



# The City of Lago Vista

*To provide and maintain a healthy, safe, vibrant community, ensuring quality of life.*

## **AMENDED AGENDA CITY COUNCIL REGULAR MEETING THURSDAY, SEPTEMBER 15, 2016**

**NOTICE IS HEREBY GIVEN** that the Lago Vista City Council will hold a Regular Meeting on Thursday, September 15, 2016, at 6:30 p.m. in the City Council Chambers at City Hall, 5803 Thunderbird, Lago Vista, Texas, as prescribed by V.T.C.A., Government Code Section §551.041, to consider the following agenda items. Items do not have to be taken in the same order as shown in the meeting notice.

### **CALL TO ORDER, CALL OF ROLL, INVOCATION AND PLEDGE OF ALLEGIANCE**

**CITIZEN COMMENTS:** In accordance with the Open Meetings Act, Council is prohibited from acting or discussing (other than factual responses to specific questions) any items not on the agenda.

### **PRESENTATIONS**

1. Introduction of Kelly Purkey, Balcones Refuge Manager

### **PUBLIC HEARING**

2. Consider approval of Ordinance No. 16-09-15-03; An Ordinance of the City of Lago Vista, Texas adopting the “Lago Vista Rusty Allen Airport Action Plan”; providing for related matters; finding and determining that the meeting at which this Ordinance is passed is open to the public as required by law.
3. Public hearing and consider approval of Ordinance No. 16-09-15-05; An Ordinance of the City Council of the City of Lago Vista, Texas approving an annual assessment plan (SAP) update and amendment to the SAP for the Tessera on Lake Travis Public Improvement District (PID).

**ACTION ITEMS** (action and/or a vote may be taken on the following agenda items):

4. A. Consider approval of Ordinance No. 16-09-15-01, An Ordinance of the City of Lago Vista, Texas adopting a Budget for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017; appropriating the various amounts thereof, and repealing all

Ordinances or parts of Ordinances in conflict therewith; and providing for an effective date.

- B. Consider ratification of the portion of the FY 2016/17 budget reflecting an increase in property tax revenues.
5. Consider approval of Ordinance No. 16-09-15-02, An Ordinance of the City of Lago Vista, Texas levying Ad Valorem Taxes for use and support of the Municipal Government of the City for the Fiscal Year beginning October 1, 2016 and terminating September 30, 2017; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid.
  6. Consider approval of Ordinance No. 16-09-15-04; An Ordinance of the City of Lago Vista, Texas, amending Appendix A, Fee Schedule, Article 4.000 Business Related Fees, Section 4.500 Health Department Inspection and Permit Fees, Lago Vista Code of Ordinances; providing a savings clause, effective date, and open meetings clauses; and providing for related matters.
  7. Consider approval of Resolution No. 16-1662, A Resolution of the City Council of the City of Lago Vista, Texas, designating certain officials as being responsible for, acting for, and on behalf of the City in dealing with the Texas Parks & Wildlife Department for the purpose of participating in the Local Park Grant Program; certifying that the City is eligible to receive program assistance and that the matching share is available; and dedicating the proposed site for permanent public park and recreational uses.
  8. Discussion, Consideration and Action if appropriate regarding Resolution #16-1663; City of Lago Vista Fiscal & Budgetary Policy Statements for FY16/17.
  9. Discussion and Consideration to reschedule the October 6, 2016 Special Called Meeting to October 13, 2016.

## **CONSENT AGENDA**

All matters listed under Consent Agenda, are to be considered routine by the City Council and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

10. Approval of the following minutes:

April 7, 2016 Special Called meeting;  
August 4, 2016 Special Called meeting and  
August 18, 2016 Regular meeting

## WORK SESSION

11. Report on the Pavement Management System for the City of Lago Vista.
12. Report and Request for Action on recommendation for Dawn Dr. & Camille Ct intersection.
13. Departmental Reports
  - A. Airport Report
  - B. Development Services
  - C. Golf Course
  - D. Library Report
  - E. Municipal Court Report
  - F. Police Department
  - G. Public Works Reports
    - a. Street Department
    - b. Water Loss Report
    - c. Water/Wastewater Treatment
    - d. Utility Department (Water/Wastewater Services)
    - e. Swimming Pool Report
14. Reports/Minutes from City Boards, Committees and Commissions
  - a. July 20, 2016 DRAFT Golf Course Advisory Committee minutes
  - b. July 25, 2016 Parks and Rec Advisory Committee minutes
  - c. July 27, 2016 Planning and Zoning Commission SCM minutes
  - d. July 28, 2016 Planning and Zoning Commission SCM minutes
  - e. August 9, 2016 DRAFT Golf Course Advisory Committee minutes
  - f. August 15, 2016 DRAFT Parks and Rec Advisory Committee minutes

## FUTURE MEETINGS

15. Consider schedule and items for future Council meetings.

## ADJOURNMENT

**IT IS HEREBY CERTIFIED** that the above Notice was posted on the Bulletin Board located at all times in City Hall in said City at 4:40 p.m. on the 12<sup>th</sup> day of September, 2016.

  
Sandra Barton, City Secretary

**THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071, 551.072, 551.073, 551.074, 551.075 OR 551.076.**

**THE CITY OF LAGO VISTA IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST.**

**AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.**

**REMOVED FROM  
BULLETIN BOARD:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By: \_\_\_\_\_

**MEETING DATE:** September 15, 2016

**CALL TO ORDER:**

**AGENDA ITEM: CALL TO ORDER, CALL OF ROLL, INVOCATION AND PLEDGE OF ALLEGIANCE**

Comments:

**ADJOURN:**

**TURN RECORDER OFF**

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote: Raley** \_\_\_\_\_ ; **Sullivan** \_\_\_\_\_ ; **Tidwell** \_\_\_\_\_ ; **R. Smith** \_\_\_\_\_ ;

**Mitchell** \_\_\_\_\_ ; **S. Smith** \_\_\_\_\_ ; **Bland** \_\_\_\_\_

**Motion Carried: Yes** \_\_\_\_\_ ; **No** \_\_\_\_\_

**MEETING DATE:** September 15, 2016

**AGENDA ITEM:** CITIZEN COMMENTS

Comments:

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote:** Raley \_\_\_\_\_; Sullivan \_\_\_\_\_, Tidwell \_\_\_\_\_; R. Smith \_\_\_\_\_;

Mitchell \_\_\_\_\_; S. Smith \_\_\_\_\_; Bland \_\_\_\_\_

**Motion Carried:** Yes \_\_\_\_\_; No \_\_\_\_\_

**MEETING DATE:** September 15, 2016

**AGENDA ITEM:** Introduction of Kelly Purkey, Balcones Refuge Manager

Comments:

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote:** Raley \_\_\_\_\_; Sullivan \_\_\_\_\_, Tidwell \_\_\_\_\_; R. Smith \_\_\_\_\_;

Mitchell \_\_\_\_\_; S. Smith \_\_\_\_\_; Bland \_\_\_\_\_

**Motion Carried:** Yes \_\_\_\_\_; No \_\_\_\_\_



**AGENDA ITEM**

City of Lago Vista

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** David Harrell, AICP, Director

**Subject:** Ordinance 16-09-15-04, an Ordinance adopting the "Lago Vista Rusty Allen Airport Action Plan", Providing for Related Matters; Finding and Determining that the Meeting at which this Ordinance is passed is open to the public as required by law.

**Request:** Public Hearing Legal Document: Ordinance Legal Review:

**EXECUTIVE SUMMARY:**

Please see attached staff report.

This item was before the Council in a workshop format on September 1, 2016.

**Impact if Approved:**

**The City will have an approved growth plan for the Airport and its surrounding environs.**

**Impact if Denied:**

**The City will NOT have an approved growth plan for the Airport and its surrounding environs.**

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**           

**Motion to:**           

**Motion to:**           

**Known As:**

**Ordinance 16-09-15-04, an Ordinance adopting the "Lago Vista Rusty Allen Airport Action Plan"**

**Agenda Item Approved by City Manager**

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# Development Services Department

## STAFF REPORT

### Business Item

**Date:** August 22, 2016

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#### **PRESENTATION SUMMARY**

##### What is an Airport Action Plan

The ultimate goal of the Plan is to provide systematic guidelines for the Airport's overall maintenance, development, and operation. The Plan is intended to be a proactive document which identifies and then plans for future facility needs well in advance of the actual need. It is similar to a Comprehensive Plan for the Airport and its environs.

##### Project History

In consultation with TXDOT Aviation in late 2014, they recommended creation of an Airport Action Plan to update the current 1999 Plan. A Resolution committing funding to this project was approved by the City Council in late 2015 for a total of \$8,000 with the State contributing \$72,000 and retaining control over the project. In January, 2016 the State published an RFQ and the City established a Selection Committee consisting of City Staff, Airport Advisory Board Members, Airport residents, and City Council. This Committee determined selection criteria, reviewed qualifications, rated proposals of candidate firms, and recommended the firm of Parkhill, Smith, and Cooper to the State; which the State later signed a contract with the Firm.

In February 2016, Council established an Airport Plan Action Committee (APAC) consisting of members of City Staff, City Council, Planning & Zoning Commission, Airport Advisory Board, Rusty Allen Airport Property Owners Association, and an Airport citizen member. This Committee was the main group to assist the Consultant in construction of the Plan and will dissolve once the City Council approves the Plan. The Consultant, State, and City agreed on a 17 week timetable for completion of the project which began on May 26, 2016. Since that time the Consultant has met with the AAB and the APAC in several meetings and received input that has been included in the Plan.

On August 25, 2016 in a joint meeting with the Airport Plan Advisory Committee (APAC) and the Airport Advisory Board (AAB) and a later separate meeting with the Planning & Zoning Commission, all recommended unanimous approval of the Ordinance.

##### Airport Action Plan General Information

This proposed Plan consists of the following:

###### Chapter 1 Airport Study

- 1.1 – Introduction
- 1.2 - Airport Inventory
- 1.3 – Airport Management

- 1.4 – Airport Financials
- 1.5 – Aviation Demand Forecasts
- 1.6 - Compliance Review

Chapter 2 Future Use and Development

- 2.1 – Airport Facility Needs
- 2.2 – Airport Development Needs and Recommendations
- 2.3 – Proposed Implementation Program

Appendix 1 – Action Plan Exhibits

Appendix 2 – TXDOT/FAA Reference Documents (Documents to be included at end)

Appendix 3 – Other Reference Documents (Documents to be included at end)

The final draft of the Airport Action Plan is attached with the report. Our consultant will be present to make a presentation and answer any of your questions.

**ORDINANCE NO. 16-09-15-03**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS ADOPTING THE “LAGO VISTA RUSTY ALLEN AIRPORT ACTION PLAN”; PROVIDING FOR RELATED MATTERS; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW**

**WHEREAS**, the Rusty Allen Airport is within the City of Lago Vista, Texas, a home-rule municipality (hereinafter “City”);

**WHEREAS**, the City, in 1999, adopted a plan for maintenance, development and operation; Texas Department of Transportation (TXDOT) Aviation indicated in 2014 that such Airport Master Plan should be updated and modified in accordance with TXDOT and Federal Aviation Administration (FAA) standards and should be called an Airport Action Plan (“Plan”);

**WHEREAS**, the purpose of the Plan is to provide systematic guidelines for the Airport's overall maintenance, development, and operation and is intended to be a proactive document which identifies and then plans for future facility needs well in advance of the actual need.

**WHEREAS**, the City has sought review and inquiry and the opportunity for citizen participation and input in one (1) Town Hall Meeting, three (3) Airport Plan Advisory Committee Meetings, One (1) Airport Advisory Board Meeting, Two (2) Planning & Zoning Commission Meetings, and two (2) City Council Meeting, to be included in the creation of the Airport Action Plan; and

**WHEREAS**, the Airport Plan Advisory Committee, Airport Advisory Board, and the Planning & Zoning Commission have recommended adoption of the Airport Action Plan, and the City Council finding that the adoption of the Airport Action Plan, hereinafter set forth and listed in this Ordinance are reasonable and necessary for the public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:**

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Adoption of the Lago Vista Rusty Allen Airport Action Plan.** The Lago Vista Rusty Allen Airport Action Plan, which is set forth in Exhibit A, attached hereto and incorporated herein, is hereby adopted.

**Section 3. Severability.** It is hereby declared to be the intention of the Council that the sections, paragraphs, sentences, clauses, and phrases of the Ordinance are severable and, if any phrase, sentence, paragraph, or section of this Ordinance shall be declared invalid by the final judgement or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraph, or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

**Section 4. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

**PASSED AND APPROVED** on this 15<sup>th</sup> day of September, 2016.

ATTEST:

**CITY OF LAGO VISTA, TEXAS**

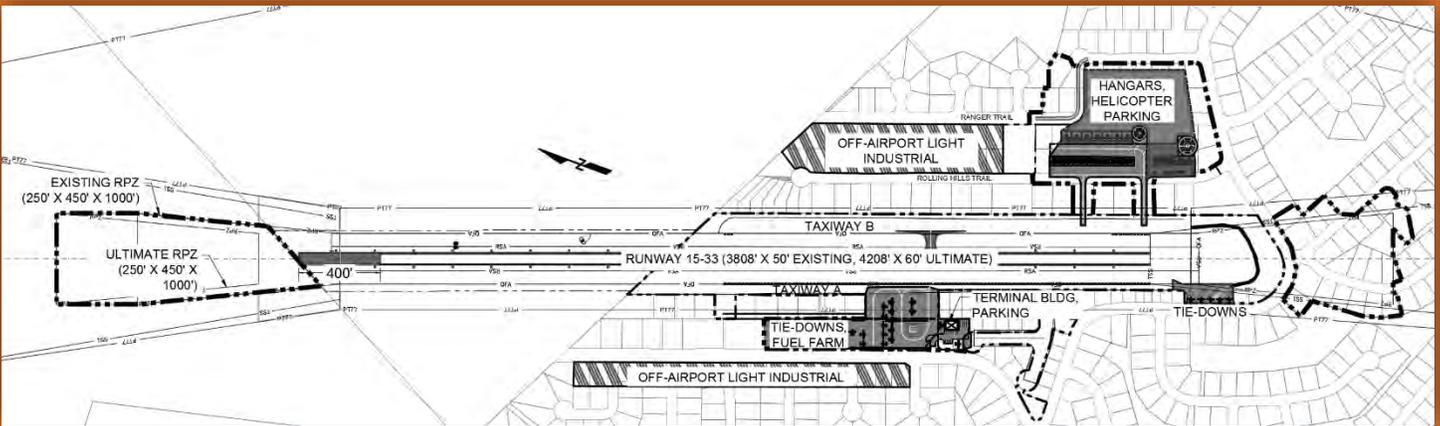
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Sandra Barton, City Secretary

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Dale Mitchell, Mayor

# EXHIBIT "A"



## Lago Vista Rusty Allen Airport Action Plan

The City of

Lago Vista

Sept. 2016

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# Chapter 1 - Airport Study

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## 1.1 INTRODUCTION

This Lago Vista – Rusty Allen Airport Action Plan was initiated as a tool for the great community of Lago Vista, to get the airport stakeholders together, understand where the airport has been, where it is now, and develop a plan for where it should be in the future. TxDOT Aviation Division has included this Airport Action plan into the State’s Capital Improvement Program (CIP), using FAA Airport Improvement Program funds. This planning project was publicly advertised through TxDOT Aviation and selection of the consultant was made by representatives of the airport appointed by the City of Lago Vista, who owns and operates the airport, also known as the Airport Sponsor. TxDOT Aviation Division has funded the Action Plan at 90 percent of the total project cost, with the remaining 10 percent funded by the City of Lago Vista. The City selected Parkhill, Smith & Cooper (PSC), a Texas Architecture and Engineering Company with an office in North Austin based on the scoring criteria, and in February 2016, TxDOT Aviation notified PSC they were selected.



Airport Action Plan

Lago Vista – Rusty Allen Airport



### 1.1.1 PROJECT TEAM

The City has formed an Airport Plan Advisory Committee (APAC) to be responsible for reviewing materials, providing input and feedback on the airport plan, and to make the final recommendation for implementation to the Airport Advisory Board, the City Planning and Zoning Commission, and to the Lago Vista City Council. The APAC includes representation from the Rusty Allen Airport Property Owners Association (RAAPOA), the Airport Advisory Board, the Planning and Zoning Commission, City Staff and City Council. Airport users and neighbors were encouraged to participate in the planning process by attending the public meetings where the planning document was introduced, reviewed and discussed. The project kicked off with a town hall meeting and the first APAC meeting, both open to the public. There were a total of three APAC meetings and two Planning and Zoning Commission meetings where the plan was presented and discussed.

The project team that was instrumental in completing this project was:

- City Airport Plan Advisory Committee (APAC)
  - City of Lago Vista
    - Airport Manager/Director of Development Services: David Harrell
    - City Manager: Melissa Byrne-Vossmer
    - City Council Liaison: Rodney Cox
    - Planning Zoning Commission Liaison/Airport User: Jim Moss
    - Airport Advisory Board
      - Airport Advisory Chair/Rusty Allen Airport POA Representative: Don Barthlow
      - Board Member/Airport User: Linda Bush Warren
  - Citizen Member: Jim Awalt
- TxDOT Aviation Division Planning Project Manager: Michelle Hannah
- Planning Consultant: Parkhill, Smith & Cooper
  - Planning Subconsultant: McFarland Architects
- Public participants from the Lago Vista Community



*Figure 1 - June 22nd APAC Meeting*



Airport Action Plan

Lago Vista – Rusty Allen Airport



### 1.1.2 ACTION PLAN COMPONENTS

An action plan is essentially a miniature Airport Master Plan. An Airport Master Plan develops a 20 year plan for the airport. This Airport Action Plan effort will focus on approximately the next decade, but needed improvements may be identified which will extend beyond. This Airport Action Plan is not meant to be a concrete plan that the City or TxDOT is committed to implementing, nor is it meant to be. As opportunities, needs and funding evolves through the years, adjustments will likely be needed, but this action plan will be the foundation and guidance for future development to get the Lago Vista – Rusty Allen Airport from where it is now to where it needs to be.

The City recently completed a Comprehensive Plan dated to the year 2030. To align with the Comprehensive Plan, there will be references in this Airport Action Plan to 2030. Funding availability from both the City and TxDOT aviation will help determine the programming of airport developments.

This action plan will also include an update to the Airport Layout Plan including the Airport Layout Drawing (ALD), the inner approach airspace drawing, and an updated property map. These are standard FAA documents and will be a tool for TxDOT and the City to easily see existing and future conditions at the airport. These will be completed once this plan is approved by City Council.

