# City of Shoreacres



#### NOTICE OF MEETING

Notice is hereby given that a Regular Meeting of the **City Council** 

of the City of Shoreacres, Texas, will be held on Monday, August 26, 2013 at 7:00 p.m.

in the City Council Chambers on the first floor at City Hall, 601 Shore Acres Blvd., Shoreacres, Texas, at which time the following subjects will be discussed, to wit:

- 1.0 CALL TO ORDER / ROLL CALL: Members Present and Absent
- 2.0 PLEDGES OF ALLEGIANCE

Texas Pledge:

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

- 3.0 SPECIAL PRESENTATIONS
  - 3.1 San Jacinto College District Maritime Campus
- 4.0 APPROVAL OF MINUTES
  - 4.1 Regular Council Meeting: August 12, 2013.
  - 4.2 Council Workshop Meeting: August 19, 2013.
  - 4.3 Special Council Meeting: August 22, 2013.
- 5.0 COUNCIL REPORTS & REQUESTS
  - 5.1 Mayor pro tem Webber Report on meetings attended.
- 6.0 PUBLIC HEARINGS & PUBLIC COMMENTS
  - 6.1 Citizen's Comments

This is the opportunity for citizens to comment on items which do not appear on the agenda. Time is limited to five minutes per speaker. Members of Council are prohibited by law from participating in the discussion or deliberation of items that are not specifically identified on this agenda.

#### 7.0 ADMINISTRATIVE REPORTS

- 7.1 <u>City Administrator</u> General activity report.
- 7.2 Monthly Financial report. Stall
- 7.3 Audit Committee report. Moses
- 8.0 BUSINESS
  - 8.1 Consideration and approval of invoices. Stall
  - 8.2 Consideration and action to accept a proposal from Patillo, Brown, & Hill to perform a financial audit for General Fund (fiscal year ending 2013) and Utility

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Fund (fiscal year ending 2013) including compliance with the Single Audit Act requirement for state and federal funds received; and, adoption of Ordinance No. 2013-138 authorizing the Mayor to sign agreement. Stall

- 8.3 Consideration, discussion, and action to propose a property tax rate that exceeds the effective tax rate. Webber
- 8.4 Consideration and action to schedule Public Hearings on the property tax rate increase. Webber
- 8.5 Consideration and approval of Resolution No. 2013-120 authorizing the City Administrator to contract for mowing services. Stall

#### 9.0 ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Shoreacres, Texas is a true and correct copy of said Notice and that I posted a copy of said Notice on the bulletin board at City Hall on August 22, 2013 at or before 10:00 p.m., at a place convenient and readily accessible to the general public at all times; to remain so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

DATED THIS 22ND DAY OF AUGUST 2013.

SHOREACRES, TEXAS

BY:

David K. Stall, CFM, City Administrator / City Secretary

The City Council of the City of Shoreacres reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with

The City Council of the City of Shoreacres reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

The City Council Chamber is wheelchair accessible and accessible parking spaces are available.

Requests for accommodations or interpretive services must be made at least two (2) working days prior to the meeting. Please contact City Office at 281.471.2244 or fax 281.471.8955 for additional information.

I, the undersigned,	do hereby	certify that t	his Notice	of Meeting	was remov	ed from the	City	Hall	bulletin
board at	AM/PM c	on				, 2013.			
				BY:					



# City of Shoreacres



#### **MEETING MINUTES**

The City Council of the City of Shoreacres, Texas, met in Regular Session on Monday, August 12, 2013 at 7:00 p.m.

in the City Council Chambers of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas with the following present constituting a quorum:

Mayor Matt Webber

Mayor pro tem Rick Moses
Alderman Steven Jones
Alderwoman Nancy J. Schnell

Alderman Bo Bunker Alderman Mike Wheeler

City Administrator / City Secretary David K. Stall

#### 1.0 CALL TO ORDER / ROLL CALL:

The meeting was called to order by Mayor Webber at 7:00 p.m.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 SPECIAL PRESENTATIONS

- 3.1 Mayor Webber recognized former Mayor Dolly Arons for her dedicated service to the City for the last six years and presented a certificate of service..
- 3.2 Mayor Webber recognized Stan Krauhs as 2012 Citizen of the Year.
- 3.3 Mayor Webber recognized Police Chief David Newman as 2012 Employee of the Year.

#### 4.0 APPROVAL OF MINUTES

- 4.1 Regular Council Meeting July 22, 2013. Nancy Schnell moved to approve the July 22, 2013 Regular Council Meeting minutes; seconded by Rick Moses. Motion carried unanimously.
- 4.2 <u>Council Workshop Meeting July 29, 2013</u>. Nancy Schnell moved to approve the July 29, 2013 Council Workshop Meeting minutes; seconded by Michael Wheeler. Motion carried unanimously.
- 4.3 <u>Council Workshop Meeting August 5, 2013</u>. Bo Bunker moved to approve the August 5, 2013 Council Workshop Meeting minutes; seconded by Nancy Schnell. Motion carried unanimously.

