



TOWN COUNCIL REGULAR MEETING AGENDA

April 16, 2024 at 6:30 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

If you wish to address the Council, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

D. APPOINTED REPRESENTATIVE/LIAISON REPORTS

1. Upper Trinity Regional Water District Report.
2. Denton County Emergency Services District #1.
3. Police Department – March 2024 Statistics/Activities.
4. Town Administrator – March 2024 Reports: Financial – including quarterly investment report, Animal Control, Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.

E. CONSENT AGENDA

This agenda consists of non-controversial, or "housekeeping" items required by law. Items may be approved with a single motion. Items may be removed from the Consent Agenda by any Councilmember by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of the March 19, 2024, Regular Meeting Minutes.

F. PUBLIC HEARINGS AND REGULAR SESSION

1. Discuss and consider approval of an Ordinance amending the Bartonville Community Development Corporation Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024.
2. Discuss and consider approval of a Resolution authorizing membership in the Atmos Cities Steering Committee; and authorizing the payment of five cents per capita to the Atmos Cities Steering Committee to fund regulatory and related activities related to Atmos Energy Corporation.

3. Discuss and consider approval of an expenditure in an amount not to exceed \$32,930 for the replacement of the W Jeter Road failed culvert.
4. Discuss and consider approval of Work Order #6 with SPI Asphalt Pavement Repair in the amount of \$203,470.30; and authorization for the Town Administrator to execute same on behalf of the Town.
5. Discuss and consider approval of the E. Jeter Road (Phase 2) reconstruction project limits and proposed funding sources.
6. Discuss and consider approval appointing new members to the Bartonville Special Events Committee.
7. Discuss and consider adopting a Bartonville Municipal Court Confidentiality Policy and Agreement.
8. Discuss and consider a nomination to the slate of nominees for the Denco Area 9-1-1 District Board of Managers.
9. Discussion of Year to Date Fiscal Year 2023-2024 Financials.
10. Discussion of the proposed Fiscal Year 2024-2025 Budget Calendar.

G. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council will meet in a Closed Executive Session in accordance with the Texas Government Code.

1. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney concerning pending or contemplated litigation regarding the sanitary sewer nuisance at 1287 Gibbons Road, Town of Bartonville, Texas v. Paula Harvey, Cause No. 23-11429-467 pending in the 467th District Court of Denton County, Texas.

H. RECONVENE OPEN MEETING

The Town Council to reconvene into an open meeting and consider action, if any, on items discussed in closed session.

I. FUTURE ITEMS

J. ADJOURNMENT

The Town Council reserves the right to adjourn into a closed meeting or executive session as authorized by Texas Government Code, Sections 551.001, et seq. (the Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.088 of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Friday, April 12, 2024 prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024
FROM: Ricky Vaughan, Fire Chief, Denton County ESD No. 1
AGENDA ITEM: Denton County Emergency Services District #1 Monthly Report

SUMMARY:

Monthly Department Statistics/Activities.

ATTACHMENTS:

- Monthly Report

Denton County

ESD No. 1

Monthly Report



Monthly Activity Report

MARCH

2024



Denton County ESD No. 1

MARCH 2024

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Community Outreach Events & Fire Inspection Reports & Training Division	8



Denton County ESD No. 1

MARCH 2024

DCESD1 Personnel

Operations

Captains	9
Apparatus Operators (Engineers)	9
Full-Time Firefighters (active)	27
Part-Time Employees (active)	9
Injuries/light duty/inactive	3
Total	57

Fire Administration

Fire Chief	1
Assistant Chief	1
Division Chief	1
Administrative Assistant	1
Director of Communications & Public Outreach	1
Total	5

Department Paid Total 62

Sworn Staff	60
Civilians	2
Operational Volunteers	4
Department Total	66

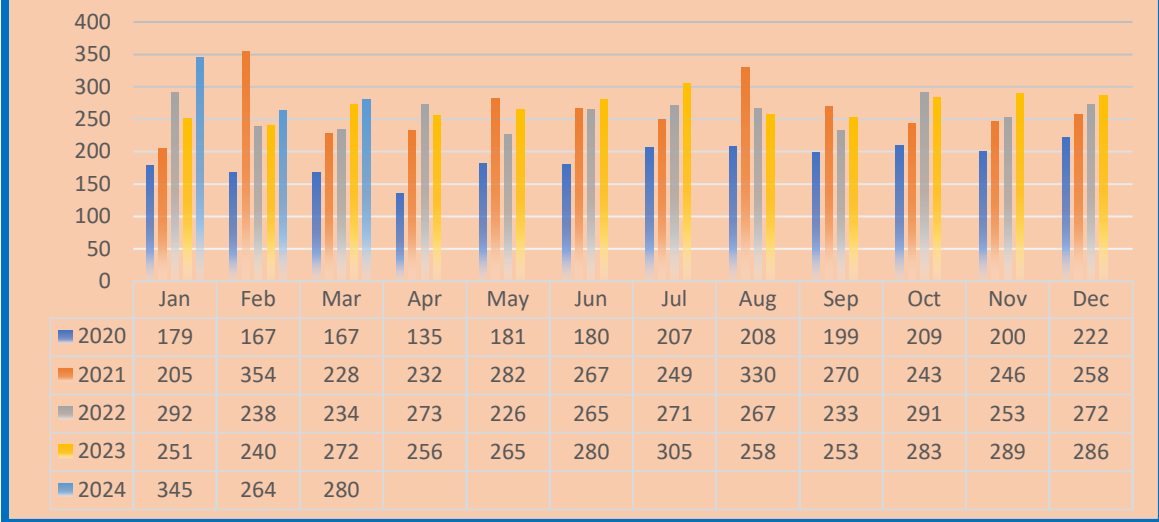


Denton County ESD No. 1

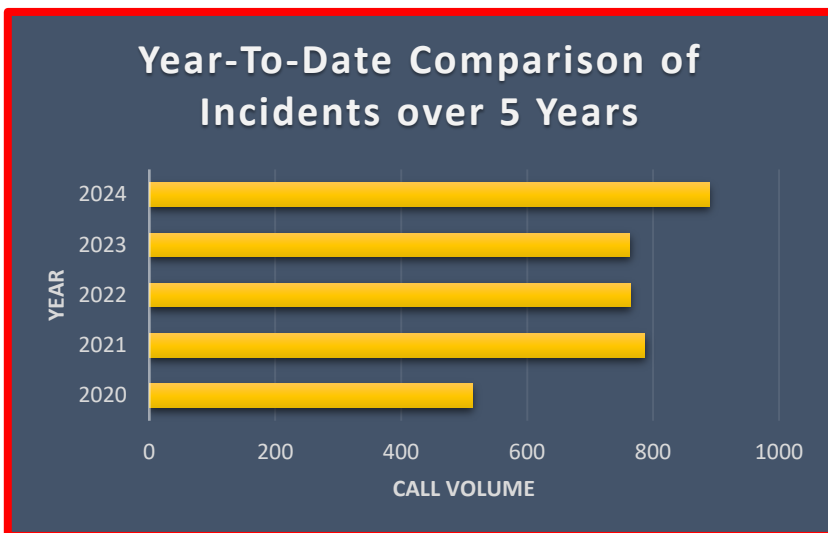
MARCH 2024

DCESD Total Incident Count

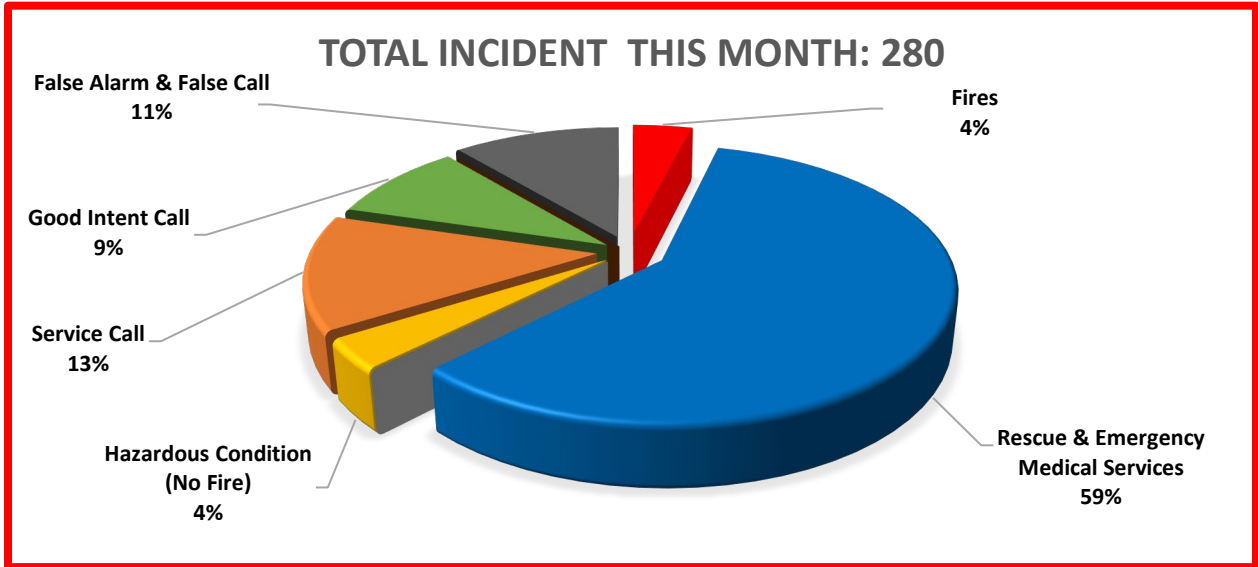
COMPARISON OF INCIDENTS OVER THE PAST 5 YEARS MONTH-BY-MONTH



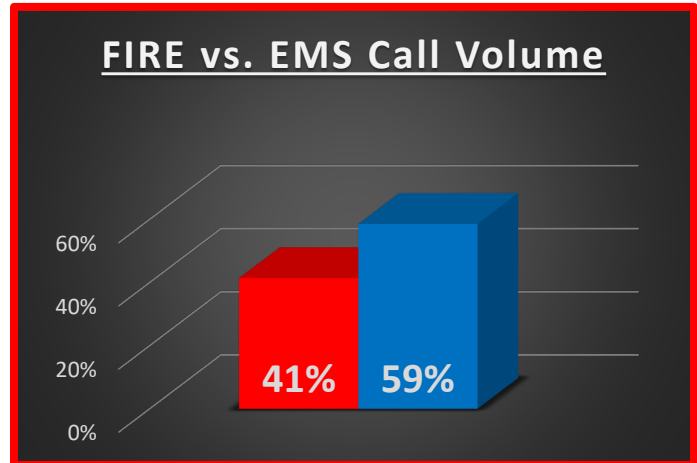
Year-to-Date Totals



DCESD	YTD
2020	513
2021	787
2022	764
2023	763
2024	889



Major Incident Types	
Fires	11
Rescue & Emergency Medical Services	164
Overpressure rupture, explosion – no fire	0
Hazardous Condition (No Fire)	10
Service Call	38
Good Intent Call	26
False Alarm & False Call	31
Severe Weather & Natural Disaster	0
Special Incident	0

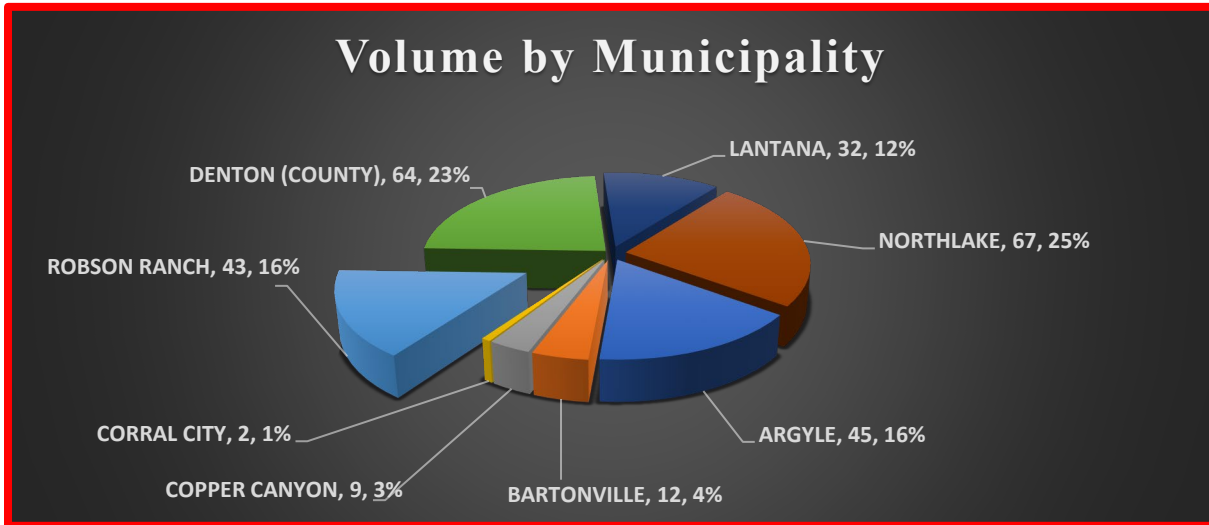


Percentage of Overlapping Calls

Overlapping Calls	
# OVERLAPPING	% OVERLAPPING
124	44%



Municipality Call Volume Breakdown



NFIRS INCIDENT TYPE	Municipality								
	NFIRS #	ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE	Robson Ranch	DENTON COUNTY
Fire	100's	2	1	1	1		3		3
Overpressure Rupture, Explosion, Overheat	200's								
Rescue & Emergency Medical Services	300's	31	9	8	1	19	35	23	35
Hazardous Condition	400's	1				2	5		2
Service Call	500's	5	1			2	8	15	7
Good Intent Call	600's	4	1			3	8	3	5
False Alarm False Call	700's	2				6	8	2	12
Severe Weather & Natural Disaster	800's								
Municipality Totals		45	12	9	2	32	67	43	64

NFIRS Breakdown

100's – Fire Group

Structure, wildland, and vehicle fires.

200's – Overpressure Rupture, explosion, overheating – No Fire Group

Steam, air, gas, chemical, explosions(no-fire), etc.

300's – Rescue & Emergency Medical Service Group

EMS Incidents, lock-in, missing person, extrication, motor vehicle accidents, rescues, etc.

400's – Hazardous Conditions – No Fire Group

Gas leak, chemical hazards, power line down, biological incident, bomb removal, etc.

500's – Service Call Group

Person in distress, water evacuation, smoke/odor removal, animal rescue, assist PD, etc.

600's – Good Intent Group

Cancelled en route, controlled burning, wrong location, prescribed burn, etc.

700's – False Alarm & False Call Group

False alarm, malicious false call, unintentional system/detector operation and malfunction

800's – Severe Weather & Natural Disaster Group

Flood, wind, lightning, natural disaster assessment



Denton County ESD No. 1

MARCH 2024

Incident Response Times

90th Percentile Assessment

Lights and Sirens – 90 TH Percentile Time (Dispatch to Arrival)	
Overall Fire/EMS	9:13
Overall FIRE	10:20
Overall EMS	10:12

Internal Compliance Goal: Less than 8-minute response time from dispatch to first unit on arrival time. Assessment is performed by taking the total number of incidents where lights and sirens were utilized while responding to the incident.

NFPA 1710 Response Recommendations: Key performance objectives for...

FIRE Response: (bunker gear required)

1. Turnout time: < 80 seconds
(1 minute: 20 seconds)
2. First Unit on scene: < 240 seconds
(4 minutes)

EMS Response: (no bunker gear required)

1. Turnout time: < 60 seconds
(1 minute)
2. First Unit on scene: < 240 seconds
(4 minutes)

90th Percentile per Municipality					
ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE
10:05	6:05	10:03	5:00	8:58	12:05

Average Response and Turnout Time Assessment

RESPONSE MODE	TOTAL RESPONDING UNITS	AVERAGE RESPONSE TIME (minutes)
Initial Lights and Sirens, Downgraded to No Lights or Sirens	2	5:38
Initial No Lights or Sirens, Upgraded to Lights and Sirens	0	0
Lights and Sirens	239	7:15
No Lights or Sirens	18	5:00



Public Education

Community Outreach Events

Fire Station Tours	1
Public Education Events	10
Ride Along	10
Community CPR Classes	1
- Total CPR Students	20
Total Events	22

Training Division

Total ISO Training Hours Logged / Month	1842.6
- EMS Training Hours Logged / Month	240
- FIRE Training Hours Logged / Month	1602
- Administrative Training / Month	252

Fire Inspection Report

INSPECTION TYPE	TOTAL
* Certificate of Occupancy (Total)	4
* Certificate of Occupancy (Initial Inspection)	4
* Compliant (Total)	1
* Compliant (Initial Inspection)	1
* Controlled Access (Total)	1
* Controlled Access (Initial Inspection)	2
* Foster Care (Total)	1
* Foster Care (Initial Inspection)	1
*Annual (Total)	3
*Annual (Initial Inspection)	3
*Fire Protection Commercial Sprinkler (Total)	6
*Fire Protection Commercial Sprinkler (Initial Inspection)	7
*Fire Protection- Fire Alarm (Total)	1
*Fire Protection- Fire Alarm (Initial Inspection)	1
*Residential Sprinkler (Total)	21
*Residential Sprinkler (Initial Inspection)	21
Monthly Totals	38

Year-To-Date Fire Inspection Report

	YTD 2024	YTD 2023
Total # of Inspections:	92	103



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024
FROM: Kirk Riggs, Chief of Police
AGENDA ITEM: Police Chief– Department Statistics/Activities

SUMMARY:

Monthly Department Statistics/Activities.