An initial step in the preparation of this Action Plan (Plan) was to collect data pertaining to the airport and the area it serves. An inventory of the airport was accomplished through physical observation of existing facilities, interviews with airport users, city staff, and a review of previous airport studies and records. This chapter summarizes the airport’s background, an inventory of the airfield, a review of airport management, aviation forecasts, and compliance review.

### 1.1.3 ACTION PLAN SCHEDULE

This action plan was a crucial project for the City as development has continued to increase around the airport. The City needed to act soon to put a plan in place for property acquisition and reserve areas for future expansion of the airport or future development would be very limited. This project was an accelerated effort to attempt to get a plan in place before the next fiscal year and to align with efforts of the recently completed City 2030 Comprehensive Plan. Below is the action plan schedule.

APAC Kickoff Meeting / Town hall	Thursday, May 26, 2016
APAC Meeting	Wednesday, June 22, 2016
Planning and Zoning Meeting	Thursday, June 23, 2016
Near Final APAC And Airport Advisory Meeting	Wednesday, August 3, 2016
Final APAC and Airport Advisory Meeting	Thursday, August 25, 2016
Final Planning Zoning Meeting	Thursday, August 25, 2016
City Council Presentation	Thursday, September 1, 2016
City Council Motion to Adopt	Thursday, September 15, 2016



#### 1.1.4 AIRPORT LOCATION AND ACCESS

The Lago Vista – Rusty Allen Airport (RYW) is situated in the northern part of the City of Lago Vista, in Travis County, Texas. It is northwest of Austin, about a 35 mile drive to downtown. The City of Lago Vista is adjacent to Lake Travis in the beautiful Hill Country of Central Texas.

Being somewhat removed from the exploding population of the greater Austin area, Lago Vista has maintained a small town feel while enjoying fairly easy access to Austin and the Austin-Bergstrom International Airport (AUS). This access has been increased with the expansion of the 183A Toll Road to north of FM 1431, which is the primary arterial through Lago Vista. It begins east at I-35 in Round Rock and ends 55 miles northwest of Lago Vista at Lake Buchanan.

The existing signage and access to the airport is off of FM 1431, heading northeast on Bar K Ranch Road for approximately 1.5 miles. Bar K Ranch Road has steep grades. A recent construction project at the airport had issues with concrete trucks spilling concrete on the roadway due to its grade. There is one alternate route from FM 1431 to the airport, but without signage for airport access. The alternative access is through Bison Road, which is 1 mile further west on FM 1431. The slope along Bison Road is less than Bar K, but the pavement along Bison is starting to deteriorate, and with limited funds, the City does not want to increase the demand on infrastructure by signing Bison as the primary access to the airport. To prevent future issues with hauling materials on Bar K, the City may want to consider instructing contractors to use an alternative route. The City's 2030 Comprehensive Plan shows a future, new minor arterial which would provide better access to and from the airport.

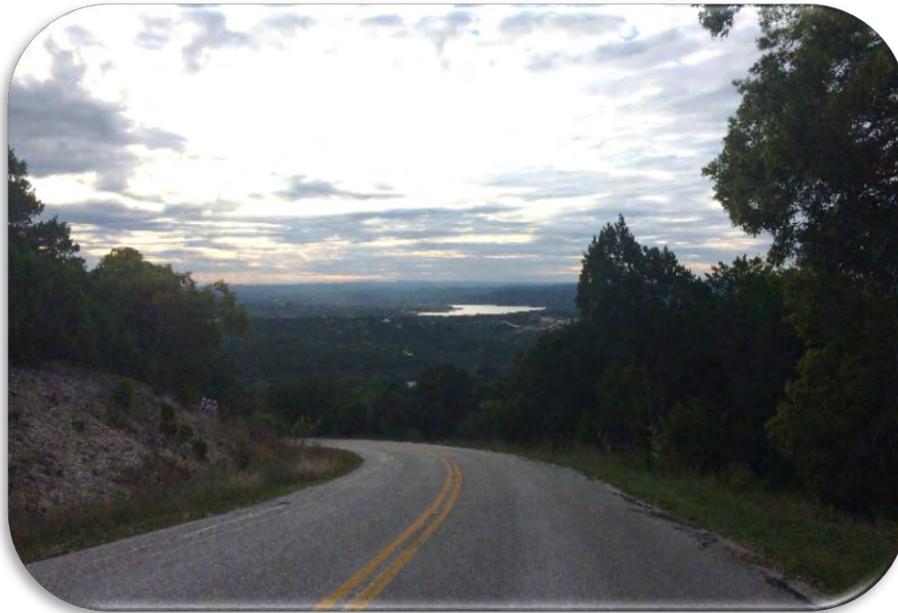


*Figure 2 - Google Street View at FM 1431 and Bar K Ranch Road, primary access to the airport*



### 1.1.5 AREA TOPOGRAPHY

Lago Vista is in the central Texas “Hill Country” and lives up to the name. The City of Lago Vista is full of varying topography which allows for several beautiful views of Lake Travis and rolling hills. The airport is situated on top of a hill, which reduces airspace encroachment concerns and provides for some great views.



*Figure 3 - View from Bar K Ranch Road near the Airport with view of Lake Travis*

### 1.1.6 CLIMATE

Lago Vista has fairly mild winters and hot, humid summers. The mean maximum temperature in the hottest month (July) is 98 degrees. The average annual rainfall average for Lago Vista is 30 to 35 inches. 2016 has been a record setting year of rainfall and as of June 2016, Lake Travis was at 117 percent capacity, which is a drastic change from recent years. Early in 2015, the lake was approximately 70 feet below June 2016 levels.

### 1.1.7 AIRPORT HISTORY

The Rusty Allen Airport began as Bar K Airport back in 1951 to serve a local dude ranch. The runway was paved and lengthened to 3,804 feet, its current length, in 1968 by National Resort Communities (NRC), the original developer of what is now the City of Lago Vista. In 1986, NRC platted the Bar-K Airport subdivision and began selling the adjacent lots. NRC sold the airport along with golf courses and other properties to Taiyo Corporation, a Japanese real estate company, in 1990. Taiyo resurfaced the runway and constructed the tie-down apron.



In 1993, Taiyo experienced financial difficulties and the airport was offered to the City. A committee was formed by the City, chaired by George Eeds, to analyze the offer and make a recommendation. The recommendation was that the airport was a valuable asset to the City and should be acquired but should include the tie-down apron. The City agreed with the recommendation, but did not have the resources to pay \$12,000 in back taxes and closing costs. The City was also weary of the ongoing maintenance costs. The property owners surrounding the airport decided to form the Bar-K Airport Property Owners Association (now, the Rusty Allen Airport Property Owners Association, RAAPOA) and partner with the City to help it acquire the airport. In 1994, the POA wrote the City a check for \$12,000 to cover the back taxes and closing costs and established an agreement with the City to help with ongoing operation and maintenance. That same year, the runway and taxiway were conveyed to the City of Lago Vista and the City renamed the airport in memory of late Mayor Rusty Allen, who contributed significantly to the Lago Vista community and was a large supporter of the airport. The renaming took place in approximately one minute at a City Council meeting, unbeknownst to Mayor Allen.

The northern third of the runway was being used based on a lease with the U.S. Fish and Wildlife Service for operation of the runway, but the lease was with the original developers. Soon after the City took ownership of the airport, it was determined that the runway lease needed to be succeeded to the City. In 1995, the lease was transferred to the City to allow the City continued use of the land. That same year, the FAA included the airport in the National Plan of Integrated Airport Systems (NPIAS) and TxDOT included the airport in the Texas Airport System Plan (TASP). This allowed the City to use FAA funds through TxDOT Aviation for airport improvements. According to aerial images taken in 1995, there were 16 hangars on the airfield. Now there are 49, more than three times as many. The City continues to own only the runway, taxiways, and the small tie-down apron. Private development has continued as evidenced by the growth in hangars.

The partnership between the City of Lago Vista and the RAAPOA that made City acquisition of the Airport possible continues today.

Note: Airport history was obtained from a collaboration of news articles put together by George Eeds.



## 1.2 AIRPORT INVENTORY

Existing facilities at the Airport are divided into three categories: airfield, landside, and support facilities. Airfield facilities include areas such as runways, taxiways and aprons. Landside facilities include areas such as hangars, airport buildings and auto parking. Support facilities include emergency services, utilities and miscellaneous facilities that do not logically fall into either airfield or landside facilities.

### 1.2.1 AIRFIELD FACILITIES

#### Airport Reference Code (ARC)

According to the existing Airport Layout Plan (ALP), the airport is classified as a B-I. The “B” indicates the Runway’s Aircraft Approach Category, or Approach Speed, of greater than 91 knots, but less than 121 knots. The “I” represents the Airplane Design Group (ADG) for the largest aircraft expected to operate at the airport and is determined by wingspan and tail height. The pavement is rated for 12,500 pounds and by FAA definition, aircraft weighing 12,500 pounds or less, are classified as “small”. Therefore, the full ARC for the Airport is B-I (small).

Aircraft expected to use the Lago Vista - Rusty Allen Airport may include aircraft greater than an ARC of B-I small. However, the existing airfield features prevent an upgrade in the ARC. This will be discussed further in Chapter 2, but it is recommended that the City considers the ARC of B-I (small) a permanent classification.

#### Runway

The existing runway is published as Runway 15-33 and is 3,808 feet long by 50 feet wide. The existing runway is an asphaltic concrete pavement, in good condition, as it was recently rehabilitated with a surface treatment through a TxDOT Aviation Capital Improvement Grant project.



*Figure 4 - Runway 15-33*



The FAA Advisory Circular 150/5300-13A was used to develop the runway standards below:

Table 1 - Runway Standard Dimensions (ARC B-I small)

Runway Feature	Dimension	Standard Value (ft)
Runway Width		60 ft
Runway Safety Area (RSA)		
	Length Beyond End	240 ft
	Width	120 ft
Runway Object Free Area (ROFA)		
	Length Beyond End	240 ft
	Width	250 ft
Runway Object Free Zone (ROFZ)		
	Length Beyond End	200 ft
	Width	250 ft
Runway Protection Zone (RPZ)		
	Length	1000 ft
	Inner Width	250 ft
	Outer Width	450 ft
Runway Centerline Separation to:		
	Holding Position	125 ft
	Parallel Taxiway/Taxilane Centerline	150 ft
	Aircraft Parking Area	125 ft

### Taxiways and Taxilanes

The existing taxiway system at the Lago Vista – Rusty Allen Airport includes two partial parallel taxiways, either side of the runway along with other hangar access taxiways which feed into the parallel taxiways. Most of the taxiways are asphaltic concrete pavement and have been recently rehabilitated with a surface treatment and restriped. In 2016, a project was completed to reconstruct the south end of the west parallel taxiway. This pavement was reconstructed with portland cement concrete.



Figure 5 - West Side Taxiway connecting hangars to the west side parallel taxiway





Figure 6 - West Side Parallel Taxiway (looking south)

The Taxiway Design Group (TDG) for all taxiways at the airport is 1A. This is evident based the existing aircraft using the airport and the existing taxiway dimensions. TDGs are classified from 1A to TDG 7 and are based on the main gear width and cockpit to main gear dimension. The TDG only affects taxiway design including width and taxiway intersections. Airplane Design Group (ADG) is used to determine Taxiway Safety Areas and Taxiway Object Free Areas. See below for the standard taxiway dimensions for the Lago Vista – Rusty Allen Airport, with a TDG of 1A and an ADG of I.

Table 2 - Taxiway Standard Dimensions (ADG I, TDG 1A)

Taxiway Feature	Standard Value (ft)
Taxiway/Taxilane Width	25 ft
Taxiway/Taxilane Safety Area Width	89 ft
Taxiway Centerline to Parallel Taxiway/Taxilane Centerline	70 ft
Taxiway Centerline to Parallel Taxiway/Taxilane Centerline	70 ft
Taxiway Centerline to Parallel Taxiway/Taxilane Centerline	70 ft
Taxiway Centerline to Fixed or Movable Object	44.5 ft
Taxilane Centerline to Parallel Taxilane Centerline	64 ft
Taxilane Centerline to Fixed or Movable Object	39.5 ft
Taxiway Wingtip Clearance	20 ft
Taxilane Wingtip Clearance	15 ft
Taxiway Shoulder Width	10 ft



## Aprons and Aircraft Parking

There are currently 11 aircraft tie-downs on the City owned tie-down apron. There is one vehicle parking lot, but access is limited as it is accessed through setbacks on private property or by driving on the west side parallel taxiway. Most of the tie-downs are currently occupied long term, which makes it very difficult to accommodate itinerant traffic, those that may use the airport, but are not based at the airport. Itinerant traffic is beneficial as it can allow people to visit the airport and the City, spending money in fuel, food, lodging, and shopping, thereby boosting the local economy. Without space for itinerant traffic, the City may be missing out on opportunities to benefit the community.



*Figure 7 - Tie-Down Apron*

## Airfield Lighting

Airfield edge lighting systems are categorized as low, medium, or high intensity. The color of the lights is also important as it indicates to pilots where they are in the airport environment. For example, runway edge lights are white and taxiway edge lights are blue. RYW has a medium intensity runway edge lighting system, which is pilot controlled by keying the microphone inside of the aircraft. The taxiways, apron and taxilanes are not lit.



*Figure 8 - Existing Runway Edge Light*



## Airport Navigational Aids

Airport Navigational Aids, or NAVAIDS, provide navigational assistance to aircraft for approaches to an airport. NAVAIDS are classified as visual approach aids or instrument approach aids; the former providing a visual navigational tool and the latter being an instrument-based navigational tool. The types of approaches available at an airport are based on the NAVAIDS provided. The following sections describe existing NAVAIDS at the Airport.

### Visual Approach Aids

The Airport has two forms of visual approach aids. A two-box Precision Approach Path Indicator (PAPI) is located at each runway end and an Airport Beacon is located on the west side of the runway at the northwest corner of the tie-down apron. PAPIs give glide slope information to pilots on final approach by displaying sequences of different colored lights to maintain a safe glide slope for landing.



*Figure 9 - Runway 33 PAPIs*



*Figure 10 - Airport Rotating Beacon*

### Instrument Approach Aids

The airfield does not currently have instrument approach aids, but Runway 15 does have an instrument approach procedure, which can be used when the visibility and cloud ceiling are below minimums for Visual Flight Rules (VFR) conditions. **Table 1A** details the approaches currently available at the Airport. It was confirmed with FAA Flight Procedures Team that on January 5<sup>th</sup>, 2017, the airport is scheduled to have a non-precision instrument GPS approach to Runway 33.



Table 3. Instrument Approach Procedures

Approach Name	Runway End Serviced	Approach Minimums		
		Ceiling (feet)	Visibility	(statute miles)
RNAV LP MDA	15	1600		1
RNAV LNAV MDA	15	1620		1
RNAV Circling	15	1700		1
GPS Anticipated 1/5/2017	33			

Other NAVAIDS

The airport also has Automated Weather Observation System (AWOS III) providing real-time weather information, located east of the runway. The wind sensor on the AWOS requires certain separation from obstructions which could impact wind readings. An exhibit has been included in the appendices including guidance for development surrounding the AWOS. Future development considerations should include provisions to prevent obstructions to the wind sensor.



Figure 11 - Lago Vista AWOS III located east of the runway.



## 1.2.2 LANDSIDE FACILITIES

### Hangars and Other Buildings

There are no on-airport, City owned hangars. All based aircraft users with hangars are through-the-fence (TTF) operators, private property owners with hangars and access to the airfield. The City has a master access agreement with the Property Owners Association for access to the airport. The City and other stakeholders have expressed the need for City owned hangars, a terminal building, and better restrooms. The existing public restroom is a portable style restroom.



*Figure 12 - Existing Public Restroom*

### Aviation Services

A fixed based operator (FBO) is an individual or a business that offers aviation-related services such as flight instruction, aircraft rental, aircraft maintenance, hangar/tie-down storage, and aircraft fueling to airport users. Currently, Lewis Ventures, is the only on-airport business. It owns and operates the airfield fuel service, with AvGAS only, and it is self-serve. While technically an FBO by definition, it does not provide on-airport staff or any other service. The fuel provider currently pays the City \$1 per year per the current agreement. There are no other on-airport FBOs. However, through existing through-the-fence agreements there are some services offered by property owners including flight training, aircraft repair, and maintenance.





*Figure 13 - Existing Self Serve Fueling Station (AvGAS only)*

#### Airport Access and Vehicle Parking

There is one official public entrance and one unpaved access point through a vacant lot. There is one lot available for vehicle parking, but it is not near the entrance. It is off of the taxiway and there is no roadside access or signage to the parking lot. Other than this, there are no designated parking areas on the airfield. Part of the development plan includes possible areas for a defined airport entrance with vehicle parking.



*Figure 14 - Existing Vehicle Parking Lot Aerial View*





*Figure 15 - Existing Vehicle Parking Lot Elevation View*

Adjacent to the fueling station, the city also has a covered picnic area with a bulletin board.



*Figure 16 - Existing Public Picnic Area*



Other

The Balcones Canyonlands, conservation land and trail is north of the airport, with gated access to a fire access road to the airport.

### 1.2.3 AIRPORT SUPPORT FACILITIES

#### Public Transportation/Loaner Car

Currently, there are no public transportation options for visitors flying in to the Airport. Having some sort of transportation option at the airport would help attract visitors and could increase tourism revenue for local businesses. Many general aviation airports, similar to Lago Vista, provide a loaner car for pilots, usually an old police vehicle. The City should consider providing a loaner car to attract visitors and allow them to experience all Lago Vista has to offer. This has potential to not only increase City revenue through fuel sales, but will have an economic benefit to the Lago Vista community as well.

#### Emergency Services

Lago Vista Police and Fire service from Travis County ESD #1 currently serve the airport area. The residents of the airport have voiced potential for a partnership with a local fire district to provide service at the airport, possibly developing some permanent use at the airport such as a post or training facility of some sort. The nearest public heliport for medical use is at the Cedar Park Regional Medical Office, approximately 15 miles east of Lago Vista.

The City should contact the local fire authority, police, and local ESD and see if a possible partnership for access through the Airport or the Airport environ would be needed or useful, and if it's feasible. Also will need to coordinate with the Balcones Canyonlands fire services staff.

#### Airport Maintenance

Airport maintenance is provided by the City and through use of TxDOT Aviation's Routine Airport Maintenance Program (RAMP), which reimburses the City 50 percent of maintenance costs up to \$50,000. Airport maintenance activities eligible for RAMP would include herbicide, pavement maintenance, drainage, sweeping, lighting bulb replacements, NAVAID repair and maintenance, AWOS maintenance, City owned hangar repairs and maintenance, airport entrance signs and landscaping, fencing, gates and openers, and small capital improvement projects (terminal buildings, utility projects, parking, airfield expansion, etc).