#### 5.0 COUNCIL REPORTS & REQUESTS

- 5.1 <u>Mayor Webber</u> reported on meetings with leaders from the City of Galveston and the City of La Porte.
- 5.2 <u>Alderwoman Schnell</u> reported that together with Mayor Pro tem Rick Moses she attended the Texas Municipal League Newly Elected Official Orientation Seminar in Round Rock this past week-end.

#### 6.0 PUBLIC HEARINGS & PUBLIC COMMENTS

#### 6.1 Citizen's Comments:

<u>Chuck Haist, 122 Meadowlawn</u> – Referencing Resolution 2012-80, Mr. Haist requested an update on the installation of speed bumps on Miramar Drive. Noticed that ditch mowing around the City has been kept up regularly, and the City is looking great.

<u>Connie Ramirez, 3506 Miramar</u> – Mowing are needed on Miramar Drive near the yacht club.

<u>Patrick Stanton</u>, 128 <u>Shadylawn</u> – Sent written correspondence to the Port of Houston with various suggestions to help promote business growth in our area; also, suggested for POHA to create an ad-hoc committee consists of local citizens to advice POHA business development division and seek out a public information firm to coordinate local events. The Bayport cruise terminal will soon be in full operation, Mr. Stanton foresees many positive opportunities but also some negative points, therefore, he requested for Council to be proactive and take action on items that will be beneficial to the City.

<u>Charlotte Wells, 3342 Miramar</u> – Expresses concerns of children driving golf carts and vehicles speeding on Miramar, especially on the weekend. Requested for additional police patrol.

Mrs. Dugie, 825 S. Country Club – Requested for clarification on where the responsibility lies, when a delivery truck causes damage to the road?"

<u>Dolly Arons</u>, 1118 N. Country Club – Requested further clarification on Item 8.5. Pointed out Chief Newman's many excellent references and qualifications. Proposed the hiring of a temporary human resources specialist.

<u>Vickie Ellis, 414 Baywood</u> – Expressed her opposition to Item 8.5.

<u>Karen Gerany, 3316 Miramar</u> – Asked if she could discuss other agenda items at this time.

<u>David Jennings</u>, <u>1017 W. Forest</u> - Expresses his support for Chief Newman and opposed to any contemplation of removing him from the Chief's position.

Patsy Thomson, 127 Shore Acres - Stated that Item 8.5 need to be open for discussion.

#### 7.0 ADMINISTRATIVE REPORTS

- 7.1 City Administrator Report:
  - Mr. Stall reported the following:
  - 7.1.1 General activity report:
    - The Coastal Impact Assistance Program grant administrator is in the process of preparing for the selection of a project engineer. The Public Works Building roof install is scheduled to begin on or about August 26. Signed off on plans for CDBG Round 1 replacement of two additional concrete streets, which are Oakdale and E. Forest, from Byway to Old Hwy 146. Received authorization to use Round 2.2 funds (\$180,146]) for water main replacement.
  - 7.1.2 <u>FEMA Public Assistance grant audit update</u> received \$200,000 from FEMA.
  - 7.1.3 <u>Homeland Security Grant Program update</u> waiting for full reimbursement of police radios purchased.
  - 7.1.4 <u>BetterStreets2Neighborhoods program update</u> asphalt street repair program is continuing on schedule.
  - 7.1.5 <u>Biggert-Waters Flood Insurance Act of 2012 meetings and action</u> Mr. Stall participated in the August 6 meeting with the Bay Area Economic Partnership; he will also be meeting with Chairman McCaul of Homeland Security to discuss the Biggert-Waters Act. Commissioner Morman of Precinct 2 has agreed to provide funding for an "Economic Impact Study" on the flood rate increase conducted by the University of Houston Clear Lake.
- 7.2 Monthly Police Report: Chief Newman reported on the following
  - There were two theft incidents and 92 citations were issued in July.
  - Code violation: one letter was mailed out and five citations were issued.
  - There were four calls of coyote sighting all were concentrated in the area of Bayou Drive and Shore Acres Blvd..
  - Received four applications for the police reserve program. Currently conducting background checks on three applicants.
  - National Night Out will be on Tuesday, October 1 at Circle Park.
  - Completed the reporting requirements to join the FBI's Uniform Crime Reporting program and submitted reports for the first seven months of 2013.
- 7.3 Monthly Public Works Report Mr. David Sutton reported that water usage for the month continued to increase as expected due to the hot weather. Completed about 90% of mowing area and our employees are currently being crossed train to perform this duty as a backup when needed. The new eight inch water line on Centre has been installed up to Shore Acres Blvd., remaining work must be contracted to bore under Shore Acres Blvd.

#### 8.0 BUSINESS

8.1 <u>Consideration and approval of invoices</u>.

Nancy Schnell moved to pay our bills; seconded by: Rick Moses. Motion carried unanimously.