ATTACHMENTS:

- Monthly Report

Town of Bartonville Police Department

March 2024 Monthly Report



Bartonville Police Department

March 2024

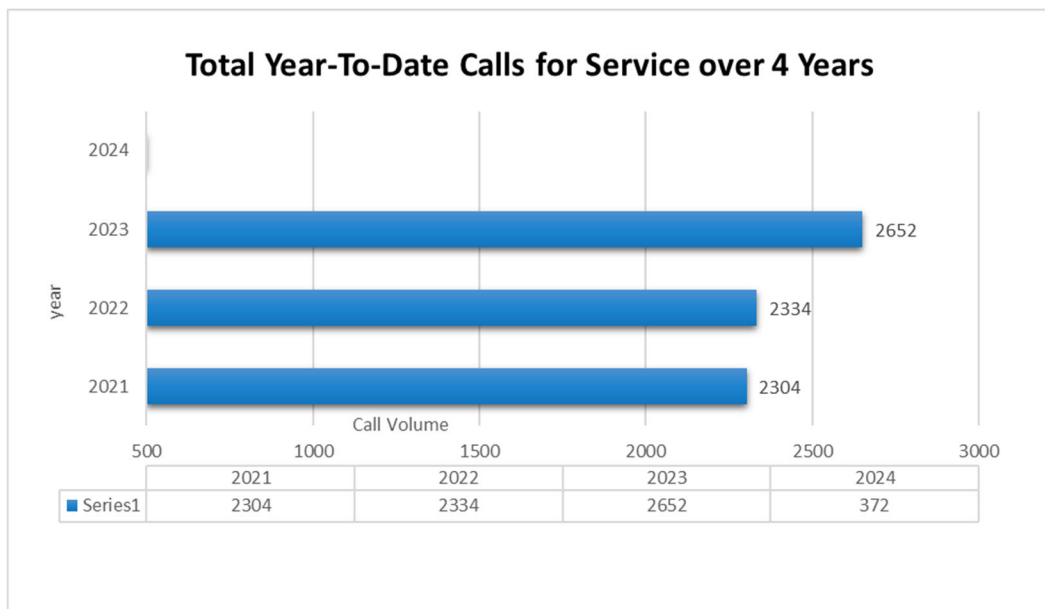
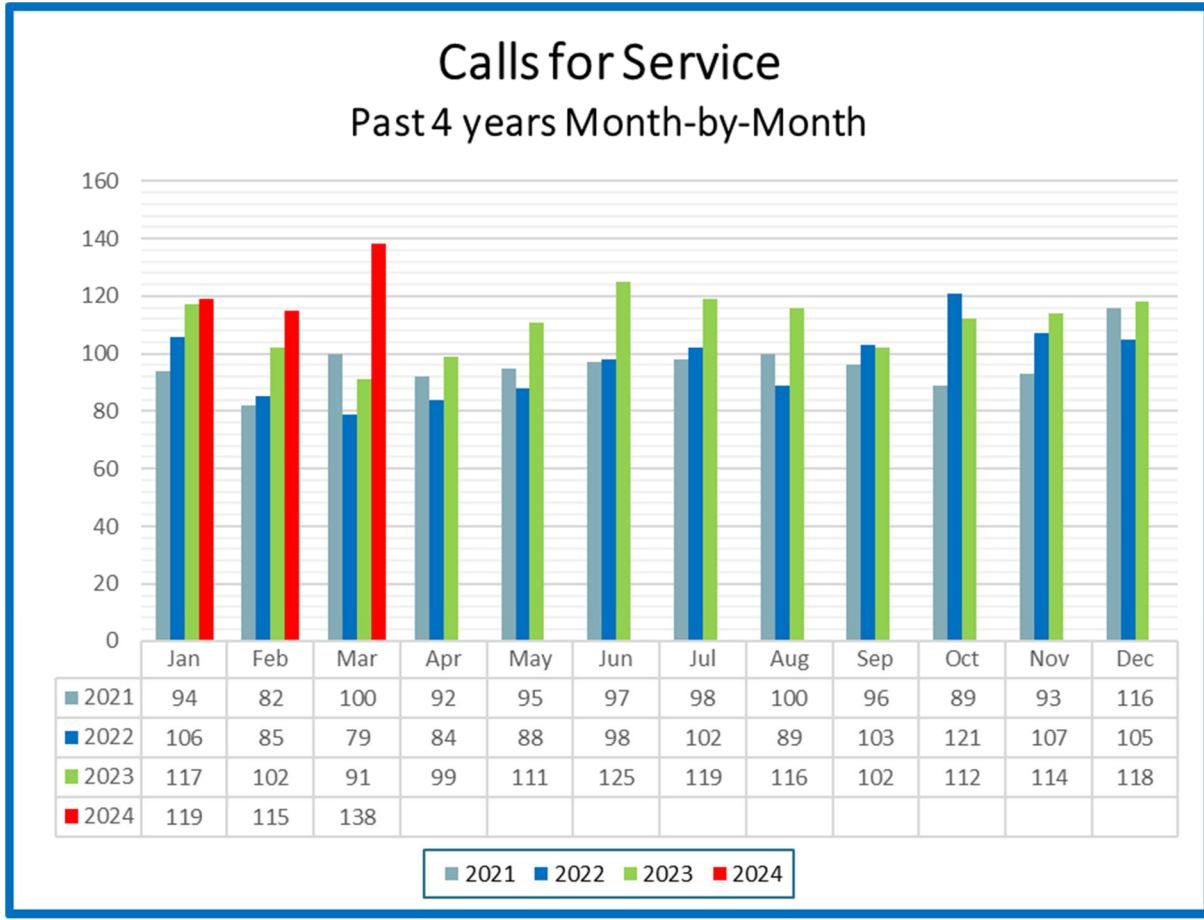
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Bartonville Police Department

March 2024

Total Calls for Service



Bartonville Police Department

March 2024

Abandoned Vehicle	1
Agency Assist	21
Alarm	18
Animal Bite Report	
Animal Complaint	5
Animal Cruelty	1
Assault	
Auto Theft	
Burglary	1
Citizen Assist	1
Civil Standby	
Child Custody Issues	
Criminal Mischief	2
Criminal Trespass	2
Disturbance	6
Domestic Disturbance	1
Fireworks Complaint	
Follow-up Investigation	13
Forgery/Fraud	1
Gunshots Heard	1
Hang-up 911	2
Harassment	
Illegal Dumping	
Indecent Exposure	
Intoxicated Person	1
Juvenile Complaint	1
Loose Livestock	2
Meet Complainant	13
Motorist Assist	5
Narcotics	
Noise Complaint	3
Open Door Investigation	
Ordinance Violation	
Person with a Gun	
Psych/Suicide Attempt	
Reckless Driver	2
Road Blockage/Hazard	4
Stabbing/Gunshot	
Suspicious Person/Veh/Activity	10
Theft	2
Traffic Complaint	5
Traffic Transport Incident (Accidents)	8
Vehicle Complaint	3
Welfare Concern	3

Bartonville Police Department

March 2024

Officer Initiated Activity

<u>Officer Activity by Type</u>	Total
Admin Duty (Reports, Court, Clerical)	11
Building Checks	10
Close Patrols (Special Patrols Included)	128
Investigations (Sus veh/activity)	4
Traffic Stops	198
Vacation Watch	14
Walk Thru (Business contacts)	16
Total	381

Bartonville Police Department

March 2024

Misc. Information/Upcoming Events

1. DEA Drug Take Back will be April 27, 2024. We will be a drop location at the Town Hall.
2. Still waiting for the new vehicle to arrive. Last update on April 11th, Defender Supply stated no 2024 Tahoes have been delivered yet and it will still be at least two months to outfit the vehicle when it does arrive.



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2023

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Town Administrator - Monthly Reports: Financial, Animal Control, Code Enforcement, Engineering, Municipal Court, and Permits.

SUMMARY:

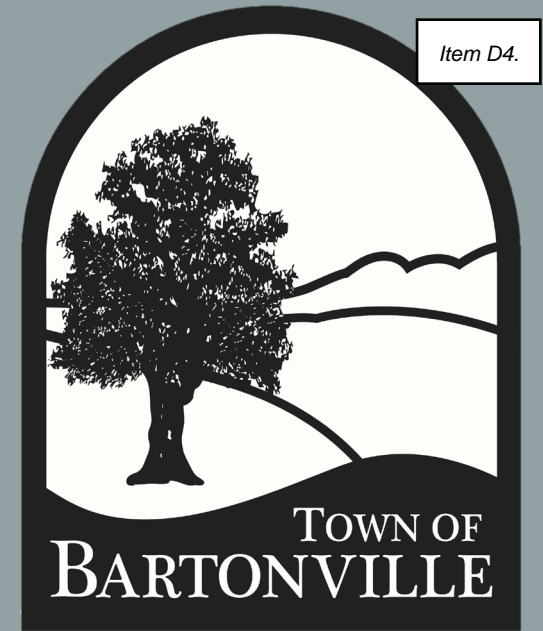
Monthly Reports.

ATTACHMENTS:

- Monthly Financial Report
- Monthly Animal Control Report
- Monthly Code Enforcement Report
- Monthly Engineering Report
- Monthly Municipal Court Report
- Monthly Permits Report

Town of Bartonville Monthly Financial Report

Month Ending
March 31, 2024

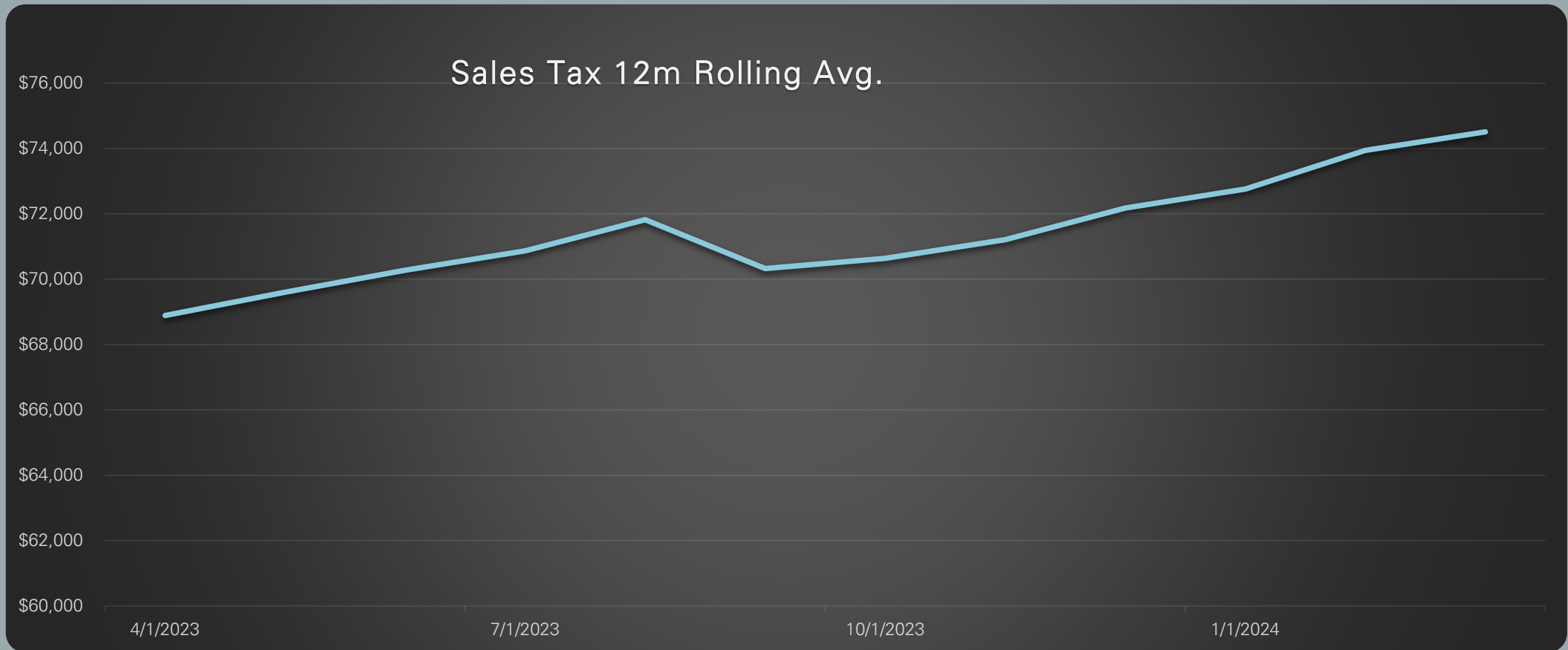


PRESENTED:
APRIL 16, 2024

All General Fund Revenues

	March 2024 Revenue	Year to Date Revenue	Current Year Budget	Projected Revenue Remaining	% of Budgeted Revenue Remaining	Prior year YTD	Prior year ending balance
Property Tax	\$19,051.30	\$1,055,799.33	\$1,050,000.00	(\$5,799.33)	(0.55%)	\$954,680.93	\$986,183.68
Sales Tax	\$50,905.34	\$466,897.62	\$785,000.00	\$318,102.38	40.52%	\$416,698.71	\$843,911.57
Franchise Fees	\$16,748.52	\$153,481.67	\$200,000.00	\$46,518.33	23.26%	\$130,693.19	\$238,380.27
Other/Transfer	\$18,160.16	\$97,460.23	\$169,300.00	\$71,839.77	42.43%	\$108,878.88	\$187,497.39
Development Fees	\$0.00	\$0.00	\$30,000.00	\$30,000.00	100.00%	\$71,576.24	\$105,414.24
Permit Fees	\$13,646.30	\$114,894.05	\$150,000.00	\$35,105.95	23.40%	\$118,056.48	\$227,177.21
Municipal Court	\$8,224.62	\$54,162.92	\$85,000.00	\$30,837.08	36.28%	\$41,084.71	\$109,218.14
Total Revenue	\$126,764.24	\$1,942,695.82	\$2,469,300.00	\$526,604.18	21.33%	\$1,841,669.14	\$2,697,782.50

Sales Tax Collections



All General Fund Expenditures

	March 2024 Expenditures	Year to Date Expenditures	Current Year Budget	Budget Balance Remaining	% of Balance Remaining	Prior Year YTD Balance	Prior year FY Ending Balance
Administration	\$79,259.08	\$472,904.57	\$1,183,858.77	\$710,954.20	60.05%	\$475,710.41	\$1,226,759.79
Police	\$52,977.08	\$405,248.60	\$912,990.09	\$507,741.49	55.61%	\$348,569.35	\$730,121.30
Municipal Court	\$800.00	\$4,800.00	\$6,600.00	\$1,800.00	27.27%	\$2,450.00	\$4,700.00
Transfers	\$6,555.27	\$118,066.05	\$314,000.00	\$195,933.95	62.40%	\$200,478.89	\$303,294.84
Total Expenses	\$139,591.43	\$1,001,019.22	\$2,417,448.86	\$1,416,429.64	58.59%	\$1,027,208.65	\$2,264,875.93

Expenditures by Department

Administration

	March 2024 Expenditures	YTD Expenditures	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Salary & Benefits	\$42,010.08	\$259,348.92	\$517,668.77	\$258,319.85	49.90%	\$212,586.76	\$437,452.59
Other	\$2,246.41	\$21,017.67	\$112,800.00	\$91,782.33	81.37%	\$43,712.86	\$118,334.82
Contracted Services	\$31,297.96	\$148,883.44	\$368,290.00	\$219,406.56	59.57%	\$180,792.71	\$429,278.96
Fees & Service Charges	\$22.50	\$314.00	\$1,170.00	\$856.00	73.16%	\$499.00	\$1,180.42
Supplies	\$1,484.36	\$25,230.15	\$75,430.00	\$50,199.85	66.55%	\$18,292.02	\$48,073.96
Maintenance	\$2,197.77	\$18,110.39	\$58,500.00	\$40,389.61	69.04%	\$19,827.06	\$42,398.44
Capital Improvements	\$0.00	\$0.00	\$50,000.00	\$50,000.00	100.00%	\$0.00	\$150,040.60
Total Administration:	\$79,259.08	\$472,904.57	\$1,183,858.77	\$710,954.20	60.05%	\$475,710.41	\$1,226,759.79

Expenditures by Department

Police

	March 2024 Expenditures	YTD Expenditures	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Salary & Benefits	\$64,683.34	\$371,526.58	\$819,859.09	\$448,332.51	54.68%	\$312,410.08	\$660,506.81
Maintenance	(\$13,456.90)	\$17,180.29	\$26,131.00	\$8,950.71	34.25%	\$18,902.88	\$35,373.16
Contracted Service	\$0.00	\$1,776.50	\$10,000.00	\$8,223.50	82.24%	\$6,722.00	\$6,722.00
Other	\$267.59	\$2,643.66	\$4,500.00	\$1,856.34	41.25%	\$695.63	\$2,534.93
Supplies	\$1,483.05	\$12,121.57	\$52,500.00	\$40,378.43	76.91%	\$9,838.76	\$24,984.40
Total Police Department:	\$52,977.08	\$405,248.60	\$912,990.09	\$507,741.49	55.61%	\$348,569.35	\$730,121.30



Town of Bartonville, Texas
Quarterly Investment Report
January 1, 2024 to March 31, 2024
Portfolio Summary Management Report

Item D4.