#### Airport Fencing

The Airport is currently not fenced. There is a gate at the main entrance, but there is another unofficial entrance through a vacant lot. During the kickoff meeting, one of the users mentioned the need for better security as he had seen unauthorized use of airfield pavement by people with no aeronautical purpose. Airport security is an important feature for an airport. FAA standards for airport design intends to minimize mixed pavement used for aircraft and ground transportation. In general terms, aircraft and cars



do not mix. Besides allowing direct access to and from hangars by those of aeronautical intent, airfield pavement should be used for landing, departing, and taxiing, only. Exceptions would include airfield inspections, construction, and maintenance activities. Keeping a secure airport perimeter with vehicular gates reduces unauthorized use of airfield pavements. Keeping a secure airfield also prevents accidental entrances to the airfield, especially the runway area, reducing risks of incursions. Airport security also protects the City and TxDOT/FAA's investment in NAVAID's, lighting, and other equipment. At minimum, the City should consider vehicular access gates to prevent unauthorized ground transportation from using airfield pavement, whether accidental or purposeful.

Currently, there is an unofficial entrance through a vacant lot by the F-4 Phantom Airport sign, not collocated with the official airport entrance. This unofficial access to the airport property increases chances for unauthorized access onto the airport by non-aeronautical users.

## Utilities

Utilities and public services provided at the Airport include:

- Water – City of Lago Vista provides this service to the airport and its users.
- Sanitary Sewer: The City provides sanitary sewer as well.
- Electricity: Pedernales Electric Cooperative offers electric service to the airport.

Overhead power lines provide much of the electrical power to structures on the airport, but electricity to airfield elements are through a buried circuit.

There are also on-airport stormwater facilities owned by the City.

**Airport Signage.** Guidance signs to the Airport are located on FM 1431 at Bar K Ranch Road and at the intersection of Bar K and Timber Trail, and the welcome airport sign is a mounted F-4 Phantom, see figure below. It is confusing when traveling north on Bar K, whether to turn right or stay on Bar K to get to the airport entrance. The Airport could use a standard airport with arrow sign at the stop sign at Rawhide Trail and Bar K Ranch Road.





*Figure 17 - F-4 Phantom Airport Sign*



Airport Action Plan

Lago Vista – Rusty Allen Airport



#### 1.2.4 AIRSPACE

The FAA is responsible for the control and use of navigable airspace within the United States. Aircraft in flight, whether approaching or departing an airport, are subject to varying degrees of FAA control depending on location and meteorological conditions. These levels of control are called airspace classes. The alphabet characters A through G distinguish classes, with A being most restrictive and G being “uncontrolled” airspace. Each class has a unique shape and rules that govern such things as visibility minimums and cloud clearances. Lago Vista – Rusty Allen Airport is shown on the San Antonio Sectional Chart and is in Class E airspace, with Class G below 700 feet above ground level at the airport location.

Traffic flows at the Airport are standard, left-hand patterns. Airport users report that the majority of aircraft land and takeoff from Runway 15.

#### 1.2.5 LAND USE PLANNING AND ZONING

The following land use and zoning discussion focuses on four areas:

- Airport Environs zoning and land use.
- Surrounding area zoning and land uses.
- Protection of airport airspace.
- Ownership/control of airport runway protection zones to enhance the safety of people and property on the ground.

#### Existing Airport Environs Zoning and Land Use

The airport property itself is zoned C-4, Airport Commercial. According to the City documents, the purpose of this district is to include land within City limits to “be used for the commercial development of an airport, to include aircraft operating and refueling areas, hangars, and ramp space related to aviation” and for financial, administrative, and business services compatible with the airport. There are also properties adjacent to the airport with access to the airport zoned C4. Most of these lots are occupied by hangars or hangar homes. This zone includes required front setbacks for a majority of the lots, and a rear setback without a front setback for the remaining lots. If living area is included on the lot, the minimum required living area is 750 sf. There are four lots with access to the airport which are undeveloped and are zoned RR-A, Restricted Single Family with Aircraft, allowing for a hangar home with through-the-fence access. The required front and rear setbacks are 25 feet, which is to allow shared taxiway access to the parallel taxiway.



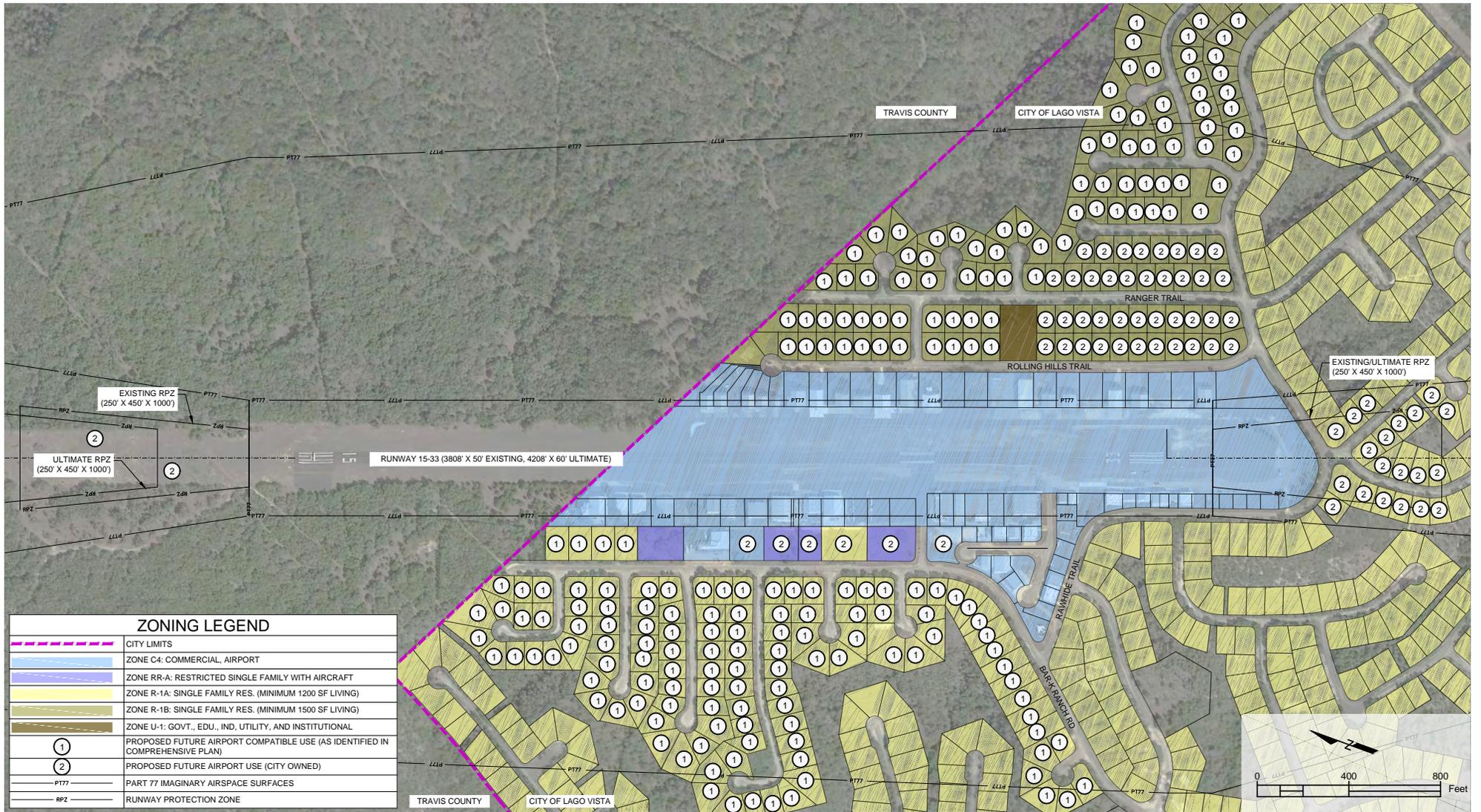
## Surrounding Area Zoning and Land Use

The area surrounding the north third of the runway and continuing off the north end of the airport is outside of city limits, in unincorporated Travis County. The lots surrounding the southern two-thirds of the runway, outside the airport environ, are zoned R-1A and R-1B, single family residential, with minimum 1,200 sf and 1,500 sf living area, respectively. The recently completed City 2030 Comprehensive Plan recommends rezoning many of the residential lots to the west and east of the runway as airport compatible industrial use. It recommended most of the area to the south of the airport be converted to conservation/parkland as the steep slopes make the area generally undevelopable.

The FAA does not have a clear policy for land use compatibility zoning. The FAA recognizes that zoning is a local effort. California and Washington state have both developed and started using Airport Impact Zones for general aviation airports as a land-use compatibility tool. Their approach would align with the approach in the Comprehensive Plan, to rezone the areas to the sides of the runway to industrial. Much of the available guidance for land use addresses noise compatibility. Noise modeling was not part of the scope of this project, but it is not needed. With the recommended rezoning of the sides of the runway and the airport being at the top of a hill with significant downhill slopes past the end of the north and south runway, this is a sensible approach to airport compatible land use.

Exhibit 2 on the next page shows the existing zoning and recommended changes based on the 2030 Comprehensive Plan and the development plan.





## Protection of Airport Airspace

The airport's location on top of a hill helps minimize encroachments into the airport airspace. The FAA has several different types of imaginary surfaces, but in planning efforts Part 77, Imaginary Surfaces are the standard airspace used for analysis and planning land uses. See figure below for a visual of these surfaces.

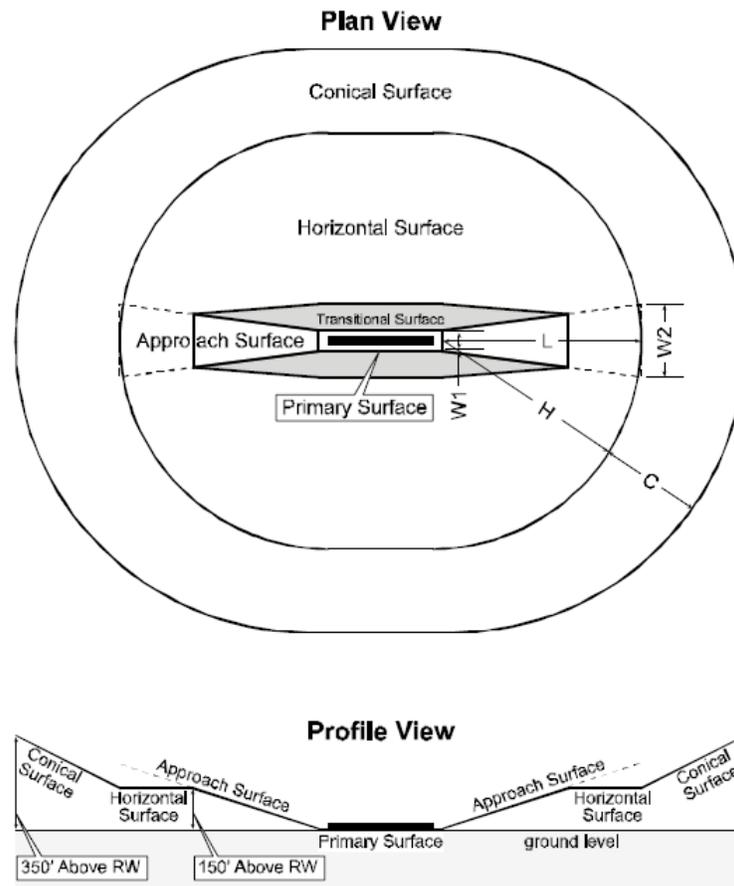


Figure 18 - Part 77 Airspace Imaginary Surfaces (from TxDOT Aviation's Airport Compatibility Guidelines, 2003)

The dimensions for each of these imaginary surfaces vary depending on airport features including if the airport is a utility runway (12,500 pounds and less) and if what type of approach procedure is available for the runway end. The airport currently has a GPS approach available for Runway 15, which is a non-precision instrument approach. The imaginary surface characteristics specific to Lago Vista – Rusty Allen Airport are summarized below:

- Primary Surface:
  - Lateral Geometry: 500 feet wide, centered on the runway, extending 200 feet past the runway end.
  - Vertical Geometry: Matches elevation of runway ends.



- Approach Surface:
  - Lateral Geometry: Starts at the end of the primary surface, matching the width of the primary surface and extends 5,000 feet outward in line with runway centerline, extending to a width of 2,000 feet.
  - Vertical Geometry: Starting at the end of the primary surface, matching the associated runway end elevation, increasing in elevation at a slope of 1 vertical to 20 horizontal.
- Horizontal Surface:
  - Lateral Geometry: Half circles with a radius of 5,000 feet centered on the ends of the primary surface opening towards the runway and connected with lines.
  - Vertical Geometry: A horizontal plane 150 feet above the higher of the 2 runway ends, (also known as the airport elevation.)
- Transitional Surface:
  - Lateral Geometry: Limits of this surface are determined by the vertical geometry. The surface starts at the sides of the primary and approach surfaces and extends perpendicular to and away from the runway centerline to where the slope intersects the horizontal surface.
  - Vertical Geometry: Elevation increases at a slope of 1 vertical to 7 horizontal.
- Conical surface:
  - Lateral Geometry: The surface is the space between the horizontal surface and an outward 4,000 feet offset of the horizontal surface.
  - Vertical Geometry: The surface elevation increases perpendicular to the horizontal surface at a slope of 1 vertical to 20 horizontal with the outer edge being 200 feet above the horizontal surface.

Part 77 surfaces are used to identify obstructions. Best practices are for Part 77 surfaces to be clear of obstructions, but according to FAA AC 150/5300-13, *Airport Design*, section 306, “the airport operator [City of Lago Vista] is not required to prevent or clear the penetrations to the Part 77, Subpart C, imaginary surfaces when the FAA determines these penetrations are not hazards.”

FAA determines if an obstruction to the Part 77 surfaces is actually a hazard. The FAA is typically more concerned with obstructions to approach surfaces and obstructions close to the runway ends, the most critical area for airspace safety. And while obstructions to primary and transitional surfaces are not desirable, they tend to not be as much of a concern to FAA. If there are obstructions in the primary or transition surface that are identified as hazards by FAA, many times they may be mitigated with obstruction lighting.

With the topography of the airport, it is unlikely that construction in the vicinity would create obstructions in the approach surfaces. The existing primary and transitional surfaces contain obstructions including existing hangars and likely trees at the north end. FAA makes the determinations if obstructions are considered hazards, but it was not the intent of this plan to seek that determination. However, any new construction within the airport environ, including private, TxDOT, or City construction should abide by the Code of Federal Regulations (CFR) Part 77, and file a Notice of Proposed Construction or Alteration, Form 7460, if required. The form has been included in Appendix 2. The instances which require a notice to be filed for determination are below (directly from 7460 form).



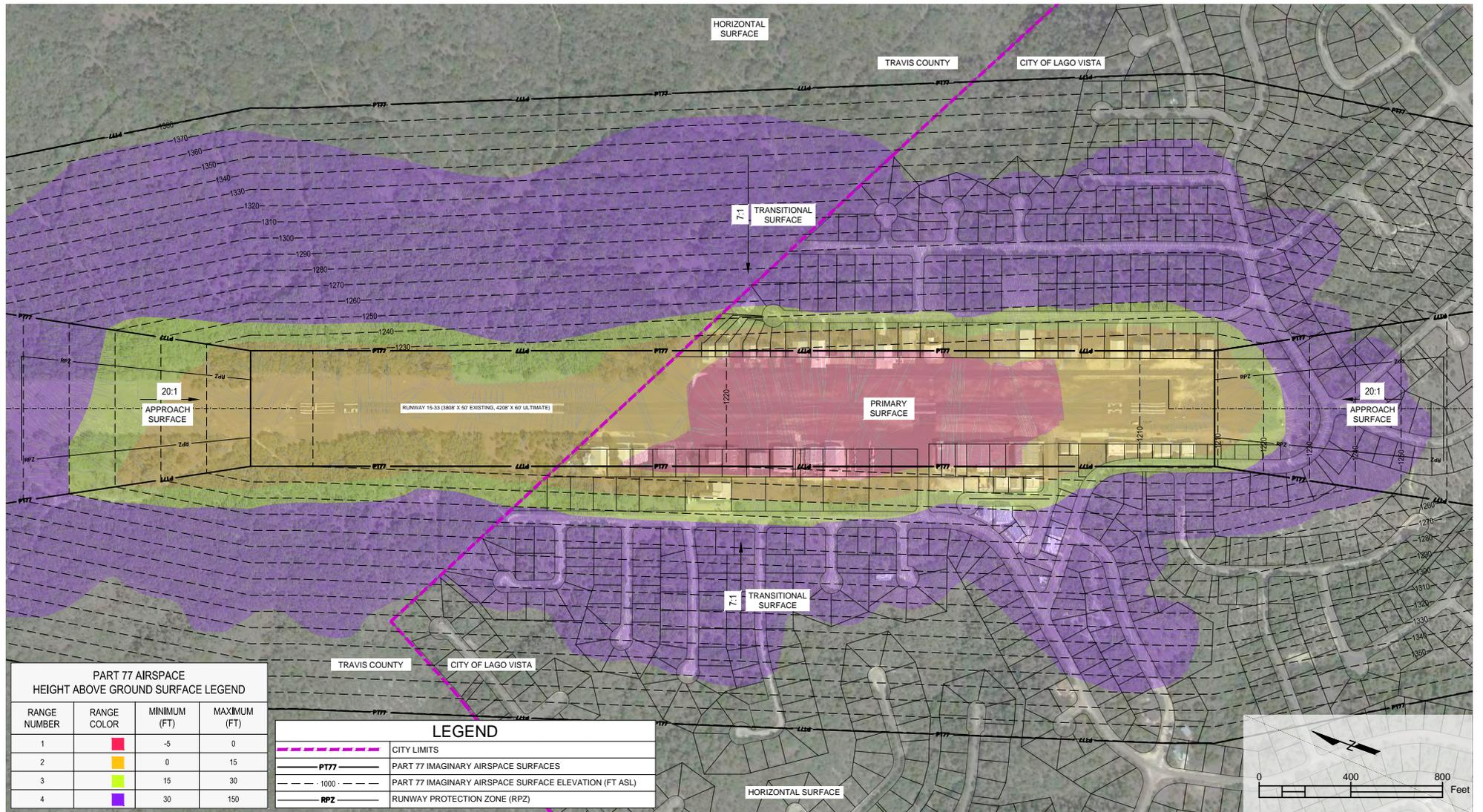
*"77.9 Construction or alteration requiring notice.*

*If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:*

- 1. Any construction or alteration that is more than 200 ft. AGL at its site.*
- 2. Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:*
  - a. 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.*
  - b. 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.*
  - c. 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.*
- 3. Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.*
- 4. Any construction or alteration on any of the following airports and heliports:*
  - a. A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;*
  - b. A military airport under construction, or an airport under construction that will be available for public use;*
  - c. An airport operated by a Federal agency or the DOD.*
  - d. An airport or heliport with at least one FAA-approved instrument approach procedure.*
- 5. You do not need to file notice for construction*
- 6. or alteration of:*
  - a. Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;*
  - b. Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;*
  - c. Any construction or alteration for which notice is required by any other FAA regulation.*
  - d. Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure"*

Exhibit 4 Lago Vista Airspace, on the next page, shows elevation contours for the Part 77 surfaces at the airport along with colored shading showing the airspace height above the existing ground.