8.2 <u>Discussion and action to direct staff to prepare a policy requiring no less than three independent state licensed inspectors to perform inspections required by the city.</u>

Nancy Schnell stated that no action is requested on item 8.2.

8.3 Consideration and action regarding coyotes.

Mayor Webber is continuing to seek a better solution regarding the coyote nuisance.

8.4 Consideration and action to approve Resolution No. 2013-117 authorizing the City Administrator to sign documents on behalf of the Mayor and the City of Shoreacres to acknowledge and/or confirm agreement or acceptance by the City of Shoreacres as may be required for the application and distribution of Hurricane Ike disaster Community Development Block Grant funds.

Nancy Schnell moved to approve Resolution 2013-117 authorizing the City Administrator, Mayor, and Mayor pro tem to sign documents on behalf of the City of Shoreacres for Community Development Block Grant funds; seconded by Steven Jones. Motion carried unanimously.

8.5 <u>Consideration of reassignment for the City of Shoreacres Police Chief David</u> Newman.

Mayor Webber adjourned the meeting to go into executive session at 8:04 p.m. as authorized by Texas Government Code Section 551.074 Personnel. However, Chief Newman requested for this item to be discussed in open session and the meeting was re-convened in open session at 8:05 p.m. without executive session.

Present for the discussion were Attorney Norman Giles for the city and Leighton Guarnere, a field representative of the Texas Municipal Police Officers Association, for Chief Newman.

Nancy Schnell spoke of reports she had received. Council discussed. Chief Newman spoke. Citizens were allowed the opportunity to address council

No action was taken by council.

8.6 Consideration and approval of Resolution No. 2013-118 authorizing the solicitation and collection of voluntary contributions, in conjunction with the city's utility billing, to benefit the Parks & Recreation Department.

Bo Bunker moved to approve of Resolution No. 2013-118; seconded by Nancy Schnell. Motion carried unanimously.

8.7 Consideration and possible action to request the City of La Porte to provide a proposal and cost of bundled services for: emergency medical services (ambulance); fire protection, including first responder; emergency dispatch services (fire, EMS and Shoreacres Police Department); jail services; and, animal control.

Mayor Webber has met with leaders from the City of La Porte and will present their proposition at the next budget meeting.

#### 9.0 ADJOURNMENT.

The meeting was adjourned at 9:00 p.m..

PASSED AND APPROVED ON THIS 26th DAY OF AUGUST, 2013.

	(CITY SEAL)	Matt Webber, Mayor	
ATTEST:			
 David K. Stall,	CFM		

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# City of Shoreacres



#### **MEETING MINUTES**

The City Council of the City of Shoreacres, Texas met in Workshop Session on **Monday, August 19, 2013 at 6:00 p.m.** 

in the Tom Coleman Room of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas, with the following present constituting a quorum:

Mayor Matt Webber Mayor pro tem Rick Moses

Alderwoman Nancy Schnell
Alderman Bo Bunker
Alderman Mike Wheeler

City Administrator / City Secretary David Stall

Alderman Steve Jones – Absent

#### 1.0 CALL TO ORDER / ROLL CALL:

The meeting was called to order by Mayor Matt Webber at 6:00 p.m.

#### 2.0 WORKSHOP

2.1 <u>Discussion of the General Fund and Utility Fund operating budgets and departmental budgets for fiscal year 2013/2014 (Personnel Expenses; Rates, Fees & Taxes; Revised Revenue Forecast; and, Final Budget Draft).</u>

Council discussion.

#### 3.0 ADJOURNMENT

Meeting adjourned at 7:19 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2013.

(CITY SE	Matt Webber, Mayor
ATTEST:	
David K. Stall, CFM City Secretary	

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# City of Shoreacres



#### **MEETING MINUTES**

The City Council of the City of Shoreacres, Texas met in Special Session on Thursday, August 22, 2013 at 6:00 p.m.

in the Tom Coleman Room of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas, with the following present constituting a quorum:

Mayor Matt Webber
Mayor pro tem Rick Moses
Alderwoman Nancy Schnell
Bo Bunker
Alderman Mike Wheeler

City Administrator / City Secretary David Stall

Alderman Steve Jones – Absent

#### 1.0 CALL TO ORDER / ROLL CALL:

The meeting was called to order by Mayor Matt Webber at 6:00 p.m.

#### 2.0 WORKSHOP

2.1 <u>Consideration and approval of Resolution No. 2013-119 authorizing the Mayor to hire a full-time temporary employee to serve as the acting Chief of Police in the absence of the Chief of Police.</u>

Council discussion.

Motion to approve Resolution No. 2013-119 by Bo Bunker, second by Rick Moses. Motion passed unanimously.

#### 3.0 ADJOURNMENT

Meeting adjourned at 6:23 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2013.