This quarterly report is in full compliance with the investment policy and strategy as established for the Town of Bartonville, Texas, and the Public Funds Investment Act (Chapter 2256, Government Code)

1/1/2024

Beginning Book Value \$ 3,935,197
Beginning Market Value \$ 3,935,197

3/31/2024

Ending Book Value \$ 4,719,763
Ending Market Value \$ 4,719,763

Interest Earned for This Quarter
\$ 61,119

Increase/(Decrease) in Investment Holdings Market Value
\$ 784,566

TOWN OF BARTONVILLE, TEXAS
 CURRENT INVESTMENT PORTFOLIO AS OF
 March 31, 2024

ALL FUND TYPES (EXCPET BCDC & CCPD) AS DEFINED IN TOWN'S INVESTMENT POLICY

CUSIP	Type of Secuirty	PAR	Current Rate	Purchase Settlement Date	Maturity Date	Term	Days Held 03/31/2024	Days to Maturity 03/31/2024	% TOTAL	Weighted Average Maturity
<u>Cash Positions: Bank Cash Investments</u>										
Independent Bank (Consolidated Cash)	DDA	\$ 4,371,900	5.62%	3/31/2024	4/1/2024	1	0	1	92.63%	1
Independent Bank (Reserve Fund)	DDA	\$ 347,734	5.62%	3/31/2024	4/1/2024	1	0	1	7.37%	1
Subtotal Cash Positions		<u>\$ 4,719,634</u>								
<u>Cash Positions: Pooled Investments</u>										
LOGIC	Pool	\$ 130	5.47%	3/31/2024	4/1/2024	1	0	1	0.00%	44
Grand Total		\$ 4,719,763							100.00%	

TOWN OF BARTONVILLE, TEXAS
 CURRENT INVESTMENT PORTFOLIO AS OF
 March 31, 2024

ALL FUND TYPES (EXCPET BCDC & CCPD) AS DEFINED IN TOWN'S INVESTMENT POLICY

CUSIP	Type of Security	PAR	Current Rate	Purchase Settlement Date	Maturity Date	Book Value			Market Value			
						Beginning 01/01/2024	Ending 03/31/2024	Change	Beginning 01/01/2024	Ending 03/31/2024	Change	
<u>Cash Positions: Bank Cash Investments</u>												
Independent Bank (Consolidated Cash)	DDA	\$ 4,371,900	5.62%	3/31/2024	4/1/2024	\$ 3,592,048	\$ 4,371,900	\$ 779,852	\$ 3,592,048	\$ 4,371,900	\$ 779,852	
Independent Bank (Reserve Fund)	DDA	\$ 347,734	5.62%	3/31/2024	4/1/2024	\$ 343,021	\$ 347,734	\$ 4,712	\$ 343,021	\$ 347,734	\$ 4,712	
Subtotal Cash Positions		\$ 4,719,634				\$ 3,935,070	\$ 4,719,634	\$ 784,564	\$ 3,935,070	\$ 4,719,634	\$ 784,564	
<u>Cash Positions: Pooled Investments</u>												
LOGIC	Pool	\$ 130	5.47%	3/31/2024	4/1/2024	\$ 128	\$ 130	\$ 2	\$ 128	\$ 130	\$ 2	
Grand Total		\$ 4,719,763				\$ 3,935,197	\$ 4,719,763	\$ 784,566	\$ 3,935,197	\$ 4,719,763	\$ 784,566	

INTEREST EARNED FOR QUARTER

Month	Type of Security	Average Balance	Average Rate	Interest Earned	Average Collected GF	Average Collected RESERVE	Interest Earned GF	Interest Earned RESERVE
<u>Cash Positions: Bank Cash Investments</u>								
Jan-24	DDA	\$ 4,102,209	5.62%	\$ 19,110	\$ 4,102,209	\$ 3,759,187	\$ 17,512	\$ 1,598
Feb-24	DDA	\$ 4,605,857	5.63%	\$ 20,072	\$ 4,605,857	\$ 4,261,238	\$ 18,570	\$ 1,502
Mar-24	DDA	\$ 4,708,734	5.62%	\$ 21,935	\$ 4,708,734	\$ 4,362,612	\$ 20,323	\$ 1,612
	Subtotal			\$ 61,117				
<u>Cash Positions: Pooled Investments</u>								
Jan-24	Pool	\$ 128	5.51%	\$ 1				
Feb-24	Pool	\$ 128	5.48%	\$ 1				
Mar-24	Pool	\$ 129	5.47%	\$ 1				
	Subtotal			\$ 2				

TOTAL INTEREST EARNED FOR THIS QUARTER \$ 61,119

Location	Notes	Code
Mar 26, 2024 1:53 PM 690 porter rd	Trap was clear and reset	Animal Control
Mar 26, 2024 1:15 PM 1941 JETER RD E	Patrolled city focusing on stray animals.	Animal Control
Mar 19, 2024 1:45 PM 1941 JETER RD E	Patrolled city focusing on stray animals.	Animal Control
Mar 18, 2024 12:17 PM 690 porter rd	Responded to a call regarding clearing the trap at this address. Trap was cleared and reset.	Animal Control
Mar 13, 2024 12:41 PM frenchtown and badminton	Responded to a call regarding a dog running at large in the area. Made contact with the owner and a written warning was issued for the dog running at large.	Animal Control
Mar 13, 2024 11:36 AM 1202 redbud	Responded to a contained dog at this address. Dog was picked up and placed into the shelter.	Animal Control
Mar 12, 2024 2:20 PM 1941 JETER RD E	Patrolled city focusing on stray animals.	Animal Control
Mar 7, 2024 2:29 PM 1690 porter	Responded to a trap skunk removal request. Skunk was removed	Animal Control
Mar 7, 2024 12:19 PM 981 witherspoon way	Returned two feral cats back to their owner after going though the TCAP program.	Animal Control

Location	Notes	Code
Mar 5, 2024 1:30 PM 1941 JETER RD E	Patrolled city focusing on stray animals.	Animal Control
Mar 4, 2024 1:57 PM 981 witherspoon way	Responded to a trap feral cat at this location. Cat was brought to the shelter.	Animal Control
Mar 4, 2024 11:39 AM 690 porter rd	Responded to a call regarding a skunk trap request. Trap was set.	Animal Control



Westwood

Town of Bartonville Status Report

Date: April 10, 2024

Plat Review

- Knights Crest

ROW Permits

- N/A

Subdivision Construction

- N/A

Street Fund

- See below – Work Order pending

General Consultation

- Prepared Fall Work Order to begin after completion of Jeter and Stonewood – Still need to approve or let Andy know what we are going to do on this WO.
 - Updated to include crack sealing and pot hole repair along E. Jeter (East of Phase 1)

Grading Plans Reviewed

- 147 McMakin
- 837 Hat Creek
- 1000 S Gibbons
- 531 W. Jeter

Drainage Issues

- 1515 W. Jeter – Appears to be in Denton County Maintenance per Denton County GIS – Notified Denton County 3/11/24 – Discussion with them about fixing and splitting costs.
- Deer Hollow Drainage Issues
- McMakin Drainage Issues near Trifecta

Town of Bartonville
Municipal Court Council Report
From 3/1/2024 to 3/31/2024

4/1/2024 2

Item D4.

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
95	1	0	0	3	99

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$5,369.59	\$1,731.08	\$7,034.00	\$244.60	\$299.63	\$14,678.90

Warrants

Issued	Served	Closed	Total
0	0	0	0

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
28	0	17	11	20	76

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	1	1

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
25	0	25	50

PermitReport

4/1/2024 11:33

Item D4.

Permit #	Contact	Property	Permit Type	Issued Date	Estimated Value	Square Footage	Paid Amount
24-00018-01	7-Eleven Convenience Store #38332A	2670 FM 407	Food Establishment Permit	3/28/2024			\$300.00
24-00020-01	Dickey's BBQ	3000 FM 407 100	Food Establishment Permit	3/5/2024			\$300.00
24-00027-01	Terry's Donuts	3600 FM 407 Unit 130	Food Establishment Permit	3/11/2024			\$300.00
24-00043-01	Monaco-Pinnacle Custom Homes		Contractor Registration - General	3/1/2024			\$125.00
24-00127-01	Outdoor Living Pool and Patio	2013 High Meadow Ct	Pool/Spa (inground)	3/4/2024	\$131,000.00		\$725.00
24-00132-01	Element Systems	2029 High Meadow Ct	OSSF Permit - Residential	3/27/2024			\$410.00
24-00147-01	On Call Construction Inc	1110 Pitner Court	New Residence Permit	3/18/2024	\$1,008,000.00	5979	\$3,886.35
24-00147-02	On Call Construction Inc	1110 Pitner Court	New Residence (Non AC)	3/18/2024		2496	\$1,123.20
24-00147-04	On Call Construction Inc	1110 Pitner Court	Grading and Drainage Permit	3/18/2024			\$275.00
24-00147-05	On Call Construction Inc	1110 Pitner Court	Culvert/Driveway	3/18/2024			\$120.00
24-00153-01	Generator Supercenter of Denton	2036 High Meadow Ct	Electrical Permit	3/7/2024			\$130.00
24-00153-02	Generator Supercenter of Denton	2036 High Meadow Ct	Plumbing Permit	3/7/2024			\$130.00
24-00155-01	Steve Oxley	2036 High Meadow Ct	Sprinkler/Irrigation Permit	3/4/2024			\$110.00
24-00156-01	JP Plumbing		Contractor Registration - Plumbing	3/6/2024			\$0.00
24-00157-01	Sigma Signs Company	1000 Gibbons Rd S	Sign Permit	3/11/2024			\$150.00
24-00159-01	Generator Supercenter of Denton	2610 Kentucky Derby	Plumbing Permit	3/7/2024			\$130.00
24-00159-02	Generator Supercenter of Denton	2610 Kentucky Derby	Electrical Permit	3/7/2024			\$130.00
24-00160-01	Husky Irrigation		Contractor Registration - Irrigation	3/7/2024			\$125.00
24-00161-01	Gohlke Pools		Contractor Registration - General	3/12/2024			\$125.00
24-00162-01	Mollo Rather Custom Homes		Contractor Registration - General	3/12/2024			\$125.00
24-00163-01	CWE Group Inc dba CW Service Pros	290 Timber Oaks Ct	Plumbing Permit	3/13/2024	\$8,000.00		\$130.00
24-00164-01	Denton County Emergency Services District No. 1		Special Event	3/18/2024			\$0.00
24-00165-01	Element Systems	837 Hat Creek Road	OSSF Permit - Residential	3/19/2024			\$410.00
24-00166-01	Terry Poeschl Inc.		Contractor Registration - Electrical	3/18/2024			\$0.00
24-00167-01	Terry Poeschl Inc.	1718 E Jeter Rd	Pool/Spa (inground)	3/27/2024	\$94,000.00		\$725.00
24-00168-01	Husky Irrigation	1501 Broome Rd	Sprinkler/Irrigation Permit	3/26/2024	\$10,000.00		\$110.00
24-00169-01	RT Plumbing Services, Inc.		Contractor Registration - Plumbing	3/18/2024			\$0.00
24-00170-01	MTC Merchant Fairs, LLC	96 McMakin Rd	Special Event	3/22/2024			\$50.00
24-00170-02	MTC Merchant Fairs, LLC	96 McMakin Rd	Special Event	3/22/2024			\$50.00
24-00170-03	Magerly Tasty Creations	96 McMakin Rd	Temporary Food Permit	3/22/2024			\$35.00
24-00170-04	Magerly Tasty Creations	96 McMakin Rd	Temporary Food Permit	3/22/2024			\$35.00
24-00170-05	A Touch of Silk	96 McMakin Rd	Temporary Food Permit	3/28/2024			\$35.00
24-00170-06	A Touch of Silk	96 McMakin Rd	Temporary Food Permit	3/28/2024			\$35.00
24-00170-07	Tradewin Lane Events	96 McMakin Rd	Temporary Food Permit	3/22/2024			\$35.00
24-00170-08	Anna Bea's Blessed Breads	96 McMakin Rd	Temporary Food Permit	3/25/2024			\$35.00
24-00170-09	Anna Bea's Blessed Breads	96 McMakin Rd	Temporary Food Permit	3/25/2024			\$35.00
24-00170-10	The Wholesome Crumb	96 McMakin Rd	Temporary Food Permit	3/27/2024			\$35.00
24-00171-01	Milestone Electric and Air	760 Dove Creek Rd	Mechanical Permit	3/21/2024	\$28,894.00		\$130.00
24-00172-01	Lone Star Metal Builders		Contractor Registration - General	3/21/2024			\$125.00
24-00173-01	Jaxx and Jude Custom Builders LLC		Contractor Registration - General	3/27/2024			\$125.00
24-00180-01	Scott Sailer		Solicitor Permit	3/26/2024			\$37.00
24-00181-01	ICEHVAC		Contractor Registration - Mechanical	3/27/2024			\$0.00

FY2024 Boards and Commission Attendance Report

Item D4.

Oct 23 Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul 24 Aug 24 Sep 24

Board of Adjustment (BOA)														
Position	Term	Current Member												
Chair	2022-2024	Donna Baumgarner (2014)	NO MEETING	NO MEETING	NO MEETING	NO MEETING	NO MEETING	NO MEETING						
Board Member	2022-2024	Kathy Daum (2003)												
Alternate #1	2022-2024	Rebecca Jenkins (2022)												
Vice Chair	2023-2025	Jim Lieber (2016)												
Board Member	2023-2025	Del Knowler (2011)												
Board Member	2023-2025	Siobhan O'Brien (2022)												
Alternate #2	2023-2025	Heather Head (2023)												

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

Oct 23 Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul 24 Aug 24 Sep 24

Planning & Zoning Commission (P&Z)															
Position	Term	Current Member													
Chair	2022-2024	Gloria McDonald (1998)	NO MEETING	P	P	P	P	P							
Vice Chair	2022-2024	Ralph Arment (1988)		P	P	P	P	P							
Commissioner	2022-2024	Brenda Hoyt-Stenovich (2014)		P	P	P	A	P							
Alternate #1	2022-2024	Pat Adams (2022)		P	P	P	P	P							
Commissioner	2023-2025	Don Abernathy (2000)		P	P	P	P	P							
Commissioner	2023-2025	Larry Hayes (2021)		P	P	P	E	P							
Alternate #2	2023-2025	Rick Lawrence (2023)		P	P	E	P	P							

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

FY2024 Boards and Commission Attendance Report

Item D4.

Oct 23 Nov 23 Dec 23 **Jan 24*** Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul 24 Aug 24 Sep 24

Bartonville Community Development Corporation (BCDC)															
Position	Term	Current Member	Oct 23	Nov 23	Dec 23	Jan 24*	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
Director	2022-2024	Jim Foringer (2006)	A	P	A	A	NO MEETING	NO MEETING							
Vice Chair	2022-2024	Terry Rock (2014)	P	P	P	P									
Director	2022-2024	Brenda Latham (2021)	P	P	P	P									
Director	2022-2024	Lacy Burrhus (2023)				P									
Director	2023-2025	Jim Langford (2015)	P	P	P	P									
Chair	2023-2025	Randy Van Alstine (2014)	P	P	P	P									
Director	2023-2025	Jennifer Buck(2023)				P									

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified

* January Meeting was moved to 1/17 - Special Meeting

Oct 23 Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul 24 Aug 24 Sep 24

Crime Control and Prevention District (CCPD)														
Position	Term	Current Member	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24
Director	2022-2024	Lori Van Alstine (2014)	NO MEETING	NO MEETING	NO MEETING	NO MEETING	NO MEETING	P	NO MEETING					
Director	2022-2024	Steve Weiss (2023)						P						
Director	2022-2024	Johnny Jones (2012)						P						
Director	2022-2024	Kevin Oldham (2018)						E						
Director	2023-2025	Chris Colbert (2011)						A						
Director	2023-2025	Donald (Deke) Dunlap (2021)						P						
Chair	2023-2025	Jeff Grubb (2011)						P						

All Terms are two (2) Years

P - Present

A - Absent

E - Excused - Staff Notified



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Consider approval of the March 19, 2024, Regular Meeting Minutes.