There have historically been some obstructions to the Threshold Siting Surface (TSS) at the north end of the airport, not within the Airport's control. It is recommended as part of land acquisition for a future runway extension, that the City seek an aviation easement to allow the City the authority to remove obstructions.

The City has an airport Hazard Zoning Ordinance, number 99-10-18-01, which limits construction to prevent obstructions to airspace and includes certain restrictions to land use. This ordinance is included in the Appendices.

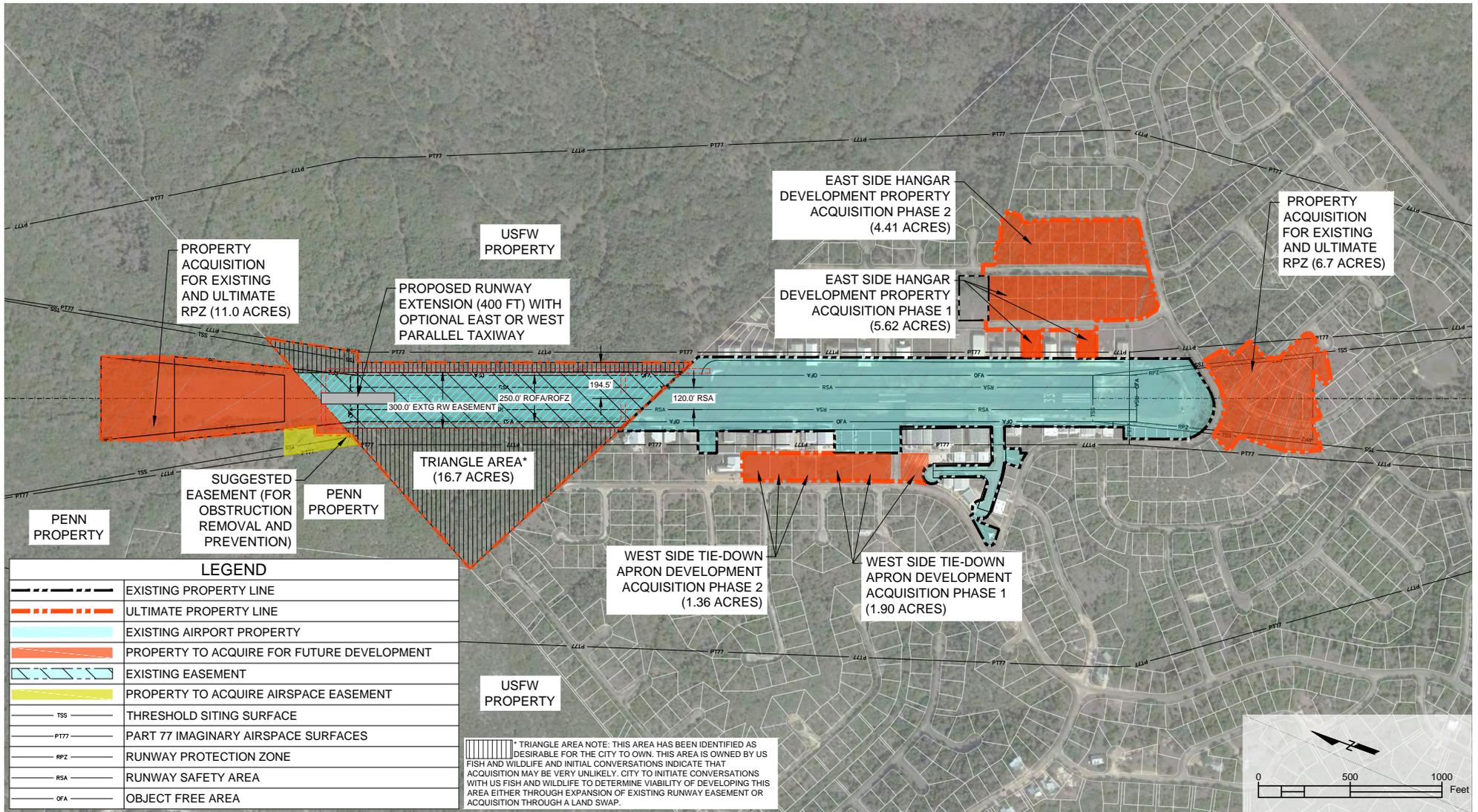
#### Ownership/Control of Runway Protection Zones

The Runway Protection Zones (RPZ) are to enhance protection of the public on the ground. It is a trapezoid shape off the end of the runway. The RPZ does not have a vertical component and merely defines an area for land use purposes. FAA's guidance is for the airport to have control of the land in the RPZ, preferably achieved through owning the property, but where ownership is not possible, acquiring an easement. The following are acceptable uses for RPZ areas, according to FAA Advisory Circular 150/5300-13A:

- Farming
- Irrigation Channels with meet FAA/USDA Manual and FAA AC 150/5200-33
- Airport service roads, as long as they are not public road and directly controlled by the airport
- Underground facilities as long as they meet other design criteria (RSA, etc.)
- NAVAIDs and airport facilities considered to be fixed by function

It was discussed in the APAC meetings and is shown on the Proposed Property Plan, Exhibit 1 (next page) for the City to pursue ownership of the RPZ for both runway ends.





## 1.3 AIRPORT MANAGEMENT

### 1.3.1 AIRPORT ORGANIZATION

The City of Lago Vista owns and manages the Lago Vista – Rusty Allen Airport. There is not a dedicated airport manager so the City assigns the role of Airport manager to the Director of Development Services. By city code, the City Manager assigns the role of Airport Manager to a department director. There is an on-site Airport Supervisor providing maintenance and management services, but of a very limited scope, and at minimal cost. The City also has an Airport Advisory Board, which meets bi-monthly, and makes recommendations to the City Council. There is a City Council Liaison assigned to the Airport Advisory Board to allow collaboration and alignment of initiatives. The Rusty Allen Airport Property Owners Association (RAAPOA) has been and continues to be helpful in teaming with the City to address airport issues and move the Airport forward. Chapter 4 and 9 of the city code have been reviewed and the roles and responsibilities for each of these are summarized below. See Figure 1, below, for an airport organizational chart.

#### City of Lago Vista City Council

The City Council has ultimate authority for decisions made concerning the airport. This includes, but is not limited to, approval of the airport budget, airport contracts and agreements, development plans, development projects, receiving grant funds, airport advisory board appointees, and personnel as may be authorized in the annual budget.

#### Director of Aviation

The City Manager is responsible for appointing the Director of Aviation. Currently, the Director of Development Services is the Designated Airport Director. This is the point of contact for the airport for the public and for TxDOT for coordination of programming, grants, planning, and engineering. The other responsibilities include management of any airport development, maintenance of the City's facilities, operational continuity of the airport, enforcement of airport rules, suspension or restriction of airport use when necessary, issue Notices to Airmen (NOTAMs) for the airport, act as liaison to the Airport Advisory Board, City manager, and City Council, and supervise and negotiate terms and recommend approval of contracts and regulations for use of airport property.

The airport also has a "Superintendent", a caretaker who receives minimal funds (\$100 per month) to be an on-airport resource.

#### Airport Advisory Board

The Airport Advisory Board is a volunteer board consisting of five members and two alternates. The board's responsibilities are to advise the city council in identifying short and long-term needs and their impact on airport development, recommend achievable goals as a basis for long-range planning and development programs, and to recommend plans, programs, policies and priorities to help the airport achieve said goals.



## Rusty Allen Airport Property Owners Association (RAAPOA)

Historically, the RAAPOA has been actively involved in the operation of the airport. Many of its members are on the Airport Advisory Boards and attend the bi-monthly meetings. The official roles of the RAAPOA are to collect the access fee from its members and pay the access fee to the City. The RAAPOA also participates financially in capital improvement projects limited to 5 percent of the total project cost, unless both the City and RAAPOA agree to other arrangements. In the event that there are maintenance or repair costs for which the City is not able to obtain other funding sources, the RAAPOA may also fund at 50 percent up to an amount of \$2,000 for such repairs. As allowed by city code, the RAAPOA may also recommend three members and one alternate to the Airport Advisory Board. This information was obtained from Chapter 9 of the city code and the *Funding Commitment and Access Fee Agreement for the Rusty Allen Airport Between the City of Lago Vista, TX and Rusty Allen Airport Property Owners Association, Inc.* effective July 1, 2009. The RAAPOA members also provide an unofficial on-airport presence acting as a resource to the public and identifying maintenance and safety concerns.

The RAAPOA is also responsible for collection of tie-down and other on-airport fees according to the agreement. Currently, the fees collected are deposited into the RAAPOA's account and used towards the five percent match the RAAPOA puts towards capital improvements. According to standard practices and TxDOT review in regards to compliance, it is recommended this arrangement should cease. Revenue generated in tie-downs owned by the City should go directly to the City. It has been expressed by some members and board members of the RAAPOA that they would desire to reduce their managerial role in the airport, specifically collecting on-airport fees.

The RAAPOA are currently the majority of the airports users and have been instrumental in keeping the airport open. Not only did they provide funding for the City to take over the airport, but they continue to be involved in the Airport Advisory Board and through their current agreement, have some responsibilities at the airport. As the Airport continues to grow and the City takes on more active management, the role of the RAAPOA will diminish, but its involvement will continue to be crucial to the airports success.



### 1.3.2 AIRPORT ORGANIZATIONAL CHART

The airport management and organization was discussed at the second APAC meeting. It was decided that the following would represent the airports organization. Everyone agreed the current primary point of contact for the airport is the Director of Development Services, David Harrell.



Figure 19 - Airport Organizational Chart



### 1.3.3 AIRPORT RULES, REGULATIONS, AND MINIMUM STANDARDS

Airports typically have two documents to help govern operations at an airport, *Rules and Regulations* and *Minimum Standards*. Rules and Regulations typically covers normal operations and provides requirements to ensure safety. Minimum Standards are typically used for Fixed Base Operators, or FBOs. FBOs are commercial entities providing aeronautical commercial services. Minimum Standards serves as a governing document for FBO operations on the airport and includes insurance requirements, provisions to ensure safety and security, and the rights and responsibilities of the FBO and the airport owner. Minimum Standards help ensure that the airport operates in compliance with grant assurances requiring open competition, not allowing exclusive rights, and preventing economic discrimination of on-airport FBOs.

#### Rules and Regulations / Minimum Standards Recommendations

The City currently has a document named "Minimum Airport Standards" in the city code, Article 4.900. The document is similar to a Rules and Regulations document and is included in the Appendices. Template examples from TxDOT Aviation for *Rules and Regulations* as well as *Minimum Standards for Fixed Base Operators (FBO)* are also included in the Appendices. It is recommended that the City develop Airport Minimum Standards specific to the airport, using TxDOT Aviation's template as a guide.

For the existing City "Minimum Airport Standards" document, the City could use this as the "Airport Rules and Regulations." The following are recommendations to the minimum standards document:

- Consider changing the name to "Airport Rules and Regulations". Minimum Standards are typically used for Fixed Base Operators (FBOs.)
- Consider drafting Minimum Standards for future FBOs using TxDOT's template as a guide. This could also be used for Through the Fence (TTF) FBOs. See section Section 1.6.2 of this document for a thorough-the-fence review and recommendations.
- Include insurance requirements, see TxDOT Template Rule 7-11.
- Sec 4.906 Taxiways.
  - Clarify "On airport" taxiway extension vs. TTF taxiway access (require POA membership/dues).
- Sec 4.914(c) (5), Vehicle Requirements for Crossing Primary Landing Area.
  - Instruct vehicles to stop at the hold line (instead of "stop well clear of the runway")
- Sec 4.918 Fueling of Aircraft
  - Consider modifying section to align with changes to fuel arrangement



### 1.3.4 AIRPORT MANAGEMENT RECOMMENDATIONS

The Lago Vista – Rusty Allen Airport is a unique airport and operates in a very unique way. The Airport is owned and managed by the City of Lago Vista, but the RAAPOA represents a majority of the airports users and the Airport Advisory Board, providing the City guidance in the management of the airport. The City of Lago Vista has limited funding and staff resources and is not currently capable of providing part or full time on-airport staff, so this partnership with the RAAPOA has been crucial in allowing continued operation of the airport. The City desires to grow the airport to provide typical features of a public airport, develop revenue generating facilities to make the airport self-sustaining, and provide capacity for the increasing aviation demand. The RAAPOA also desires to step back in the active role it serves for the airport. The agreement with the RAAPOA expires in 2019, which would be a great time for the City to improve the management of the Airport, including changes to the agreement with the RAAPOA. This is discussed in further detail in Section 1.6.2, Through-the-Fence Compliance, but in sum, the recommended changes to the agreement in regards to the RAAPOA responsibilities are for the City to take over the collection of on-airport fees and discontinue the five percent Capital Improvement match funding from the RAAPOA. The goal should be for the City to take on full management of the airport. This may require either an increase in the role of the current Airport Superintendent, relieving the Airport Director of other responsibilities in order to allow for more time to dedicate to the airport, or hiring a separate Airport Manager, part or full time. As the Airport continues to increase its revenue, airport management options should be considered, especially when City-owned hangars become a reality. The informal roles the RAAPOA currently fulfills will likely and should continue due to the nature of the airport. These include identifying maintenance issues with pavement and other facilities, notifying the City of unauthorized use of the airport, and being an on-airport resource for the public that either drive or fly to the airport, among other things.

TxDOT Aviation has expressed confusion regarding the Airport's main point of contact. In issues concerning the airport, there should be one primary point of contact. With the City taking on more management and rearranging the TTF agreement, this should help, but the City, Airport Advisory Board, and RAAPOA should also disseminate the airport organizational chart and direct all airport management type requests or issues through the designated point of contact. The City and APAC have determined the main point of contact to be the Director of Development Services, David Harrell. Any meetings with TxDOT, neighbors, or property owners concerning the airport and any requests or communications on behalf of the airport should involve this point of contact.



## 1.4 AIRPORT FINANCIALS

Airport financial records for the past 15 years from the City and TxDOT were reviewed to develop an overall financial picture for the Airport. The financial records were used to calculate average annual operating and capital improvement expenses as well as revenue. Some reasonable assumptions were taken as the data provided did not completely account for all funds spent. The following subsections provide a brief summary of historical financial information for the Airport.

### 1.4.1 HISTORICAL CASH FLOW

The financial data was consolidated to simply show airport expenses and revenue, shown in a cash flow diagram, below.

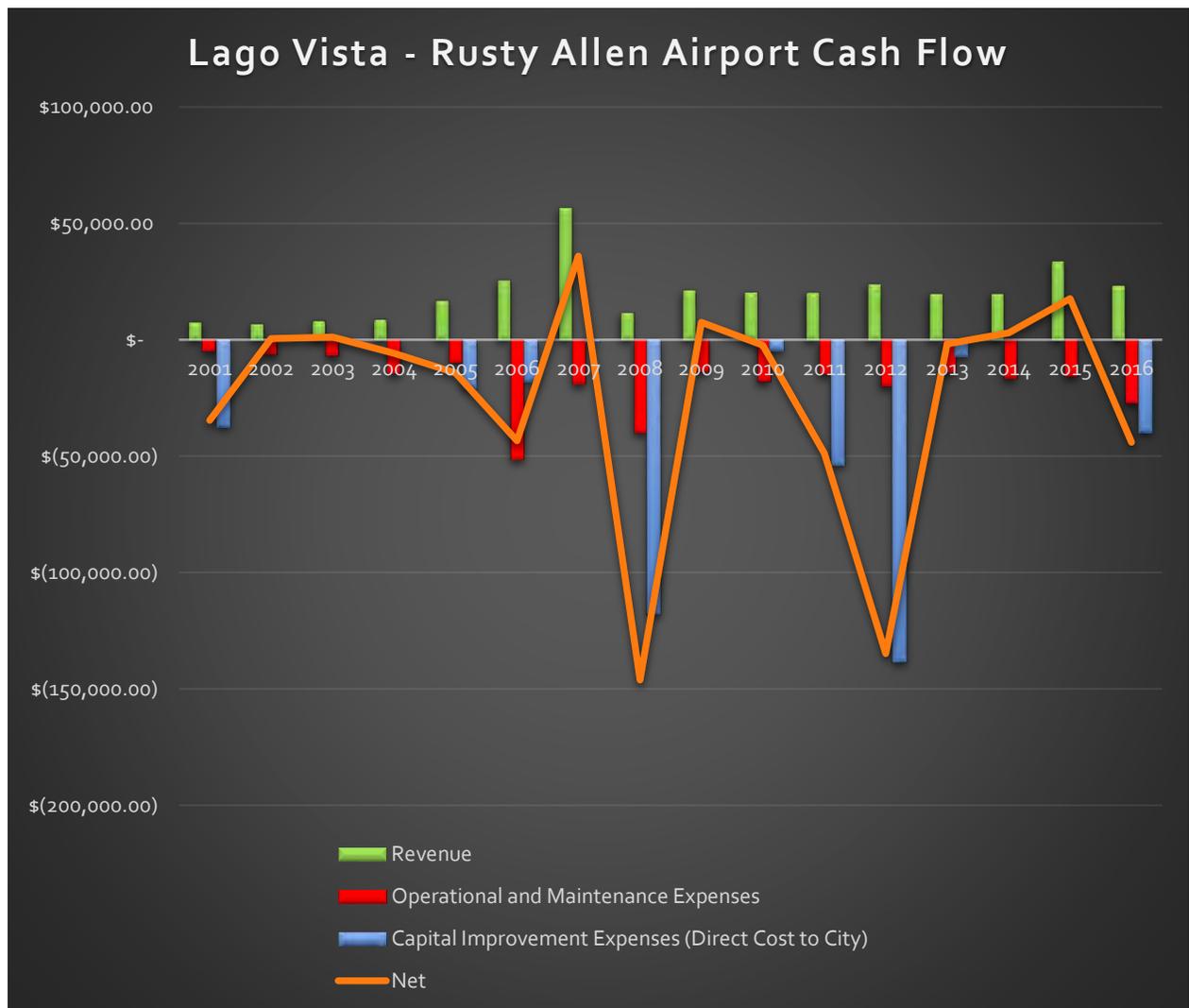


Figure 20 - Airport Cash Flow. Note that expenses include Capital Improvements as well as operational costs.