(CITY SEAL)	Matt Webber, Mayor	
ATTEST:		
David K. Stall, CFM City Secretary		

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		T	xCDBG Fund	
	Credits		Debits	Balance
				\$ 2,492.20
OCT	\$ 115,796.64	\$	(115,956.31)	\$ 2,332.53
	Gain/(Loss)	\$	(159.67)	
NOV	\$ 206,309.51	\$	(206,415.61)	\$ 2,226.43
	Gain/(Loss)	\$	(106.10)	
DEC	\$ 541,466.48	\$	(438,986.53)	\$ 104,706.38
	Gain/(Loss)	\$	102,479.95	
<u>JAN</u>	\$ 0.60	\$	(102,732.27)	\$ 1,974.71
	Gain/(Loss)	\$	(102,731.67)	
<u>FEB</u>	\$ 198,758.48	\$	(105.60)	\$ 200,627.59
	Gain/(Loss)	\$	198,652.88	
MAR	\$ 0.46	\$	(198,783.01)	\$ 1,845.04
	Gain/(Loss)	\$	(198,782.55)	
APR	\$ 363,955.33	\$	(47.60)	\$ 365,752.77
	Gain/(Loss)	\$	363,907.73	
MAY	\$ 1.23	\$	(363,979.75)	\$ 1,774.25
	Gain/(Loss)	\$	(363,978.52)	
JUN	\$ 48,200.46	\$	(47.60)	\$ 49,927.11
	Gain/(Loss)	\$	48,152.86	
JUL	\$ -	\$	(48,226.11)	\$ 1,701.00
	Gain/(Loss)	\$	(48,226.11)	
AUG				\$ 1,701.00
	Gain/(Loss)	\$	-	
SEP				\$ 1,701.00
	Gain/(Loss)	\$	-	
•	\$ 1,474,489.19	\$	(1,475,280.39)	
	Gain/(Loss)	\$	(791.20)	

	Balance	126,977.48	128,062.74	128,549.65		\$ 130,056.67		130,230.97		130,655.85	134.070.39		135,052.71		135,540.54		136,029.86		136,057.49	!	136,057.49		136,057.49			
Service Deposits	Debits	\$	(14.74) \$ 1,085.26	(13.09) \$	486.91		1,507.02	(925.70) \$		(175.12) \$	(12.66) \$		(17.68) \$	982.32	(12.17) \$	487.83	(10.68) \$		(72.37) \$	27.63	₩	1	\$		(1,292.54)	9,080.01
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	Credits		1,100.00 Gain/(Loss)	500.00	Gain/(Loss)	1,545.35	Gain/(Loss)	1,100.00	Galliv(LUSS)	600.00 Gain/(Loss)	3.427.20	Gain/(Loss)	1,000.00	Gain/(Loss)	500.00	Gain/(Loss)	500.00	Gain/(Loss)	100.00	Gain/(Loss)		Gain/(Loss)		Gain/(Loss)	10,372.55	Gain/(Loss)
			8	↔		↔		↔		₩	69		↔		↔		↔		↔						↔	
	Balance	44,189.07	47,951.58	23,544.81		22,757.29		48,040.25		74,450.10	87.455.30		77,966.31		57,424.26		67,866.88		64,518.53		64,518.53		64,518.53			
		63	↔	\$		\$	_	↔		₩.	€9		↔	_	↔	_	↔		↔		₩		↔			
<b>Utility Fund</b>	Debits		(57,739.75) 3,762.51	(51,433.58)	(24,406.77)	(40,051.58)	(787.52)	(33,318.73)	23,202.30	(26,705.50)	(28.811.64)	13,005.20	(54,770.13)	(9,488.99)	(63,118.01)	(20,542.05)	(31,805.57)	10,442.62	(56,565.33)	(3,348.35)		•		•	(444,319.82)	20,329.46
_			₩ ₩	8	↔	↔	<del>\$</del>			မ	↔	₩	↔	↔		↔			₩.			↔		↔	↔	↔
	Credits		61,502.26 Gain/(Loss)	27,026.81	Gain/(Loss)	39,264.06	Gain/(Loss)	58,601.69	Gallin (LUSS)	53,115.35 Gain/(Loss)	41.816.84	Gain/(Loss)	45,281.14	Gain/(Loss)	42,575.96	Gain/(Loss)	42,248.19	Gain/(Loss)	53,216.98	Gain/(Loss)		Gain/(Loss)		Gain/(Loss)	\$ 464,649.28	Gain/(Loss)
		0	↔	↔		\$		↔		₩	69	-	↔		↔		₩		↔				_		↔	
	Balance	37,754.20	17,142.12	110,062.37		167,369.01		480,931.46		516,829.49	445.768.53		151,147.12		81,889.75		222,019.46		127,624.30		127,624.30		127,624.30			
		\$	↔	\$		\$		↔		₩.	€9		↔	_	↔	_	↔		↔	_	₩		↔			
<b>General Fund</b>	Debits		(212,961.13)	(116,951.68)	92,920.25	(91,612.05)	57,306.64	(127,674.37)	313,302.43	(207,375.38)	(134.704.82)	(71,060.96)	(338,193.17)	(294,621.41)	(143,672.34)	(69,257.37)	(103,458.31)	140,129.71	(136,588.47)	(94,395.16)		•		ı	\$ (1,613,191.72)	89,870.10
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	Credits		192,349.05 Gain/(Loss)	209,871.93	Gain/(Loss)	148,918.69	Gain/(Loss)	441,236.82	Galli/(LOSS)	243,273.41 Gain/(Loss)	63.643.86	Gain/(Loss)	43,571.76	Gain/(Loss)	74,414.97	Gain/(Loss)	243,588.02	Gain/(Loss)	42,193.31	Gain/(Loss)		Gain/(Loss)		Gain/(Loss)	\$ 1,703,061.82	Gain/(Loss)
			₩	↔		↔		↔		↔	↔		↔		8		↔		↔						↔	
			OCT	NOV		DEC		JAN		FEB	MAR		APR		MAY		S S			:	AUG		SEP			

