44	0.36	4.19	1.80	1.80	0.48	1.44	1.68	2.39	1.31	0.12	0.37

Customer Service Inquiries - Detail

Good Service is Good Business

CWD's Customer Service Community is available to provide solutions via phone or online. Our efficient team is here to support the City of McLendon-Chisholm and we continually strive for top-notch performance to ensure residents receive the most value out of their waste and recycling services.

City Account Grievances for the Period of 10/01/2020 - 10/31/2020

Date	Account	Address	Service Type	Service Code
10/09/2020	108255-1345	ERIN WALKER		
				Total : 1
10/01/2020	108255-1325	TERRI KAISER	RESI-BULK	RESI R/L BULK
				Total RESI-BULK: 1
10/16/2020	108255-1028	LANGER ASHLEY	RESI-RECYCLE	SERVICE RCYCART
10/30/2020	108255-1334	WILLIAM DETHLEFS	RESI-RECYCLE	SERVICE RCYCART
10/30/2020	108255-1312	LIGE & SUZANNE NELSON	RESI-RECYCLE	SERVICE RCYCART
10/30/2020	108255-1263	ROBIN BRICKER	RESI-RECYCLE	SERVICE RCYCART
				Total RESI-RECYCLE: 4
10/15/2020	108255-1229	SAMANTHA WEBSTER	RESI-TRASH	SERVICE TRASH CART
10/16/2020	108255-132	DEBRA BARNES	RESI-TRASH	SERVICE TRASH CART
10/19/2020	108255-1330	BRADLEY ADCOX	RESI-TRASH	SERVICE TRASH CART
10/23/2020	108255-1330	BRADLEY ADCOX	RESI-TRASH	SERVICE TRASH CART
10/23/2020	108255-1348	PATRICIA BROWN	RESI-TRASH	SERVICE TRASH CART
				Total RESI-TRASH: 5
10/09/2020	108255-1286	ROBBIE & ANGIE RYAN	RESI-YARD	RESI YARD WASTE
				Total RESI-YARD: 1

Total Inquiries: 12

All American Dogs, Inc.

City Of Mclendon-chisholm Report

Oct 1, 2020 - Oct 31, 2020

Address	Notes	Code
Oct 26, 2020 1:44 PM 1371 w fm 550	patrolled for strays picked up dead cat and dead kitten from sierra vista sub division	Animal Control
Oct 20, 2020 11:32 AM 1371 w fm 550	patrolled for strays found small chihuahua in sierra vista owners were driving around calling out for it. handed it over to them	Animal Control
Oct 13, 2020 12:55 PM 1371 w fm 550	patrolled for strays picked up dead cat appears to be attacked but could not locate and loose dogs. incident happend on kensington dr.	Animal Control
Oct 5, 2020 3:20 PM 1371 w fm 550	patrolled for strays picked up dead opossum on kingsbridge dr	Animal Control

Sonoma Verde PID Update

City of McLendon-Chisholm

December 9, 2020

Reminders on PIDs

- Chapter 372 of Local Government Code Statute provides a legal and regulatory framework that governs the process

LOCAL GOVERNMENT CODE

TITLE 12. PLANNING AND DEVELOPMENT

SUBTITLE A. MUNICIPAL PLANNING AND DEVELOPMENT

CHAPTER 372. IMPROVEMENT DISTRICTS IN MUNICIPALITIES AND COUNTIES

SUBCHAPTER A. PUBLIC IMPROVEMENT DISTRICTS

- Improvements are paid for via Assessments – which are not property taxes, but fixed amounts collected via Rockwall County (RCAD)
  - Assessments do not increase as home values increase
  - Assessments can be pre-paid at anytime
  - Assessments terminate after payment in full (either via prepayment or annual installments)

Big Picture Reminders

- PIDs are *NOT* separate political subdivisions. The City Council is the de facto board.
- Allows Cities to extend public infrastructure without burdening rate payers and taxpayers.
- Economic development tool can be useful when negotiating with developers (annexation, oversizing, amenities, design standards, etc.).
- Grows the City's tax base without obligating City revenues (TIRZ, 380 Agreements, etc.).
- PIDs can be used to forward the City's Comprehensive Plan, Thoroughfare Plan and Parks Plan

How does a PID work?

- PID formed over a defined, contiguous area in the corporate limits of the City or the City's ETJ
- Assessments are levied on property within the PID based on the benefit received from PID improvements
- Assessments can be paid in full or paid in annual installments
- The Assessments are a lien that run with the land
- The Assessments are used to pay:
  - Debt service on tax exempt bonds issued to fund PID improvements, or
  - Reimbursement Agreement with developer, including interest
- Administrative expenses are included in the annual installment

Who is on the City Team?

City Council/Staff

- City Financial Advisor
- City Bond Counsel
- City Attorney
- PID Administrator
- Dissemination Agent
- Underwriter*
- Trustee*

Financial Implications for the City

- <u>PID Debt</u>
  - Non-recourse to the City
    - Bonds or Reimbursement Agreements are backed only by the Assessments on the property within the PID
  - Issuance of PID debt by City does not reduce City's bonding capacity
  - City keeps all of its ad valorem and sales tax revenues
  - Counts against Bank Qualified Debt limit
- <u>PID Creation and Administration</u>
  - All City costs incurred as a result of creating the PID should be paid by the Developer via a cash escrow deposit with the City
  - Administration is typically contracted to a third party, overseen by the City and paid for by PID assessments

City Obligations for PIDs

- Inspect Public improvements
- Hire and oversee PID Administrator

In Conjunction with PID Administrator

- Review request for draws by developer
  - Verify infrastructure costs against SAP
  - Certify compliance with the terms of the certificate of payment prior to the release of bond proceeds
  - Verify appropriate release of lien and all bill paid affidavit prior to release of payments to developer
- Maintain database of all property within PID, update assessment roll, allocate assessments upon subdivision, track payment history
- Send assessment roll to County for collection with property taxes
- Prepare delinquency reports
- Account for dollars withdrawn from trust estate against approved draws/debt service payments (account reconciliation)
- Review developer quarter disclosure to ensure accuracy with construction and ownership/platting status
- File annual continue disclosure reports as issuer/obligated party
- Pursue and enforce collection of delinquencies (via County contract)
- Prepare and adopt Annual SAP Update

Red bullet denotes activities for all PIDs
Blue bullets denote activities for bonded PIDs

Governing Documents Overview

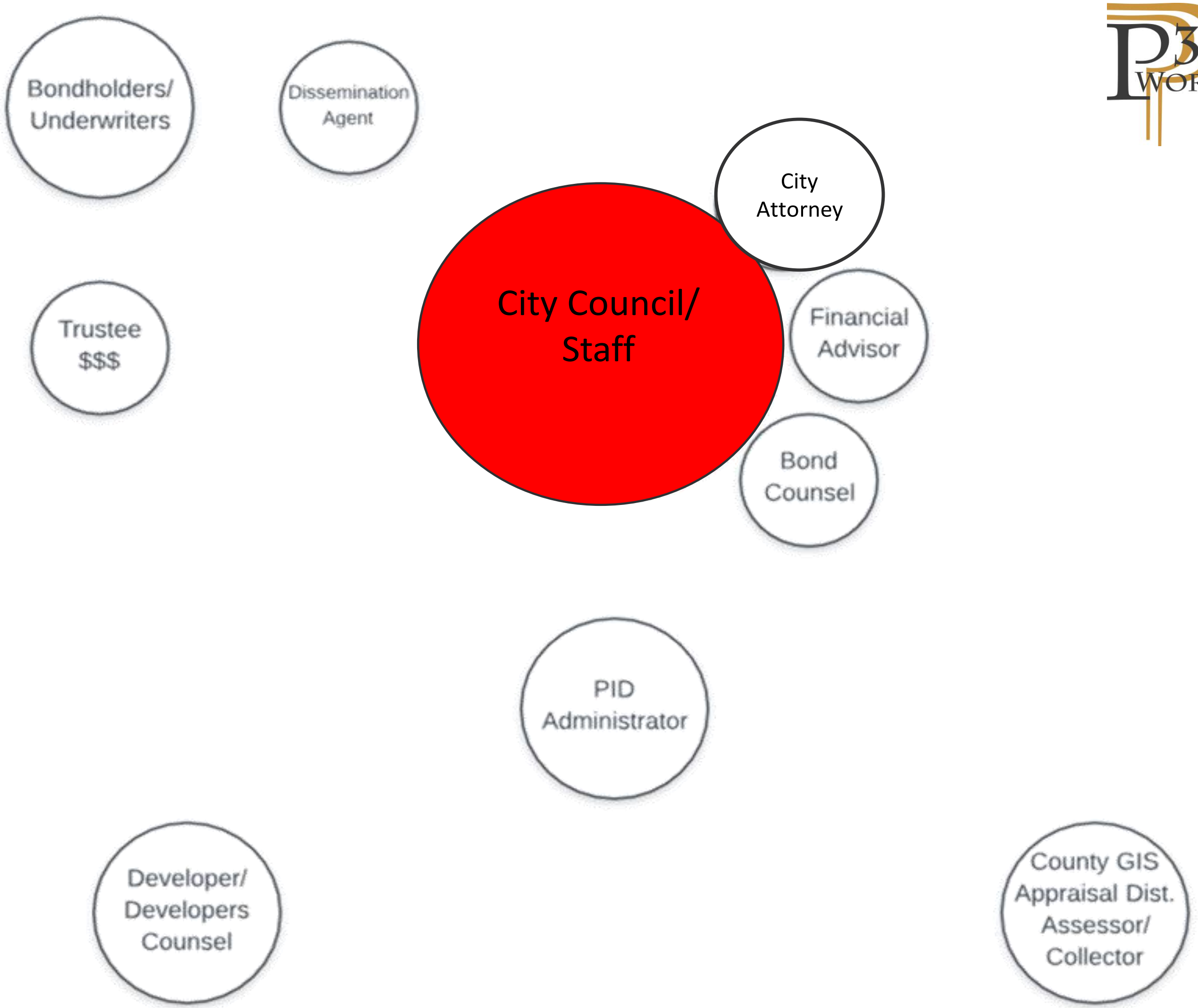
City Documents

- Service and Assessment Plan (SAP) and Annual Assessment Roll
- Bond Indenture
- Development Agreement
- Construction/Funding Agreement
- Assessment Reconciliation/Delinquency Reports
- Trustee Monthly Asset Statements
- Monthly Bond Fund Reports