#### 1.4.2 CAPITAL IMPROVEMENT HISTORY

The City and TxDOT financial data was compiled and analyzed to determine how much the airport has spent on capital improvements. The following tables show the capital improvements by the City alone and by TxDOT with matching funds from the City. Routine Airport Maintenance Program (RAMP) projects were not included in the capital improvements as they are accounted for in the operational expenses.

Table 4 - TxDOT Capital Improvements

TxDOT Aviation Grant Projects Since 2001					
FY	Total Project Cost	City of Lago Vista	State	Federal	Project Type
2001	\$750,810	\$75,081	\$675,729	\$0	Construction Pavement
2005	\$83,740	\$20,935	\$0	\$62,805	AWOS
2006	\$89,467	\$8,947	\$80,520	\$0	Design
2008	\$1,178,303	\$117,830	\$0	\$1,060,473	Construction Pavement
2011	\$415,172	\$41,517	\$373,655	\$0	Property Acquisition
2012	\$87,353	\$0	\$4,368	\$82,985	TxDOT Obstruction Survey
2013	\$72,403	\$7,240	\$65,163	\$0	Design
2016	\$624,160	\$62,419	\$561,741	\$0	Construction Pavement
2016	\$86,306	\$8,631	\$0	\$77,675	Planning
<b>Total</b>	<b>\$3,387,714</b>	<b>\$342,600</b>	<b>\$1,761,176</b>	<b>\$1,283,938</b>	

Table 5 - City of Lago Vista Capital Improvements

City of Lago Vista Capital Improvements Since 2001		
FY	Cost to City	Project
2006	\$8,809	
2007	\$1,152	F-4 Project. Note, the City received \$10,035 in donations accounted for in revenue that covered \$10,035 of the total \$10,088 F-4 project costs.
2008	\$127	
2010	\$4,640	Airport Water Pressure Plane V Design (Cancelled)
2011	\$12,511	Airport Water Line Construction
2012	\$138,751	Airport Water Line Construction
<b>Total</b>	<b>\$165,990</b>	



### 1.4.3 AIRPORT HISTORICAL FINANCIAL SUMMARY

The historical airport revenues and expenses are summarized below and include operational and maintenance costs as well as capital improvement costs.

Table 6 - Airport Revenues and Expenses Summary

City of Lago Vista Airport Financial History	Historical Annual Average (2001-2010)	2011	2012	2013	2014	2015	2016 Budget
<b>Revenue (R)</b>							
RAAPOA	\$15,777.10	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
TxDOT RAMP Grant	\$214.82	\$515.00	\$4,183.07	(\$0.30)	\$0.00	\$3,777.16	\$3,500.00
Others	\$2,635.36	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
<b>Total Revenue ( R )</b>	<b>\$18,627.28</b>	<b>\$20,515.00</b>	<b>\$24,183.07</b>	<b>\$19,999.70</b>	<b>\$20,000.00</b>	<b>\$33,777.16</b>	<b>\$23,500.00</b>
<b>Operational and Maintenance Expenses (OM)</b>							
Personnel	\$1,499.33	\$1,688.50	\$1,723.59	\$1,753.43	\$1,815.62	\$1,855.50	\$1,891.00
Operations, Maintenance, and Repairs (Includes RAMP costs)	\$6,493.40	\$8,403.11	\$11,725.45	\$5,670.07	\$3,319.37	\$8,810.90	\$5,539.00
Electricity	\$2,755.35	\$3,777.52	\$3,905.13	\$4,243.13	\$3,961.90	\$3,885.16	\$3,804.00
Supplies	\$211.33	\$0.00	\$0.00	\$0.00	\$0.00	\$28.50	\$100.00
Services	\$1,563.72	\$1,457.25	\$2,895.94	\$2,862.88	\$7,922.65	\$1,557.92	\$16,466.00
<b>Total Operational and Maintenance (OM)</b>	<b>\$12,523.13</b>	<b>\$15,326.38</b>	<b>\$20,250.11</b>	<b>\$14,529.51</b>	<b>\$17,019.54</b>	<b>\$16,137.98</b>	<b>\$27,800.00</b>
<b>Total Income (= R - OM)</b>	<b>\$6,104.15</b>	<b>\$5,188.62</b>	<b>\$3,932.96</b>	<b>\$5,470.19</b>	<b>\$2,980.46</b>	<b>\$17,639.18</b>	<b>(\$4,300.00)</b>
<b>Capital Improvement Costs (CIP), Direct Costs to City Only</b>							
TxDOT CIP Projects	\$18,496.92	\$41,517.00	\$0.00	\$7,240.00	\$0.00	\$0.00	\$39,840.10
Non-TxDOT, City Only CIP Projects	\$1,472.82	\$12,511.00	\$138,751.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Improvement Costs (CIP)</b>	<b>\$19,969.74</b>	<b>\$54,028.00</b>	<b>\$138,751.00</b>	<b>\$7,240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,840.10</b>
<b>Airport Net Cash Flow (= R - OM - CIP)</b>	<b>(\$13,865.59)</b>	<b>(\$48,839.38)</b>	<b>(\$134,818.04)</b>	<b>(\$1,769.81)</b>	<b>\$2,980.46</b>	<b>\$17,639.18</b>	<b>(\$44,140.10)</b>



#### 1.4.4 RATES AND CHARGES

The airport currently collects fees from two sources:

- Fuel lease: \$1 annually
- RAAPOA Access and Maintenance Agreement: \$20,000 annually from the RAAPOA (approximately \$270 per property owner.)

#### TxDOT/FAA Policy in Regards to Rates and Charges

TxDOT and FAA's policy in regards to rates and charges are focused on two overarching goals: financial sustainability and equitable treatment for on-airport users. The following documents provide guidance in regards to rates and charges:

- Department of Transportation FAA RIN 2120-AF90, *Policy Regarding Airport Rates and Charges* (Federal Register, Vol. 73, No. 12)
- FAA Airport Sponsor Grant Assurances (2014)
- FAA Order 5190.6B, *Airport Compliance Manual* (2009)
- *FAA Examples of Residential Through-the-Fence Access Rate-Setting Methodology*

#### Financial Sustainability

In regards to financial sustainability, the City is obligated to levy rates and fees to become as self-sustaining as possible, given the airport's specific situation. The fees charged must also be fair and reasonable. Also, an airport sponsor is not allowed to charge fees in excess of the direct airport costs, including operating, maintenance, and capital improvement costs, or the total cost of ownership. Most general airports operate at a loss considering the total cost of ownership, which is allowable, but airports should consider their specific situation and use rates and charges to be come as self-sustaining as possible. This requires operating annually at a net income to plan for periodic capital improvement projects.

#### Equitable Treatment

When considering rate and fee setting for on-airport users, the airport sponsor must have policies in place that treat on-airport users fairly. Determining the rate setting methodology is crucial. For example, most airports that own hangars charge a standard per square foot price per hangar. Or if an airport leases land to others to build their own hangar, they charge a rate per square foot of land (land lease). This ensures equitable treatment of tenants leasing hangars or land space. Some airports charge FBOs a per gallon fuel flowage fee and have more than one FBO selling fuel. The fuel flowage fee should be equal between the two FBOs. Whatever fees are charged, the rate setting methodology should be consistent.



## Rates and Charges Recommendations

Considering the total cost of ownership, the airport currently operates at a net cost. The City should seek to increase revenue through existing and new sources of revenue. The following are recommended to be the future revenue sources:

- Fuel Revenue
- RAAPOA Access Agreement
- Tie-down Fees
- Hangar Rent

The City needs to maintain a rate and fee schedule that is readily available and posted at the airport. The City will also need a way to collect fees and make it as easy as possible for the users to pay, especially for tie-downs. This could be accomplished by using the City's online payment system and putting a QR code along with the web address on a sign, along with the fee schedule, at the airport. A physical collection lock box would also need to be part of the collection method, which would need to be collected on a regular basis. The following are recommendations for the proposed rates and fees.

### Fuel Revenue

Cities that run their own fuel make decent income from fuel sales. However, the initial investment required for a City-owned fuel farm is significant. Given the other needs for the airport, the City should consider owning and running a fuel farm in their long range plan (10+ years). In the meantime, the City and APAC have mentioned the desire to issue a request for proposal (RFP) to solicit fuel service to the airport. This would allow the City to start generating revenue immediately without an initial investment. The current fuel provider pays only \$1 per year to the City to sell fuel and it has been noted that the customer service is not satisfactory.

The City should consider charging the new fuel provider a **land lease** rate equivalent to a tie-down rate. The current annual tie-down rate is \$400 per year. In addition to the land lease, there should be a **fuel flowage fee**, a per gallon fee the fuel provider will pay the City. Typical fuel flowage fees are \$0.10-0.12 per gallon. The agreement should include a requirement for annual, quarterly, or monthly reporting from the fuel service provider along with the payment to document fees. The agreement should also include a term that would make sense in preparing for the long-term goal of owning their own fuel farm. In regards to competition, the City may not allow a monopoly on the airport for fuel service, if space would allow more than one fuel service provider. At Lago Vista – Rusty Allen Airport, space is very limited, so it is expected that there would only be one fuel service provider, but the agreement should not include clauses that would give exclusive rights to the fuel provider.

A fuel wholesaler was contacted to give a projection of fuel sales and it is estimated the airport would sell 60,000 gallons of fuel per year, including Jet A and AvGas. In the near term, a fuel flowage fee could generate approximately \$7,200 annually. When the City has the resources and staff to own and run a fuel farm, the city could charge approximately \$0.50 per gallon, which could generate up to \$30,000 annually in the long term (10+ years).



## RAAPOA Access Agreement

The existing RAAPOA Access Agreement expires in 2019 and the fee has been one aggregate fee, \$20,000, representing all owners and does not specify how much each through-the-fence property is paying. This fee has remained constant for the last 10 years. As discussed later, in Section 1.6.2, the City needs to revise the agreement to prepare for future on-airport users to remain in compliance with FAA regulations. The revisions that need to be included in the new agreement, in regards to rates and charges, include assessing a fee per property and to thoroughly document the methodology for setting fees considering future on-airport users and type of use.

The acceptable rate methodologies for through-the-fence (TTF) access, directly from the FAA (*Examples of Residential Through-the-Fence Access Rate-Setting Methodology*) are:

- Requiring TTF users to pay fees equal to tie-down charges
- Establishing a fee for TTF users based on the on-airport land lease rate
- Establish a ground lease for dedicated taxiway connectors to off-airport properties
- Charging an assessment of capital costs for general infrastructure, or
- A local tax assessment or levy on off-airport aircraft owners that is dedicated to the Airports account

The current agreement reflects the intent of charging an assessment of capital costs. The fee was set based on normal operation and maintenance costs. The RAAPOA took initiative to determine the airports operating and maintenance costs and set an aggregate fee to cover those costs. While the current agreement meets the intent of this methodology, it could be better defined and documented. While it's not a problem now, it may introduce issues of compliance when future on-airport users are introduced. The methodology needs to be clearly identified and documented to prepare the airport for its future on-airport users. The City should make sure any changes to the agreement are reviewed and approved by TxDOT prior to entering into any new or amended agreement.

A sampling of airports with relevance to the Lago Vista – Rusty Allen Airport were interviewed to compare methodologies in charging TTF fees. The information is summarized in the table below.



Table 7 - TTF Rate Setting Methodology Case Study Comparison to Lago Vista

Airport	Relevance to Lago Vista	Total Based Aircraft	TTF Based Aircraft	TTF Rate Setting Methodology (From FAA guidelines)	Rate	Units	Average Annual Fee Per Property with Access	If Applied to Lago Vista, Equivalent Annual Fee Per RAAPOA Property	If Applied to Lago Vista, Equivalent Annual Revenue to City of Lago Vista
Burnet Municipal Airport (38 miles from Lago Vista)	Vicinity (38 miles from Lago Vista)	49	2	Land Lease	\$0.09/\$0.18	per SF per year (Non-Aviation /Aviation Developed Land)	Range: \$4,000 - \$6,000 Average: \$5,000	<b>\$1680 (Average)</b>	<b>\$124,320.00</b>
Eagle Lake Municipal Airport	Similar distance to metropolitan area (Houston), similar runway length	26	7	Land Lease	\$0.12	per SF Hangar per year	Range: \$150.00 - \$1,200.00 Average: \$675	<b>\$702 (Average)</b>	<b>\$51,948.00</b>
Independence State Airport (Oregon, used as Case Study in ACRP Report)	Large percentage of TTF users, use master TTF agreement with property owners association.	254	180	Tie-down	\$17.50	per property with TTF Access per month	\$210.00	<b>\$400 (Lago Vista's current annual tie-down rate)</b>	<b>\$29,600.00</b>
Lago Vista - Rusty Allen Airport		86	75	Assessment of costs for general infrastructure	\$20,000.00	per property with TTF Access per year	\$270.27	<b>\$270.27</b>	<b>\$20,000.00</b>

The RAAPOA has historically been a symbiotic partner with the City for managing and maintaining the airport. It is recommended the City work with the RAAPOA to develop a new agreement that will keep the Airport compliant when new on-airport users are introduced and also help the City in becoming self-sustaining. This would include determining the rate setting methodology to be used, assessing it on a per property basis (either per area of property, per based aircraft using property, or per single property), and implementing a reasonable fee per the unit chosen. If, for example, the City chose to use the tie-down rate methodology, the revenue generated using the current annual tie-down rate would be \$29,600.

#### Tie-down Fees

While the City has aircraft tie-downs, it does not currently incur revenue from them. The current RAAPOA access agreement states that “the RAAPOA shall have the authority to determine and collect tenant aircraft parking fees from all property owners and airplane owners utilizing the airport; provided that fees charged to non-property owners shall be approved by City Council.” It was interpreted by PSC and TxDOT that this meant the RAAPOA was responsible for collection of those fees, but those fees would go directly



to the City. In the APAC meeting held August 3, 2016, it was made clear that the RAAPOA collects those funds, then uses them towards their five percent match for Capital Improvement Program (CIP) projects. Those tie-down funds should be going directly to the City per grant assurance. **TxDOT Aviation has stated this current arrangement is in violation of Grant Assurance 25 (airport revenues go back into the Airport)** and that this arrangement needs to cease. This could be done through a new and clarified understanding with the City and RAAPOA on the existing agreement, through an amendment to the existing access agreement, or through a cancellation and revised agreement. The current tie-down fees should be going directly to the City towards the airport account. With the immediate need being land acquisition for the next few years, it is not anticipated that the RAAPOA would be obligated towards a five percent CIP match for the remainder of the agreement term (February 2019).

Future expansion including grass tie-downs in the property to the southwest of the runway and expansion of the west side tie-down apron, will increase the tie-down capacity of the airport, increasing the airport revenue. The tie-down fees should be going directly to the City, and for now, it is recommended the tie-down fees remain the same. However, the City should periodically review tie-down fees to determine if adjustments are warranted.

The current tie-down fees collected by the RAAPOA, are \$5 per night (for overnight), \$50 per month, or \$400 per year. If all of the current tie-downs (11) were rented at the average of an annual rate, the revenue to the City would be \$4,400. If the area to the southwest was converted to a grassed tie-down, that would generate an additional \$2,000 per year, for a total of \$6,400 in annual revenue.

#### Hangar Rent

The City currently does not own any hangars, but TxDOT has a hangar program that allows City-owned hangars to be funded at 90 percent up to \$600,000. This presents a prime opportunity to the City to own revenue generating facilities at a relatively low cost. Some airports also choose to use TxDOT RAMP funds to build hangars, which can also be a way to avoid long programming periods and get hangars built quickly. RAMP funds are at a 50 percent match up to \$50,000 per year.

Readily available hangar space is an easy, low risk opportunity for aircraft owners to store their aircraft. Texas has a shortage of hangar space evidenced by waiting lists for hangar space across the state and even more so here in the greater Austin area. The City of Lago Vista receives regular calls requesting hangar space. The demand is present and if the City could own Tee hangars, which are very economically built to hold one airplane per hangar due to their "T" shape, they could likely rent for \$300 per month. The proposed development plan shows the east side of the airport as the planned location for a City-owned hangar development. If the City wanted to stick to the \$600,000 maximum grant for hangars, it is estimated that would fund approximately eight tee hangars. At \$300 per month per hangar, that would generate \$28,800 annually.



1.4.5 FINANCIAL IMPACT SUMMARY

General aviation airports are economic engines allowing for alternate access to local communities for business, recreation, emergency services, and more. While the majority of a community may not use or see its general aviation airports, the airport allows for significant economic impacts to the community, region, and beyond. In Texas alone, there are over 300 general aviation airports serving communities of all sizes. In 2010, TxDOT Aviation initiated a study conducted by the Center for Economic Development and Research at the University of North Texas in Denton, TX. The study determined the economic impact of general aviation throughout the state and for individual airports, including Lago Vista – Rusty Allen Airport. The results are shown below:

Table 8 - General Aviation and Lago Vista Economic Impact

	State of Texas	Lago Vista – Rusty Allen Airport
Economic Output	\$14,482,332,000	\$3,006,284
Labor Income	\$3,127,309,000	\$1,051,424
Employment	56,635	17.3

1.4.6 FINANCIAL SUMMARY

The airport currently operates at a net cost to the City of Lago Vista when considering the total cost of ownership. Its expenses, including operational, maintenance, and capital improvements are greater than the revenue the City receives from the airport. This is very common for general aviation airports, but some airports are able to become self-sustaining, including Burnet Municipal Airport and Taylor Municipal Airport, according to conversations with the airport managers. Considering the economic impact of the Lago Vista – Rusty Allen Airport, it truly is an asset to the community. Not only does the airport provide an economic benefit to the community, but it is vital for air ambulance services to have access to and from the community. Having that access helps provide doctors those crucial minutes they need to offer optimum care in emergency situations.