SUMMARY:

The Town Council held a Regular Meeting on March 19, 2024.

RECOMMENDED MOTION OR ACTION:

Approve the March 19, 2024, Regular Meeting Minutes as presented.

ATTACHMENT:

- March 19, 2024, Regular Meeting Minutes.

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 19TH DAY OF MARCH 2024 AT THE TOWN OF BARTONVILLE TOWN HALL, LOCATED AT 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING COUNCIL MEMBERS PRESENT, CONSTITUTING A QUORUM:

Jaclyn Carrington, Mayor
Matt Chapman, Mayor Pro Tem/Place 2
Clay Sams, Council Member Place 3
Keith Crandall, Council Member Place 4
Margie Arens, Council Member Place 5

Council Members Absent:

Jim Roberts, Council Member Place 1

Town Staff Present:

Thad Chambers, Town Administrator
Shannon Montgomery, Town Secretary
Ed Voss, Town Attorney
Kirk Riggs, Chief of Police
Colby Scudder, Police Sergeant

A. CALL MEETING TO ORDER

Mayor Carrington called the Regular Session to order at 6:30 pm.

B. PLEDGE OF ALLEGIANCE

Mayor Carrington led the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

If you wish to address the Council, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

There were no Public Presentations made.

D. APPOINTED REPRESENTATIVE/LIAISON REPORTS

1. Upper Trinity Regional Water District Report.

The Town Council watched a video regarding the Lake Ralph Hall Construction Project provided by Upper Trinity Regional Water District.

2. Denton County Emergency Services District #1.

Chief Vaughn of Denton County Emergency Services District No. 1 provided an update and addressed questions from Council.

3. Police Department – February 2024 Statistics/Activities

Chief of Police Riggs reviewed the monthly statistics and addressed questions from Council. Chief Riggs also announced April 22, 2024, as National Drug Take Back Day.

4. Town Administrator – February 2024 Reports: Financial, Animal Control, Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.

Town Administrator Chambers reviewed the February 2024 financials and addressed questions from Council.

E. CONSENT AGENDA

This agenda consists of non-controversial, or “housekeeping” items required by law. Items may be approved with a single motion. Items may be removed from the Consent Agenda by any Councilmember by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of the February 13, 2024, Special Meeting Minutes.

Motion made by Council Member Chapman, seconded by Council Member Crandall, to approve Consent Agenda Items #1 as presented.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

F. PUBLIC HEARINGS AND REGULAR ITEMS

1. **Conduct a Public Hearing, discuss, and make a recommendation of an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 14, Exhibit “A”, Article 14.02, Ordinance 361-05, Zoning Regulations for the Town of Bartonville, to establish a Conditional Use Permit for a 130-foot-tall monopole telecommunications tower and a Resolution approving an accompanying Site Plan situated in Lot 1, Block A, of DCFWSD #7 Retail Center Addition of the Town of Bartonville, Denton County, Texas. The subject property is located on the northeast corner of the intersection of McMakin Road and E Jeter Road in Bartonville, Texas. [Town File #CUP-2023-005 and SP-2023-002].**

The applicant has requested this item be postponed to a date to be determined.

Mayor Carrington announced that the applicant requested this item to be postponed to a date to be determined. New notices will be published and mailed once the application is resubmitted.

Mayor Carrington and Council Member Sams recused themselves from the dais at 6:46 pm; Mayor Pro Tem Chapman presided over the meeting for agenda item #2:

2. **Discuss and consider a Final Plat for an 81.789-acre tract of land situated in the A.M. Feltus Survey, Abstract Number 1594, and the Daniel Cook Survey, Abstract No. 230, in the Town of Bartonville, Denton County, Texas. The tract of land is located on the north side of E Jeter Road, approximately 2,063 feet north of its intersection with Porter Road, in Bartonville, Texas. The applicant is Mycoskie Associates, Inc., on behalf of Rob Knight.**

[Town of Bartonville FP-2024-002.]. (The Planning & Zoning Commission recommended approval, with conditions, by a vote of 5-0 at its March 6, 2024, meeting.)

Town Administrator Chambers provided a presentation of the application and addressed questions from Council.

Motion made by Council Member Arens, seconded by Council Member Crandall, to approve FP-2024-002, a Final Plat for an 81.789-acre tract of land situated in the A.M. Feltus Survey, Abstract Number 1594, and the Daniel Cook Survey, Abstract No. 230, in the Town of Bartonville, Denton County, Texas, with the following conditions:

1. Prior to recordation of the final plat, the two “Offsite Drainage Easements” depicted on the Preliminary Utility Plan shall be recorded as separate instruments. The recording number of these easements shall be depicted on the final plat prior to recording.
2. Prior to recordation of the final plat, any existing buildings located within a regulatory setback shall be removed or relocated such that no existing buildings are located within any new yard setbacks to be established by the plat. The applicant shall provide a signed and notarized statement asserting that this requirement has been met prior to or concurrent with the submittal of a final plat for recordation.
3. Prior to recordation of a final plat, the proposed location and design of the on-site septic facilities (OSSF) for each proposed lot shall be approved by the Town of Bartonville, in accordance with Bartonville Development Ordinance Section 2.6.c.
4. In accordance with BDO Section 2.6.5., the final plat shall not be recorded until either:
 - a. All required public improvements have been constructed and accepted by the Town; or
 - b. The Town has received an appropriate surety from the applicant guaranteeing the construction of the required public improvements.

VOTE ON THE MOTION

AYES: Chapman, Crandall, and Arens

NAYS: None

VOTE: 3-0

Mayor Carrington and Council Member Sams returned to the dais at 6:53 pm.

3. **Discuss and consider approval of an Ordinance amending Attachment “A” of Section 10 entitled “Rate Adjustment of the Exclusive Franchise Agreement for Solid Waste Collection authorizing an 5.3% CPI increase for solid waste and a 1.81% increase on the disposal and recycling processing on residential, commercial, and roll off services and providing an effective date.**

Town Secretary Montgomery provided a summary of the increase and introduced Jeff Collins, Site Manager for Waste Connections. Mr. Collins spoke of the increase and addressed questions from Council.

Motion made by Council Member Crandall, seconded by Council Member Arens, to approve an Ordinance amending Attachment “a” of Section 10 entitled “Rate Adjustment of the Exclusive Franchise Agreement for Solid Waste Collection authorizing an 5.3% CPI increase for solid waste and a 1.81% increase on the disposal and recycling processing on residential, commercial, and roll off services as presented.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

The ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE 763-24**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING ATTACHMENT “A” OF SECTION 10, ENTITLED “RATE ADJUSTMENT” OF THE EXCLUSIVE FRANCHISE AGREEMENT FOR THE COLLECTION, HAULING, RECYCLING AND DISPOSAL OF MUNICIPAL SOLID WASTE, CONSTRUCTION AND DEMOLITION WASTE, AND RECYCLABLE MATERIALS IN THE TOWN OF BARTONVILLE, TEXAS, ADOPTED BY ORDINANCE 555-13, AUTHORIZING A 5.3% CPI INCREASE IN SOLID WASTE DISPOSAL RATES AND A 1.81% INCREASE IN LANDFILL COST RATES FOR RESIDENTIAL AND COMMERCIAL SERVICES; AND PROVIDING AN EFFECTIVE DATE.

- 4. Discuss and consider approval of an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 12, “Traffic and Vehicles,” Article 12.02, “Traffic Control Devices” and providing an effective date.**

Town Administrator Chambers listed the intersections needing stop signs and addressed questions from Council.

Motion made by Council Member Chapman, seconded by Council Member Sams, to approve an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 12, “Traffic and Vehicles,” Article 12.02, “Traffic Control Devices” as presented.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

The ordinance caption reads as follows:

**TOWN OF BARTONVILLE
ORDINANCE NO. 764-24**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE TOWN OF BARTONVILLE CODE OF ORDINANCES, CHAPTER 12, “TRAFFIC AND VEHICLES,” ARTICLE 12.02, “TRAFFIC-CONTROL DEVICES”; PROVIDING A SEVERABILITY CLAUSE;

PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

5. **Discuss and consider approval of an Ordinance amending the Crime Control and Prevention District Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024, and providing an effective date.**

Police Chief Riggs presented the budget amendments, provided explanations, and addressed questions from Council.

Motion made by Council Member Crandall, seconded by Council Member Arens, to approve an Ordinance amending the Crime Control and Prevention District Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024,” as presented.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

The ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 765-24
FISCAL YEAR 2023-2024 BUDGET AMENDMENT #1**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING THE TOWN’S BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, AS ADOPTED BY ORDINANCE NO. 735-22; AND AMENDED BY ORDINANCES 756-23 BY PROVIDING FOR ADJUSTMENTS TO THE BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT FUND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; PROVIDING SAVINGS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES OF THE TOWN BARTONVILLE; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

6. **Discuss and consider approval of a Resolution cancelling the May 4, 2024, General Election and accepting the Certification of Unopposed Candidates.**

Town Secretary Montgomery stated that Council can cancel the May 4, 2024, General Election as each race is uncontested and declare each candidate “elected.” At the May 21, 2024, Council Meeting, each candidate will receive their Certificates of Election and take their Oath of Office.

Motion made by Council Member Sams seconded by Council Member Arens, to approve a Resolution cancelling the May 4, 2024, General Election and accepting the Certification of Unopposed Candidates as presented.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

- 7. Discuss and consider an Interlocal Cooperation Agreement between Denton County and the Town of Bartonville for Shared Governance Communications & Dispatch Services System for Fiscal Year 2024-2025 in an amount not to exceed \$8,038.00; and authorize the Town Administrator and Chief of Police to execute same on behalf of the Town.**

Police Chief Riggs summarized the Interlocal Cooperation Agreement and addressed questions from Council.

Motion made by Council Member Crandall, seconded by Council Member Chapman, to approve an Interlocal Cooperation Agreement between Denton County and the Town of Bartonville for Shared Governance Communications & Dispatch Services System for Fiscal Year 2024-2025 in an amount not to exceed \$8,038.00, as presented; and authorize the Town Administrator and Chief of Police to execute same on behalf of the Town.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

- 8. Discuss and consider approval of an Interlocal Cooperation Agreement with the Texas Department of Public Safety to participate in the state's "Failure to Appear Program" and authorize the Town Administrator to execute same on behalf of the Town.**

Town Secretary Montgomery summarized the Interlocal Cooperation Agreement and addressed questions from Council.

Motion made by Council Member Arens, seconded by Council Member Crandall, to approve an Interlocal Cooperation Agreement with the Texas Department of Public Safety to participate in the state's "Failure to Appear Program" as presented; and authorize the Town Administrator to execute same on behalf of the Town.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

G./I. CONVENE INTO CLOSED SESSION and RECONVENE INTO OPEN MEETING

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:12 pm and reconvened into open session at 7:43 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney concerning pending or contemplated litigation regarding the sanitary sewer nuisance at 1287 Gibbons Road, Town of Bartonville, Texas v. Paula Harvey, Cause No. 23-11429-467 pending in the 467th District Court of Denton County, Texas.**

No Action Taken.

2. Section 551.074 Personnel Matters. To deliberate and consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: a member of board of the Crime Control and Prevention District.

Motion made by Council Member Chapman, seconded by Council Member Crandall, to remove Donald (Deke) Dunlap from the Bartonville Crime Control and Prevention District Board and move to appoint Jarrod Root to fill Mr. Dunlap’s unexpired term as a member of the Bartonville Crime Control and Prevention District Board, as discussed in closed session.

VOTE ON THE MOTION

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

I. FUTURE ITEMS

Discussion only, no action taken.

J. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 7:45 pm.

APPROVED this the 16th day of April 2024.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



TOWN COUNCIL COMMUNICATION

DATE: March 19, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider approval of an Ordinance amending the Bartonville Community Development Corporation Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024.

SUMMARY:

On Wednesday, April 110, 2024, the Bartonville Community Development Corporation Board approved a budget amendment to their Fiscal Year 2023-2024 Budget.

This Budget Amendment allows for the Board to fulfill their current obligations of approved performance agreement grants awarded to existing Town of Bartonville Businesses.

FISCAL INFORMATION:

BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION

Revenues

Transfer In from Fund Balance	\$ 143,500.00
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Expenditures

800-10-5280 Grant Expenses	\$ 143,500.00
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RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance amending the Bartonville Community Development Corporation Budget for Fiscal Year beginning October 1, 2023, and ending September 30, 2024, and providing an effective date.

ATTACHMENTS:

- Draft Ordinance

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 766-24**

FISCAL YEAR 2023-2024 BUDGET AMENDMENT #2

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING THE TOWN'S BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, AS ADOPTED BY ORDINANCE NO. 756-23; AND AMENDED BY ORDINANCE 765-24 BY PROVIDING FOR ADJUSTMENTS TO THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION FUND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; PROVIDING SAVINGS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES OF THE TOWN BARTONVILLE; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, an annual budget for Fiscal Year beginning October 1, 2023, and ending September 30, 2024, was duly created, and adopted by the Bartonville Town Council in accordance with Title Four (4), Chapter 102., Sections 102.002 and 102.003 of the Texas Local Government Code; and

WHEREAS, said Annual Budget was adopted by Ord No. 756-23 on September 19, 2023; and

WHEREAS, said Annual Budget was amended by Ord No. 765-24 on March 19, 2024; and

WHEREAS, after approval of said Annual Budget, unexpected needs have arisen which require amendment of the Annual Budget.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

SECTION 1.

The Annual Budget of the Town of Bartonville, Texas, for the fiscal year beginning on October 1, 2023, and ending on September 30, 2024, as heretofore adopted by Ordinance No. 756-23, and amended by Ordinance No. 765-24, is hereby amended to provide for adjustments to the Bartonville Community Development Corporation Fund, as described below and

incorporated herein, and expenditures for the fiscal year shall be made in accordance with said Annual Budget, as amended.

**TOWN OF BARTONVILLE
BUDGET AMENDMENT #2
FISCAL YEAR 2023-2024
April 16, 2024**

BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION

Revenues

Transfer In from Fund Balance \$ 143,500.00

Expenditures

800-10-5280 Grant Expenses \$ 143,500.00

SECTION 2.

The expenditures and amendments authorized by this Ordinance are necessary to meet unusual and/or unforeseen conditions or circumstances that could not have been included in the original budget through the use of reasonably diligent thought and attention.

SECTION 3.

This Ordinance shall be cumulative of all provisions of Ordinances of the Town of Bartonville, Texas except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

SECTION 4.

It is hereby declared to be the intention of the Town Council of The Town of Bartonville that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 5.

All rights and remedies of the Town of Bartonville are expressly saved as to any and all violations of the provisions of any Ordinances affecting budgets, budget approval, adoption, and/or amendments which have accrued at the time of the effective date of this Ordinance; and,

as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

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

SECTION 7.

This Ordinance shall be in full force and effect from and after its date of passage.

AND IT IS SO ORDAINED.

PASSED AND APPROVED by a vote of _____ to _____, this the 16th day of April 2024.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary

State of Texas §
County of Denton §

Before me, Shannon Montgomery, a Notary Public in and for said County and State, on this day personally appeared Jaclyn Carrington, Mayor of the Town of Bartonville, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of the office this the 16th day of April 2024.

Shannon Montgomery,
Notary



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider approval of a Resolution authorizing membership in the Atmos Cities Steering Committee; and authorizing the payment of five cents per capita to the Atmos Cities Steering Committee to fund regulatory and related activities related to Atmos Energy Corporation.

PURPOSE OF THE RESOLUTION:

Most municipalities have retained original jurisdiction over gas utility rates and services within municipal limits. The Atmos Cities Steering Committee (“ACSC”) is composed of 185 municipalities in the service area of Atmos Energy Corporation, Mid-Tex Division that have retained original jurisdiction. Atmos is a monopoly provider of natural gas. Because Atmos has no competitors, regulation of the rates that it charges its customers is the only way that cities can ensure that natural gas rates are fair. Working as a coalition to review the rates charged by Atmos allows cities to accomplish more collectively than each city could do acting alone. Cities have more than 100 years’ experience in regulating natural gas rates in Texas.