Checking



_		Т	ex	Pool	
	Deposits	Interest	\	<i>Nithdrawals</i>	Balance
					\$ 953,933.89
OCT	\$ -	\$ 119.66	\$	(150,000.00)	\$ 804,053.55
				Gain/(Loss)	\$ (149,880.34)
NOV	\$ -	\$ 92.42	\$	(100,000.00)	\$ 704,145.97
				Gain/(Loss)	\$ (99,907.58)
DEC	\$ -	\$ 90.03	\$	-	\$ 704,236.00
				Gain/(Loss)	\$ 90.03
JAN	\$ -	\$ 58.96	\$	-	\$ 704,294.96
				Gain/(Loss)	\$ 58.96
FEB	\$ 100,000.00	\$ 51.24	\$	-	\$ 804,346.20
				Gain/(Loss)	\$ 100,051.24
MAR	\$ -	\$ 71.54	\$	-	\$ 804,417.74
				Gain/(Loss)	\$ 71.54
APR	\$ 150,000.00	\$ 72.53	\$	-	\$ 954,490.27
				Gain/(Loss)	\$ 150,072.53
MAY	\$ -	\$ 57.98	\$	-	\$ 954,548.25
				Gain/(Loss)	\$ 57.98
JUN	\$ -	\$ 45.22	\$	-	\$ 954,593.47
				Gain/(Loss)	\$ 45.22
JUL	\$ -	\$ 43.02	\$	-	\$ 954,636.49
				Gain/(Loss)	\$ 43.02
AUG	\$ <u>-</u>		\$	<u>-</u>	\$ 954,636.49
				Gain/(Loss)	\$ -
SEP	\$ -		\$	-	\$ 954,636.49

\$ 250,000.00 \$

Gain/(Loss)

Gain/(Loss)

702.60

702.60 \$ (250,000.00)

\$

Certificate	Issue Date	Issue Date Interest Paid	Value	Interest Rate	Interest Rate Maturity Date
42716758	7/19/2012		\$ 60,161.20	0.0500%	7/19/2013
42716757	7/19/2012		\$ 60,161.20	0.0500%	7/19/2013
42713649	12/19/2011		\$ 64,709.55	0.8500%	2/19/2014
42713648	12/19/2011		\$ 64,709.55	0.8500%	2/19/2014
			\$ 249,741.50		



	 Ge	ne	ral Sales Ta	<b>x</b> (4	1030)			Road Mai	nte	nance Sale	s T	ax (4035	)
	FY-2011		FY-2012		+/-			FY-2011		FY-2012		+/-	
ОСТ	\$ 4,305.10	\$	5,314.10	\$	1,009.00	23%	ОСТ	\$ 1,076.28	\$	1,328.52	\$	252.24	23%
NOV	\$ 5,230.01	\$	5,740.59	\$	510.58	10%	NOV	\$ 1,307.50	\$	1,435.15	\$	127.65	10%
DEC	\$ 4,177.70	\$	5,091.71	\$	914.01	22%	DEC	\$ 1,044.43	\$	1,272.93	\$	228.50	22%
JAN	\$ 3,741.54	\$	4,254.22	\$	512.68	14%	JAN	\$ 935.39	\$	1,063.55	\$	128.16	14%
FEB	\$ 4,495.57	\$	5,352.90	\$	857.33	19%	FEB	\$ 1,123.89	\$	1,338.22	\$	214.33	19%
MAR	\$ 4,305.72	\$	4,775.10	\$	469.38	11%	MAR	\$ 1,076.43	\$	1,193.78	\$	117.35	11%
APR	\$ 3,832.63	\$	5,071.94	\$	1,239.31	32%	APR	\$ 958.16	\$	1,267.98	\$	309.82	32%
MAY	\$ 4,016.93	\$	4,605.09	\$	588.16	15%	MAY	\$ 1,004.23	\$	1,151.27	\$	147.04	15%
JUN	\$ 4,244.66	\$	5,292.29	\$	1,047.63	25%	JUN	\$ 1,061.17	\$	1,323.07	\$	261.90	25%
JUL	\$ 4,490.28	\$	5,398.82	\$	908.54	20%	JUL	\$ 1,122.57	\$	1,349.70	\$	227.13	20%
AUG	\$ 5,147.10						AUG	\$ 1,286.78					
SEP	\$ 4,685.70						SEP	\$ 1,171.42					
	\$ 52,672.94 50,000.00 2,672.94 105%	<b>\$</b>	52,000.00		(1,776.18)		TOTAL BUDGET +/-	\$ 13,168.25 12,500.00 668.25 105%	<b>\$</b> \$	12,724.17 13,000.00 (275.83) 98%	\$	(444.08)	-3%