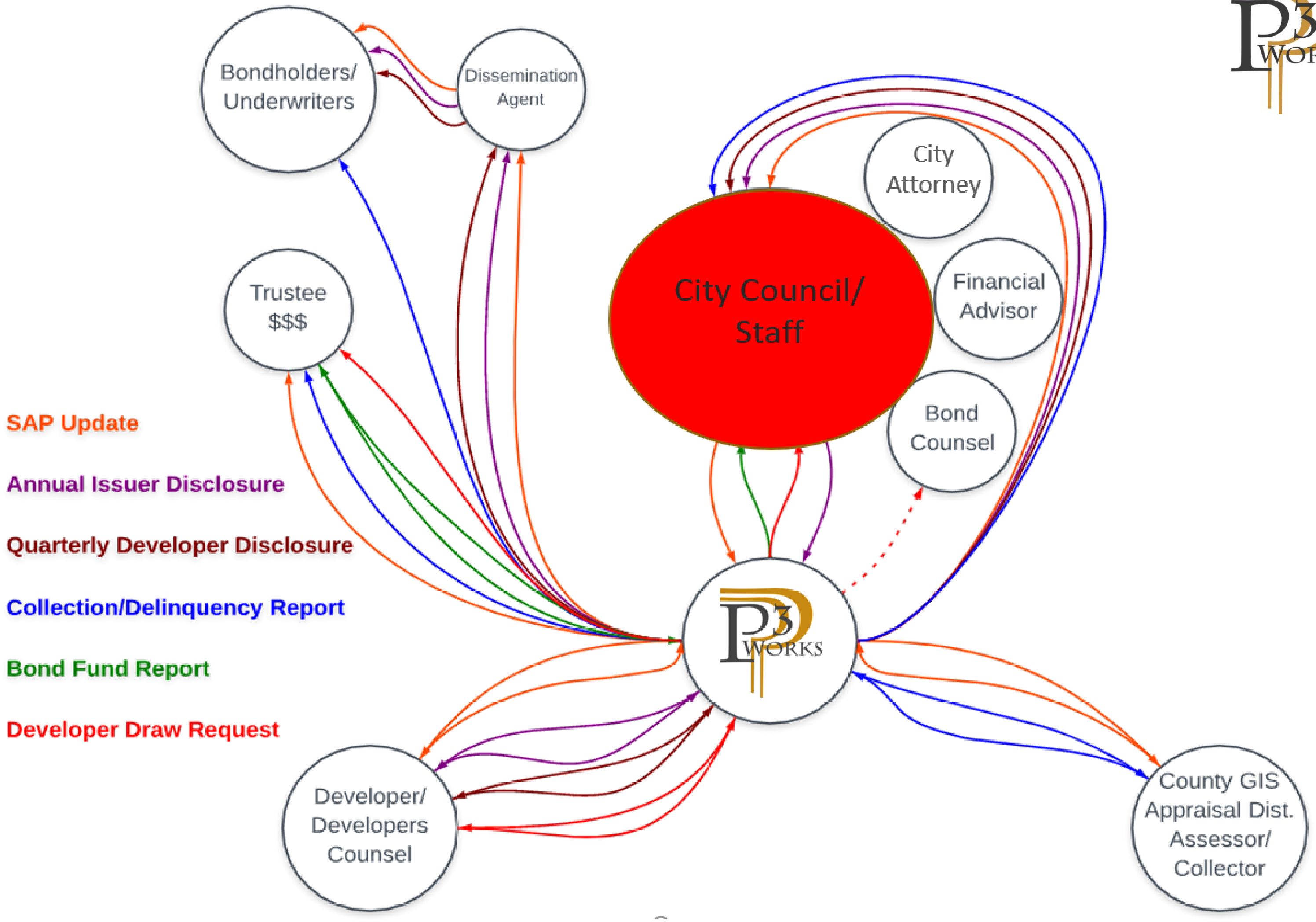
Other Documents

- Issuer Continuing Disclosure Agreement
- Developer’s Quarterly Disclosure Agreement
- Homebuyers’ Disclosure Documents
- County Parcel Tax Roll
- County Collection Reports
- Developer Draw Requests
  - Developer construction invoices for Authorized Improvements
  - Developer lien releases/All bills paid affidavits
  - City inspector report
  - Cancelled checks for Authorized Improvement construction
- Developer’s continued construction plans, plats, and development and/or zoning changes/amendments

Flow of PID Reporting & Management



Flow of PID Reporting & Management



Where are you Today?

- Sonoma Verde Development
  - Development Agreement approved January 11, 2007
  - PID created September 10, 2007
  - Zoning Approved September 10, 2007 via Ordinance 2007-20
    - PD zoning (Planned Development District)
    - 542.55 acres
      - 70 acres open space
      - 20 acres: 1 acre lots or open space (western most property)
      - 35 acres: 20,000 sf lots or open space (adjacent to above)
      - 110 acres 10,000 sf lots
      - 110 acres 8,400 sf lots
      - 203 acres 7,200 sf lots
    - Max 1,095 single family units

Where are you Today? (cont.)

- Sonoma Verde Development
  - PID created September 10, 2007
  - Phase 1: 145 acres
    - 356 single Family lots
    - 9 open space lots
  - Phase 2: 74 acres
    - 254 Single Family lots
    - Open space will be determined at final plat
  - Phase 3: 63.8 acres
    - 185 Single Family lots
    - Open space determined at final plat

Updated PID Process

PID Petition

- Submitted by developer
- Professional Services Agreement executed to fund City's costs
- Developer funds deposited w/ City

Zoning & Development Standards

- Submission by Developer of desired concept plan, zone changes, zoning amendments, development standards desired

Development Agreement

- Entered between City and Developer to memorialize intent of what the Developer will build and what City will allow/contribute

Document Preparation

- Service and Assessment Plan
- Various resolutions and ordinances to effect the levy the Assessments and issue Improvement Area #3 Bonds

January 27th City Council Meeting

- Resolution to determine costs, approve Preliminary Service and Assessment Plan, and call public hearing to levy Assessments
- Resolution authorizing release of Preliminary Limited Offering Memorandum

February 10th City Council Meeting

- Approve Service and Assessment Plan and Levy of Assessments
- Reimbursement Agreement
- Consider Improvement Area #3 Bonds

Questions?

CITY OF MCLENDON-CHISHOLM, TEXAS
DEPOSIT AND REIMBURSEMENT AGREEMENT FOR A
PUBLIC IMPROVEMENT DISTRICT

THIS DEPOSIT AND REIMBURSEMENT AGREEMENT FOR THE SONOMA PUBLIC IMPROVEMENT DISTRICT (this "**Agreement**") is made and entered into as of October 1, 2020, by and between the CITY OF MCLENDON-CHISHOLM, TEXAS (the "**City**"), and LAND SOLUTIONS SV LLC, a Texas corporation (the "**Developer**").

WHEREAS, the City has created the Sonoma Public Improvement District (the "**District**"), public improvement district in accordance with Texas Local Government Code, Chapter 372, as amended (the "**PID Act**"), to fund a portion of the costs of certain public improvements that will specially benefit certain property within the District; and

WHEREAS, the Developer plans to develop approximately 63.7679 acres of property to be known as "Improvement Area #3" (the "**IA #3 Property**") described by metes and bounds in **Exhibit A** attached to this agreement and incorporated herein for all purposes; and

WHEREAS, the Developer has requested that the City conduct proceedings pursuant to the provisions of the PID Act to levy special assessments against the IA #3 Property and to issue special revenue bonds (hereinafter called "**IA #3 Bonds**") to provide for the construction, acquisition, or furnishing of certain public improvements benefitting the IA #3 Property as agreed to by the Developer and the City; and

WHEREAS, the Developer has agreed to advance moneys to be used by the City to pay costs and expenses incurred by the City associated with levying assessments against the IA #3 Property and issuing the IA #3 Bonds, such advances being subject to reimbursement or credit upon a successful levy of such special assessments and/or issuance of the IA #3 Bonds or the termination or abandonment of such proceedings as provided herein; and

WHEREAS, the parties hereto wish to enter into this Agreement to define the terms and conditions under which moneys will be advanced by and reimbursed to the Developer.

NOW THEREFORE, the parties, for mutual consideration, agree as follows:

SECTION 1. ADVANCEMENT OF MONEYS. The Developer shall advance moneys (the "**Moneys**") to the City as provided in Section 3 hereof, which Moneys shall be used by the City to pay costs as described in Section 2 hereof. If the Moneys are not advanced in accordance with Section 3 hereof, the City shall not be required to proceed with the levy of assessments against the IA #3 Property or the issuance of IA #3 Bonds.

SECTION 2. USE OF MONEYS ON DEPOSIT. The City shall use the Moneys on deposit in the Escrow Account (defined below) to pay the following costs and expenses, if any, incurred by the City in connection with levying assessments against the IA #3 Property and issuing IA #3 Bonds (collectively, "**IA #3 Financing Costs**"). The IA #3 Financing Costs shall include costs and expenses relating to the following, as applicable: (a) the property appraisal, absorption study, market study or other report as may be required in connection with the issuance and sale of the IA #3 Bonds (b) noticing and publication expenses, (c) the assessment consultant, (d) City costs including, but not limited to, internal costs of the City Attorney, (e) costs of recording documents in the Official Public Records of Rockwall County, Texas, and (f) the City's external legal, financial advisory, and consultant costs related to the levy of the special assessments against the IA #3 Property and the issuance and sale of the IA #3 Bonds. The scope of work and terms and conditions of the agreements for the foregoing advisors and special services will be subject to the City Administrator's approval or as outlined in agreements that will be on file in the City Administrator's office and available for inspection and review by the Developer. The City Administrator shall maintain records of the payment of all IA #3 Financing Costs and keep such records on file and available for inspection and review by the Developer in the City Administrator's office. Upon request, but not more one time each calendar month, the City agrees to provide the Developer with copies of all invoices for IA #3 Financing Costs that have been paid since the last request. If Developer objects to any portion of an invoice, City and Developer agree in good faith to attempt to resolve the dispute within a reasonable period of time. In order to minimize the IA #3 Financing Costs paid under this Agreement, the Developer shall draft the reimbursement agreement and shall submit the same to the City for its review and comment. The City shall act in good faith and shall not incur costs unnecessarily and arbitrarily.

SECTION 3. ESCROW ACCOUNT DEPOSIT. The Developer shall make an initial deposit of **TWENTY-FIVE THOUSAND DOLLARS ($25,000)** within five (5) days after the date of approval of this Agreement by the City Council. The City Administrator shall cause all Moneys received from the Developer to be deposited into an interest bearing account maintained by or at the direction of the City Administrator (the "**Escrow Account**"), with any interest earnings retained by the City for administration of the Escrow Account. The City Administrator will provide for separate accounting of the Escrow Account and in the event the balance of the Escrow Account becomes equal to or less than $2,500, the City Administrator shall provide notice to the Developer, and the Developer shall deposit an additional $15,000 into the Escrow Account within five (5) business days of receipt of such notice. The Developer and the City agree that the Developer shall not be required to deposit more than a total aggregate amount of **FIFTY THOUSAND DOLLARS ($50,000)** to the Escrow Account unless the Developer and City agree to amend this Agreement in writing. Developer expressly acknowledges that in the event the maximum amount has been reached or exceeded that until an agreement on a new maximum amount is reached between the City and Developer, the City and its consultants shall cease work related to the development project.

SECTION 4. REIMBURSEMENT. If the District proceedings are unsuccessful and are abandoned prior to the issuance of the IA #3 Bonds, or if this Agreement is terminated in accordance with Section 5 below, the City Administrator shall transfer to the Developer all Moneys then on deposit in the Escrow Account, exclusive of Moneys necessary to pay IA #3 Financing Costs or portions thereof that have been actually incurred, are not payable contingent upon the successful issuance of the IA #3 Bonds, and are due and owing as of the date of such termination or abandonment.

The Developer shall have the following options upon the successful levy of the special assessments against the IA #3 Property and/or the issuance of the IA #3 Bonds:

A. Prior to the issuance of IA #3 Bonds, the Developer may direct the City to reimburse the Developer from the collection of the special assessments against IA #3 Property when available for the Moneys previously advanced by the Developer;

B. If the City issues IA #3 Bonds, the Developer may direct the City to reimburse the Developer from the proceeds of the IA #3 Bonds when available for the Moneys previously advanced by the Developer;

C. If the City issues IA #3 Bonds, the Developer may direct the City to return unexpended Moneys to the Developer; or

D. The Developer may direct the City to do any combination of the above.

SECTION 5. TERMINATION. This Agreement shall automatically terminate when assessments have been levied in accordance with a final service and assessment plan for the District and IA #3 Bonds have been issued; whereupon the unexpended balance of the Escrow Account shall be distributed as described in Section 4 above.