ACSC is the largest coalition of cities served by Atmos Mid-Tex. There are 185 ACSC member cities, which represent more than 60 percent of the total load served by Atmos-Mid Tex. ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of residential and small commercial customers within the cities. Although many of the activities undertaken by ACSC are connected to rate cases (and therefore expenses are reimbursed by the utility), ACSC also undertakes additional activities on behalf of municipalities for which it needs funding support from its members.

Bartonville is part of a similar coalition that represents municipal interests with Oncor negotiations.

THE ACSC MEMBERSHIP ASSESSMENT SUPPORTS IMPORTANT ACTIVITIES:

ACSC is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Atmos within the Town. These activities will continue throughout the calendar year. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that ACSC be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

EXPLANATION OF RESOLUTION PARAGRAPHS:

- I. This paragraph authorizes the continuation of the Town’s membership in ACSC.
- II. This paragraph authorizes payment of the Town’s assessment to the ACSC in the amount of five cents (\$0.05) per capita, which total amount is \$85.00.
- III. This paragraph requires notification that the Town has adopted the Resolution.

RECOMMENDED MOTION OR ACTION:

Motion to approve Resolution authorizing membership in the Atmos Cities Steering Committee; and authorizing the payment of five cents per capita to the Atmos Cities Steering Committee to fund regulatory and related activities related to Atmos Energy Corporation.

ATTACHMENTS:

- Draft Resolution

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION NO. 2024-07**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS
AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND
AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES
STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES
RELATED TO ATMOS ENERGY CORPORATION.**

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

WHEREAS, the Town is a regulatory authority under the Gas Utility Regulatory Act (GURA) and has exclusive original jurisdiction over the rates and services of Atmos Energy Corporation, Mid-Tex Division (Atmos) within the municipal boundaries of the Town; and

WHEREAS, the Atmos Cities Steering Committee (ACSC) has historically intervened in Atmos rate proceedings and gas utility related rulemakings to protect the interests of municipalities and gas customers residing within municipal boundaries; and

WHEREAS, ACSC is participating in Railroad Commission dockets and projects, as well as court proceedings and legislative activities, affecting gas utility rates; and

WHEREAS, the Town would like to become a member of ACSC; and

WHEREAS, in order for ACSC to continue its participation in these activities which affects the provision of gas utility service and the rates to be charged, it must assess its members for such costs;

NOW, THEREFORE, BE IT ORDERED AND RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

SECTION 1

The Town is authorized to become a member in the Atmos Cities Steering Committee to protect the interests of the Town and protect the interests of the customers of Atmos Energy Corporation, Mid-Tex Division residing and conducting business within Town limits.

SECTION 2

The Town is further authorized to pay its 2024 assessment to the ACSC in the amount of five cents (\$0.05) per capita, for a total of \$85.00.

SECTION 3

A copy of this Resolution and approved assessment fee payable to “*Atmos Cities Steering Committee*” shall be sent to:

Brandi Stigler
Atmos Cities Steering Committee
c/o Arlington City Attorney’s Office, Mail Stop 63-0300
101 S. Mesquite St., Suite 300
Arlington, Texas 76010

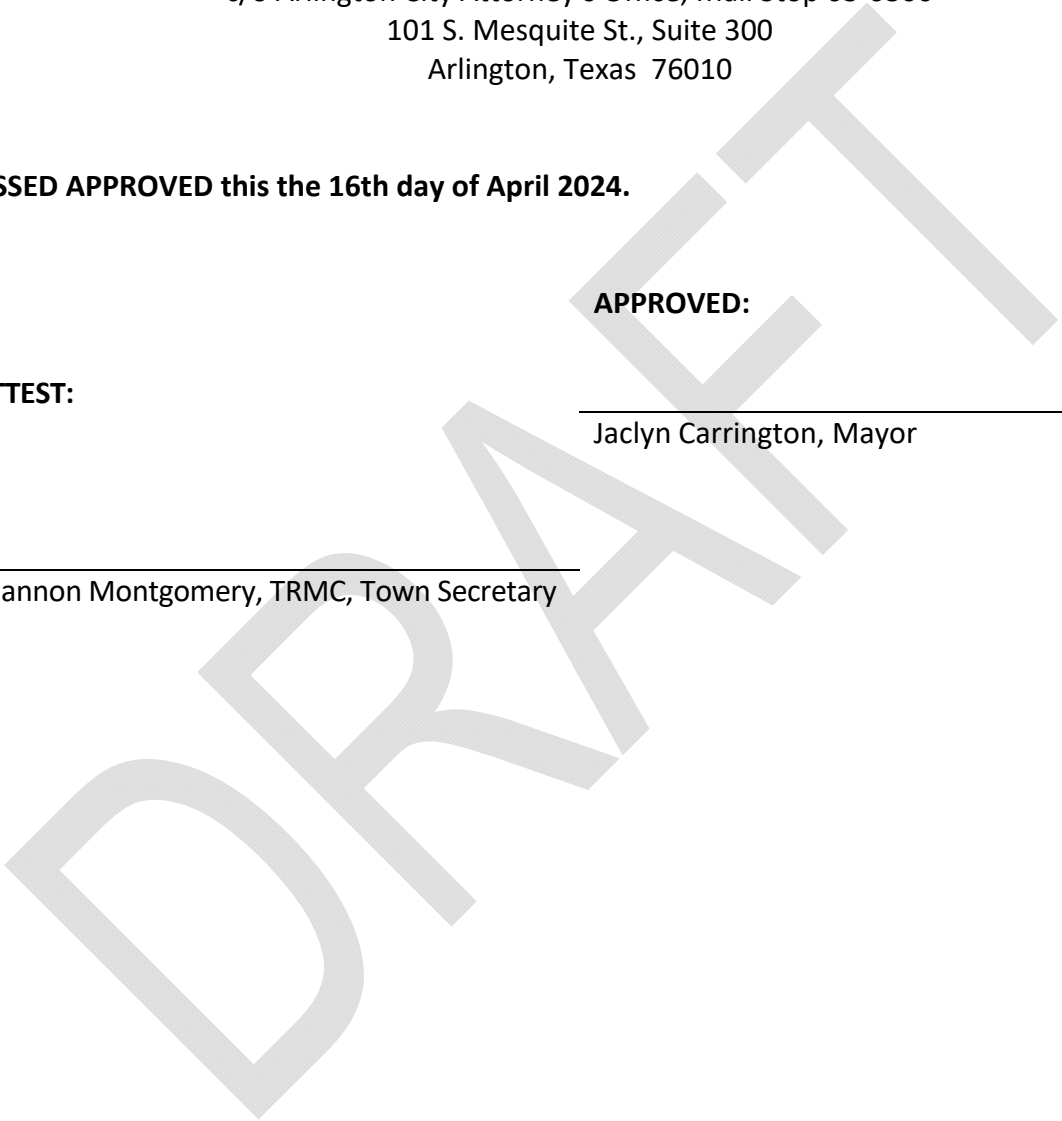
PASSED APPROVED this the 16th day of April 2024.

APPROVED:

ATTEST:

Jaclyn Carrington, Mayor

Shannon Montgomery, TRMC, Town Secretary



PROJECT: W. JETER RD. CULVERT REPLACEMENT
ADD INFO:
ESTIMATE:
PREBID:
BID DATE: 04/03/2024
ARCH/ENG: WESTWOOD; CHRISTOPHER CHA
OWNER1: TOWN OF BARTONVILLE; THAD CHAMBERS
OWNER2:
PLANS:
NOTES1:
NOTES2:

Line Items =====

		Unit	Quantity	Unit Price	Price
1	EXCAVATION	LS	1.00	\$ 5,000.00	\$ 5,000.00
2	48" CMP CULVERT INSTALL	LF	36.00	\$ 430.00	\$ 15,480.00
3	SUBGRADE/ BASE INSTALL	CY	30.00	\$ 135.00	\$ 4,050.00
4	ASPHALT PAVING 3"	SF	240.00	\$ 10.00	\$ 2,400.00
5	TRAFFIC CONTROL	LS	1.00	\$ 4,000.00	\$ 4,000.00
6	TEMPORARY STEEL ROAD PLATES	LS	1.00	\$ 2,000.00	\$ 2,000.00

TOTAL: \$32,930.00



TOWN COUNCIL COMMUNICATION

DATE April 16, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider approval of Work Order #6 with SPI Asphalt Pavement Repair in the amount of \$203,470.30; and authorization for the Town Administrator to execute same on behalf of the Town.

SUMMARY:

Location: Crack sealing at E. Jeter, Stonewood, Country Court, and Dove Creek. Spot Repair at the same locations and additional pothole repair around the Town. See Map.

Summary: This is the spring contract or work authorization for SPI Asphalt. It includes crack sealing, pothole repair and spot repair at E. Jeter, Country Court, Stonewood, and Dove Creek. Additionally, there have been some other potholes noted and those are included under miscellaneous pothole repair.

RECOMMENDED MOTION OR ACTION:

Staff is recommending approval.

FISCAL IMPACT:

\$203,470.30 from Account 170-40-5877

PUBLIC COMMENT

N/A

ATTACHMENTS:

Work Order #6
Project Map

PROJECT Bartonville Street Repair - Work Order 6
 CONTRACTOR : SPI Asphalt, LLC
 ESTIMATE PERIOD : 1
 ESTIMATE # 1

CONTRACT AMOUNT \$174,450.30
 AUTHORIZED CHANGES
 ADJUSTED CONTRACT AMOUNT \$174,450.30
 PERCENT EXPENDED 116.64%
 TIME USED (DAYS)
 TOTAL CONTRACT DAYS 100

ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT QUANTITY	C.O. INCREASE DECREASE	ADJUSTED CONTRACT QUANTITY	UNIT PRICE	UNITS THIS PERIOD	AMOUNT THIS PERIOD	UNITS COMPLETED PREVIOUSLY	UNITS COMPLETED	AMOUNT TO DATE	% COMPLETE
1	Mobilization for Crack Sealing	LS	1		1	\$1,800.00	1.00	\$1,800.00		1.00	\$1,800.00	100.00%
2	Crack Sealing	LF	30,000		30,000	\$2.75	30,000	\$82,500.00		30,000	\$82,500.00	100.00%
3	Mobilization for Asphalt Spot Repair	LS	1		1	\$1,800.00	1.00	\$1,800.00		1.00	\$1,800.00	100.00%
4	Asphalt Spot Repair	SY	800		800	\$74.00	800.0	\$59,200.00		800.00	\$59,200.00	100.00%
5	Mobilization for Asphalt Overlay	LS	1		1	\$1,800.00	1.00	\$1,800.00		1.00	\$1,800.00	100.00%
6	Fog Seal	SY	19,242		19,242	\$2.15	19,242.00	\$41,370.30		19,242	\$41,370.30	100.00%
7	Contingency	LS	1		1	\$15,000.00	1.00	\$15,000.00		1.00	\$15,000.00	100.00%

CONTRACTOR _____	DATE _____	Westwood	Net Amount	\$203,470.30
INSPECTOR _____	DATE _____		Less Special Deductions*	\$0.00
ADMINISTRATOR _____	DATE _____		5% Retainage	\$0.00
		Town of Bartonville	Less Liquidated Damages	\$0.00
			Less Previous Payments	
			Amount Due This Estimate	\$203,470.30
			Amount Due with Retainage	\$ 203,470.30

VILLAGE CENTER BUSINESS LIST

- 1 Bartonville Town Center
 - Alliance Construction Group, LLC
 - Arrowhead Operating, Inc.
 - Dr. Dan Forrer
 - Dr. Robert Wayne (Smiles of Texas)
 - Driver's Edge
 - Edward Jones
 - Envy Nails & Spa
 - Gibbs Law Firm, PA
 - GlobeX Logistics Inc.
 - Golden Egg Cafe
 - Grapes to Wine
 - Integrity Media, Inc.
 - Jim Bridges State Farm Insurance
 - Johnny Kuntz Allstate Insurance
 - Lantana Taekwondo, Inc.
 - Lantana Water District
 - Nemko USA, Inc.
 - Park 'N' Mall
 - Palermo's Italian Cafe
 - Premier Property Real Estate Group LLC
 - Proseth Solutions
 - Ramon Acala Salon
 - Stole Civil Construction, Inc.
 - Subway
 - Texas Phone Works, LLC
 - White Tulip Dry Cleaners LLC
- 2 Marty's B's
- 3 7-Eleven

VILLAGE CENTER DISTRICT



LANTANA TOWN CENTER



Lantana Town Center Business List

- AT&T
- ATI Physical Therapy
- Bank of America (coming soon)
- Casa Mia Mexican Restaurant
- Cassandra & Co. Real Estate
- Chase Bank
- Diskey's Pit Barbecue
- Domino's Pizza
- Farmers Insurance
- Firestone
- Great Clips
- Hollywood Feed
- Kroger
- Fred Meyer Jewlers
- Lantana Eye Care
- Lantana Nail Spa (In phase I)
- Luxury Nail Spa (In phase II, same owner as Lantana Nail Spa)
- Smile Up Dentistry
- Romney Pediatric Dentistry
- Starbucks
- Supercuts
- Terry's Donuts
- The Tutoring Center
- Tokyo Samurai Japanese Restaurant
- Uptown Salon

BARTONVILLE

Rural Business List

- 1 Reader's
- 2 Bartonville Town Hall/Police Department
- 3 Bartonville Store
- 4 Bartonville Veterinary Center
- 5 Bartonville Family Medical
- 6 Country Lakes Family Dental/Lantana Pediatrics
- 7 Guidance Preparatory Academy
- 8 Royal Seal Companies
- 9 Comfort Junction Massage
- 10 Lone Star Country Store
- 11 Str-Ups Liquors
- 12 Bonded Lighting Protection
- 13 Argyle Feed Store

BARTONVILLE TOWN HALL



Rural Light Industrial Business List

- 1 CMC Dog Training
- 2 Chandler & Knowles, CPA
- 3 Tropical Warehouse
- 4 Nova Electronics
- 5 Tri-Way Concrete Pumping

LEGEND

- City Limits
- ETJ
- General Commercial
- Rural Business
- Village Center
- Rural Light Industrial



TOWN COUNCIL COMMUNICATION

DATE April 16, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider approval of the E. Jeter Road (Phase 2) reconstruction project limits and proposed funding sources.

BACKGROUND INFORMATION

Location: E. Jeter Road beginning at the northern termination point of Phase 1 near the 700 block of E. Jeter and continuing approximately 1,650 feet to the west.

Summary: This proposal would match the construction completed for Phase 1, which was full reconstruction with 2" of Type D HMAC on 4" Type B HMAC and include crossing culvert replacement. The subgrade will be bid with geogrid on compacted subgrade.

RECOMMENDED MOTION OR ACTION:

Staff is recommending approval.

PUBLIC COMMENT

N/A

ATTACHMENTS:

- Engineer Opinion of Probably Construction Cost (OPCC)
- Project Location Map

Westwood

ENGINEER'S PRE-DESIGN OPINION OF PROBABLE CONSTRUCTION COST

Client Name: Town of Bartonville, Denton County, TX
 Project Title: E. Jeter Road Phase 2

WW Project No.:
 Date: 4/4/2024

Bid No.	Bid Item Description	Unit	Estimated Quantity	Unit Cost	Total Cost
BASE PAVING IMPROVEMENTS					
1	Mobilization	LS	1	\$ 40,000.00	\$ 40,000.00
2	Traffic Control	LS	1	20,000.00	20,000.00
3	Temporary Erosion, Sedimentation And Water Pollution Prevention (SWPPP)	LS	1	35,000.00	35,000.00
4	Pavement Marking And Markers Complete In Place	LS	1	9,000.00	9,000.00
5	Preparing ROW	STA	17	2,500.00	41,250.00
6	Project Signs	EA	2	1,200.00	2,400.00
7	Remove Asphalt Pavement	SY	4,033	14.00	56,466.67
8	Remove Gravel Driveway	SY	79	100.00	7,911.11
9	Remove Asphalt Driveway	SY	20	150.00	2,966.67
10	Unclassified Roadway Excavation	CY	1,980	60.00	118,800.00
11	2" HMAC Type "D"	SY	4,400	27.00	118,800.00
12	4" HMAC Type "B"	SY	4,400	45.00	198,000.00
13	6" Flex Base Subgrade	SY	4,767	12.00	57,200.00
14	Tensor TX-5 Geogrid	SY	4,767	8.00	38,133.33
15	Adjust Fire Hydrant and valve box to grade	EA	1	5,000.00	5,000.00
16	Remove and Replace Mailbox	SY	3	100.00	300.00
17	Cement Material For Treated Subgrade	TON	0	0.00	-
18	6" Asphalt Driveway Approach	SY	99	85.00	8,405.56
19	4" Topsoil	SY	3,300	12.00	39,600.00
20	Seeding Hydromulch	SY	3,300	4.00	13,200.00
21	24" Reinforced Concrete Pipe Class III	LF	96	200.00	19,200.00
22	18" Reinforced Concrete Pipe Class III	LF	100	150.00	15,000.00
23	Headwall (3-24")	EA	2	12,000.00	24,000.00
24	Safety End Treatment (TY I) (18 in) (RCP) (4:1) (P)	EA	8	2,250.00	18,000.00
SUB-TOTAL BASE CONSTRUCTION COSTS					\$ 888,633.33
BASE IMPROVEMENTS SUB-TOTAL					\$ 888,633.33
10% CONTINGENCY					\$ 89,000.00
ENGINEERING AND SURVEY (10% OF CONSTRUCTION)					\$ 89,000.00
TOTAL OPINION OF CONSTRUCTION COSTS					\$ 1,066,633.33

Assumptions:

1. Total length is 1,650 LF
2. Replacing 5 driveways with asphalt.
3. Adding geogrid to subgrade
4. Replacing 1 3 barrel culvert crossing Jeter
4. Replacing 3 mailboxes
5. Adjusting 1 Fire Hydrant and valve box to grade

E. Jeter Road Phase 2 Reconstruction
1,650 LF of Pavement Replacement

Item F5.