# FY 2012/2013 PROPERTY TAX COLLECTION

**Delinquent Taxes: \$ 36,110.51** Budgeted Tax Revenue: \$ 800,228.00 2012 Taxable Value: \$ 89,507,567.00

		Tax	Tax Roll		2012 Taxes	Tax	es		Ď	elinc	Delinquent Taxes	<b> </b>			Disburse	Disbursed Totals	
	Correct	Correction (+/-)	Adjusted Value		Current Levy		Collections	ပိ	rrection	3	Correction   Current Levy	ပိ	Collections		Month	YTD	
H	\$ 3,972	2,657.00	OCT \$ 3,972,657.00 \$ 93,480,224.00 \$		789,329.39	↔	21,233.34	↔	(656.10)	↔	(656.10) \$ 35,454.41	<del>\( \rightarrow\)</del>	\$ 1,387.20	↔	\$ 23,021.92 \$	\$ 23,021.92	.92
>	\$ 3,406	3,112.00	NOV \$ 3,409,112.00 \$ 96,889,336.00	↔	818,115.31	<del>\$</del>	39,676.01	↔	(328.05)	↔	(328.05) \$ 35,126.36	₩	\$ 2,506.07	<del>\$</del>	\$ 42,863.11	\$ 65,885.03	.03
ပ္ပ	\$ 177	7,655.00	DEC \$ 177,655.00 \$ 97,066,991.00	↔	819,615.41	↔	428,873.86	↔	ı	↔	35,126.36	<del>\( \rightarrow\)</del>	\$ 1,987.35	<del>\$</del>	\$ 431,309.81	\$ 497,194.84	.84
JAN	↔		\$ 97,066,991.00	↔	819,615.41	↔	235,730.66	↔		↔	35,126.36	<del>\( \rightarrow\)</del>	\$ 1,927.33	\$	\$ 238,181.18	\$ 735,376.02	.02
FEB	\$ (55	5,804.00)	(55,804.00) \$ 97,013,187.00	↔	819,161.10	<del>\$</del>	43,501.51	↔	48.55	↔	35,174.91	↔	798.09	<del>\$</del>	\$ 46,117.68	\$ 781,493.70	.70
MAR	↔	1	\$ 97,013,187.00	↔	819,161.10	↔	7,685.50	↔		↔	35,174.91	↔	217.50	↔	8,544.22	\$ 790,037.92	.92
APR	\$ (14	1,495.00)	(14,495.00) \$ 96,998,692.00	↔	819,038.70	<del>\$</del>	5,749.59	↔		↔	35,174.91	↔	428.92	<del>\$</del>	6,768.79	\$ 796,806.71	.71
<del>\</del>	\$ (381	1,576.00)	MAY \$ (381,576.00) \$ 96,617,116.00	↔	815,816.74	↔	5,829.56	↔	(164.02) \$		35,010.89	↔	850.12	↔	7,570.48	\$ 804,377.19	19
NOS	↔	1	\$ 96,617,116.00	↔	815,816.74	<del>\$</del>	6,721.33	↔		↔	35,010.89	<del>\( \rightarrow\)</del>	\$ 1,474.47	<del>\$</del>	9,571.16	\$ 813,948.35	.35
JUL	\$ (64	1,707.00)	(64,707.00) \$ 96,552,409.00	↔	815,270.37	↔	5,526.32	↔	1	€	35,010.89	↔	62.99	↔	6,345.54	\$ 820,293.89	83
AUG																	

\$ 7,042,842.00 Correction	Collection \$	800,527.68	\$ (1,099.62)	Collection \$ 11,640.04	\$ 820,293.89 Disbursed
				32%	103%

SEP

City of Shoreacres Ordinance No. 2013-139

#### ORDINANCE No. 2013-139 CITY OF SHOREACRES, TEXAS



AN ORDINANCE APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF SHOREACRES AND PATILLO, BROWN & HILL, FOR AUDIT SERVICES OF ALL FUNDS FOR THE FISCAL YEAR ENDING 2013; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

\* \* \* \*

#### BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

That if any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance; and,

Section 1. The City Council hereby approves and authorizes the contract, agreement, or other undertaking described in the title of this ordinance, a copy of which is on file in the office of the City Secretary. The Mayor is hereby authorized to execute all related documents on behalf of the City of Shoreacres to confirm acceptance by the City of Shoreacres. The City Secretary is hereby authorized to attest to all such signatures and to affix the seal of the City to all such documents.