Several stakeholders have stated that the City needs to generate more revenue to sustain the airport as the City’s general funds are stretched. When the City accepts grant funding from TxDOT Aviation, it also signs and agrees to Grant Assurances. Grant Assurances 24 and 25 state that the City needs to strive to become as self-sustaining as possible through revenues generated at the airport and that airport revenues must stay on the airport. They cannot be used to fund other City expenses. The airport is not meant to become a profit generating enterprise, but the **City should make efforts to generate enough revenue to cover all expenses, including capital improvements.** This means that, when possible, the airport should try to operate at a net surplus to save and plan for future capital improvements including major repairs, reconstruction of pavements, airport expansion, property acquisition, etc. The recommended future sources of revenue include fuel, TTF access fees, tie-downs, and City-owned hangars. The recommended increases in revenue, including the recommendations to rates and charges along with revenue generating capital improvements (City-owned hangars and additional tie-downs), should get the Airport closer to self-sustaining while allowing for increased capacity of the airfield and potentially part- or full-time airport management.

#### 1.4.7 AIRPORT BUDGET RECOMMENDATIONS

The City currently maintains an airport budget which tracks and accounts for airport expenses and revenue. However, when considering airport capital improvements, the budget is not clear and TxDOT records were needed to help determine actual historical costs to the City. The budget did not account for all CIP match funds that were incurred as revenue from the RAAPOA. The current airport budget accounts for some of the airport capital improvements, but not all of them. **The airport should be viewed as a business, almost a separate entity from the City, or as a city within a city.** The goal for the City should be to operate the airport at a surplus when considering only revenue minus operational and maintenance expenses to cover the periodic capital improvement costs. This requires all costs specific to the Airport be accounted for in the budget, so the City can track and report to the FAA, if needed, the airport financials and track financial sustainability. Any funds coming into or out of the airport should be tracked in an airport specific budget. There should also be a separate airport account where surplus airport revenue can be banked for future improvements.

It is expected that for at least the first several years, the City will be required to cover property acquisitions and capital improvements with City funds. The City could include a line item in the revenue portion of budget to show City contributions as income. Again, the goal is for the airport to become financially self-sustaining, and to do this, the City must treat the Airport as a business, almost separate from the City. Below is a sample budget that could be used.



Table 9 - Example Airport Budget Including Recommendations

<b>Airport Operational Budget</b>	
<b>Aviation Department Revenue</b>	<b>2017 (Estimated)</b>
Airport TTF Fee	\$20,000.00
Airport Hangar Lease	
Fuel Flowage Fee	\$7,200.00
Tie-down Fees*	\$6,400.00
RAMP Grant Reimbursement	\$3,500.00
City CIP Contribution	
Private CIP Contribution	
<b>Total Aviation Department Revenue (R)</b>	<b>\$37,100.00</b>
<b>Operational and Maintenance Expenses</b>	
<b>Personnel Services</b>	
Salary	\$1,300.00
Salary Overhead (Summarized)	\$591.00
<b>Subtotal Personnel Services</b>	<b>\$1,891.00</b>
<b>Operations &amp; Maintenance</b>	
Liability/Property Insurance	\$2,014.00
Travel	\$300.00
Conventions (TxDOT/AAAE Annual)	\$225.00
Bank Charges	\$0.00
Telephone/Data	\$0.00
Electricity	\$3,804.00
Maintenance and Repairs (RAMP Eligible)	\$7,000.00
Miscellaneous Expenses (Non RAMP Eligible)	\$1,000.00
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$14,343.00</b>
<b>Supplies</b>	
Supplies	\$100.00
<b>Subtotal Supplies</b>	<b>\$100.00</b>
<b>Services</b>	
Professional Services	\$1,500.00
Miscellaneous Services	\$1,500.00
<b>Subtotal Services</b>	<b>\$3,000.00</b>
<b>Total Operational and Maintenance Expenses (OM)</b>	<b>\$19,334.00</b>
<b>Airport CIP</b>	
City Only CIP Project (City Share Only**)	\$20,000.00
TxDOT Aviation CIP Project (City Share Only***)	\$25,000.00
<b>Total Airport CIP</b>	<b>\$45,000.00</b>
<b>Net Airport Income (= R – OM – CIP)</b>	<b>-\$27,234.00</b>

\*This is assuming tie-down fees start going directly to the City and the City develops a grassed tie-down area to the SW of Runway 33 for a total of 16 tie-downs at \$400 per year each.

\*\*This is assuming a \$20,000 project to develop the grass tie-down area.

\*\*\*This is assuming a \$250,000 land acquisition project (10 percent match for the City), which is the approximate amount currently programmed through TxDOT's CIP.



## 1.5 AVIATION DEMAND FORECASTS

There are two primary measures of aviation activity at a general aviation airport: based aircraft and aircraft operations. Each activity type is discussed below.

### 1.5.1 BASED AIRCRAFT

Based aircraft are the number of aircraft that use a specific airport as a home base. The existing based aircraft for the Airport are 82. Of the aircraft based at the Airport, they can be further broken down into the following categories:

*Table 10 Based Aircraft*

Aircraft Category	Number Based at Lago Vista – Rusty Allen Airport
Single Engine	77
Jet	2
Multi-engine	3
Helicopter	0
Total	82

#### Current Aircraft Using the Airfield

The following is a list of some of the aircraft currently using the airport.

- Citation CJ3 (2 based)
- Cessna 172
- Cessna 150
- Cessna 310
- Cirrus SR22
- Long EZ
- Bellanca Viking
- Beech B300, Super Kingair
- RV 8
- RV 9A
- Pilatus PC-12

The largest aircraft that regularly uses the Airport is the Citation CJ3. Two are based at the Airport with through-the-fence (TTF) access.



## 1.5.2 AIRCRAFT OPERATIONS

Annual operations are the total number of aircraft takeoffs and landings occurring at the Airport in a year. A touch-and-go, which occurs during pilot training, counts as two operations. Touch-and-go operations are categorized as local, along with other operations that remain within 20 miles of the Airport. Airport users conducted an operational survey several years ago, which estimated an average daily operations of 78. TxDOT’s method for calculating operations for planning efforts is 300 operations per based aircraft. The existing Airport Master Record, 5010 form, appears to be an underreported number for both based aircraft and annual operations. We recommend the City update the Airport Master Record in parallel with this planning effort. Estimates from both sources are shown in the table below.

Table 11. Airport Operations

	Lago Vista Estimate, 2016 (300 operations per based aircraft)	Previous Traffic Count Estimate (78 operations/day)
General Aviation	25,800	28,470
Military	0	
Total	25,800	

A comparison of based aircraft and annual operations between several of Lago Vista’s neighboring airports is shown in the figure below. As indicated by the bar graph, Lago Vista is a highly utilized airport in the region, more so than Burnet, Llano, and Taylor. The current published information for Lago Vista – Rusty Allen airport is underreported. When it comes to airport classification and prioritizing grant funds, the measure of based aircraft and operations is very important. Updating the master record to the actual values for based aircraft and operations may help the City’s chances in securing grant funding from TxDOT.

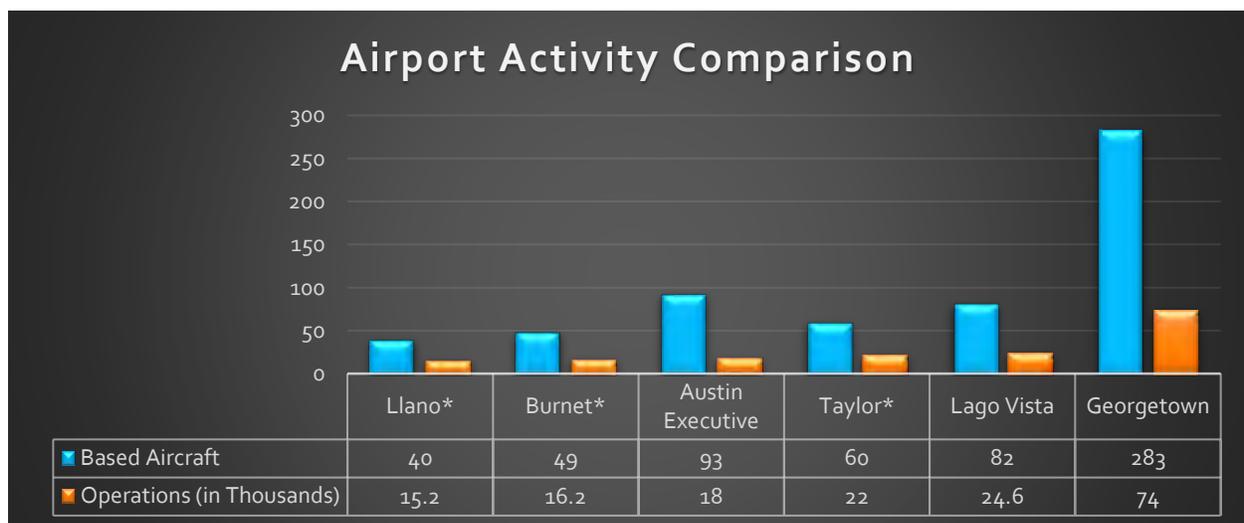


Figure 21 - Airport Comparison with a sample of GA airports within 100 miles (\*Values updated based on conversations with airport managers, does not match published value)



### 1.5.3 AIRPORT ACTIVITY FORECASTS

Aviation activity forecasts are an essential piece of the airport planning process. These projections are typically unconstrained, assuming unlimited developable land. While that assumption is not necessarily realistic for Lago Vista due to its limited developable land, the forecasts will use some traditional forecasting methods while considering the constraints at the airport. The projections will extend out to 10 years and 20 years and will help gauge the development needs for the airport to accommodate the growth. It is an approximation as it is impossible to accurately predict future activity. Economic changes as well as oil prices, especially in Texas, can have effects on aviation activity. This section will look at national trends and predictions as well as the historical trends for Lago Vista and estimate future activity based on a collaboration of the data.

#### National Trends

The FAA's 2016-2036 Terminal Area Forecast is a document that looks at the aviation industry and provides forecasting rates for several types of aviation activity including commercial airport data such as enplanements and commercial revenue per mile. The statistics for general aviation trends are summarized in the charts below. The measures that seem most applicable to Lago Vista include general aviation hours flown, active pilots, and GA fuel consumption.

#### Total General Aviation Hours Flown

The forecasted growth for General Aviation hours flown from 2016 to 2036 is 1.2 percent. The national trends indicate that the recession took a toll on general aviation activity. For example, the general aviation total hours flown decreased from 27.0 million hours in 2001 to 22.8 million in 2013 and up to 23.3 million hours in 2016. The forecast shows a **growth of 1.2 percent** over the next 20 years.

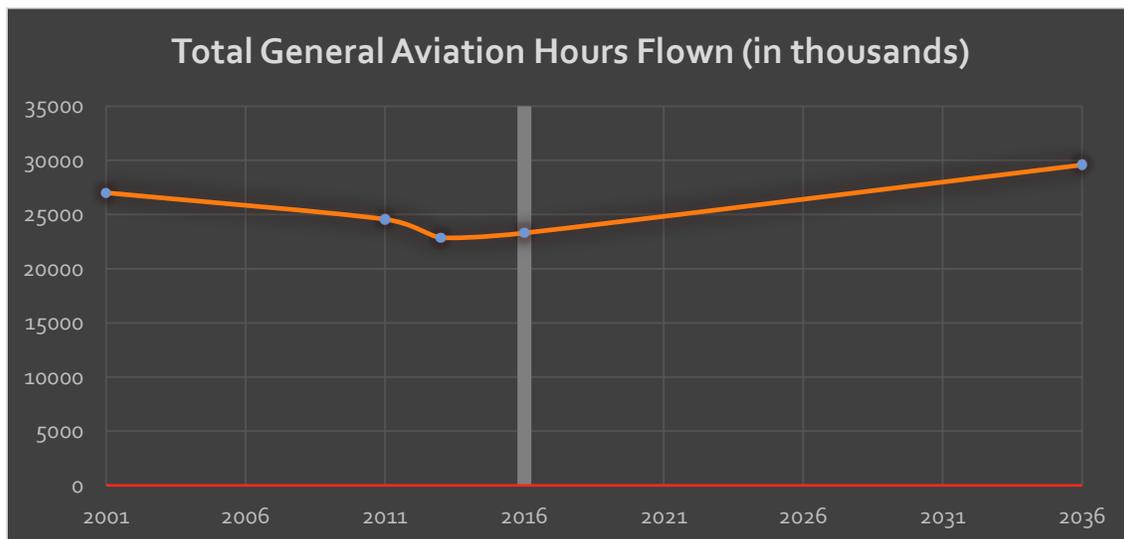


Figure 22 - GA Hours Flown Trend from Terminal Area Forecast 2016-2036



### Total General Aviation Active Pilot Licenses (Excludes Airline Transport)

As with hours flown, the number of active pilots experienced a decline during the recession. The prediction is that this decline will slow down to a **rate of -0.1 percent**.

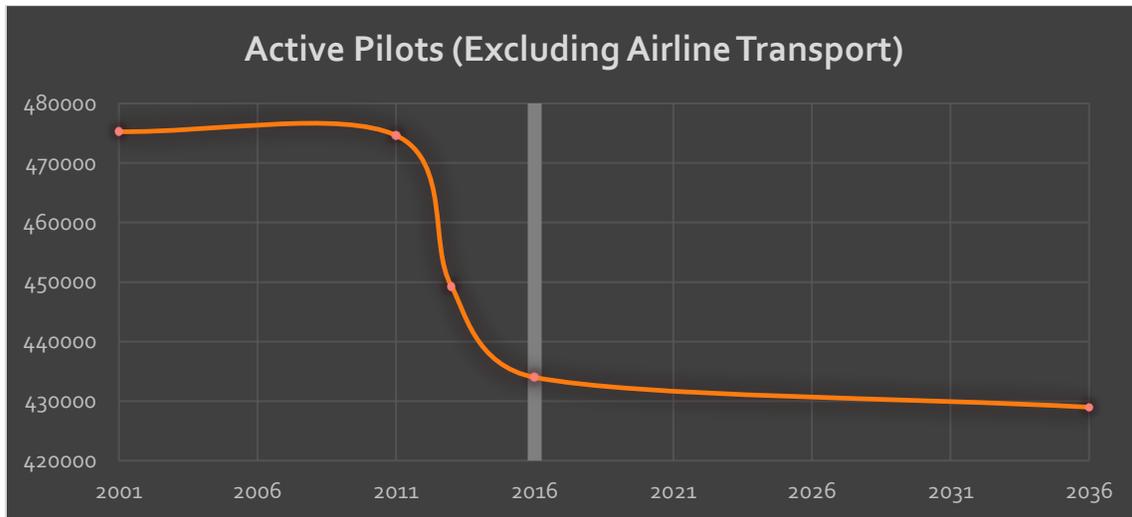


Figure 23 - Active Pilots Trend

### Total General Aviation Aircraft Fuel Consumption

For GA fuel consumption, AvGas and jet fuel both saw a decline during the recession, but **AvGas consumption is expected to stay stagnant at 0.0 percent**, while use of jet fuel is estimated to increase at a rate of **2.1 percent** from 2016 to 2036.

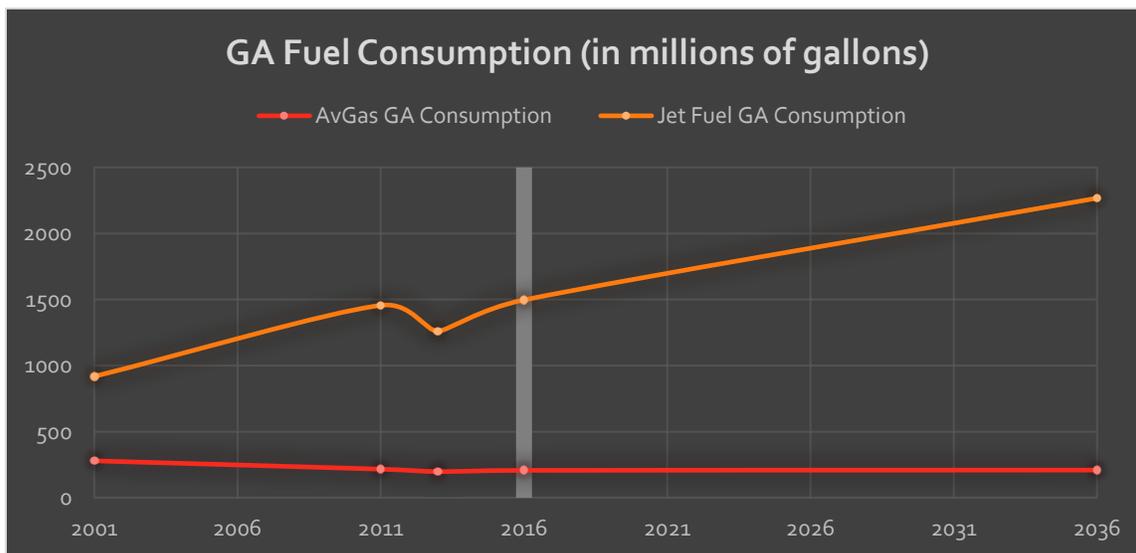


Figure 24 - GA Fuel Consumption

## Lago Vista --Rusty Allen Airport Trends

### City Population Trend and Forecast

The 2030 Comprehensive Plan estimated that the City of Lago Vista is expected to grow from a population of 6,617 in 2016 to 22,000 in 2036, a growth rate of 6.2 percent.

### Airport Operational Trend

It was evident during the count of the existing based aircraft that the reported data on the Airport Master Record, 5010 form, is incorrect. Historical data for annual operations and based aircraft was not available, but historical aerial images were used to determine the increase in number of hangars that access the airport through private property. It was assumed that each hangar represented 1.3 based aircraft. This was calculated by estimating that one out of every two hangar owners stored two aircraft with the exception of 2016 where the actual based aircraft is 86. Also, it is estimated based on the historical aerial images that there were six tie-downs up until 2002 when the tie-down ramp was expanded to 11 spots. It is assumed that three-quarters of the historical tie-downs were also based aircraft except for 2016, where it is known that all of the existing tie-downs are long-term, based aircraft occupants. The number of hangars increased from 1995 to 2016 from 16 to 49 and based aircraft increased from 27 to 82, a **growth rate of six percent**. See trend below.