SECTION 6. NOTICE. Any notice required or contemplated by this Agreement shall be deemed given: (a) if mailed via U.S. Mail, Certified Mail Return Receipt Requested, on the earlier of the date actually received at the delivery address or five business days after mailed; (b) if deposited with a private delivery service (such as U.P.S. or FedEx), when delivered, as evidenced by a receipt signed by a person at the delivery address; and (c) if otherwise given (including by FAX or E mail), when actually received at the delivery address. All notices shall be addressed as set forth below; however, any party may change its address for purposes of this Agreement by giving notice of such change as provided by this Section 6.

To the City:	City of McLendon-Chisholm Attn: City Administrator 1371 West FM 550 McLendon-Chisholm, TX 75032 FAX: 972.524.9128 Email: lisa@mclendon-chisholm.com
with a copy to:	City Attorney City of McLendon-Chisholm 305 North Arch Street McLendon-Chisholm, TX 75189 FAX: 972.524.9128
To the Developer:	Land Solutions SV LLC Attn: Phillip Duncan 15441 Knoll Trail Drive, Ste. 150 Dallas, TX 75248 Email: pduncan@taylorduncan.com
with a copy to:	Shupe Ventura PLLC Attn: Misty Ventura 9406 Biscayne Boulevard Dallas, TX 75218 Email: misty.ventura@svlandlaw.com

SECTION 7. RECITALS. The recitals contained in this Agreement: (i) are true and correct, (ii) form the basis on which the City and Developer negotiated and entered into this Agreement, (iii) reflect the final intent of the City and Developer with regard to the subject matter of this Agreement, and (iv) are hereby incorporated by reference and made a part of this Agreement for all purposes as if the same were restated in full in this Section.

SECTION 8. RESERVED RIGHTS. This Agreement does not in any way create a separate obligation or commitment that the City will proceed with the levy of assessments or the issuance of the IA #3 Bonds, and the City expressly reserves the right to terminate or abandon the proceedings at any time prior to the levy of assessments or the issuance of the IA #3 Bonds, if in the City's sole discretion, it deems such termination or abandonment to be in the best interests of the City.

SECTION 9. ENTIRE AGREEMENT; SEVERABILITY. This Agreement contains the entire agreement between the parties with respect to the obligation of Developer to pay for IA #3 Financing Costs related to the District and the IA #3 Bonds. Notwithstanding the foregoing, the City shall never be required to expend its own funds on any IA #3 Financing Costs other than from either (i) assessment revenues from the IA #3 Property or (ii) proceeds from the IA #3 Bonds. In the event any portion or provision of this Agreement is illegal, invalid, or unenforceable under present or future law, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby, and it is also the intention of the parties to this Agreement that in lieu of each clause or provision that is found to be illegal, invalid or unenforceable, a provision shall be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

SECTION 10. COUNTERPARTS. This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

SECTION 11. AUTHORITY TO EXECUTE. The individuals executing this Agreement on behalf of the respective parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Agreement to do so for and on behalf of the party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the party for whom the individual is signing this Agreement and that each individual affixing his or her signature hereto is authorized to do so, and such authorization is valid and effective on the date hereof.

SECTION 12. BINDING EFFECT. This Agreement shall be binding on the successors and assigns of the parties hereto.

[*Remainder of page left blank intentionally. Signature pages follow.*]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in Rockwall County, Texas, as of the date and year first herein above written.

THE CITY:

CITY OF MCLENDON-CHISHOLM

By: ______________________________

Name: ______________________________

Title: ______________________________

ATTEST:

By: ______________________________
Interim City Secretary

APPROVED:

By: ______________________________
Michael Halla, City Attorney

THE DEVELOPER:

LAND SOLUTIONS SV LLC

a Texas limited liability company

DocuSigned by:
1E7C56841B59448...

By: ______________________________

Name: Karlien De Clercq

Title: Vice President

EXHIBIT A
LEGAL DESCRIPTION OF IA #3 PROPERTY
(approx. 63.7679 acres)

Phase 4A Tract (approx. 33.4984 acres)

PHASE 4A
FIELD NOTE DESCRIPTION
33.4984 ACRES

WHEREAS, Land Solutions SV, LLC. is the owner of a tract of land recorded in Instrument Number 20180000014913, of the Official Property Records of Rockwall County, Texas, located in the King Latham Survey, Abstract No. 133, situated in the City of McLendon-Chisholm and Rockwall County, Texas, and being more particularly described as follows:

BEGINNING at a 5/8-inch iron rod with plastic cap stamped "KHA" set in the centerline of Edwards Road for the northwest corner of this tract;

THENCE South 45°47'06" East, with said centerline, a distance of 1,300.04 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" for the northeast corner of this tract, from which an iron rod found for the northeast corner of said Land Solutions tract bears South 45°47'06" East, 3,493.69 feet;

THENCE South 43°34'59" West, a distance of 824.84 feet to an iron rod found for the southeast corner of this tract;

THENCE North 63°12'03" West, a distance of 1,211.94 feet to an iron rod found at the beginning of a non-tangent curve to the right having a central angle of 3°43'37", a radius of 695.00 feet, a chord bearing and distance of North 16°39'21" East, 45.20 feet;

THENCE with said curve to the right, an arc distance of 45.21 feet to an iron rod found for corner of this tract;

THENCE North 71°28'51" West, a distance of 220.00 feet to an iron rod found in the southwest corner of this tract at the beginning of a non-tangent curve to the right having a central angle of 38°26'05", a radius of 915.00 feet, a chord bearing and distance of North 37°44'12" East, 602.35 feet from which an iron rod found in the west line of that tract of land conveyed to Sonoma Verde Phase 2 according to the document filed of record in Instrument Number 20190000013333 (O.P.R.R.C.T.) bears on a curve to the left having a central angle of 4°20'01", a radius of 915.00 feet, and a chord bearing and distance of North 16°21'09" East, 69.19 feet;

THENCE with said curve to the right, an arc distance of 613.79 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" for corner of this tract;

THENCE North 56°57'14" East, a distance of 609.35 feet to a 5/8-inch iron rod with plastic cap stamped "KHA" for corner of this tract;

THENCE North 44°12'54" East, a distance of 50.00 feet to the POINT OF BEGINNING and containing 33.4984 acres or 1,459,191 square feet of land, more or less.

Phase 4B Tract (approx. 30.2695 acres)

PHASE 4 B
FIELD NOTE DESCRIPTION
30.2695 ACRES

WHEREAS, Land Solutions SV, LLC. is the owner of a tract of land recorded in Instrument Number 20180000014913, of the Official Property Records of Rockwall County, Texas, located in the King Latham Survey, Abstract No. 133, situated in the City of McLendon-Chisholm and Rockwall County, Texas, and being more particularly described as follows:

BEGINNING at a 5/8-inch iron rod with plastic cap stamped “KHA” set for the northeast corner of this tract from which an iron rod found for the northeast corner of said Land Solutions tract, bears South 45°47'06” East. 1,818.97 feet;

THENCE South 44°12'54" West, a distance of 50.00 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE South 12°25'05" West, a distance of 564.65 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE South 16°56'23" West, a distance of 45.20 feet to a capped iron found for corner of this tract;

THENCE North 73°03'37" West, a distance of 120.00 feet to a capped iron found for corner at the beginning of a non-tangent curve to the right having a central angle of 0°05'38", a radius of 1,025.00 feet, a chord bearing and distance of South 16°59'12" West, 1.68 feet;

THENCE with said curve to the right, an arc distance of 1.68 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE South 17°02'01" West, a distance of 1.67 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE North 72°57'59" West, a distance of 170.31 feet to a capped iron rod found for corner of this tract;

THENCE North 16°58'58" East, a distance of 25.57 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set at the beginning of a non-tangent curve to the left having a central angle of 3°00'51", a radius of 855.00 feet, a chord bearing and distance of North 13°55'31" East, 44.98 feet;

THENCE with said curve to the left, an arc distance of 44.98 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE North 12°25'05" East, a distance of 361.33 feet to a capped iron rod found for corner of this tract;

THENCE North 44°42'17" West, a distance of 315.15 feet to a capped iron rod found at the beginning of a tangent curve to the left having a central angle of 4°17'01", a radius of 855.00 feet, a chord bearing and distance of North 46°50'47" West, 63.91 feet;

THENCE with said curve to the left, an arc distance of 63.92 feet to a capped iron rod found for corner of this tract;

THENCE North 48°59'18" West, a distance of 427.68 feet to a capped iron rod found at the beginning of a tangent curve to the right having a central angle of 4°00'19", a radius of 1,145.00 feet, a chord bearing and distance of North 46°59'08" West, 80.02 feet;

THENCE with said curve to the right, an arc distance of 80.04 feet to a capped iron rod found for corner of this tract;

THENCE South 22°54'47" West, a distance of 294.88 feet to a capped iron rod at the beginning of a tangent curve to the right having a central angle of 93°53'10", a radius of 245.00 feet, a chord bearing and distance of South 69°51'22" West, 358.03 feet;

THENCE with said curve to the right, an arc distance of 401.46 feet to a caped iron rod for corner of this tract;

THENCE North 63°12'03" West, a distance of 213.17 feet to a capped iron rod found for corner of this tract;

THENCE South 43°33'02" West, a distance of 377.85 feet to a capped iron rod found for corner of this tract;

THENCE North 46°26'58" West, a distance of 170.00 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE South 43°33'02" West, a distance of 6.41 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for corner of this tract;

THENCE North 46°26'58" West, a distance of 143.54 feet to a capped iron rod found for corner of this tract;

THENCE South 43°34'59" West, a distance of 560.24 feet to a capped iron rod found for corner of this tract;

THENCE North 52°48’03” West, a distance of 50.31 feet to a 5/8-inch iron rod with plastic cap stamped “KHA” set for the southwest corner of this tract from which an iron rod found in the west line of Sonoma Verde Phase 2 as recorded in Instrument 20190000013333 (O.P.R.R.C.T.) bears South 43°34’59” East, 62.82 feet;

THENCE North 43°34'59" East, a distance of 1,973.65 feet to a capped iron rod found for corner of this tract;

THENCE South 45°47'06" East, a distance of 1,674.97 feet to the POINT OF BEGINNING and containing 30.2695 acres or 1,318,538 square feet of land, more or less.

City of McLendon-Chisholm

Staff Report

DATE:

December 9, 2020

BACKGROUND OF ISSUE:

The City's website is generally the first place citizens and visitors go to find information about City services and/or requirements. The City's website should be attractive, easy to navigate and up to date on content at all times.

No one currently on staff has professional training in website design. The City Administrator and City Secretary update the website with agendas, notices and other general information, but they do not have the necessary skillset to redesign the website.

City Staff reached out to several companies that design websites for cities. One company stood out as compared to the others. Baley/Brook Creative Communication is a local company that has worked with many of our neighboring government entities. They are familiar with the uniqueness of our area and understand the importance of maximizing communication opportunities with our citizens, businesses and guests and they are respectful of budget constraints.

FINANCIAL IMPACT:

Baley/Brook is proposing website redesign and ongoing staff training and support to ensure the website continues to be the City's primary source for the most up-to-date information and services once the website is launched.

Council budgeted a total of $12,500 for website services for the fiscal year. The proposal is within budget.