TOWN COUNCIL COMMUNICATION

DATE: January 16, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider appointing new members to the Bartonville Special Events Committee.

SUMMARY:

On March 18, 2024, the Town received Special Events Committee Alternate Member Melissa DeWitt's resignation letter, effective immediately. Staff advertised the vacancy beginning March 18, 2024 through April 5, 2024 and received two applications as of the deadline.

Applicant Ms. Sasich is a 17-year resident of Bartonville and helped with the 50th anniversary celebration. Applicant Ms. Wright is a six-month Bartonville resident.

Council Member Crandall has volunteered to replace Council Member Roberts on this Committee for the next year.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Move to appoint Karrie Sasich and Council Member Crandall to the Bartonville Special Events Committee.

ATTACHMENTS:

- Applications received

From: noreply@civicplus.com
To: [Shannon Montgomery](#)
Subject: Online Form Submittal: Application for Boards and Commissions
Date: Tuesday, April 2, 2024 12:39:20 PM

Application for Boards and Commissions

This application and all information contained herein is a public record. Public service opportunities are offered by the Town of Bartonville without regard to race, color, national origin, religion, sex, genetic information or disability

Date & Time	4/2/2024 12:00 PM
First Name	Karrie
Last Name	Sasich
Address1	1112 Triple Crown Ct
City	Bartonville
State	TX
Zip	76226
Phone Number	[REDACTED]
Email Address	[REDACTED]
Are you a registered voter	Yes
Voter Registration Number	[REDACTED]
Length of Residency in Bartonville	17 years

In order to serve as an appointed official, you must be a resident of the Town for at least six (6) months. In order to serve on the Planning and Zoning Commission or Board of Adjustments, you must be a resident property owner of the Town for a least six months.

Please select which board(s) you are interested in. If more than one, prioritize your selections using the choice options below as applicable.

Choice 1	Special Events Committee
Choice 2	Field not completed.

Choice 3	<i>Field not completed.</i>
Choice 4	<i>Field not completed.</i>
Occupation (if retired, indicate former occupation/profession)	Housewife
List any experience that qualifies you to serve in the position(s) sought:	<i>Field not completed.</i>
Are you currently serving on a Board, Commissions, or other capacity?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	I have had the opportunity to work with the Bartonville Special Events Committee at the 100th year celebration and really enjoyed participating. The committee was so gracious and welcoming, I would like to volunteer mytime working with such kind and devoted group. I feel I would be an asset to all their wonderful ideas and could help out with the planning and exacuting of all future Town Of Bartonville Events.
References	Brenda Carter Margie Ahrens

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Shannon Montgomery](#)
Subject: Online Form Submittal: Application for Boards and Commissions
Date: Tuesday, April 2, 2024 4:29:04 PM

Application for Boards and Commissions

This application and all information contained herein is a public record. Public service opportunities are offered by the Town of Bartonville without regard to race, color, national origin, religion, sex, genetic information or disability

Date & Time	4/2/2024 4:15 PM
First Name	Rosemary
Last Name	Wright
Address 1	1409 Brian Street
City	Bartonville
State	TX
Zip	76226
Phone Number	[REDACTED]
Email Address	[REDACTED]
Are you a registered voter	Yes
Voter Registration Number	[REDACTED]
Length of Residency in Bartonville	6 months

In order to serve as an appointed official, you must be a resident of the Town for at least six (6) months. In order to serve on the Planning and Zoning Commission or Board of Adjustments, you must be a resident property owner of the Town for a least six months.

Please select which board(s) you are interested in. If more than one, prioritize your selections using the choice options below as applicable.

Choice 1	Special Events Committee
Choice 2	Field not completed.

Choice 3	<i>Field not completed.</i>
Choice 4	<i>Field not completed.</i>
Occupation (if retired, indicate former occupation/profession)	Financial Planner
List any experience that qualifies you to serve in the position(s) sought:	Member Lantana area Ladies League 6 years. Served as Treasurer 3 years, currently as Membership Director
Are you currently serving on a Board, Commissions, or other capacity?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	Member Lantana area Ladies League 6 years. Served as Treasurer 3 years, currently as Membership Director
Please List Areas of Special Interest	activities that encourage community involvement
References	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024

FROM: Andrea Carpenter, Municipal Court Clerk

AGENDA ITEM: Discuss and consider adoption of a Bartonville Municipal Court Confidentiality Policy and Agreement.

SUMMARY:

The Texas Supreme Court issued Misc. Docket No. 24-9006 on February 20, 2024, amending the Texas Rules of Judicial Administration, and requiring all municipal courts in Texas to adopt the Court's Municipal Court Confidentiality Policy and Agreement.

The policy must be adopted by the Municipal Court by May 1, 2024, and must be signed by all court staff members and employees who have interactions with municipal court information, also by May 1, 2024.

Bartonville Municipal Court Judge Ramsay has reviewed and approved the confidentiality policy. This policy is submitted to the Town Council for its review, approval, and adoption as the policy of the Town of Bartonville Municipal Court.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Move to adopt the Bartonville Municipal Court Confidentiality Policy and Agreement.

ATTACHMENTS:

- Bartonville Municipal Court Confidentiality Policy and Agreement

1941 E. Jeter Road
Bartonville, Texas 76226



Telephone No.: 817-693-5280
Facsimile No.: 817-491-6397

BARTONVILLE MUNICIPAL COURT CONFIDENTIALITY POLICY AND AGREEMENT

Employees of this Court occupy positions of public trust. In the course of your duties, you will encounter confidential information about the prospective disposition of cases and the inner workings of the Court.

Preserving the confidentiality of the Court's documents and private deliberations is **crucial to the Court's work**. More specifically, confidentiality furthers the ability of judges and judicial staff to communicate openly and honestly and to reach the most legally correct outcomes for litigants. Confidentiality also builds public respect for the judiciary and impresses on others the gravity of the judicial process. Any breach of confidentiality would betray not only the Court and the individuals who work here, but also the public's interest in thorough, considered justice.

Confidentiality has long been an expectation within Texas courts. Canon 3B(10) of the Texas Code of Judicial Conduct demands that judges and court staff refrain from "public comment about a pending or impending proceeding which may come before the judge's court." Canon 3B(11) of the Texas Code of Judicial Conduct provides that "[t]he discussions, votes, positions taken, and writings of appellate judges and court personnel about causes are confidences of the court and shall be revealed only through a court's judgment, a written opinion or in accordance with Supreme Court guidelines for a court approved history project."

Texas Government Code Section 21.013 creates a Class A misdemeanor criminal offense for the unauthorized disclosure of non-public judicial work product, stating "[a] person . . . with access to non-public judicial work product commits an offense if the person knowingly discloses, wholly or partly, the contents of any non- public judicial work product" Additionally, Texas Penal Code Section 39.06 criminalizes the misuse of official information by a public servant who "discloses or uses information for a nongovernmental purpose that: (1) he has access to by means of his office or employment; and (2) has not been made public", with penalties ranging from a Class C misdemeanor to a felony of the third degree.

This confidentiality policy incorporates the Canons as well as the statutory penalties of both Texas Government Code Section 21.013 and Texas Penal Code Section 39.06. This policy also incorporates Articles 45.0217, 45.0218 (recodified as 45A.462 and 45A.055, respectively,

effective January 1, 2025) and Article 45.313, regarding confidentiality in municipal courts. This policy applies to all Court staff, including interns.

1. Protection of information. Confidential information must not be shared with persons not employed within the Court, except as provided in Section 3 below. Employees must refrain from commenting about cases that are or may come before the Court to family, friends, or acquaintances.

2. Confidential information defined. Confidential information includes:

- a) drafts of opinions not yet released, internal memoranda, emails between judges or staff, and any other document not intended for public use;
- b) conversations between judges or court staff about litigants or cases before, previously before, or expected to come before the Court;
- c) the private views of judges or court staff concerning the disposition of cases, litigants, anticipated cases, or each other;
- d) the authorship of per curiam opinions or orders, the timing of opinion or order release, and any other procedural mechanism not ordinarily public;
- e) documents-properly filed under seal by litigants or counsel; and
- f) other information, however communicated, that is not authorized to be made public;
- g) As provided by Article 45.0217/45A.462 of the Code of Criminal Procedure, and except as otherwise provided by Article 15.27 and Article 45.0217/45A.462, all records and files, including those held by law enforcement, and information stored by electronic means or otherwise, from which a record or file could be generated, relating to a child who is charged with, is convicted of, is found not guilty of, had a charge dismissed for, or is granted deferred disposition for a fine-only misdemeanor offense other than a traffic offense are confidential and may not be disclosed to the public, including all records generated under Subchapter E, Chapter 45, Article 45.313 of the Code of Criminal Procedure, other than statistical records;
- h) As provided by Article 45.0218/45A.055 of the Code of Criminal Procedure, except as otherwise provided elsewhere in law, following the fifth anniversary of the date of a final conviction of, or of a dismissal after deferral of disposition for, a misdemeanor offense punishable by fine only in this municipal court, all records and files and information

stored by electronic means or otherwise, from which a record or file could be generated, that are held or stored by or for a municipal or justice court and relate to the person who was convicted of, or who received a dismissal after deferral of disposition for, the offense are confidential and may not be disclosed to the public. This does not apply to records, files, and information described herein that relate to an offense that is sexual in nature, as determined by the holder of the records, files, or information.

3. Disclosures of confidential information.

- a) **Intentional disclosure** of confidential information outside of the boundaries of (1) above may be met with maximum disciplinary action. See (5) below.
- b) **Negligent or accidental disclosure** is an extremely serious matter that may, but will not necessarily, be met with penalties as described in (5) below. Employees who accidentally disclose confidential information have a duty to promptly report the disclosure to their supervisor, appointing authority, or human resources department so that mitigation can be attempted.

Employees are expected to exercise their discretion and judgment to minimize the risk of inadvertent disclosure. For example, employees should refrain from communicating about sensitive matters in crowded or public spaces where others may overhear, even within the public areas of the Court. Employees should use court-issued, password-protected equipment to transmit confidential documents. Employees should be mindful of who can see their screen when working at home, on aircraft, public transit, or in public spaces. Employees should carefully keep track of and password protect electronic devices containing confidential information and immediately report any loss or theft of those devices.

- c) **Authorized disclosure** occurs when the Judge who supervises the employee authorizes the employee to share work product with a specific person or organization. For example, employees may be authorized to share draft rules or administrative orders with other judicial branch entities for review and comment before they are released to the public, and the Clerk of Court may be authorized to disclose information relating to case status as part of their job duties, provided the Court's internal, confidential deliberations are not disclosed.
- d) **Disclosure as necessary to report misconduct or illegal acts** is permitted. Employees may disclose confidential information when such disclosure is necessary to adequately report to an appropriate authority the misconduct or illegal acts of any person, including sexual or other forms of harassment.

- e) **Inspection of Confidential Information** defined by Section 2.g herein may only be by: judges or court staff; a criminal justice agency for a criminal justice purpose, as those terms are defined by Section 411.082, Government Code; the Department of Public Safety; an attorney for a party to the proceeding; the child defendant; or the defendant's parent, guardian, or managing conservator; or as otherwise expressly provided by Article 45.0217/45A.462 of the Code of Criminal Procedure.
- f) **Inspection of Confidential Information** defined by Section 2.h. herein may only be by: judges or court staff; a criminal justice agency for a criminal justice purpose, as those terms are defined by Section 411.082 of the Government Code; the Department of Public Safety; the attorney representing the state; the defendant or the defendant's counsel; if the offense is a traffic offense, an insurance company or surety company authorized to write motor vehicle liability insurance in this state; or for the purpose of complying with a requirement under federal law or if federal law requires the disclosure as a condition of receiving federal highway funds. However, this provision does not apply to records, files, and information described that relate to an offense that is sexual in nature, as determined by the holder of the records, files, or information; or as otherwise expressly provided by Article 45.0218/45A.055 of the Code of Criminal Procedure

4. Continuing confidentiality obligation. An employee's duty to preserve confidentiality survives the employee's departure from the Court. An employee who leaves the Court has the same ongoing duty to protect confidential information that they had during their employment.

Further, the duty to protect information related to the disposition of cases, such as the substance of the Court's deliberations, persists even after an opinion or order is publicly released. Employees asked about a decision of the Court should offer no comment beyond a referral to the released opinion or order.

Finally, employees who depart from Court employment may not retain confidential materials. Employees should return or securely dispose of materials, such as in designated Court shredding bins, prior to an anticipated departure, or as soon as possible after an unanticipated departure.

5. Penalties for unauthorized disclosure: In the event of an unauthorized disclosure of confidential information, the Court will investigate the circumstances and take appropriate disciplinary action, as necessary. Potential disciplinary actions may include but are not limited to:

- a) referral of the matter to the relevant law enforcement agency for investigation and prosecution. *See* Texas Government Code Section 21.013 and Texas Penal Code

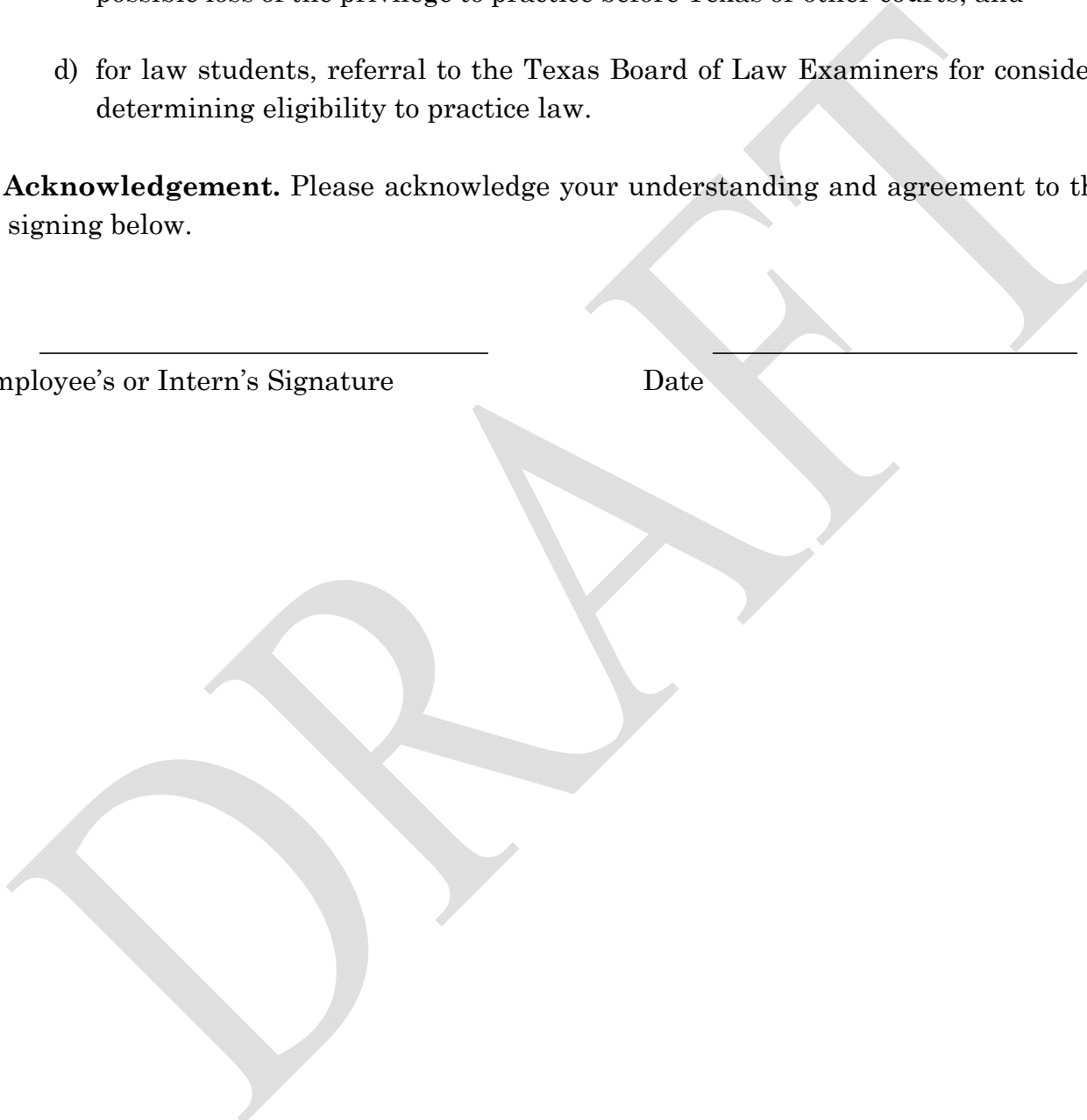
Section 39.06;

- b) termination of employment;
- c) for attorneys, referral to the State Bar of Texas or of other states for discipline and possible loss of the privilege to practice before Texas or other courts; and
- d) for law students, referral to the Texas Board of Law Examiners for consideration in determining eligibility to practice law.