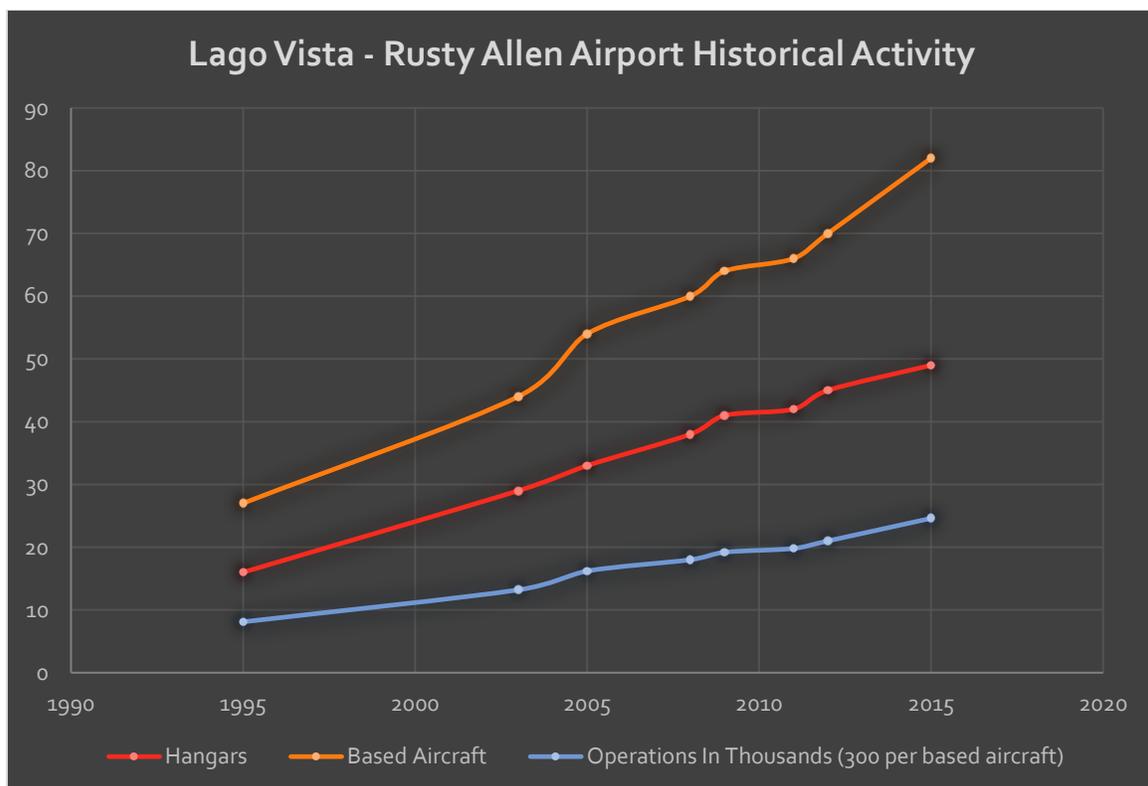


Figure 25 - Lago Vista - Rusty Allen Airport Historical Based Aircraft, Hangars, and Operations



## Recommended Activity Forecast

The historical trends for the Lago Vista – Rusty Allen Airport do not follow the national trends presented in FAA’s Terminal Area Forecasts. The national forecasts for general aviation for the three measures shown above averages to a 0.4 percent increase, while the historical growth at the airport is closer to six percent. This growth will decrease due to development constraints. There is limited available property with access or potential access to the airport. If the City can acquire property and secure areas for development, it is expected that for the immediate future, a growth rate of six percent would continue perhaps at an even greater rate. The population in the greater Austin area continues to grow at historic rates. Almost every general aviation airport within this region has a long waitlist for hangars. However, with the development constraints of topography and limited City and TxDOT funding, the expected growth rate for the near term will likely decrease. A growth rate of three percent is recommended for based aircraft and operations. This is roughly an average of the historical rate at Lago Vista and the national trends. The forecasted airport activity is summarized below.

*Table 12- Recommended Forecasted Airport Fleet Mix, Based Aircraft, and Operations Using Three Percent Growth Rate*

Year	Single Engine	Multi Engine	Jet	Total	Annual Operations
2016	77	3	2	82	25,800
2026	103	4	3	110	34,800
2036	138	5	4	147	44,100

Airport classification is also important in considering future demand. Currently, the Airport is classified with an Airport Reference Code of B-I (small). While there may be potential demand for aircraft that would require an upgrade in classification, the existing features preclude the airport from increasing any element of its classification elements. Any increase in the Airport Approach Category (B), Airplane Design Group (I), and weight classification (small is 12,500 pounds and under) would increase object free areas, which would require substantial removal of current airfield taxiways and many of the existing hangars accessing the airfield. While various aircraft use the airfield, it is recommended the design aircraft for the airport be a generic 12,500 pound single-wheel aircraft. These classifications determine design standards for runway and taxiway clearances as well as airfield pavement geometric and structural design.

Airport Feature Classification	Existing	Ultimate
<b>Airport Reference Code (ARC)</b>	B-I (small)	B-I (small)
<b>Taxiway Design Group</b>	1A	1A
<b>Design Aircraft</b>	Generic 12,500 lb Single Wheel	Generic 12,500 lb Single Wheel



## 1.6 COMPLIANCE REVIEW

The Lago Vista – Rusty Allen Airport is a federally-obligated airport, because it has received Federal Aviation Administration (FAA) funding administered through the TxDOT Aviation Division. As an obligated airport, the City is contractually bound to comply with FAA's Airport Sponsor Grant Assurances. These are part of the funding agreements signed for each grant the City receives from TxDOT Aviation Division. With few exceptions, these assurances are in place for 20 years from the funding agreement.

This section will address each of these grant assurances and this plan will take a proactive approach to achieving compliance and avoiding noncompliance.

Guidance for the preparation of this chapter comes from FAA's Airport Sponsor Grant Assurances (dated March 2014) and FAA Order 5190.6B, *Airport Compliance Manual* (2009, September).

### 1.6.1 AIRPORT SPONSOR GRANT ASSURANCES

There are 39 grant assurances that are part of the agreement at the acceptance of a TxDOT Aviation Division grant. Below are brief summaries of each assurance and an examination of the current airport in regards to each assurance.

1. General Federal Requirements. The City will comply with all applicable federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of federal funds.
  - To the best of its ability, it appears the City has, and will continue to, comply with all applicable federal guidance.
2. Responsibility and Authority of the Sponsor. Verifies the City has the legal authority to apply for, finance, and administer the TxDOT Aviation grant, which may include FAA funds.
  - The City, as acknowledged by the State of Texas, is the local discretionary authority for the Airport.
3. Sponsor Fund Availability. The City must have sufficient funds for their match portion of the AIP grant.
  - As part of the forthcoming Capital Improvement Plan, the City will identify funding sources for the local match prior to applying for federal assistance.



4. Good Title. According to Order 5190.6B, the City is required “to assure that good title exists or that the sponsor will acquire good title for any property where federal funds will be used. For airport development programs, the sponsor must assure that the sponsor, another public agency, or the federal government holds good title to the airfield or airport site.”
  - The city currently owns a limited amount of property at the airport, including a tie-down apron, all taxiways, and most of the runway. The north third of the runway is owned by the United States of America, and controlled by the U.S. Fish and Wildlife as the Balcones Canyonlands. The City has an easement through this property “for constructing, operating, and maintaining an airport runway.” This easement is centered on and in-line with the runway, 300 feet wide, extending from the northernmost City-owned airport property line to the boundary between the Fish and Wildlife property and the neighbor’s property to the north. While it would be ideal for the City to own this portion of property, this existing arrangement does meet the intent of the grant assurance. .
  
5. Preserving Rights and Powers. The City will not take or permit any action that would deprive it of the rights and powers necessary to perform any of the grant assurances, nor will it sell, lease, encumber, or transfer any part of its title or interests in the Airport property.
  - The existing City-owned airport property is limited to the runway, taxiways, and one tie-down apron. To this point, there is no actual agreement contradicting this assurance. This would include assuring any agreements the City enters must not limit their ability comply with all assurances, including through-the-fence (TTF) agreements, FBO agreements, land lease agreements, fuel services, and others.
  - TxDOT has stated the current TTF should to be changed to assess a per property fee, either based on a square footage, based aircraft using property, or flat per property fee. The one aggregate fee does not confirm how much each member of the RAAPOA is paying. While TxDOT doesn’t believe the current agreement puts the City in violation of this agreement, they have stated the City is at risk for the future. The next version of the agreement should make the fee property specific, instead of an aggregate fee for the entire RAAPOA.
  - With the current through-the-fence agreement, the City collects five percent of airport improvement CIP total project cost from the RAAPOA. This, however, has created an arrangement in which the RAAPOA has a say in what CIP projects are needed and their timing. While this is not a right the TTF agreement grants to the RAAPOA, it has essentially created an arrangement in which the City does not retain the full power to manage the airport. Because the RAAPOA is keeping the City’s tie-down fees for their CIP match and they are contributing five percent match funding to the CIP project, this appears to TxDOT as the City ceding some control of the airport which is contrary to the intent of this assurance. The next version of the TTF agreement should also discontinue the five percent match from the RAAPOA.



6. Consistency with Local Plans. Proposed projects must be reasonably consistent with local, county, and state plans, to include the area surrounding the Airport.
  - There are no indications that past projects undertaken at the Airport are inconsistent with local, county, and state plans. The property the Airport operates on is mostly within the Lago Vista City limits; the easement within the U.S. Fish and Wildlife property is within Travis County. The City has recently completed a Comprehensive Plan, and the proposed plan will be consistent with the recommendations of the Comprehensive Plan.
7. Consideration of Local Interests. The City will give fair consideration to the local community's interests.
  - The City has complied with this guidance. In fact, the City has inherited the airport from the local community. The City has created and maintained an Airport Advisory Board which includes a liaison to the City Council and airport users. The Board allows input and guidance from the airport users and the local community. This action plan will consider public input and local interests in proposed developments and recommendations.
8. Consultation with Users. Consultation with affected parties using the Airport will be conducted prior to, and during, the proposed project.
  - The City not only consults users, but also truly relies on airport users to guide developments at the airport.
9. Public Hearings. For major projects involving airport location, a new or relocated runway, or a major runway extension, the City will give the community an opportunity for a public hearing to consider economic, social, and environmental effects of the proposed project.
  - No major projects are anticipated at the airport. If, in the future a major project is considered, the City should coordinate with TxDOT to verify public hearing procedures and publishing requirements.
10. Metropolitan Planning Organization. For major projects involving airport location, a new or relocated runway, or a major runway extension, the City will make available to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the amended airport layout plan to depict the proposed change along with a copy of the current airport planning document. A major runway extension for this airport is assumed to be any extension over 500 feet.
  - This current project is not anticipated to be or to plan a major change to the runway. The Capital Area Metropolitan Planning Organization (CAMPO) covers several counties including Travis County, which includes the City of Lago Vista and all of the airport environ. Although no major change to the runway is anticipated at the airport, it is recommended that if any future major change to the runway is to take place that the City coordinate with CAMPO early in the process to obtain buy-in.



11. Pavement Preventative Maintenance. The City will implement an effective airport pavement maintenance-management program for the useful life of any pavements construction with TxDOT/FAA grant assistance.

- The City currently maintains the airport pavement through the TxDOT Routine Airport Maintenance Program (RAMP) and recently completed a pavement rehabilitation project. It is recommended that the airport continue to conduct a yearly inspection of City-owned airfield pavement and keep records of the inspections and maintenance that is conducted. Some airports choose to implement a more detailed pavement maintenance program, but for the size of Lago Vista and its airport, yearly inspections and regular preventative maintenance and repair, along with good record keeping, is all that is needed to satisfy this assurance.

12. Terminal Development Prerequisites. If the City were to develop a public-use commercial service passenger terminal (for aircraft designed for at least 31 passenger seats), it must certify that all safety and access equipment required by rule or regulation is provided to all passengers.

- A passenger terminal is not planned for Lago Vista. The airfield features would likely preclude use by any aircraft intended for passenger service of at least 31 seats.

13. Accounting System, Audit, and Record Keeping Requirements. The City will keep all project accounts and records relative to any grant project in accordance with the Single Audit Act of 1984. Additionally, the City will make all records available for the purpose of audit and examination.

- The City's recordkeeping for the airport could be improved. In reviewing City financials for the airport, there seems to be some mixing of operational costs and Capital Improvement Costs. Some of the Capital Improvement Costs and matching funds from the RAAPOA are accounted for in the airport budget information that was provided, but some information was not. Then, there is a separate City Capital Improvement Program (CIP) that tracks some of the capital improvements at the Airport. All Airport specific costs, including CIP and land acquisition should be tracked and accounted for in one location. The airport needs to be treated like a separate business. All revenues, expenses, and capital improvements should be tracked as airport specific. Project documentation should be readily accessible and include such items as fund transfers, income received, expenditures, and any other information pertinent to the airport. Even if the City has to use the general CIP fund to fund the airport project, the direct cost to the City could be shown in the airport budget, then indicate funds from the City general CIP as revenue to cover the CIP cost. The goal for the airport should be to become self-sustaining, even with Capital Improvement Costs. In case of audit of records by FAA to ensure airport funds are staying on-airport, having all airport related financials readily available will be



very helpful. Also, in better tracking capital improvements specific to the airport, the City can easily monitor total cost of ownership.

- Also, the tie-down fees being collected from the RAAPOA are not being tracked and reported. All fees collected on Airport property should be accounted for.

14. **Minimum Wage Rates.** For all contracts in excess of \$2,000 that involve labor, the City shall establish minimum wage rates in accordance with the Davis-Bacon Act (40 U.S.C. 276a-276a-5).

- The City has, and will continue to, establish minimum rates of wages consistent with the Davis-Bacon Act for all federally-assisted contracts meeting this requirement.

15. **Veteran's Preference.** Contracts for work involving TxDOT/FAA grants will ensure that preference shall be given to available and qualified veterans.

- TxDOT administers construction contracts and they include veteran's preference clauses in the contract documents.

16. **Conformity to Plans and Specifications.** The City will execute the AIP projects per the plans, specifications, and schedule approved by TxDOT and ultimately the FAA; who authorizes TxDOT administration of the grants.

- TxDOT Aviation division contracts directly with engineers and contractors to complete projects according to the plans and specifications and by doing so has assumed responsibility in assuring conformity. The City should still take an active role in construction projects and be forthcoming with any apparent non-conformity issues.

17. **Construction Inspection and Approval.** Competent and technical supervision will be provided by the City throughout the grant funded construction projects to assure the work conforms to the plans, specifications, and schedule approved by TxDOT/FAA.

- This assurance has been and will continue to be satisfied by TxDOT, since TxDOT contracts directly with the engineers and contractors.

18. **Planning Projects.** For planning projects, the City will execute the project as approved in the TxDOT/FAA approved scope of work, report on project progress, acknowledge the project was grant funded, make material available to the public and the FAA/TxDOT, allow FAA/TxDOT to publish final material, and grant TxDOT/FAA authority to disapprove employment of a consultant, subcontractor, or employee to do all or any part of the project. In addition, the City will understand and agree that TxDOT/FAA's approval of any planning material "does not constitute or imply any assurance or commitment on the part of the Secretary [TxDOT/FAA] to approve any pending or future application for a Federal airport grant."

- The City has worked with the consultant and TxDOT in scoping this planning effort and the process is open to public involvement, and documents will be made available. The City should understand that approval of a development plan as a result of this action plan



does not guarantee funding for such developments from TxDOT. Any future planning projects should follow the same approach to maintain compliance with this assurance.

19. Operation and Maintenance. The Airport and all facilities will be operated at all times in a safe and serviceable condition and in accordance with minimum standards by the City. Any temporary closure for non-aeronautical purposes must be approved by the FAA. The City will promptly mark and/or light hazards and will notify airmen of any condition affecting aeronautical use of the Airport.

- It appears the City meets the criteria of this grant assurance. All facilities are operational, in safe and operable conditions.

20. Hazard Removal and Mitigation. The City will take appropriate action to assure the Airport's airspace will be adequately cleared and protected.

- The City has and continues to clear obstructions. The Airport Advisory Board, prior to this Action plan, has initiated installing overhead power line marking balls for some power lines in the airport vicinity. The City is also pursuing obstruction removal on the U.S. Fish and Wildlife property. The City should continue to pursue removal of any existing obstruction that is identified, but should also take a proactive approach to preventing potential obstructions through zoning efforts. This Action Plan did not include survey to identify obstructions, but known obstructions from previous data will be included in the updated Airport Layout Plan.

21. Compatible Land Use. To the extent reasonable, the City will include the adoption of zoning laws to restrict the use of land adjacent to or in the immediate vicinity of the Airport to activities and purposes compatible with normal airport operations.

- The City has zoning in place to keep land use compatible in the airport environ. The City also recently completed their Comprehensive Plan, which recommends an expansion of their current aviation compatible use zone. In addition, the City should consider implementing an Airport Hazard Zoning ordinance, which would be superimposed. This practice is allowed by the Texas Airport Zoning Act (AZA).

22. Economic Nondiscrimination. The City will make the Airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds, and classes of aeronautical activities. Any agreement the City enters with a third party must outline and enforce provisions that 1) services will not be unjustly discriminatory; 2) charges will be reasonable and just; 3) each Fixed-Based Operator (FBO) shall be subject to the same rates and charges; and 4) the City will not grant any right which operates to prevent any person, firm, or corporation operating aircraft from performing any services on its own aircraft that it may choose to perform. The City may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve



- There are no existing concerns of economic discrimination at the Airport, but as the airport grows and on-airport users are introduced, a minimum standards for FBOs should be in place and separate agreements should be established with the TTF FBOs to ensure that on-airport users are treated equitably. In addition, when renewing the TTF access agreement in 2019 when the current agreement expires, the City should clearly identify the method for setting the fee charged to TTF users and make sure the on-airport users are treated equitably based on the same methodology.
- Because the current TTF agreement designates an aggregate fee for the entire RAAPOA, the City is transferring the responsibility of economic discrimination to the RAAPOA. The agreement may be one master agreement, but the fee should be assessed on some type of per property fee (area of hangar and/or property, number of based aircraft, or flat per property). Since the City has minimal on-airport use (tie-downs), the risk of non-compliance will increase as the airport continues to grow and on-airport users are introduced.

23. Exclusive Rights. The City will not permit exclusive right for the use of the Airport by any person providing aeronautical services to the public. Services by a single FBO are not considered an exclusive right if it would be unreasonably costly or impractical for more than one FBO to provide the services and if allowing more than one FBO would require the reduction of the first FBO's lease area.

- Currently, the City only has one agreement with a self-service fuel provider. From available information and general airport knowledge, the City appears to be in compliance. The City plans to cancel the existing contract and pursue new methods of providing fuel.

24. Fee and Rental Structure. The fee and rental structure for Airport facilities and services will be maintained by the City, to help the Airport become as self-sustaining as possible, taking into account local factors.