OPERATIONAL IMPACT:

Once the agreement is approved, Baley/Brooke will work with staff on the website to begin design and menu structure followed by content organization and consolidation. It is anticipated that a new site will be ready for an initial review within 60 days. The site will not become accessible to the general public until approved by the City.

RECOMMENDATION:

Staff recommends approval of the Professional Services Agreement for a price not to exceed $1,000/month for a period of 12 months.

Lisa Palomba, City Administrator

PROFESSIONAL SERVICES AGREEMENT

October 29, 2020

CLIENT: CITY OF McLENDON CHISOLM, TEXAS
REFERENCE: PSA_McLENCHI_1020

PROJECT SCOPE:

- Maximize the City's opportunity to communicate, educate and interact with existing and prospective citizens and businesses, visitors and other community stakeholders via the City's Wordpress platform.
- Employ creative and technical skills to develop a new Wordpress website that will be the primary source for all City information and services that is presented in an intuitive, easy to use manner.
- Provide a customized approach that includes ongoing on-site work and service to gather media (copy and photography) that reflects the high quality vision and image the City strives to present.
- Reorganize and consolidate information for a user-friendly experience and SEO.
- Maintain site platform and plugins for function and security.
- Provide ongoing staff training and support to ensure the website continues to be the City's primary source for the most up-to-date information and services once launched.

Bayley/Brooke will require administrative access to the current Wordpress platform. FTP access to the website files will also be required. The current hosting platform and any site security contracts will continue to be used. The new site will not be accessible to the general public until approved by the City.

TIMELINE: (Dependent Upon Staff Availability/Response Time)
Design and Menu Structure Review: 15 days from signed PSA
Content Organization and Consolidation: 30 days from signed PSA
Initial Site Review: 60 days from signed PSA

PAYMENT TERMS:
$1,000 per Month

PAYMENT SCHEDULE:
Initial payment due upon execution of agreement
Following payments due 15th of each month

TERM OF AGREEMENT:
12 month agreement

....
City of McLendon Chisholm, Texas, Authorized Agent

Date ....

....
Bayley/Brooke Authorized Agent

Date ....

City of McLendon-Chisholm

Staff Report

Discussion and action regarding purchasing new software for Budgeting, Building Permits, and Code Enforcement. (Requested by Palomba)

DATE:

December 9, 2020

BACKGROUND OF ISSUE:

In an effort to increase transparency in the budget process and efficiency in code compliance and permitting, staff recommends purchasing two separate software programs as outlined below.

Building Permits and Code Compliance:

Currently, building permit applications must be physically turned in at City Hall by the applicant. At that time the applicant pays a plan review fee and any subcontractors must also come in person to City Hall to register as a contractor, have copies of their licenses made and pay their fees. Our Permit Clerk keeps track of all permit activity and contractor registration on spreadsheets. Once an application has been submitted, the Permit Clerk checks for completeness of all forms and plans and informs the Building Official that applications and plans are awaiting pick-up and review. The Building Official picks up the applications and plans at City Hall, marks up the plans, approves or disapproves as appropriate and returns the plans to City Hall. The Permit Clerk then figures the correct fee for the approved plans, creates a permit and calls the applicant and then the applicant returns to City Hall to pay the permit fee and collect the permit. The permit is then posted on the job site and contractors call in and request inspections on the inspection line as needed. The Building Official checks the inspection line each afternoon and performs inspections the following morning and brings in the reports in the afternoon to be filed by the permit clerk. The City only recently hired a part-time Code Compliance Officer. He is establishing his processes at this time.

Budgeting:

The demand for budget transparency increases each year. The City uses an outsourced accountant to assist with the budget development and budget tracking process. While adequate and accurate, the numbers often do not explain enough of the City's story to satisfy the citizenry. Most cities are now using some kind of budget software. The City Administrator and City Accountant reviewed various programs and were most impressed with ClearGov Digital Budget Book software. The digital budget book software generates a professionally formatted template that's prepopulated with financials, capital data, charts, city history, mission statement, goals, milestones, summaries of property values, tax rate changes and strategies, sales tax trends, debt, council, board and commission and staff information, pictures, long term financial planning, etc. Charts and graphs can be made easily, and it is easy to make changes between budget work sessions for quick turn arounds. Please see the proposal for a demo link.

FINANCIAL IMPACT:

Permitting and Code Compliance Software
Annual subscription is $8,400
One-time set up fee is $1,400
Total = 9,800

Budgeting Software
Setup Fee $1,200
Pro-Rated Subscription Feb – Sept 30, 2021 $3,000
Total = $4,200

The proposed software was not included in the approved budget. The costs are included in the proposed budget amendment on the agenda tonight.

OPERATIONAL IMPACT:

MyGov Building Permit and Code compliance Software will help modernize our permitting and code compliance departments. Staff has been researching various permitting software and was planning to request funds next budget year. However, with increasing concerns of COVID and in person visits at City Hall and the hiring of a new Code Compliance Officer, staff feels it makes sense to make the change now rather than later. Using the software will allow much of the permitting process to take place online. This will result in a safer and quicker customer service experience for our residents and builders. MyGov permitting and code compliance software will be implemented over a 6-week period of time.

The Code Compliance software will allow citizens to report complaints to Code Enforcement and allows easy tracking of the complaint case and workflow from the initial complaint, letters issued, follow up visits, all communications, inspection results, citations issued, evidence collections, etc. through case closure. It allows for less paper record keeping but maintains all records as required by law. Since Code Compliance is just getting started, it is an excellent time to implement the new software.

The final budget produced from the proposed software is most impressive. Budgets created using this software are submitted to the Government Finance Officers Association for consideration of the Distinguished Budget Presentation Award ensuring that the City of McLendon-Chisholm will be meeting the highest standards for a budget document which conforms to GFOA criteria as a policy document, operations guide, financial plan and communications device.

RECOMMENDATION:

Staff recommends approval of the purchase of MyGov software for permitting and Code Compliance at a cost of $9,800 and approval of ClearGov Digital Budget Book set up and pro-rated software at a cost of $4,200 for a period from Feb 1, 2021 – Sept 30, 2021. If Council so desires, a motion could be made to approve all or some of the software above.

Lisa Palomba, City Administrator

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MyGov

Building Better Communities

- Complete Ecosystem of Solutions
- Software, Services and Integrations
- For nearly **20 years** we have provided software to hundreds of City, Towns, Villages and Counties in **34 different states across** the U.S.A. with populations from **1,000 - 350,000**
- Our solutions serve those working in Community Development, Public Works and Business Administration areas
- The MyGov vision is to **"Build Better Communities"** by providing solutions to our government partners which help to **build**, **enforce**, **administe**r and **maintain** prospering communities and economies.

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Six Core Problems Software Should Solve

AUTOMATE	COLLECT	CONTROL	CONNECT	ENFORCE	ANALYZE
Systems	Data	Processes	People	Regulations	Data
Integrations	Obtain	Workflow	Communication	Codes & Procedures	Retrieve
Documents	Centralize	Assignments	Collaboration	Communication	Aggregate
Payments	Store & Secure	Scheduling	Manage Contacts	Scheduling	Compare
Notifications	Retrieve	Visibilty	Community	Inspect & Document	Report

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Departments Served

- Building
- Community Development
- Planning & Zoning
- Code Enforcement
- Neighborhood Services
- Public Works
- Fleet and Building Maintenance
- Administration
- City Clerk and City Secretary
- Engineering
- GIS
- Police
- Fire
- Parks and Recreation
- Health

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Main Features

- SaaS, Cloud/Hosted, Browser Application, Hardware naive
- Unlimited - Users, Support, Data Storage, Module Duplication
- Support - MyGov staff, 5 minute response, 60 minute resolution
- Implementation (Configuration and Training): Basic Install (1 week) or Detailed Install (6 weeks)
- eLearning - MyGov University, Online Help Desk
- Included Global Features
  - Billing Manager, Fields and Fees Manager
  - Report Manager
  - Contact Manager, Knowledge Manager, Report Manager
  - Correction Manager
- Included Engagement Modules
  - Request Manager, Public Portal, Collaborator Portal
- Online Application and Payments
- Mobile Inspections, Virtual Inspections
- Modular and Expandable
- Client control of administration

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Core Modules

PERMITS

CODE ENFORCEMENT

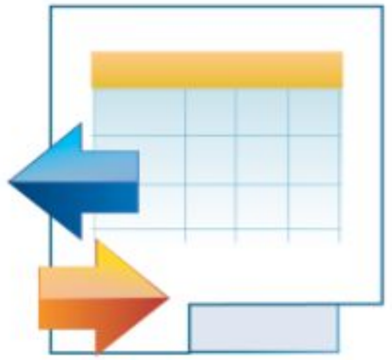
BUSINESS LICENSE

WORK ORDER

Expansion Modules

CREDENTIAL MANAGER

LIEN AND COLLECTION



ASSET MANAGEMENT

ELECTRONIC PLAN REVIEW

GIS / MAPPING

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Engagement Modules

REQUEST MANAGER

PUBLIC PORTAL

COLLABORATOR PORTAL

Proposal - City of McLendon-Chisholm, TX

- **Proposal - Link**
- **Modules**
  - Code Enforcement
  - Permits
  - Credential Manager
- **Fees**
  - Total - $9,800
  - Annual Subscription Fee - $8,400
  - One Time Fees - $1,400
    - Module Setup - $800 & Online Training - $600
- **Rate Changes**
  - MyGov pricing is easy. You get unlimited users, projects, data and support with your paid annual subscription. There are no other annual costs. Cost increases occur every two years with the goal of keeping increases under 5%.

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Example Training Plan - 6 Week

- **Implementation Plan**
  - Week 0 - 01/04/2021 - Start Form Return Week
  - Week 1 - 01/11/2021 - Getting Started Week (Initial Implementation meeting: Monday, January 15 at 9:00am CT)
  - Week 2 - 01/18/2021 - Required Items Return Week
  - Week 3 - 01/25/2021 - MyGov Module Setup Week
  - Week 4 - 02/01/2021 - Online Training Week - Module Admin
  - Week 5 - 02/08/2021 - Online Training Week - End User
  - Week 6 - 02/15/2021 - GoLive Week
- **Key Dates**
  - Activation Date: 01/04/2021
  - Training Start: 02/01/2021
  - Training End: 02/12/2021
  - Go-Live Date: 02/15/2021
  - Billing Date: 02/01/2021

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Code Enforcement Module

- **Description**
  Use this module to track code violations, inspections, abatements, citations, hearings and vehicles related to case work. Create a custom workflow to handle cases, such as “Nuisance”, “Structures”, “Vehicles” and “Zoning”. Allow citizens to easily report issues using the included Request Manager module, which auto-creates a potential violation in the Code Enforcement module. Officers and staff can easily result inspections, generate custom letters, schedule repeat inspections, collect evidence and distribute abatement jobs online using the included Collaborator Portal.

- **Use Cases**
  - Illegal Occupation
  - Noise
  - Zoning
  - Unsafe Structure
  - Weed Lot
  - Dumping
  - Illegal Sign
  - Junk Vehicles
  - Vacant Structure
  - Graffiti
  - Trash and Debris
  - Illegal Construction
  - Prohibited Animals

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Permits Module

- **Description**
  Use this module to track applications, reviews, payments and inspections by location, such as “Building Permits”, “Fence Permits”, “Alarm Systems” and “Special Events”. Allow external contacts to apply online, pay fees, respond to reviews, request inspections and be issued the requested permits using the included Collaborator Portal. The Electronic Plan Review module can be added to seamlessly handle blueprints online.