Section 2. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

City of Shoreacres Ordinance No. 2013-139

Section 3. This Ordinance shall be effective from and after its passage and approval, and it is so ordered.

PASSED AND APPROVED this the 26th day of August 2013.

(CITY SEAL)	
	Matt Webber, Mayor
ATTEST:	
David K. Stall, CFM	_

M/2		Yea	Nay	N/V	Absent
	M. Webber				
	B. Bunker				
	S. Jones				
	R. Moses				
	N. Schnell				
	M. Wheeler				

Passed / Failed

David Stall, City Secretary - Date





July 29, 2013

City of Shoreacres, Texas Attention: David Stall 601 Shoreacres Blvd. Shoreacres, TX 77571

To the City Council and Director of Finance:

We are pleased to confirm our understanding of the services we are to provide City of Shoreacres, Texas for the year ended September 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Shoreacres, Texas as of and for the year ended September 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Shoreacres, Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Shoreacres, Texas' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information.
- 3) Schedule of Funding Progress TMRS.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Shoreacres, Texas' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Schedule of expenditures of federal awards.

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the

financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

#### **Management Responsibilities**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on March 22, 2014.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial

statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

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

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those

charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

#### Audit Procedures—Compliance

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

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Shoreacres, Texas' major programs. The purpose of these procedures will be to express an opinion on City of Shoreacres, Texas' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

#### Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Pattillo, Brown & Hill, L.L.P. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of

any such request. If requested, access to such audit documentation will be provided under the supervision of Pattillo, Brown & Hill, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

We expect to begin our audit on approximately February 25, 2014 and to issue our reports no later than April 12, 2014. John K. Manning is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$28,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2010 peer review report accompanies this letter.

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

Very truly yours,

Pattillo, Brown & Hill, L.L.P.

John K. Manning, CPA

JKM/ad

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This letter correctly sets forth the understanding of City of Shoreacres, Texas.
Management Signature:
Title:
Date:
Governance Signature:
Γitle:
)ate:

#### RESOLUTION No. 2013-120 CITY OF SHOREACRES

A RESOLUTION APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO CONTRACT FOR MOWING SERVICES; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

\* \* \* \*

WHEREAS, the City of Shoreacres owns and maintains public parks, street medians, and other public buildings and facilities which require regular grass mowing; and,

WHEREAS, the City has budgeted funds for outside contract services to accomplish such mowing. NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

THAT the City Council hereby approves and authorizes the City Administrator to enter into a one year agreement or contract for mowing services.

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

This Resolution shall take effect immediately upon passage.

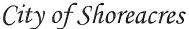
PASSED AND APPROVED, this 26th day of August, 2013.

				CITY OF SHOREACRES
	(CITY S	EAL)	Ву:	
ATTEST:			_,	Matt Webber, Mayor
ATTEOT.				
David K. Stall, CFM City Secretary				
City Secretary				

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# **MEMORANDUM**





601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax

DATE: August 12, 2013

TO: David K. Stall, City Administrator

CC:

FROM: David L. Sutton, Public Works Director

**REF:** Mowing Contractor Quotes

Five contractors have been selected to quote the mowing of City facilities and parks. The following contractors are listed below with contact information and the quote that was received in writing:

#### Michael's Irrigation and Landscaping

Michael Walker 17515 Dinghy Court Crosby, Texas 77532 Office 281-328-5662 Cell 281-948-4343

Quote Amount \$33,075.00/year

#### Holloway Lawn Maintenance

Brad Holloway PO Box 1752 La Porte, Texas 77532 Office 281-4713659 Cell 713-851-0377

**Quote Amount \$34,485.00** 

#### Gabby's Tree Service

Gabby De La Garza 225 W. 5<sup>th</sup> St. Deer Park, Texas 77536 Office 281-479-2874 Cell 832-731-6338

Quote Amount \$22,500.00/year

#### ABC Home and Commercial Services

Carlos Macias 8448 N. Sam Houston Pkwy. W Houston, Texas 77064 Office 281-730-9500 Cell 281-635-8490

**Quote Amount \$26,155.00** 

Rideau's Lawn and Sprinkler

15821 Kimerberlee St. Houston, Texas 77049 Office 713-455-5955

**Quote Amount \$39,900.00** 

Also attached are the quotes submitted by each contractor listed above. Please let me know which contractor has been selected and when Public Works may proceed.

David Sutton Director of Public Works City of Shoreacres



15821 Kimberlee Street Houston, TX 77049 (713) 455-5955



www.lawn-sprinkler.com

Texas License # 007248

# Contract Proposal for: Lawn

## **Maintenance**

Cut, edge & blow -21 services Shore acres blvd.