6. Acknowledgement. Please acknowledge your understanding and agreement to this policy by signing below.

Employee's or Intern's Signature

Date





TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion on nomination to the slate of nominees for the Denco Area 9-1-1 District Board of Managers.

SUMMARY:

Staff received correspondence from Denco Area 9-1-1 regarding the slate of nominees to the Denco Area 9-1-1 District Board of Managers.

On September 30, 2024, the term of Jim Carter, appointed by participating municipalities, expires. Mr. Carter has expressed his desire to serve another term.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Staff seeks direction from the Town Council on whether it desires to nominate Mr. Carter, or another candidate. Staff will then bring a Resolution to the May 21, 2024, Town Council Meeting for consideration. Nominations must be submitted to the Denco 9-1-1 District no later than Friday, May 31, 2024.

ATTACHMENTS:

- Denco Area 9-1-1 Letter dated April 1, 2024
- Denco Area 9-1-1 Resolution Defining Appointment Procedure



Denco Area 9-1-1 District

1075 Princeton Street ▪ Lewisville, TX 75067

Phone: 972-221-0911 ▪ Fax: 972-420-0709 ▪ Denco.ORG

TO: Denco Area 9-1-1 District Participating Municipal Jurisdictions

FROM: Gregory S. Ballentine, Executive Director

DATE: April 1, 2024

RE: Nomination for the Denco Area 9-1-1 District Board of Managers

Chapter 772, Texas Health and Safety Code, provides for the Denco Area 9-1-1 District Board of Managers to have “two members appointed jointly by all the participating municipalities located in whole or part of the district.” The enclosed resolution describes the appointment process of a municipal representative.

Each year on September 30th, the term of one of the two members appointed by participating municipalities expires. This year it is the term of Jim Carter. Members are eligible for consecutive terms and Mr. Carter has expressed his desire to serve another term.

Denco requests the following actions by the governing bodies of each of the 32 municipalities in the district:

1. **Immediate Action (Nominate):** If your city/town would like to nominate a candidate to represent the municipalities on the Denco Board of Managers, please send a letter of nomination, by way of council action, and résumé of the candidate to the Denco Area 9-1-1 District office. Nominees are historically current or former elected officials in the district; however, there are no official prerequisites. **For a nomination to be considered, written notification of council action must reach the Denco Area 9-1-1 District by 5:00 p.m. May 31, 2024.** No nominations shall be considered after that time.
2. **Future Action (Vote):** On June 3, 2024, Denco staff will send the slate of nominees to each city/town for consideration, requesting the city/town council vote by resolution for one of the nominees. **Written notice of the council’s selection must reach the Denco Area 9-1-1 District by 5:00 p.m. on July 31, 2024.** No votes will be accepted after that time. However, if a nominating municipality does not thereafter formally vote, its nomination will automatically count as a vote for its nominee.
3. **Process Closure (Results):** The candidate with the most votes will be the municipalities’ representative to the Denco Area 9-1-1 District Board of Managers for the two-year term beginning October 1, 2024.

Please send a copy of your council’s official action and candidate résumé to the Denco Area 9-1-1 District, **1075 Princeton Street, Lewisville, TX 75067** or to Melinda Camp at melinda.camp@denco.org. Denco staff will acknowledge receipt and sufficiency of the submitted documents. **If that acknowledgement is not received within one (1) business day, or you have any other questions, please contact Ms. Camp at 972-221-0911.** As a courtesy, Denco will provide notification of your council’s action to the nominee.

Thank you for your support of the Denco Area 9-1-1 District.

Enclosure

DENCO AREA 9-1-1 DISTRICT

RESOLUTION

DEFINING PROCEDURE FOR APPOINTMENT OF PARTICIPATING MUNICIPALITIES' REPRESENTATIVE TO THE DISTRICT BOARD OF MANAGERS

WHEREAS, this resolution shall take the place of Resolution 1999.02.04.R01 by the same title; and

WHEREAS, Chapter 772, Texas Health and Safety Code provides for the Denco Area 9-1-1 District Board of Managers to have "two members appointed jointly by all the participating municipalities located in whole or part of the district."; and

WHEREAS, each member serves a term of two years beginning on October 1st of the year member is appointed; and

WHEREAS, one member representing participating municipalities is appointed each year.

NOW, THEREFORE BE IT RESOLVED BY THE DENCO AREA 9-1-1 DISTRICT BOARD OF MANAGERS:

The procedure for participating municipalities to appoint a representative to the Denco Area 9-1-1 District Board of Managers shall be the following:

1. **Nominate Candidate:** Prior to April 1st of each year, the executive director shall send a written notice to the mayor of each participating municipality advising that nominations are being accepted until May 31st of that same year, for one of the municipal representatives to the Denco Area 9-1-1 District Board of Managers. The notice shall advise the mayors that for a nomination to be considered, written notification of council action must be received at the Denco office prior to 5:00 p.m. on May 31st of that year. No nominations shall be considered after that time.
2. **Vote for Candidate:** On June 1st of each year, the executive director shall send written notice to the mayor of each participating municipality, providing the slate of nominees to be considered for appointment to the Denco Area 9-1-1 District Board of Managers for the term beginning October 1st. The notice shall advise the mayor that the city/town council shall vote, by resolution from such city/town, for one of the nominees. Written notice of the council's selection must be received at the district office by 5:00 p.m. on July 31st. No votes will be accepted after that time. However, if a nominating municipality does not thereafter formally vote, its nomination will automatically count as a vote for its nominee.
3. **Tally Votes:** The one nominee with the most votes received by the deadline will be the municipal representative appointed for the two-year term beginning October 1st.
4. **Tie Breaker:** If there is a tie between two candidates with the most votes, a runoff election will be held immediately with the candidate receiving the most votes serving the remainder of the term. The incumbent representative shall serve in that position until replaced.

APPROVED and ADOPTED on this 30th day of January 2020.


Chairman of the Board


Secretary of the Board



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024
FROM: Thad Chambers, Town Administrator
AGENDA ITEM: Discussion of Year to Date Fiscal Year 2023-2024 Financials.

SUMMARY:

This item is to allow for the review of the Town's General Fund mid-year financial status to confirm the Town is prioritizing the Council's priorities set forth during the Fiscal Year 2023-2024 budget process and to ensure the budget is aligned with the remaining months.

RECOMMENDED MOTION OR ACTION:

There is no action recommended; this item is to review and direct staff as necessary.

ATTACHMENTS:

- March 31, 2024 YTD Report

Town of Bartonville
 Revenue And Expense Report
 As of March 31, 2024

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Item F9.

100 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	126,764.24	1,942,695.82	2,469,300.00	526,604.18	21.33%	1,841,669.14	2,697,782.50
Revenue Totals	<u>126,764.24</u>	<u>1,942,695.82</u>	<u>2,469,300.00</u>	<u>526,604.18</u>	<u>21.33%</u>	<u>1,841,669.14</u>	<u>2,697,782.50</u>
Expense Summary							
10-Administration	79,259.08	472,904.57	1,183,858.77	710,954.20	60.05%	475,710.41	1,226,759.79
20-Police	52,977.08	405,248.60	912,990.09	507,741.49	55.61%	348,569.35	730,121.30
30-Municipal Court	800.00	4,800.00	6,600.00	1,800.00	27.27%	2,450.00	4,700.00
90-Transfers	6,555.27	118,066.05	314,000.00	195,933.95	62.40%	200,478.89	303,294.84
Expense Totals	<u>139,591.43</u>	<u>1,001,019.22</u>	<u>2,417,448.86</u>	<u>1,416,429.64</u>	<u>58.59%</u>	<u>1,027,208.65</u>	<u>2,264,875.93</u>
Revenues Over(Under) Expenditures	<u>(12,827.19)</u>	<u>941,676.60</u>	<u>51,851.14</u>	<u>0.00</u>	<u>0.00%</u>	<u>814,460.49</u>	<u>432,906.57</u>

Town of Bartonville
 Revenue and Expense Report
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Item F9.

100 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<hr/>							
<u>Property Taxes</u>							
-4002 Ad Valorem Current O & M	17,797.66	1,055,227.23	1,045,000.00	(10,227.23)	(0.98%)	929,893.35	953,754.89
-4003 Ad Valorem Pent & Int	1,197.48	2,700.89	2,500.00	(200.89)	(8.04%)	1,251.25	3,579.22
-4010 Ad Valorem Delinquent	56.16	(2,128.79)	2,500.00	4,628.79	185.15%	23,536.33	28,849.57
Total Property Taxes	<u>19,051.30</u>	<u>1,055,799.33</u>	<u>1,050,000.00</u>	<u>(5,799.33)</u>	<u>(0.55%)</u>	<u>954,680.93</u>	<u>986,183.68</u>
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	44,790.30	420,747.03	700,000.00	279,252.97	39.89%	368,989.93	745,313.84
-4060 Mixed Beverage Allocation	6,115.04	46,150.59	85,000.00	38,849.41	45.71%	47,708.78	98,597.73
Total Sales & Mixed Beverage Tax	<u>50,905.34</u>	<u>466,897.62</u>	<u>785,000.00</u>	<u>318,102.38</u>	<u>40.52%</u>	<u>416,698.71</u>	<u>843,911.57</u>
<u>Franchise Fees</u>							
-4041 Electric/Gas Franchise Fees	0.00	114,849.99	160,000.00	45,150.01	28.22%	107,858.53	178,797.29
-4042 Telephone Franchise Fees	28.20	7,542.93	15,000.00	7,457.07	49.71%	9,241.33	17,319.01
-4045 Solidwaste Franchise Fees	0.00	9,028.63	20,000.00	10,971.37	54.86%	10,465.07	21,577.01
-4046 Water Franchise Fees	16,748.32	22,060.12	5,000.00	(17,060.12)	(341.20%)	3,128.26	20,686.96
Total Franchise Fees	<u>16,776.52</u>	<u>153,481.67</u>	<u>200,000.00</u>	<u>46,518.33</u>	<u>23.26%</u>	<u>130,693.19</u>	<u>238,380.27</u>
<u>Other/Transfer</u>							
-4090 General Revenue	10.00	7,248.52	0.00	(7,248.52)	0.00%	4,052.16	2,412.66
-4130 Child Safety Collected	0.00	2,049.67	2,000.00	(49.67)	(2.48%)	2,000.39	2,000.39
-4135 Open Records	0.00	12.00	0.00	(12.00)	0.00%	9.60	9.60
-4155 Waste Water	3,320.86	18,790.61	36,300.00	17,509.39	48.24%	23,660.23	47,810.33
-4160 LOESE Training Funds	1,075.88	1,975.00	1,000.00	(975.00)	(97.50%)	775.91	775.91
-4250 Interest Earned	13,753.42	67,384.43	120,000.00	52,615.57	43.85%	58,380.59	114,488.50
-4730 Transfer from BCDC	0.00	0.00	10,000.00	10,000.00	100.00%	20,000.00	20,000.00

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Item F9.

100 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Other/Transfer	18,160.16	97,460.23	169,300.00	71,839.77	42.43%	108,878.88	187,497.39
<u>Permit & Development Fees</u>							
-4102 Permits:BOA Application Fees	1,800.00	1,800.00	0.00	(1,800.00)	0.00%	0.00	450.00
-4103 Permits:Business C of O Permits	0.00	1,000.00	1,000.00	0.00	0.00%	0.00	250.00
-4104 Permits:Commercial Bldg Permits	0.00	575.75	10,000.00	9,424.25	94.24%	17,238.60	25,890.60
-4105 Permits:Contractor Registration Fees	750.00	5,375.00	5,000.00	(375.00)	(7.50%)	4,000.00	9,375.00
-4107 Permits:Gas Well Inspection Fees	0.00	11,500.00	27,750.00	16,250.00	58.56%	9,100.00	27,445.41
-4108 Permits:Health/Food Permits	1,180.00	9,985.00	7,800.00	(2,185.00)	(28.01%)	6,720.00	7,875.00
-4112 Permits:Red Tag Fees	450.00	1,535.00	1,000.00	(535.00)	(53.50%)	1,350.00	3,290.00
-4114 Permits:Residential Bldg Permits	7,854.55	64,920.55	80,000.00	15,079.45	18.85%	68,329.38	126,877.70
-4117 Permits:Septic Permit Fee	820.00	6,760.00	7,000.00	240.00	3.43%	5,615.00	10,580.00
-4118 Permits:Sign or Tree Permits	150.00	975.00	300.00	(675.00)	(225.00%)	300.00	525.00
-4119 Permits:Special Event/Race Permit	137.00	137.00	100.00	(37.00)	(37.00%)	0.00	124.00
-4120 Permits:Truck Permit	0.00	100.00	50.00	(50.00)	(100.00%)	25.00	100.00
-4122 Permits:Zoning/Subdivision/DRC/Fees	504.75	10,230.75	10,000.00	(230.75)	(2.31%)	5,378.50	14,394.50
-4930 Construction Inspection Fees	0.00	0.00	30,000.00	30,000.00	100.00%	71,576.24	105,414.24
Total Permit & Development Fees	13,646.30	114,894.05	180,000.00	65,105.95	36.17%	189,632.72	332,591.45
<u>Municipal Court</u>							
-4150 Municipal Court Fines	7,034.00	45,450.70	70,000.00	24,549.30	35.07%	35,334.90	93,903.40
-4157 Court Costs	1,190.62	8,697.22	15,000.00	6,302.78	42.02%	5,734.81	15,284.74
-4161 Time Payment Reimbursement Fee	0.00	15.00	0.00	(15.00)	0.00%	15.00	30.00

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Item F9.

100 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Municipal Court	8,224.62	54,162.92	85,000.00	30,837.08	36.28%	41,084.71	109,218.14
Total	126,764.24	1,942,695.82	2,469,300.00	526,604.18	21.33%	1,841,669.14	2,697,782.50
Total Revenue	126,764.24	1,942,695.82	2,469,300.00	526,604.18	21.33%	1,841,669.14	2,697,782.50

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Item F9.

100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-Administration							
<u>Salary & Benefits</u>							
10-5001 Salaries	27,114.72	177,063.73	352,503.00	175,439.27	49.77%	146,773.24	306,581.93
10-5002 Certification Wages	230.80	1,500.20	7,200.00	5,699.80	79.16%	1,753.95	3,392.58
10-5007 Overtime Wages	712.99	2,921.32	6,413.00	3,491.68	54.45%	381.25	1,288.76
10-5008 Vacation Buy Back	0.00	0.00	1,000.00	1,000.00	100.00%	1,788.40	1,788.40
10-5018 Longevity Pay	0.00	288.00	288.00	0.00	0.00%	882.00	1,716.00
10-5019 Mileage Pay	690.45	4,124.99	7,000.00	2,875.01	41.07%	3,492.38	6,781.59
10-5020 Retirement - TMRS	3,980.67	27,622.23	49,584.76	21,962.53	44.29%	23,944.39	50,587.88
10-5023 Payroll Taxes	393.47	2,533.25	4,992.37	2,459.12	49.26%	2,102.59	4,352.73
10-5025 Health and Dental	5,333.27	34,086.00	76,276.00	42,190.00	55.31%	27,318.58	52,549.10
10-5029 Workers Compensation	5,135.60	5,135.60	1,411.64	(3,723.96)	(263.80%)	0.00	0.00
10-5030 Unemployment Benefits	432.00	468.00	0.00	(468.00)	0.00%	6.65	20.76
10-5128 Cell Phone Charges	285.31	2,075.62	3,500.00	1,424.38	40.70%	1,415.95	3,057.96
10-5337 Insurance - Property & Liability	(2,299.20)	1,529.98	7,500.00	5,970.02	79.60%	2,727.38	5,334.90
Total Salary & Benefits	<u>42,010.08</u>	<u>259,348.92</u>	<u>517,668.77</u>	<u>258,319.85</u>	<u>49.90%</u>	<u>212,586.76</u>	<u>437,452.59</u>
<u>Other</u>							
10-5053 Advertisements and Notices	61.76	1,206.64	4,500.00	3,293.36	73.19%	763.60	3,560.28
10-5103 Banners and Signs	802.40	3,368.15	10,000.00	6,631.85	66.32%	14,750.05	73,360.95
10-5140 Clean Up Day	666.00	2,266.00	9,000.00	6,734.00	74.82%	2,272.12	8,199.49
10-5207 Dues & Memberships	0.00	1,111.00	5,000.00	3,889.00	77.78%	1,207.50	1,207.50
10-5226 Election Expense	0.00	118.24	14,000.00	13,881.76	99.16%	11,710.45	11,710.45
10-5514 Postage	200.00	1,119.19	3,500.00	2,380.81	68.02%	1,363.01	3,302.07

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Item F9.