- **Use Cases**
  - Residential Build
  - Commercial Build
  - Fire Systems
  - Right of Way
  - Electrical
  - Excavation
  - Alarm Systems
  - Demolition
  - Mechanical
  - Occupancy
  - Roof
  - Special Events
  - Plumbing
  - Fence
  - Mobile Home
  - Driveway

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Credential Manager Module

- **Description**
  Use this module to track credentials and renewals for your contacts that hold qualifications, such as “General Contractor”, “Roofer”, “Food Handler” and “Solicitor”. Allow external contacts to apply online, pay fees and be issued the requested credential. Credential holders receive a notification when their qualification is about to expire or a key date on their credential is expiring, such as “State License”, “Bond” or “Worker’s Comp”. Easily see when a credential is expired, on hold or revoked. The Credential Manager integrates seamlessly with the Permit module to auto-validate contacts and their ability to submit applications or request inspections.

- **Use Cases**
  - General Contractor
  - Roofer
  - Pool Manager
  - Pool Contractor
  - Plumber
  - Architect
  - Food Handler
  - Sign Installer
  - Electrician
  - Engineer
  - Solicitor
  - Excavator
  - HVAC

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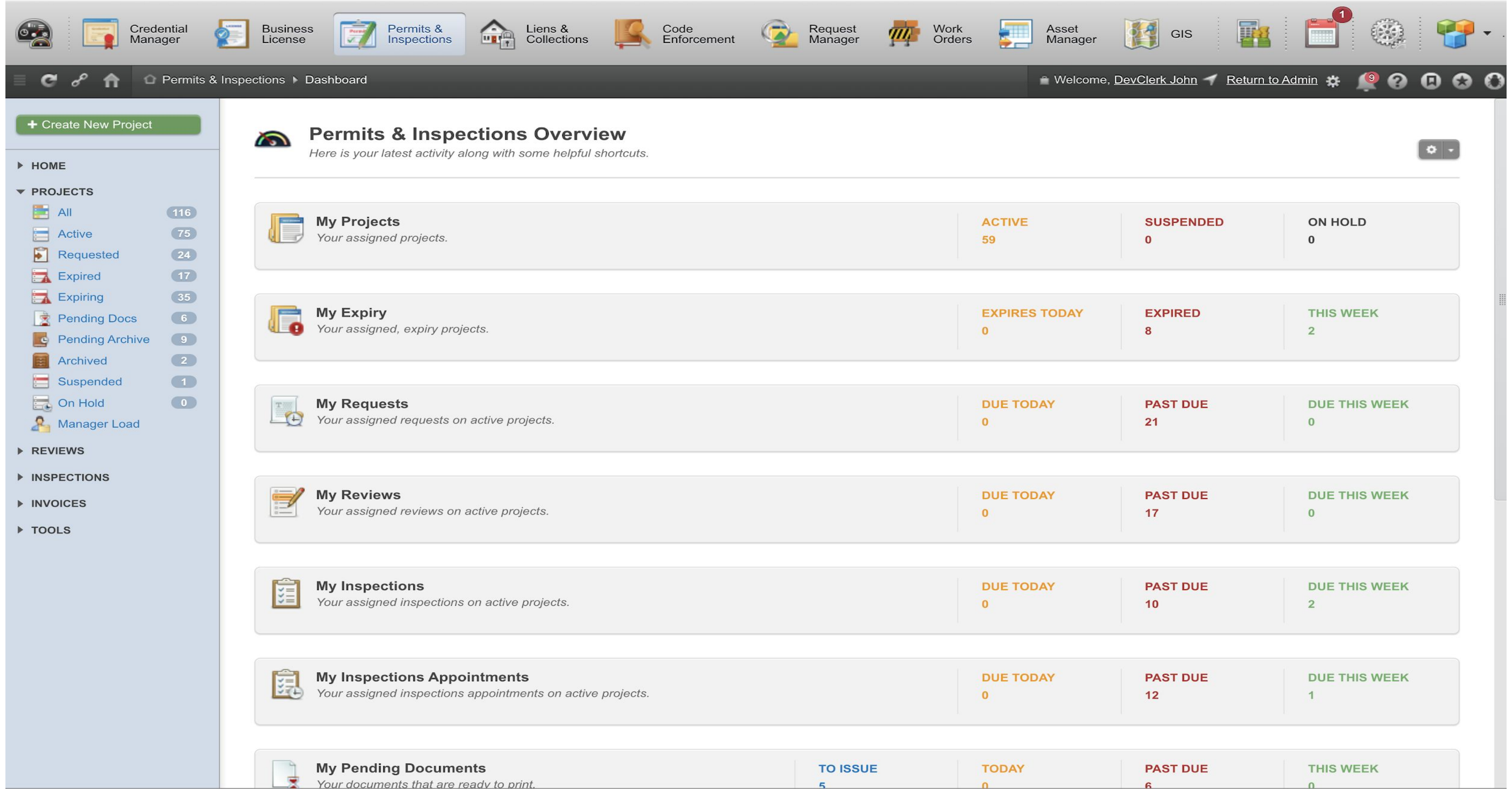
Example - Module Dashboard - Permits



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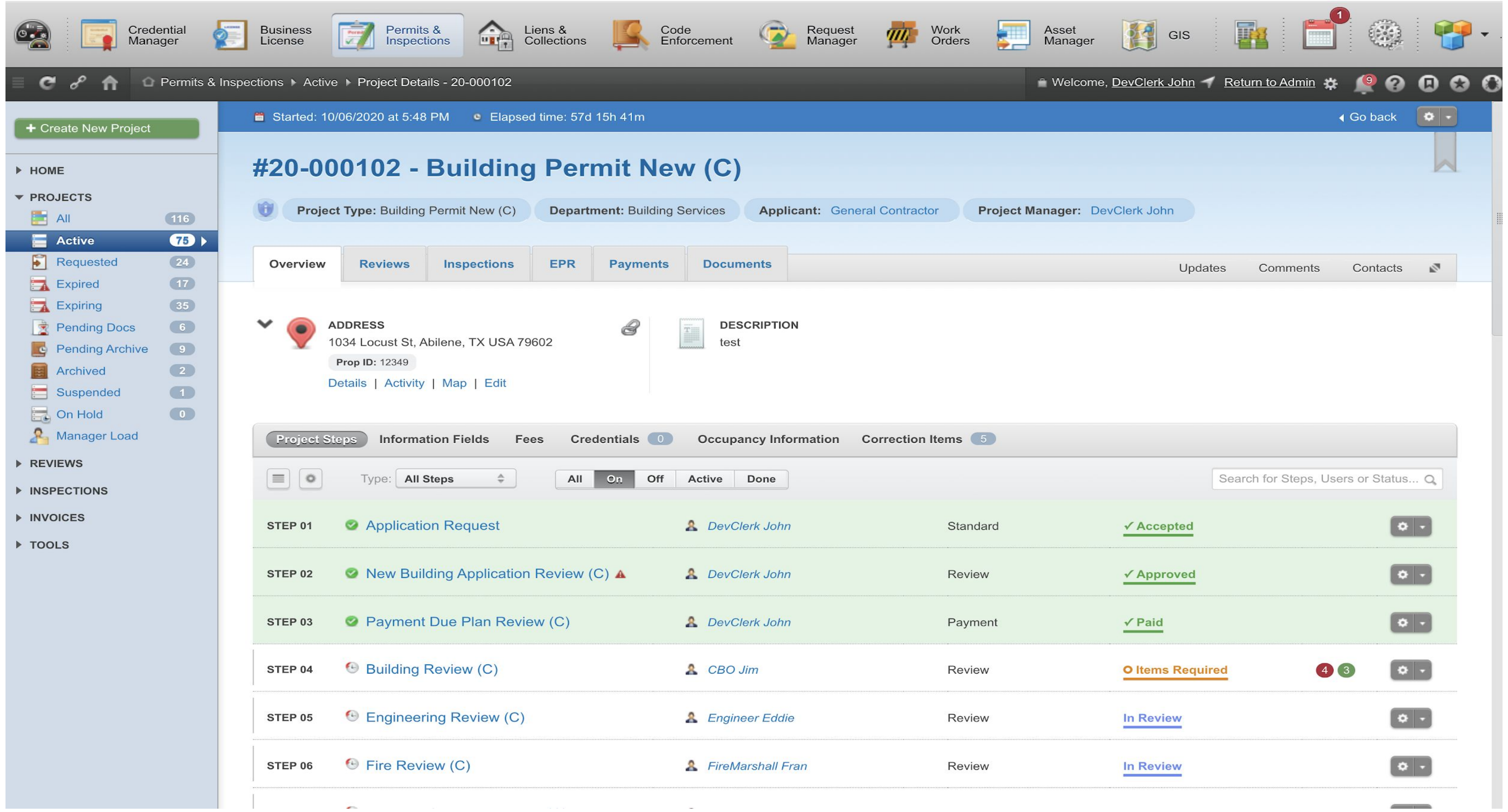
Example - Project Dashboard - Permits



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Thank You!

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SOFTWARE PROPOSAL

PREPARED FOR
Lisa Palomba
City Administrator
City of McLendon-Chisholm

PREPARED BY
Branden Burdick
ClearGov, Inc.
branden@cleargov.com
913.244.8345

PREPARED ON
November 17, 2020


ClearGov is on a Mission to build a Community of Modern, Transparent, and Data-Driven Local Governments and School Districts

November 17, 2020

Lisa Palomba
City Administrator
City of McLendon-Chisholm
1371 West FM 550
McLendon-Chisholm, TX 75032

Dear Lisa,

Per our discussions, I am pleased to provide you and your team at McLendon-Chisholm with the attached software proposal for your consideration.

Our mission at ClearGov is to help build a community of transparent, data-driven, modern governments. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to help local governments like McLendon-Chisholm take a strong next step toward modernization.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Branden Burdick
ClearGov, Inc.
branden@cleargov.com
913.244.8345

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Mission

ClearGov's mission is to build a community of transparent, data-driven, modern governments. We pursue this mission by making it easy and affordable for every local government to take the next step toward modernization. ClearGov solutions are carefully designed to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support.

Solutions Overview

Based on our conversations with McLendon-Chisholm and our understanding of your key needs and objectives, we are proposing the following ClearGov Solutions:

ClearGov Digital Budget Book Suite

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Includes a robust Capital Requests module to collect, organize, and present key projects in an intuitive dashboard
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee	**$1,200**
Total Setup Service Fees	**$1,200**
Annual Subscription Service Fees (Annual investment)	
ClearGov Digital Budget Book Subscription	**$4,500**
Total Annual Subscription Service Fees	**$4,500**

See the Investment Section below for full details on setup fees and annual subscriptions.

Implementation Plan

While implementing ClearGov's accessible solutions is designed to be a turnkey process, we offer dedicated Client Success resources to help you get up and running quickly and efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management

- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support.

Scope of Work

- ClearGov provides comprehensive onboarding services — at no additional charge — to ensure that you hit your launch targets and get the most value out of your ClearGov investment.

Launch Timeline

- Launch generally takes approximately 2 – 4 weeks from the time that you provide your Client Data Report(s) to ClearGov, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Data Onboarding Requirements

- ClearGov will handle all importing, onboarding, and mapping of data. In short, we'll take your raw financial information, sort it, and upload it to the ClearGov platform so it perfectly matches your chart of accounts. The only thing you have to do is supply your data, which generally involves running a few simple reports from your existing accounting system. We'll walk you through the process.