Cut, edge & blow -21 services City Hall, garden & Police Sta.

Cut, edge & blow -21 services Heron park

Cut, edge & blow -21 services Circle Park

Cut, edge & blow -21 services Miramar park

Cut, edge & blow -21 services Water plant Bayou forest dr.

Cut, edge & blow -21 services Pump station

Cut, edge & blow -21 services East & West bayou

Cut, edge & blow -21 services Residential lot

Final Payment (Monthly) \$1,900.00

Total Cost Yearly contract \$39,900.00

## Joseph Rideau

# Financial Considerations

#### Frequency Chart

Lawn	J	F	М	A	M	J	J	A	S	0	N	D	Total:	Price:	Annual	T
Maintenance	a	ę	a	p	a	u	u	u	е	С	0	e	Applications/Treatments	Per Service	Total \$	Initials
	n	b	ľ	r	у	n	1	g	р	t	γ	c		Monthly		
Signature																
Lawn Maint.	1	2	2	2	2	2	2	2	2	2	1	1	21	\$2,179.58	\$26,155.00	X.
Supervisor																
Visit			1		1			1			1		4	\$0	\$0	X.
Total Dollars															\$26,155.00	

<sup>\*</sup>All above prices quoted in this agreement will be taxed unless otherwise noted.

Annual contract price \$26,155.00(plus tax) payable at minimum of Twelve (12) monthly installments of \$2,179.58 monthly (plus tax)



Formal Invitation to Join Our Team Accepted:

By:  ABC Home and Commercial Services  Commercial Division	By:  City of Shoreacres Authorized Agent
Date: August 12, 2013	Date:

# Gabby's Tree Service



8/12/13 Date 225 West Fifth St., Deer Park, TX 77536 832-731-6338

## Quote

SERVICE PREFORMED FOR	
City of Shoreacres	
ADDRESS, CITY, STATE, ZIP	
601 Shoreacres Blvd, Shoreacres, Texas 77571	
contact	
David Sutton 832-771-4246	
DESCRIPTION	Price
Mowing Maintenance	
Mow, edge and weed eat at the following locations:	
City Hall Garden, City Hall, Police department, Water Plant #1,	
Circle Park, Water Front at Mira Mar, East & West Bayou, Heron Park,	
Shoreacres Blvd Median & Water Plant #2	
Annual Contract of 21 Mowings.	22,500.00
Payable per month \$1,875.00	
This quote price is good for 3 years with no increase	
TOTAL	\$22,500.00

Thank You

RECEIVED BY

DATE



# Michael's Irrigation & Landscaping Dependable – 32 Yrs. Experience www.Michaelsirrigationandlandscaping.com

### Proposal AND ACCEPTANCE

17515 Dinghy C Bus. #: 281-328- State License #8	·5662 / C	rosby, Texas Cell #: 281-94			e Estimates lable Insured		
SUBMITTED TO			PHONE/FAX		DATE		
City of Shore Acres		:	Phone 281-470-6451 August 12, 201				
			Office:		,		
STREET 601 Shore A	Acres blvd.		JOB NAME				
			Lawn Service	ce Contract			
CITY STATE AND ZIP (	CODE		JOB LOCATIO	ON			
Shoreacres, Texas 77:	571						
ARCHITECT	DATE OF	PLANS	dsutton@city	ofshoreacres.us	Cell		
Cut, edge & blow -21	services services services services services services services services	Shore acres City Hall, g Heron park Circle Park Miramar pa	s blvd. garden & Police ark t Bayou forest on st bayou		nce		
Note; All cuttings w All material specified above workmanship manner for th Acceptance of Pro The above prices, speci	is guaranteed to total sum of posal—fications and the specifications are the specifications.	with the above f: \$ 33,075.00 ad conditions fied work abo	work performed are satisfactor _, authorize N	in accordance, and ry and are hereb Iichael Walker (	y accepted on f Michael Irrigation &		
Date of Acceptance			Signature				



#### HOLLOWAY LAWN MAINTENANCE PO. BOX 1752 LAPORTE, TEXAS 77572-1752

Maintenance Bid For City of Shoreacres 601 Shoreacres Blvd. Shoreacres TX. 77571-7262

#### Detailed scope of work

Maintain lawn and Landscape
Mowing(21) services per year.
Edging(21) services per year.
Pruning of Hedges(0) services per year.
Fertilizer(0) services per year.
Flower bed Maint(0) services per year.
Weedkiller for all flat area(21) services per year.
Weedkiller for fence Line(0) service per year.
Clean up trash and Landscape trimmings will be done on every service
Weekly inspection of water system and landscape report any problems
to office.
Yearly Maintenance Contract will be \$34.485.00 Tax LP. \$ 2845.00
Payable at \$3111.00 Per month for (1) Year
Shoreacres
Holloways Lawn

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