100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-5537 Publications/Subscriptions	0.00	709.24	1,500.00	790.76	52.72%	0.00	747.00
10-5705 Special Events	69.00	9,530.52	18,000.00	8,469.48	47.05%	0.00	2,214.27
10-5710 Town Meetings/Events	367.25	1,378.69	3,000.00	1,621.31	54.04%	481.09	940.67
10-5717 Travel & Training	80.00	210.00	8,000.00	7,790.00	97.38%	3,280.00	5,207.10
10-5730 Waste Water	0.00	0.00	36,300.00	36,300.00	100.00%	7,885.04	7,885.04
Total Other	<u>2,246.41</u>	<u>21,017.67</u>	<u>112,800.00</u>	<u>91,782.33</u>	<u>81.37%</u>	<u>43,712.86</u>	<u>118,334.82</u>
<u>Contracted Service</u>							
10-5063 Animal Control	1,082.98	6,844.43	13,860.00	7,015.57	50.62%	7,636.42	14,967.38
10-5080 Appraisal District	1,803.97	3,607.89	6,000.00	2,392.11	39.87%	4,694.73	7,588.45
10-5082 Audit & Accounting Expense	0.00	0.00	22,500.00	22,500.00	100.00%	1,000.00	19,156.25
10-5113 Building Inspections/Code Enforcement	6,745.00	34,540.00	50,000.00	15,460.00	30.92%	20,305.00	53,215.00
10-5142 Codification	0.00	0.00	2,700.00	2,700.00	100.00%	784.96	784.96
10-5154 Contract Labor	0.00	0.00	17,300.00	17,300.00	100.00%	1,210.00	8,870.03
10-5162 County Tax Collection	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
10-5230 Engineering/Surveying Services	962.50	6,234.70	90,000.00	83,765.30	93.07%	94,089.88	130,714.92
10-5275 Gas Well Inspections	4,632.45	9,254.38	24,750.00	15,495.62	62.61%	4,621.88	22,799.49
10-5381 Legal	9,725.71	48,248.53	75,000.00	26,751.47	35.67%	36,541.09	102,644.86
10-5406 Public Transportation	0.00	0.00	1,180.00	1,180.00	100.00%	0.00	200.00
10-5513 Planning Services	5,195.35	17,518.51	42,000.00	24,481.49	58.29%	2,593.75	45,687.62
10-5530 Professional Services	0.00	12,500.00	0.00	(12,500.00)	0.00%	0.00	0.00
10-5601 Records Management	0.00	5,485.00	6,000.00	515.00	8.58%	3,290.00	4,800.00
10-5630 Sanitarian & Health Inspections	1,150.00	4,650.00	14,000.00	9,350.00	66.79%	4,025.00	17,850.00

Town of Bartonville
 Revenue and Expense Report
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Item F9.

100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Contracted Service	31,297.96	148,883.44	368,290.00	219,406.56	59.57%	180,792.71	429,278.96
<u>Fees & Service Charges</u>							
10-5102 Bank Service Charges	22.50	120.00	300.00	180.00	60.00%	142.50	398.92
10-5161 County Filing Fees	0.00	104.00	670.00	566.00	84.48%	236.50	501.50
10-5703 TCEQ Fees	0.00	90.00	200.00	110.00	55.00%	120.00	280.00
Total Fees & Service Charges	22.50	314.00	1,170.00	856.00	73.16%	499.00	1,180.42
<u>Supplies</u>							
10-5147 Computer Software & Maintenance	840.00	21,511.62	46,430.00	24,918.38	53.67%	16,150.35	27,135.24
10-5157 Copier Lease/Supplies/Maint	211.52	1,201.60	7,500.00	6,298.40	83.98%	1,139.44	2,825.33
10-5158 Copier/Printing Expense and Supplies	0.00	57.00	2,500.00	2,443.00	97.72%	779.58	941.58
10-5405 Tree Trimming	0.00	495.00	15,000.00	14,505.00	96.70%	0.00	16,411.05
10-5477 Office Supplies/Sm Ofc Equip	432.84	1,964.93	4,000.00	2,035.07	50.88%	222.65	760.76
Total Supplies	1,484.36	25,230.15	75,430.00	50,199.85	66.55%	18,292.02	48,073.96
<u>Maintenance</u>							
10-5403 Inclement Weather Maintenance	0.00	6,789.89	0.00	(6,789.89)	0.00%	0.00	0.00
10-5404 Maintenance/Repair/Cleaning	1,141.50	4,577.55	41,000.00	36,422.45	88.84%	12,919.33	26,885.69
10-5727 Utilities	1,056.27	6,742.95	17,500.00	10,757.05	61.47%	6,907.73	15,512.75
Total Maintenance	2,197.77	18,110.39	58,500.00	40,389.61	69.04%	19,827.06	42,398.44
<u>Capital</u>							
10-6100 Capital Improvements	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	150,040.60
Total Capital	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	150,040.60
Total Administration	79,259.08	472,904.57	1,183,858.77	710,954.20	60.05%	475,710.41	1,226,759.79

Town of Bartonville
 Revenue and Expense Report
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Item F9.

100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
20-Police							
<u>Salary & Benefits</u>							
20-5001 Salaries	37,852.80	211,806.30	508,100.00	296,293.70	58.31%	204,217.04	440,399.93
20-5002 Certification Wages	438.50	2,019.48	10,800.00	8,780.52	81.30%	2,550.19	5,308.09
20-5007 Overtime Wages	6,362.50	46,220.56	52,945.00	6,724.44	12.70%	14,889.45	28,505.60
20-5008 Vacation Buy Back	0.00	0.00	1,800.00	1,800.00	100.00%	1,730.80	1,730.80
20-5018 Longevity Pay	0.00	552.00	1,320.00	768.00	58.18%	888.00	1,638.00
20-5020 Retirement - TMRS	6,202.42	38,698.32	71,142.76	32,444.44	45.60%	34,780.55	75,360.36
20-5023 Payroll Taxes	627.52	3,685.65	7,152.51	3,466.86	48.47%	3,157.75	6,737.49
20-5025 Health and Dental	7,823.95	43,475.61	102,415.00	58,939.39	57.55%	37,258.44	74,982.08
20-5029 Workers Compensation	4,254.60	14,017.40	24,266.82	10,249.42	42.24%	5,763.60	11,527.20
20-5030 Unemployment Benefits	645.79	690.80	0.00	(690.80)	0.00%	0.00	0.00
20-5128 Cell Phone Charges	475.26	3,227.32	7,000.00	3,772.68	53.90%	2,028.52	4,842.64
20-5334 Insurance - Auto	0.00	2,590.50	12,500.00	9,909.50	79.28%	1,002.00	2,004.00
20-5336 Insurance - Police Liability	0.00	4,180.04	12,500.00	8,319.96	66.56%	3,274.48	5,732.10
20-5337 Insurance - Property & Liability	0.00	362.60	7,917.00	7,554.40	95.42%	869.26	1,738.52
Total Salary & Benefits	<u>64,683.34</u>	<u>371,526.58</u>	<u>819,859.09</u>	<u>448,332.51</u>	<u>54.68%</u>	<u>312,410.08</u>	<u>660,506.81</u>
<u>Maintenance</u>							
20-5084 Vehicle Maintenance	(14,401.90)	7,603.04	12,000.00	4,396.96	36.64%	3,160.77	11,647.45
20-5145 Computer Software & Maintenance	945.00	9,577.25	14,131.00	4,553.75	32.23%	15,742.11	23,725.71
Total Maintenance	<u>(13,456.90)</u>	<u>17,180.29</u>	<u>26,131.00</u>	<u>8,950.71</u>	<u>34.25%</u>	<u>18,902.88</u>	<u>35,373.16</u>
<u>Contracted Service</u>							
20-5172 Criminal Invest & Background	0.00	1,776.50	2,000.00	223.50	11.18%	0.00	0.00

Town of Bartonville
 Revenue and Expense Report
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100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
20-5204 Contracts	0.00	0.00	8,000.00	8,000.00	100.00%	6,722.00	6,722.00
Total Contracted Service	0.00	1,776.50	10,000.00	8,223.50	82.24%	6,722.00	6,722.00
<u>Other</u>							
20-5208 Dues & Memberships	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	395.00
20-5717 Travel & Training	267.59	2,643.66	3,500.00	856.34	24.47%	695.63	2,139.93
Total Other	267.59	2,643.66	4,500.00	1,856.34	41.25%	695.63	2,534.93
<u>Supplies</u>							
20-5264 Fuel & Lubricants	1,291.24	5,160.02	22,000.00	16,839.98	76.55%	6,444.45	17,537.75
20-5479 Operations and Supplies	65.16	875.04	20,000.00	19,124.96	95.62%	1,963.61	4,252.04
20-5647 Small Equipment Purchase/Repair	126.65	4,957.85	6,500.00	1,542.15	23.73%	654.70	1,296.94
20-5726 Uniforms	0.00	1,128.66	4,000.00	2,871.34	71.78%	776.00	1,897.67
Total Supplies	1,483.05	12,121.57	52,500.00	40,378.43	76.91%	9,838.76	24,984.40
Total Police	52,977.08	405,248.60	912,990.09	507,741.49	55.61%	348,569.35	730,121.30
<u>30-Municipal Court</u>							
<u>Contracted Service</u>							
30-5421 Municipal Court Expenses	800.00	4,800.00	6,600.00	1,800.00	27.27%	2,450.00	4,700.00
Total Contracted Service	800.00	4,800.00	6,600.00	1,800.00	27.27%	2,450.00	4,700.00
Total Municipal Court	800.00	4,800.00	6,600.00	1,800.00	27.27%	2,450.00	4,700.00
<u>90-Transfers</u>							
<u>Transfer</u>							
90-5715 Transfer to Capital Imp Fund	0.00	0.00	10,000.00	10,000.00	100.00%	10,000.00	10,000.00
90-5721 Transfer to Vehicle/Equip Replacement Fund	0.00	0.00	94,000.00	94,000.00	100.00%	21,600.00	21,600.00

Town of Bartonville
 Revenue and Expense Report
 As of March 31, 2024

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Item F9.

100 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Transfer	0.00	0.00	104,000.00	104,000.00	100.00%	31,600.00	31,600.00
<u>Lantana Town Center Grant</u>							
90-5720 Transfer to Economic Development Grants (Lantana Town Center)	6,555.27	118,066.05	210,000.00	91,933.95	43.78%	168,878.89	271,694.84
Total Lantana Town Center Grant	6,555.27	118,066.05	210,000.00	91,933.95	43.78%	168,878.89	271,694.84
Total Transfers	6,555.27	118,066.05	314,000.00	195,933.95	62.40%	200,478.89	303,294.84
Total Expense	139,591.43	1,001,019.22	2,417,448.86	1,416,429.64	58.59%	1,027,208.65	2,264,875.93



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of the proposed Fiscal Year 2024-2025 Budget Calendar.

SUMMARY:

Fiscal Year 2024-2025 Budget preparation is beginning soon. The proposed calendar reflects the Council meeting schedule including the Tax Code deadlines that must be met during the budget process.

The proposed calendar utilizes the Town Council regular meeting schedule with the addition of one Special Meeting set for Tuesday, September 3, 2024. Two-thirds of the Council, plus the Mayor are required to be present at Special Meetings.

Two-thirds of the Council, plus the Mayor are also required to be present at meetings where Tax Rates are being adopted. This Calendar sets the Tax Rate being ratified at the Tuesday, September 19, 2024, Council Meeting.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

No action is required, Staff requests Council to review the proposed calendar to ensure:

- Council is available Tuesday, September 3, 2024; and
- Council is available Tuesday, September 19, 2024

Staff is also requesting direction regarding whether the Budget Workshop times for the upcoming meetings should begin at 6 pm with Regular Session at 6:30 pm or start the Budget Workshops at the regular start time of 6:30 pm.

ATTACHMENTS:

- Proposed 2024-2025 Budget Calendar

**Budget and Tax Rate Calendar
For FY 2024-2025
October 1, 2024 - September 30, 2025**

Item F10.

Bartonville - Regular Meetings 3rd Tuesday
Denton Record Chronicle publishes Notice Saturdays-Deadline Noon Wednesday Prior
Budget Work Session - 6pm / Regular Meeting - 6:30pm

Pre Budget Work Session/Regular Council Meeting	04/16/24
Review FY2025 Proposed Budget Calendar Review Current Budget Status	

Pre Budget Work Session/Regular Council Meeting	05/21/24
Budget Amendments Council Priorities/Goals for next fiscal year	

Budget Work Session/Regular Council Meeting	06/18/24
Council Priorities/Goals for next fiscal year Continuation Discuss Tax Rate	

<i>Notice of COUNCIL Public Hearing for Crime Control and Prevention District (CCPD) (LGC 363.205(a)) - Not later than 45 days of beginning of Fiscal Year Start (October 1) Must be between 10 and 30 days before Public Hearing on Budget</i>	06/29/24
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Budget Work Session/Regular Council Meeting	07/16/24
CCPD Proposed Budget Public Hearing Call Budget Public Hearing (9/3/2024 Meeting) Call Tax Rate Public Hearing (9/17/2024 Meeting)	

<i>Deadline for Denton CAD to Certify Tax Values County Tax Assessor Collector to submit NNR and VAR rates to City Chief Appraiser deliver by regular mail or email estimated taxes</i>	07/25/24
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<i>Deadline to submit the no-new-revenue, voter-approval, and De Minimis Tax Rates to the Council or as soon thereafter as practicable. Tex Tax Code 26.04e Must also post this information on city's website</i>	08/07/24
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<i>File Budget with Municipal Clerk (Town Secretary); available for inspection; post on website Local Gov't Code 102.005; 102.006 (deadline: before the 30th day before the date of tax rate adoption) Must be at least 30 days before tax rate adopted (9/17/2024 Meeting) (deadline: 08/18/24) Must be at least 15 days before Budget Public Hearing (9/3/2024 Meeting) (deadline: 08/19/24)</i>	08/16/24
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<i>Notice of Public Hearing on Budget (LGC 102.006 c) Must be between 10 and 30 days before Public Hearing on Budget</i>	08/17/24
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Budget Work Session/Regular Meeting	08/20/24
Discuss NNR, VAR, and De Minimis tax rates Vote of Proposed Tax Rate - Record Vote Vote on BCDC Budget Vote on CCPD Budget	

Budget Work Session/SPECIAL Meeting - (2/3 Council (4 members plus Mayor) required to be present)	09/03/24
Public Hearing on Budget (LGC 102.006) (deadline if waiting until 9/28/24 is 8/29/24) Must be before the <u>date</u> of the tax levy (9/17/2024 Meeting) MUST take action at close of hearing: Action can be adoption of budget or vote to postpone adoption of budget to 9/17/2024 Meeting (Record Vote)	

<i>Post on home page of website at least 7 days prior to vote on tax rate increase</i>	09/06/24
<i>Notice of Public Hearing on Tax Rate - Tax Code 26.06 (a)</i>	09/07/24
<i>Quarter page ad in newspaper of general circulation at least 5 days before Tax Rate PH (09/17/24 meeting)</i>	

Budget Work Session/Regular Meeting	09/17/24
Public Hearing on Tax Rate Increase Adopt/Approve Budget Ratify Tax Rate (2/3 Council (4 members plus Mayor) required to be present) - Record Vote	

MEETINGS
04/16/24 Regular
05/21/24 Regular
06/18/24 Regular
07/16/24 Regular
08/20/24 Regular
09/03/24 SPECIAL
09/17/24 Regular

Color Coding
Regular Meeting
Staff Items/Deadlines
Other Entity Deadline
Special Meeting - 2/3 Council Needed

**Due to DRC NOON
06/26/24**

**Due to DRC NOON
08/14/24**

**Due to DRC NOON
08/30/24**