Training and Support

- ClearGov provides unlimited training and support throughout implementation and for as long as you're a ClearGov customer. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for McLendon-Chisholm, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours "make democracy work better." And while that may sound lofty, "democracy" is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome McLendon-Chisholm into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.

SOLUTIONS OVERVIEW

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward more efficient operations and better community engagement. Therefore, all ClearGov solutions are:

INTUITIVE AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.

CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.

TURNKEY

We understand that in local governments, staff is almost always stretched too thin. That's why we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your data. We'll take care of the rest. When you login to ClearGov for the first time, you'll find that everything is right where it should be.

AFFORDABLE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

Our goal is to delight our customers with unbeatable value in everything we do.

Modernization is a Must

With all of the challenges and changes that 2020 has brought to local governments, it is more important than ever to leverage technology to enable your community to continue to thrive in our collective new reality. In fact, those agencies that have already embraced modernization have found it far easier to weather the storms we are collectively facing.

As the world continues to evolve, local governments need to keep the following four critical success factors top of mind as they retool themselves for a more efficient and modern government.

COMMUNICATION

The pandemic has eliminated the water-cooler chat, so internal “over-communication” should be the new norm. Plus, it’s even more important for local governments to be transparent when public meetings can’t be public. ClearGov facilitates and simplifies the communication process, but internally and throughout your community.

COLLABORATION

Improving and streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical. All ClearGov products have been designed to provide access to your entire team, and we don’t charge by the user - so you can bring everyone to the party.

SECURITY

Desktop-based applications can be infiltrated, especially if operated remotely. Cloud-based applications offer instant security. Now is the time to start leveraging the security resources of cloud platforms like AWS. ClearGov’s solutions are all cloud-based and hosted on AWS. See Security Overview section for more details.

FLEXIBILITY

Local governments must be able to quickly adjust to evolving input and changing dynamics. As a result, they also need the ability to create and explore “what-if” scenarios to inform better decision making. ClearGov puts the information and the tools you need at your fingertips to become a transparent, data-driven, modern government.

DIGITAL BUDGET BOOK

A Streamlined Solution for Building an Award-Winning Budget Book in a Fraction of the Time

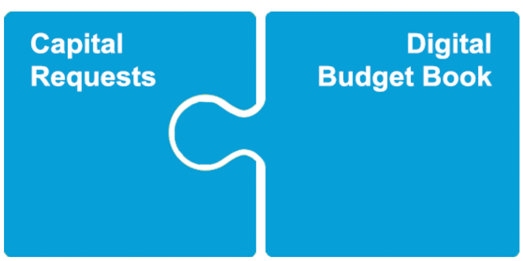
The annual budget book is your government's most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end. ClearGov's Digital Budget Book suite checks all of those boxes, plus ADA optimization, GFOA best practices, and then some.

Watch a 5 minute micro-demo here

"The Cleargov Digital Budget Book software enabled the City staff of Monte Sereno to turn an ordinary, plain text budget document into a dynamic 3-dimensional annual report. Our City Council was extremely pleased and complimentary of the presentation. The staff at Cleargov were outstanding in their efforts to help us deliver the budget on time and in great form."

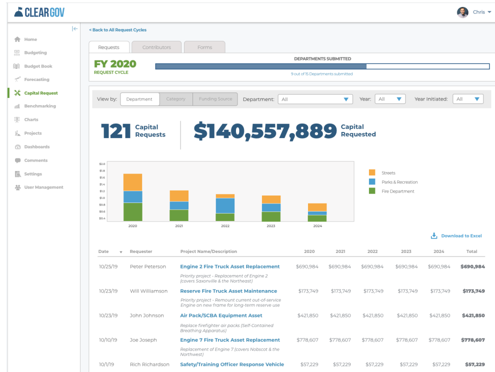
Steven Leonardis
City Manager
Monte Sereno, CA

ClearGov Digital Budget Book Modules



DIGITAL BUDGET BOOK SUITE

Capital Requests Module



The Capital Request Module is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your Digital Budget Book. Think of it as a modern, digital-first solution to an age-old, paper problem.

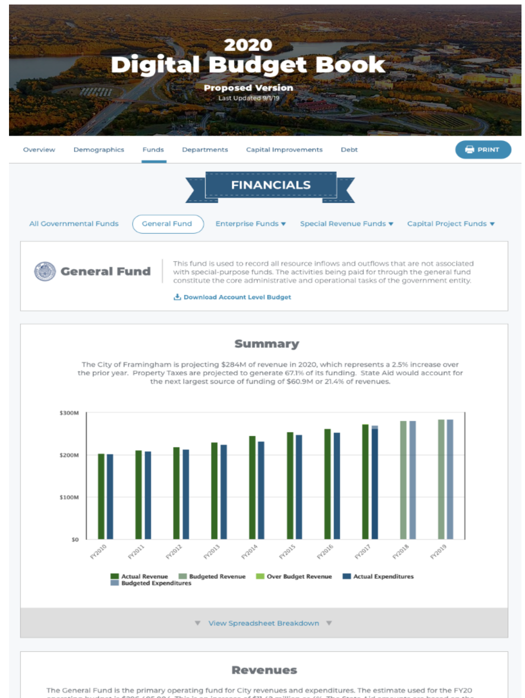
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically
- **Customize your form:** Easily customize the default template with a few simple clicks to precisely fit your needs and preferences
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard
- **Publish to your budget book:** Automatically generates a capital request summary with detail pages for each department/request for your Digital Budget Book

Why does McLendon-Chisholm need this?

- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click. An intuitive dashboard enables you to quickly email online request forms to your department heads, set automated reminders to gently nudge requestors to complete their submissions, and monitor progress every step of the way.
- **You get a robust digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away. They'll even automatically appear in your budget book once you click publish.
- **It's key to building a better budget book:** Capital planning is an important precursor to building your budget and eventually publishing a compelling budget book. ClearGov's Capital Request Module streamlines your workflow, automates key tasks, and makes the entire CIP process more transparent and collaborative.

DIGITAL BUDGET BOOK SUITE

Budget Book Module



The Digital Budget Book module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices

Why does McLendon-Chisholm need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there is a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

INVESTMENT

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:

- A ***one-time investment*** that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:

- A flat ***annual investment*** covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - - *Full activation and setup* - *Data onboarding* - *Client training*	**$1,200**
Total Setup Service Fees	**$1,200**

Annual Subscription Service Fees (Annual investment)	
ClearGov Digital Budget Book Suite: Includes - - *Capital Requests Module* - *Budget Book Module*	**$4,500**
Total Annual Subscription Service Fees	**$4,500**

PRODUCT SCOPE

In the interest of transparency, we want to provide guidance around the scope of usage that is included with each ClearGov solution. The tables below do not provide a detailed list of every feature and/or function included in the product. These tables provide a summary of the key things that you can do with each solution once your account has been activated. You will notice that all of the items listed below are essentially unlimited in scope, i.e. you can use the solution as much as you like.

ClearGov Digital Budget Book Suite - Product Scope

Once your data has been onboarded, the ClearGov Digital Budget Book Suite enables McLendon-Chisholm team members to execute a variety of tasks, as outlined in the table below. The ClearGov training programs and your CSM will provide advice and suggest best practices to help you optimize your own Digital Budget Book.

Description	In Scope
Capital Request Forms: Create forms for your contributors to submit capital requests.	Unlimited capital request forms.
Capital Request Imports: Import existing capital requests to present in your budget book.	Unlimited capital requests
Digital Budget Books: Create comprehensive digital budget books based on onboarded budget data and the narrative added by you.	Unlimited Digital Budget Book versions
Digital Budget Book Pages: Fill out templated sections of your budget book using ClearGov's toolset and GFOA guidelines embedded in the product, and/or create new pages with your own content, images, tables, etc. as needed	Unlimited pages
Printed Budget Books: ClearGov's Digital Budget Book solution includes print to .PDF functionality. It automatically creates .PDF documents of the full budget book or selected sections	Unlimited

PROJECT MANAGEMENT

ClearGov offers robust solutions that are straightforward to set up and operate - especially compared to typical gov-tech software. We understand that most local governments are pressed for resources, so we have designed an onboarding process that places the heavy-lifting on ClearGov. This section outlines the key project management roles and responsibilities.

City of Sheboygan spirit on the lake.

"ClearGov did all the heavy lifting — we didn't have to add staff, data storage space, or anything like that. We just exported the data and ClearGov did the rest."

Carrie Arrenz
Budget Analyst
Sheboygan, WI

Partnership Overview

The onboarding and ongoing use of the ClearGov platform is a shared responsibility between ClearGov and McLendon-Chisholm. While we have designed our processes to minimize complexity and put most of the work on our team of ClearGov experts, you play a very important part. ClearGov relies on you to send us the financial data that fuels our applications and to partner with us to make sure that data is presented exactly the way you'd like. While ClearGov has expertise on data science and municipal finance, you are the expert on the details of your data, and you have a unique perspective on the expectations and preferences of your key constituents.

Below is a list of key roles & responsibilities involved to ensure a smooth and expeditious onboarding process and a long-term return on your investment.

ClearGov Roles & Responsibilities

Role	Responsibilities
Client Success Manager (CSM)	• Your go-to person at ClearGov for activation, onboarding and more. • Activates account & product subscriptions. • The person to whom you should send all your data files. • With your input, develops and executes the onboarding plan and timeline. • Coordinates ClearGov resources to deliver the Scope of Work deliverables. • Monitors progress to ensure a timely and efficient launch. • Tracks, communicates, and expediently resolves all issues. • Communicates the availability of training and learning resources.

	• Answers questions and consults on best practices. • Generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.
Data Onboarding Consultant (DOC)	• Reviews the financial data files you send to ClearGov and, if needed, follows up with you regarding missing information or clarifying questions. • Formats, uploads & maps (i.e. categorizes) initial set of financial data. • Leads Data Review calls and presents your data categorization. • Updates data mapping per your requests. • Uploads additional data supplied by you - either on an adhoc or regular basis (monthly, quarterly or annually).
Training Specialist	• Delivers regularly scheduled training webinars. • Develops pre-recorded videos, information sheets and Support Center articles. • Designs and delivers customized remote training sessions if needed.
Support Team	• A resource for end-users (e.g. contributors, requesters, reviewers) to get "how-to" questions answered. • An alternative resource for Admin users if your Client Success Manager is unavailable. • Can be reached via email: support@cleargov.com. • Available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

McLendon-Chisholm Roles & Responsibilities

Role	Responsibilities
Primary Contact	• Primary communication point with the ClearGov Client Success Manager. • Delivers the "Client Task" items (listed in the Scope of Work) in a timely manner. • Answers or coordinates answers to questions from ClearGov on a variety of topics (financial data, training, invoice payments) within 3 business days. • Schedules and attends meetings with Client Success Manager and ensures all individuals that need to participate attend.
Financial Data Exporter	• Exports financial data and account number key from your accounting or ERP system and emails to Client Success Manager.
Financial Data Reviewer	• Reviews financial data after it has been uploaded and categorized in ClearGov. • Provides feedback on financial data categorization and accuracy. • Approves launch of financial data.
Executive Sponsor	• Ensures everyone understands the goals of using ClearGov's solutions. • Identifies and assigns resources to complete onboarding in a timely manner. • Serves as an escalation point if onboarding is not progressing or issues need to be resolved.

Admin User	• Has full permission to all ClearGov application functionality included with ClearGov subscription. (NOTE: ClearGov offers an unlimited number of Admin Users.) • Creates user accounts.
End User	• Has permission to specific ClearGov functionality consistent with the role. (NOTE: ClearGov offers an unlimited number of End Users.) • Typically is a department head, committee member or other reviewer.

ONBOARDING

The ClearGov onboarding process is designed to minimize complexity and resources required on your end. Formatting, uploading and categorizing your financial data requires the most effort and that task is completed by ClearGov. However, before we can begin working with your data we need you to send it to us. And once we have it, we will need you to answer questions and review the final output to ensure that it meets your needs. The tables below outline the onboarding process, including the few actions that are your responsibility.

Onboarding Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Account Activation: Create Client account and activate on start date specified in service order.	Access to subscribed applications begins on service start date.	✅	
Project Management: Develop onboarding plan & timeline, coordinate ClearGov Client Success team, communicate status and open items.	ClearGov CSM will oversee all project management.	✅	
Create User Logins: Admin Users can create End User logins, as well as additional Admin Users, and set permission/access levels. ClearGov will create the first Admin User; Client creates additional.	Unlimited Admin User and End User logins.	✅ **Shared**	
Data Export: Export revenue and expense line item detail and account number structure from your accounting system/ERP. (See Data Requirements section for more details) NOTE: Current FY data is used as the basis to create the next FY budget.	3 to 20 years of data *ClearGov will provide detailed instructions*		✅
Data Onboard: ClearGov DOC will format, upload and categorize your financial data, based on files provided by you.	3 to 20 years of data, as provided by Client	✅	
Data Review: Review imported data for accuracy and to confirm that categorization supports your budget process. Provide change requests to ClearGov; iterate as needed and approve when complete.	Timely review and feedback on onboarded data.		✅

Onboarding Process

The following outlines a typical onboarding process and expected timelines - your ClearGov CSM will work with you to develop an onboarding plan that works for you. PLEASE NOTE:

Each step indicates the actions that McLendon-Chisholm needs to complete, and the expected effort required.

Overall Timeline

In the interest of full transparency, the complete data onboarding process can take a handful of weeks, depending on these key factors:

- The format of your data, i.e. the more structured your data the better
- The volume and complexity of your data
- ClearGov's current data onboarding backlog*
- How quickly you are able to send us your data and review/approve the results

The details are explained in the steps below, and the good news is the heavy lifting is all on ClearGov. In fact, during the entire onboarding process, **you should only need to spend a few hours here and there** to export, review and approve your data and attend some initial training. As you will see in the notes below, the most common delay to the process is coordinating schedules, so having a good calendar organizer on your end is the best way to optimize the process.

Step 1: Account Activation

When	• Occurs within one business day of your signed ClearGov Service Order.
Who	• **ClearGov CSM** is responsible for Account Activation
What	• ClearGov will create the initial Admin User login and schedule the activation of your subscriptions, based on the Service Start Date. • Your ClearGov CSM will contact you to provide an introduction and schedule the Kick-Off call (See Step 3). • As of your Service Start Date, you will have full access to the solutions included with your subscription and can immediately begin working with the features that do not require data onboarding, e.g. creating Project Pages; Department Dashboards; or Capital Request Forms; Custom Charts; Budget Book narrative pages; etc.

Step 2: Data Export

When	• As soon as possible after the Service Order has been signed.
Who	• **ClearGov CSM** will provide a data requirements document. • **Client** (Financial Data Exporter) is responsible for exporting data from your accounting system/ERP and sending the file(s) to ClearGov.
What	• The data export process is usually fairly straight forward, depending upon which accounting system/ERP you are using. At this point, ClearGov has worked with just about all of them, so we may be able to provide tips and/or specific instructions. • **Effort:** Generally speaking, this requires <30 minutes of effort.
Tips	• **NOTE:** Although this can (and should) be a very quick step (minimal effort, as you can see), we sometimes encounter delays if the person responsible for data export is

	unavailable or uniformed about their role. Please note that the data onboarding process clearly cannot begin, until ClearGov receives the data and gets it into our queue. So, any delay at this step causes further delay down the line.

Step 3: Kick-Off Meeting

When	• As soon as possible after the Service Order has been signed, ideally within 1 week.
Who	• **ClearGov CSM** will schedule the Kick-Off meeting (to be held via conference call) • **Client:** Recommended to have all key parties involved in this Kick-Off call, especially the Primary Contact; Data Exporter; Data Reviewer; and Executive Sponsor.
What	• Your CSM will review onboarding steps, deliverables and timelines. Your CSM will also review the Data Requirements document and answer questions. If you have already sent data files prior to the call, we may ask clarifying questions about your data. • **Effort:** Kick-Off calls generally last about 30 minutes.
Tips	• **NOTE:** The biggest challenge we typically face with the Kick-Off meeting is simply coordinating schedules. Ideally, we would like to have one person on the client side who is responsible for coordinating calendars, even if that person is not directly involved in the project, such as an Admin Assistant. Again, any delay at this stage has a trickle down effect on the rest of the schedule.

Step 4: Data Onboarding

When	• Generally takes about 2 - 3 weeks from when ClearGov receives your data.
Who	• **ClearGov Client Success Team** is responsible for onboarding and mapping of your data onto the ClearGov Platform.
What	• During this step, a ClearGov DOC will onboard your data into the ClearGov platform and map it into a structure that is consistent with the chart of accounts you provide. You will have a chance to review and approve the data mapping in the next step.
Tips	• **NOTE:** The data onboarding time varies based on the format, volume and complexity of your data as well as the current queue of Client activations.

Step 5: Data Review and Approval

When	• Generally takes about a week after the data has been onboarded, primarily due to coordinating schedules for a data review call.
Who	• **ClearGov DOC** is responsible for presenting the mapped data. • **Client** (Data Reviewer) is responsible for reviewing the mapped data and specifying changes, as needed.

What	• In most instances, there is an Initial Data Review call (via video conference) followed by 1 or 2 follow up calls/emails, depending upon the complexity of the data and the number of changes/iterations requested. • Once the data has been approved, ClearGov will launch your data within the ClearGov platform and make it accessible to all applications included in your subscription • **Effort:** The Initial Data Review call generally requires about 20 - 30 minutes, and follow up calls, if necessary, tend to clock in around 10 - 20 minutes each.
Tips	• **NOTE:** Similar to the Kick-Off, the biggest challenge at this stage is simply coordinating calendars. We will do everything in our power to make ourselves available at your convenience, and simply ask that you schedule and commit to the review meetings as quickly as possible.

Step 6: User Training

When	• Technically, training can occur at any time once the Service Order is signed. However, ClearGov recommends that training should happen right around the time that your data is onboarded, or very shortly thereafter.
Who	• **ClearGov CSM** will make sure that you are aware of all training options. • **ClearGov Training Specialist** will deliver training sessions, as scheduled. • **Client:** Recommended to have all Admin and End Users participate in training sessions.
What	• All users may attend as many group training sessions as they wish and have unlimited access to pre-recorded videos, information sheets and Support Center articles. • If needed, ClearGov will design and deliver a customized remote training session - via video conference. • **Effort:** Depending upon which ClearGov Suites are included in your subscription, training sessions usually run 45 - 90 minutes.
Tips	• **NOTE:** Full access to training and learning materials is provided upon Account Activation in Step 1.

IMPORTANT: Launch Deadline Communication

If you have a key deadline, such as a budget book submittal date or needing your data uploaded for internal discussion, please inform your Market Development Executive and/or your Client Success Manager. They will let you know if we can meet that deadline and what will be required to complete onboarding by that date.

*IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a Data Onboarding Schedule site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the Data Onboarding Schedule site for more details and specific dates.

DATA REQUIREMENTS

The data that ClearGov needs to fully enable your solution should be readily exportable from any accounting/ERP system. We have partnered with a few vendors to include an "Export to ClearGov" button in their solutions and for a few others we have detailed export instructions. Your CSM will let you know what is available based on the accounting/ERP system you use. Your CSM will also provide you with a more detailed document explaining data requirements. The highlights are as follows:

Required Data Types

Actual Revenues & Expenditures

- At least 4 fiscal years
- The majority of clients sent us 4 to 6 years, however, there is no limit
- By providing more years, trend charts will be more robust

Budgeted Revenue & Expenditures

- Current and upcoming
- Past years to display budget-to-actuals (optional)

Check Level Detail (ClearGov Insights Only)

- If you wish to use the Open Checkbook feature in ClearGov Insights
- Your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer

Required Data Files

Line Item Detail File(s)

- Line-item level revenue and expense data. Depending on which accounting system you use, all years may be exported in one file or there may be a file created for each year.
- Each line item should include full account number, account description, fund and dollar amount. We will also need to know the associated fiscal year and if the line item is tied to revenue or expense.
- Depending upon which accounting system you're using, this is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- This is simply an explanation of your account number structure.
- An account number is made up of segments and for each segment we need to know its purpose (i.e. whether it refers to a fund, a department, an object, etc.).
- Most accounting systems enable you to run a report to generate this information. It's often called a Segment Report. If yours does not, just let us know. The ClearGov data team has successfully uploaded data for hundreds of clients and will work with you to determine the best

TRAINING & SUPPORT

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices to help you ramp quickly.

"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Training - Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Admin User (Editor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. Your ClearGov CSM will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One 30 - 60 minute customized training session available upon request which can be recorded for future viewing.	✅	
End User (Contributor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. ClearGov's Support Team will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One 30 - 60 minute customized training session available upon request which can be recorded for future viewing.	✅	

Training Webinars

ClearGov delivers regularly scheduled training webinars for our Budgeting and Digital Budget Book solution. They typically last 30 to 45 minutes and questions from attendees are encouraged. Your CSM will provide you with instructions on how to register.

Support Center

All ClearGov users have access to a frequently updated online Support Center filled with how-to articles, video tutorials and information sheets. The ClearGov Support Center is easy to navigate and has a robust search engine to quickly find help on a specific topic.

Customized Training

Customized training sessions are available upon request and are tailored to your specific needs. A member of our training team will work with you to schedule a time that fits your calendar. ClearGov uses modern web conferencing services to conduct live training sessions and webinars remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.

Client Success Manager

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process.. Your CSM will also be your primary point of contact after onboarding for all ongoing data updates, questions and issue resolution.

Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution. CSMs are generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.

ClearGov Support Team

ClearGov's support team is a resource for End Users (e.g. department heads, reviewers) to get "how-to" questions answered. Support is also an alternative resource for Admin Users if your Client Success Manager is unavailable. The ClearGov Support Team can be reached by sending an email to support@cleargov.com.

Our Support Team is committed to responding to all inquiries within **one business day**, and in most cases, you will receive a same-day response. Support is available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

Product Enhancement Requests

We absolutely love hearing from Clients - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are a direct result of client feedback. When you have a request for a product enhancement, please submit your idea(s) through our Support Center, or inform your CSM and they will bring it up at our weekly meeting. We prioritize product enhancements primarily based on the number of clients who are requesting similar functionality, so we can't guarantee that your ideas will go to the top of the list, but we promise that we'll always listen, and we work hard to make 100% of our customers happy.

SECURITY OVERVIEW

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:

- https://aws.amazon.com/security/?hp=tile.

FAQs

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly) , which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Time Commitment section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: https://aws.amazon.com/security/?hp=tile. See Security Overview section above for more details.

Q. Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.
- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Digital Budget Book Suite Questions

Q: Since the product is template-driven, won't every ClearGov digital budget book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.

“We were impressed with the ClearGov solution from the start, especially the clean, simple interface. They are experts at presenting complex information in an easy-to-understand and visually-appealing way. And, as our partners, they have been responsive and professional.”

Chris Bradbury
Village Administrator
Rye Brook, NY

CLEARGOV

2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Branden Burdick
Contact Phone	913.244.8345
Contact Email	branden@cleargov.com

Order Date	Nov 17, 2020
Order valid if signed by	**Dec 15, 2020**

Customer Information

Customer	McLendon-Chisholm, TX	**Contact**	Lisa Palomba	**Billing Contact**	
Address	1371 West FM 550	**Title**	City Administrator	**Title**	
City, St, Zip	McLendon-Chisholm, TX 75032	**Email**	isa@mclendon-chisholm.com	**Email**	
Phone	972-524-2077			**PO # (If any)**	

To be clear, you will initially be billed as follows...

Billing Date(s)	Amount(s)	Notes
Feb 1, 2021	$4,200.00	Setup Fee; 8 Month Pro-Rata Subscription Fee
Oct 1, 2021	$4,500.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	Feb 1, 2021	Feb 1, 2021	ClearGov Setup Services
Pro-Rata	Feb 1, 2021	Sep 30, 2021	ClearGov Subscription Services
Initial	Oct 1, 2021	Sep 30, 2022	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...

Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation and onboarding for ClearGov Digital Budget Book.	Tier 1	$1,200.00
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$1,200.00**
Subscription Services	**Tier**	**Service Fees**
ClearGov Digital Budget Book Suite - Civic Edition: Includes Budget Book, Capital Request Modules	Tier 1	$4,500.00
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		**$4,500.00**

Billing Terms and Conditions

Valid Until	**Dec 15, 2020**	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	**Net 30**	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order **DO NOT** include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Customer Deliverables	Customer shall provide all deliverables and respond to all approval requests within three (3) business days of such requests. Any delay by Customer in meeting these deliverable requirements may result in a delayed launch of the applicable Service(s), but such delay shall not affect or change the Service Period(s) as set forth in this Service Order.
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.

Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an ***"Annual Term"***), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions. This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	Lisa Palomba
Title	City Administrator

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

CITY OF MCLENDON-CHISHOLM
ORDINANCE NO. 2020-_____

AN ORDINANCE OF THE CITY OF MCLENDON-CHISHOLM, TEXAS AMENDING THE CURRENT 2020-2021 FISCAL YEAR BUDGET; FINDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of the City of McLendon-Chisholm, Texas, (the "City Council") has utilized diligent thought, attention and determination in creating the 2020-2021 budget; and

WHEREAS, on September 22, 2020, the City Council of the City of McLendon-Chisholm passed Ordinance No. 2020-10, approving the budget for the fiscal year beginning October 1, 2020; and,

WHEREAS, upon examination and review of revenues and expenditures, the City Administrator and City Council has determined it necessary to amend and modify the operating budgets of the General Fund and Utility Fund as set forth herein (Exhibit A) and,

WHEREAS, the City Council finds that the proposed Budget Amendment is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code section 102.010; and

WHEREAS, the City Council finds that it is necessary and proper for good government, peace or order of the City of McLendon-Chisholm to adopt an ordinance amending the current budget.

WHEREAS, the City Council finds the amendments in the line items identified in Exhibit "A" are reasonable, necessary and for legitimate municipal purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MCLENDON-CHISHOLM, TEXAS:

SECTION 1. <u>FINDINGS.</u> The City Council finds the statement made in the preamble above are true and correct. The City Council does authorize amendments to the budget and does authorize an expenditure as an amendment to the original budget, finding this is a situation which could not have been included in the original budget through the use of reasonably diligent thought and attention.

SECTION 2. <u>BUDGET LINE ITEMS</u>. The City Council approves budget amendments in Exhibit "A" which is attached and incorporated herein for all purposes and described as General Fund Budget Amendment #1 and Utility Fund Budget Amendment #1.

SECTION 3. **BUDGET TOTAL**. The City Council further finds the amended budget line items in Exhibit "A" will not cause the total expenditures in the budget to exceed the total original budget.

SECTION 4. The Amended Budget for 2020-2021 is hereby approved by the City Council.

SECTION 5. That all provisions of the ordinances of the City of McLendon-Chisholm in conflict with the provisions of this ordinance be and the same are hereby repealed and all ordinances not in conflict shall remain in full force and effect, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the appeal prevent a prosecution from being commenced for any violation if occurring prior to the repealing of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 6. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Ordinance as a whole.

SECTION 7. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provide.

SECTION 8. The Mayor is authorized to make the amendments as set forth above and file, or cause to be filed, a true and correct copy of this Ordinance, with the attached Exhibit "A", with the city secretary and in the office of the County Clerk of Rockwall County, Texas.

DULY PASSED by the City Council of the City of McLendon-Chisholm, Texas, on the 9th day of December 2020.

APPROVED:

____
Keith Short, Mayor

ATTEST:

____
Rochelle Green, City Secretary

City of McLendon-Chisholm
General Fund Budget Amendment #1
For the year to end September 30, 2021

	FY 2021 Original Budget		Adjustments	FY 2021 Amended Budget #1
Revenues				
302 · Franchise Income	$ 195,000			$ 195,000
303 · Development Income	15,000			15,000
304 · Building Permit Income	696,127			696,127
305 Municipal Court Income	500			500
306 · Interest Income	25,000			25,000
307 · Sign Permit Income	-			-
308 · Septic Fees	11,000			11,000
309 Food Enforcement	1,200			1,200
310 · Sales Tax Revenue	341,608			341,608
311 · PID Admin Expense Reimbursement				-
313 · Donations	500			500
314 · Copies Public Inf. Income	100			100
315 · Miscellaneous Income				-
317 · Ad Valorem Tax	551,083			551,083
318 · Tax Certifications				-
320 - NSF Fee Revenue				-
321 · Credit Card Fee Revenue	790			790
Transfer from Fire Capital Fund	4,054,935	2	10,465	4,065,400
Total Revenue	$ 5,892,843			$ 5,903,308
Expenditures				
Operating Expenditures				
401 · Municipal Court	$ 1,000			$ 1,000
402 · Election Expense	25,000			25,000
410 · Building Inspections	167,264			167,264
411 · Environment Regulation Expense	5,375			5,375
414 · Animal Control	19,196			19,196
415 · Section 380 Grant Program	7,800			7,800
416 · Bad Debt				-
418 · Membership Fees	2,000			2,000
422 · Public Notice Expense	11,750			11,750
423 · Community Functions	1,000			1,000
426 · Appraisal District Collection	7,500			7,500
429 · Street Lights	2,900			2,900
430 · Public Safety	566,318			566,318
Total 400 Operating Expenditures	$ 817,103			$ 817,103

City of McLendon-Chisholm
General Fund Budget Amendment #1
For the year to end September 30, 2021

	FY 2021 Original Budget	Adjustments	FY 2021 Amended Budget #1
Occupancy Expenditures			
502 · Electricity	$ 2,900		$ 2,900
506 · Water	10,239		10,239
510 · Propane Gas	870		870
512 ·Trash Pickup			-
514 · Building Maint/Improvements	12,000		12,000
516 · Lawn Maintenance	8,000		8,000
518 · Janitorial			-
520 · Telephone & Internet	8,300		8,300
522 · Website Expense	2,500		2,500
522.1 · Website Design/Redesign	10,000		10,000
522.2 · Audio/Video Chamber Updates	25,000		25,000
Total 500 Occupancy Expenditures	$ 79,809		$ 79,809
General & Administrative Expenditures			
603 · Citizen Recognition	-		
604 · Municipal Manuals, Books & Maps	500		500
606 · Employee Costs			
60601-Salaries and Wages	199,504		199,504
60609-Payroll Taxes	15,262		15,262
60609-Payroll Processing and Misc Exp	-		-
60612-Retirement Plan Costs	11,481		11,481
60613-Health / Dental / Vision Insurance	20,659		20,659
60622-Workers Comp Insurance	898		898
618 · Liability Insurance	5,821		5,821
619 · Software Subscriptions	21,860		21,860
621 · IT Support	7,000		7,000
622 · Office Supplies - City Hall	3,500		3,500
623 · Office Equipment	8,900		8,900
624 · Office Equip Maintenance	4,500		4,500
625 · Printed Materials	2,000		2,000
626 · Postage-City Hall	1,500		1,500
627 · County Plat Expense			-
628 · Bank Fees	2,000		2,000
630 · Legal & Professional			-
63001-Accounting & Payroll services	60,000		60,000
63002 - Financial Audit	16,000		16,000

City of McLendon-Chisholm
General Fund Budget Amendment #1
For the year to end September 30, 2021

	FY 2021 Original Budget		Adjustments	FY 2021 Amended Budget #1
63003 - Legal	40,000			40,000
63005 - City Planner	25,000			25,000
63005.1 - Comprehensive Plan	25,000			25,000
63008 - Financial Consulting	26,000			26,000
63009 - Engineering	25,000			25,000
633 · Penalties & Fees				-
645 · Transcription Services				-
646 · Mileage Expense	750			750
647 · Council Meetings & Development	800			800
648 · Training	7,000			7,000
649 · Expense Account - City Administrator				-
650 · Expense Account - Mayor				-
652 · Staff Appreciation	800			800
655 · Code of Ordinance	4,000			4,000
699 · Miscellaneous Expense				-
Total G & A Expenditures	$ 535,735			$ 535,735
700 · Capital Expenditures - Public Safety	$ 4,054,935	2	$ 10,465	$ 4,065,400
700 · Capital Expenditures - Operating	$ 55,000	3	$ 15,240	$ 70,240
Transfer to Sewer Utility Fund		1	$ 328,647	$ 328,647
Total Capital Expenditures & Transfers	$ 4,109,935			$ 4,464,287
Total Expenditures	$ 5,542,582			$ 5,896,934
Surplus/(Deficit)	$ 350,261			$ 6,374

Budget Amendments

1 - Transfer to Utility Fund for Sewer Line Extension	328,647
2 - Self Contained Breathing Apparatus Bottles	10,465
3 - Software:	
Budget software and implementation	6,840
Code Enforcement Software	3,360
Buidling Permit Software	5,040
	15,240

City of McLendon-Chisholm
Utility Fund Budget Amendment #1
For the year to end September 30, 2021

	FY 2021 Original Budget		Adjustments	FY 2021 Amended Budget #1
Revenue				
306 · Interest Income	$ 6,000			$ 6,000
Sewer Utility Revenue				
32200 · Sewer Usage Fees	306,625			306,625
32201 · Sewer Tap Fees	327,000			327,000
32204 · Sewer Deposit Refunds	(845)			(845)
Transfer from General Fund		1	$ 328,647	328,647
Total Revenue	$ 638,780			$ 967,427
Expenditures				
Operation & Maintenance Expenditures				
Sewer Operation & Maintenance				
41304 · O&M Agreement	$ 46,000			$ 46,000
41305 · O&M Maintenance	15,500			15,500
41308 · Electricity	150			150
41310 · Sewer Treatment	304,000			304,000
41312 · Tap Fee Developer Rebate	196,200			196,200
Total Operations Expenditures	$ 561,850			$ 561,850
600 · General & Administrative Exp	$ 15,293			$ 15,293
700 · Capital Expenditures		1	$ 328,647	$ 328,647
Total Expenditures	$ 577,143			$ 905,790
Surplus/(Deficit)	$ 61,637			$ 61,637

Budget Amendments

1 - Sewer Line Extension	328,647