- The City has an agreement with the RAAPOA which establishes a fee paid to the City. The only other airport-generated revenue is from a fuel provider at \$1 per year. The City also receives additional compensation from the RAAPOA for Capital Improvement Projects of up to five percent of the total project cost. Including past and future capital improvement, operating, and maintenance expenses, the Airport has historically operated at a net cost to the City. The City should increase their revenue through rents and fees to cover these costs. The City should and desires to change the arrangement for providing fuel. In the short term, this could include contracting with an entity to provide fuel, but charge a fuel flowage fee. Eventually, the City could benefit from owning its own fuel farm and providing fuel service. The City could also revise the current agreement with the RAAPOA to include a modest increase in fee as the fee has remained stagnant for 10 years through the agreement. The next version of the agreement should also



remove the five percent CIP match and the collection of the on-airport tie-down fees. In addition, as proposed in this plan, the City should seek to build, own, and rent hangar space. These increases in revenue should help the City to become more self-sustaining while the airport grows to meet the demand.

25. Airport Revenues. All revenues generated by the Airport and any local taxes on aviation fuel will be expended by the Airport for the capital or operating costs of the Airport, the local airport system, and other facilities owned by the City which are directly and substantially related to the actual air transportation of passengers or property.

- When assessing solely the airport revenues and the operational and maintenance costs, the airport has historically been very close to self-sustaining. Some years there is a surplus, some years a deficit. However, when capital improvement costs are considered, the Airport has been a net cost to the City, which is evidence that airport revenue is being used for the airport only and that the City has to supplement airport revenue with City general CIP funds. In conjunction with better record keeping, it is recommended that the City have an airport specific account where surplus airport revenues can be banked for future needs, including capital improvements. This would also help with keeping better airport specific records.
- CONCERN: The current arrangement in which the RAAPOA collects and retains the airport tie-down fees is a concern and contradicts the intention of this assurance. The following is from Bill Gunn, compliance specialist with TxDOT Aviation Division:

“The City apparently has RAAPOA collect the revenue from ramp tie downs, both residence and transient. The City may use RAAPOA or any other group as an agent to collect these fees however it is very important these fees are identified separately from the TTF access fees and are paid to the City at least monthly. These fees are not part of the annual TTF access fees for RAAPOA; rather they are separate revenue. The FAA is very explicit about tracking fees for aeronautical services to ensure the money stays in the airport account for capital improvements. If these fees are paid as part of the TTF access fee, then the City most likely is violating the intent of Grant Assurance 25.”

- This arrangement should cease as mentioned before. Even if the tie-down fees are coming back to the City in the form of the RAAPOA’s five percent CIP match, that is not explicitly allowed in the agreement and there is no current method of accounting for the tie-down funds. The City should have control of the Airport and the revenue the Airport generates.

26. Reports and Inspections. The City will submit annual financial and operations reports to the FAA, and make the reports available to the public. All Airport records for development projects must be available to the FAA upon request.



- The City keeps records of airport finances and operation. Development project records are maintained by TxDOT Aviation as they administer the grants and contract directly with consultants and contractors.
27. Use by Government Aircraft. The City will make available all of the facilities of the Airport developed with federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by government aircraft at all times without charge. However, if the use by government aircraft is substantial, charges may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used.
- The City has and will make facilities available for government use, as appropriate, under this grant assurance.
28. Land for Federal Facilities. The City will furnish real estate, without cost to the federal government, for use in connection with any air navigation, weather reporting, or communication activities.
- The existing facilities, including PAPIs and the AWOS are owned and operated by the City, and supported by maintenance funds through TxDOT's RAMP program. The City should be aware that if the federal government asked to install such equipment at the airport, that the City would be obligated to offer available land at no cost to the federal government.
29. Airport Layout Plan. The Airport Layout Plan will be kept up-to-date at all times.
- The current Airport Layout Plan is being updated as part of this project.
30. Civil Rights. The City will take necessary measures to ensure that no person is excluded from participation in, be denied the benefits of, or be subject to discrimination in any activity conducted with, or benefiting from, funds received from grant funds on the basis of race, creed, color, national origin, sex, age, or disability. See grant assurances for further detail.
- From review of airport documents, indications are the City is in compliance with this assurance.
31. Disposal of Land. When land purchased with grant funding is no longer needed for the original intended use, the funds shall be used for other eligible airfield development or transferred to another eligible airport for eligible development. The funds for the sale of property no longer needed may not be used for operating expenses or to supplement the sponsors other needs.
- The City is in compliance as they have not sold land.
32. Engineering and Design Services. The City use a qualifications-based selection.
- The City relies on TxDOT Aviation to conduct Engineering and Design services solicitations and procurement and TxDOT uses appropriate procurement methods.



33. Foreign Market Restrictions. The City will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the U.S. Trade Representative as denying fair and equitable market opportunities for products and suppliers of the U.S. in procurement and constructions.
- There are no indications of non-compliance.
34. Policies, Standards, and Specifications. The City will carry out projects funded by the grant in accordance with applicable FAA advisory circulars, policies, and standards.
- While there are existing non-standard airport features, under TxDOT Aviation's supervision, the previous developments have been conducted in accordance with applicable standards and so will future projects.
35. Relocation and Real Property Acquisition. The City will be guided by Subpart B of 49 CFR Part 24 in property acquisition causing displacement, providing relocation assistance and reimbursement for necessary expenses.
- There are no such previous or planned instances.
36. Access by Intercity Buses. Intercity buses, if applicable, will have access to the Airport.
- No bus service is available at the Airport, but the City does not prohibit access to public transportation to the airport.
37. Disadvantaged Business Enterprises (DBE). No discrimination on the basis of race, color, national origin, or sex will be tolerated in the award and performance of any FAA-assisted contract or in the administration of the DBE Program.
- TxDOT administers the grant and DBE programs and therefore the City is in compliance..
38. Hangar Construction. If a third party constructs a hangar at their own expense on the airport property, the City will grant the third party a long-term lease subject to such terms and conditions on the hangar as the City may impose.
- There are no such instances. All hangars that use the airport are on private property.
39. Competitive Access. This assurance only applies to medium or large hub airports.



## 1.6.2 THROUGH-THE-FENCE (TTF) COMPLIANCE

The City of Lago Vista owns the Airport and is responsible to maintain the airport components to maintain access as a public-use airport. The Airport is currently used primarily by through-the-fence (TTF) Operators. TTF operations are when users access the airport from private property by crossing the airport property line, which, in some cases, would be fenced, hence the term. At Lago Vista – Rusty Allen Airport, the only on-airport users include aircraft owners leasing tie-down space on a part- or full-time basis, and the fuel service provider, who currently pays \$1 per year. All of the existing hangars that have access to the airport and the land they occupy are privately owned, with several of these being hangar homes for residential use. These property owners are organized into the Rusty Allen Airport Property Owners Association (RAAPOA). The use of the existing privately owned hangars includes residential hangar homes, commercial activities, and aircraft storage. All existing hangar access is granted to the RAAPOA through one master TTF agreement. The existing agreement includes fees that are collected by the RAAPOA. The fee is set based on capital costs for general infrastructure as allowed by FAA, however the fee is not well documented as to the fee. Currently, the RAAPOA pays the City \$20,000 per year for an access fee and may pay additional amounts for maintenance and repairs not covered by TxDOT Grants (50 percent share up to \$2,000) and for capital improvements (up to five percent of total project costs). This agreement was last executed in 2009 and expires in 2019.

In recent years, TTF operations have been under scrutiny based on the FAA Modernization and Reform Act of 2012. The Act precluded commercial service airports from entering into new Residential Through-the-Fence (RTTF) agreements and if there was a triggering event, those agreements would need to be reviewed and updated. For general aviation airports, such as Lago Vista - Rusty Allen Airport, residential TTF access agreements are allowed by the Act as they will not result in non-compliance. As part of the compliance review, the existing agreement was reviewed and evaluated based on the FAA Compliance Guidance Letter 2013-01, *FAA Review of Existing and Proposed Residential Through-the-Fence Access Agreements*, FAA Order 5190.6B, *Airport Compliance Manual*, and Transportation Research Board's Airport Cooperative Research Program (ACRP), *Guidebook for Through-The –Fence Operations*. There are no limits or requirements as to the length (term) of the agreement, however FAA recommends a price escalation allowance for any agreements longer than five years. The guidance letter requires that the TTF access be shown on the updated ALP and that these agreements be written and meet the following requirements:

*Residential only TTF agreements must require property owners to:*

- Pay access charges that the sponsor determines to be comparable to those fees charged to tenants and operators on-airport making similar use of the airport.
- Bear the cost of building and maintaining the infrastructure necessary to provide access to the airfield from property located adjacent or near the airport.
- Maintain the property for residential, noncommercial use for the duration of the agreement (noncommercial is interpreted as aeronautical noncommercial, commercial use of the property which would not compete with aeronautical commercial activities is allowed).



- Prohibit access to the airport from other properties through the property of the property owner; and
- Prohibit any aircraft refueling from occurring on the property (this is interpreted as selling fuel on personal property accessing the airfield).

#### *Commercial TTF Use Requirements*

- For general aviation, the FAA discourages aeronautical commercial through-the-fence use. However, having aeronautical services available for aircraft is beneficial for airports and when there is not available space or property for on-airport aeronautical commercial businesses, the FAA is understanding. Having aeronautical commercial services available at the airport are beneficial in that they provide necessary service for the safe operation of aircraft and they provide jobs, boosting the local economy.
- A separate Commercial TTF agreement is required for aeronautical commercial access to the airport.
- The intent of the guidance for through-the-fence commercial activity is to allow fair competition between a through-the-fence commercial operator and an on-airport commercial operator. As stated by the Compliance Guidance Letter Section III.D., if there are existing aeronautical commercial use agreements, they must not “result in unjust economic discrimination for on-airport aeronautical service providers.”

#### *Additional TTF Requirement, both Commercial and Residential TTF*

- The City must have an agreement with any TTF user accessing the airport. This includes restricting anyone from having “piggyback” access from a property without an agreement to access the airport through another property with an agreement. In the case of Lago Vista, this would mean anyone not a member of the RAAPOA, since the RAAPOA has one master agreement fulfilling this requirement for all its members.

#### Assessing Existing Through-the Fence-Agreement

During the 3<sup>rd</sup> APAC meeting, it was discovered that the tie-down fees being collected by the RAAPOA are not going directly to the City. TxDOT and PSC understood the TTF agreement put the responsibility of collecting the tie-down fees on the RAAPOA, but the agreement does not clearly state what to do with the collected funds. According to grant assurances, revenue generated on the airport should be going to the airport. Apparently, the tie-down funds are being used by the RAAPOA towards their five percent CIP match, but that isn’t explicitly allowed in the TTF agreement and there are no records accounting for those funds. This arrangement should cease. The tie-down fees are generated by City-owned airport property and should be going directly to the City.

Aside from the tie-down issue, it appears that the City of Lago Vista is within compliance of the intent of the FAA Compliance Guidance Letter for TTF agreements. Potential concerns could arise as the City develops the airport and more “on-airport” users are introduced, especially aeronautical commercial operators. The intent of the grant assurances and the TTF Compliance Guidance Letter are to require that the sponsor keep fees and charges fair and reasonable for on airport users. Rates set for future “on-airport” commercial users, land leases, and hangar leases must be justifiable using this guidance.



## Assessing Existing Commercial Aeronautical TTF Use

It was noted during the APAC meetings that there are existing and proposed commercial aeronautical through-the-fence operators on the airfield. These include aircraft maintenance, flight training, and perhaps more. FAA's term for a commercial aeronautical operator is an FBO, or Fixed-Based Operator. According to the Transportation Research Board's Airport Cooperative Research Program (ACRP), *Guidebook for Through-The-Fence Operations*, Commercial Aeronautical TTF (or TTF FBO) activities would include:

- Fueling products and services
- Aircraft storage facilities
- Location based services (aircraft ground handling, passenger and crew services, etc.)
- Technical products and services (aircraft maintenance and repair, avionics, instruments, parts sales, etc.)\*
- Flight services (instruction, aircraft rental/leasing, aircraft charter, air cargo, etc.)
- Aircraft sales
- Other products and services (aircraft cleaning, painting, upholstery, sightseeing, aerial photography, crop dusting, etc.)

The intent of FAA guidance and policy for TTF FBOs is to ensure the safety and security of the airfield by knowing who has access to the airport and the equitable treatment for similar on-airport operators. It does not, however, require protection of TTF users, including FBOs. In fact, the City is not even required to allow TTF access. Some airports choose to exercise that right. However, for Lago Vista – Rusty Allen Airport, TTF access is part of its history and identity. The engagement of and relationship with the Rusty Allen Property Owners Association has been and will continue to be vital to the airports existence and operational safety.

The City should, according to FAA policy, have agreements with any TTF FBO users. Although there are not current specific agreements with existing TTF FBOs, there are no current conflicting on-airport and TTF FBOs. This could change in the future as the City intends to expand the airport. The City's zoning of C<sub>4</sub>, Commercial Airport, for most of the airport accessible properties allows for commercial activity. This could be construed as an arrangement which allows for commercial aeronautical TTF activity, but does not comprehensively assure compliance as it does not address equitable treatment. To clarify, the equitable treatment requirement, in regards to commercial activity, does not imply that the customers of on-airport and TTF FBOs need to be treated equitably. It applies to the FBOs and their agreements with the City. So, if there were a TTF FBO and an on-airport FBO offering fuel, the City must not charge the on-airport FBO more than the TTF FBO for a fuel flowage fee or other charge relating to the FBO agreement.

The existing arrangement with TTF FBOs does not seem to conflict with the intent of the TTF policies. However, the City should address potential conflicts proactively prior to entering into future agreements with on-airport users. It is recommended that the City work with the RAAPOA to include, in future renewal of the RAAPOA agreement, a requirement that TTF FBOs enter into a separate FBO agreement



with the City. This agreement could be a standard agreement the City crafts for all FBOs, distinguishing between FBO types, and should reference adherence to the Airports minimum standards and other rules and regulations.

TxDOT is not an enforcement agency, but issues in regards to equitable treatment arise when complaints are filed and the airport does not have documentation showing that equitable treatment is addressed. The City should be proactive in anticipation of additional on-airport users and make sure it knows who has access to the airport.

### TTF Agreement Recommendations

For both residential and aeronautical commercial TTF use, the existing TTF agreement currently works, but it expires in February of 2019 and revisions need to be made to better ensure compliance as new on-airport users are introduced. One master agreement with the RAAPOA is recommended. An airport that operates similarly through a master agreement with a POA is the Independence State Airport in Independence, Oregon. Like Lago Vista, most of their users are TTF and one master agreement has been used and is preferred. FAA has reviewed their agreement and it has been determined to be in compliance. The following are other recommendations for the City to consider in the next version of the TTF access agreement with the RAAPOA

#### Agreement Party/User Identification

To follow the intent of FAA's guidance, the City should make sure they have record of all properties and property owners who have access through the master RAAPOA agreement. The current agreement does not identify the properties or properly identify who the RAAPOA is. This could be done by requiring the RAAPOA to submit a member roster and based aircraft information along with their annual payment. The City should also considering including an insurance requirement and add reference to the airport rules and regulations and minimum standards in the next iteration of the agreement.

#### Access Fee

One master agreement with the RAAPOA is recommended, but the fee should be specified per RAAPOA member either through per area, per based aircraft, or a flat per property fee using FAA approved rate setting methodology. Historically, the fee has been one aggregate fee of \$20,000, equivalent to a per property fee of approximately \$270 per year. This has been the arrangement for the past 10 years and there has been no accounting to the City as to how much each property has contributed or how many members the RAAPOA has. The next version of the agreement should properly identify and document the rate setting methodology and seek a modest increase from the \$270 per year as the fee has remained constant for the past 10 years. See rates and charges section for information on acceptable rate setting methodologies and a comparison of some relevant airport examples.

#### TTF Aeronautical Commercial Use (TTF FBO)

FAA discourages TTF FBOs, but given that there are existing TTF FBOs and the airport needs TTF FBOs to be able to provide essential aviation services (maintenance, repairs, etc.), the City should make efforts



to continue to allow and address the intent of FAA policy in dealing with TTF FBOs. The City should consider adding a requirement in the master RAAPOA agreement that TTF FBOs sign some sort of separate FBO agreement which reference the airports minimum standards for FBOs. The goal would be to be proactive in preparing for future on-airport FBOs.

#### Restricting Piggyback Access

The next version of the agreement should also include a requirement that no RAAPOA member may grant access to the airport from an adjacent property that is not a member of the RAAPOA because in that case, the adjacent property would not have an agreement with the City.



# Chapter 2 - Future Use and Development

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## 2.1 AIRPORT FACILITY NEEDS

Chapter 1 provides a detailed study of the airport and the current state of the airfield and its operation and management. This chapter will focus on current and future development needs to meet current and future demand. In the initial kickoff meeting, APAC members expressed their vision for the airport. Through this exercise, other conversations with community members, and observations, the overall vision for the airport is to provide a safe, self-sustaining airport, with maximum access to and from the Lago Vista community. This helped establish the following priorities for the City of Lago Vista and the Lago Vista – Rusty Allen Airport.

1. **Safety.** This aligns with both TxDOT and FAA’s priorities. Safety is paramount for an airport and it is the responsibility of the airport sponsor, the City of Lago Vista, to maintain the airport in a safe and operable manner. In considering future developments, safety measures will be addressed and FAA standards will be used in the design of airfield features. Bringing airfield features up to FAA standards, where possible, should be a priority when considering future developments.



2. **Financial Sustainability.** The airport currently operates at a net cost to the City when considering the total cost of ownership (operations, maintenance, and capital improvements). This is very common for general aviation airports, but the City should make efforts to make the airport as self-sustaining as possible, including both operating costs and capital improvements. This is also one of the grant assurances the City has agreed to by accepting grant funds. The City currently has very limited sources of revenue and should seek to increase revenue.
3. **Community.** Given the history of the airport and the RAAPOA's partnership, the community feel of the airport with several hangar home users, and other City amenities which are community focused (Lake Access, Golf Courses), community enhancement will be another goal for the airport developments This would include allowing greater access to and from the community through adding public use facilities (public leased hangars, parking, tie-downs, bathrooms, terminal building) on the airfield and sensible development complimenting surrounding uses.

Through analysis of existing conditions and deficiencies, input from the City and airport users through several discussions with individuals along with input provided at the public meetings for this project, the following are identified airport needs:

### 2.1.1 PUBLIC INPUT ON AIRPORT NEEDS

- Tie-downs
  - Purpose to increase access to and from community, increase revenue
  - Priorities Alignment: Community, Financial Sustainability
- City take over fuel operations, move fuel station
  - Purpose to increase revenue
  - Priorities Alignment: Financial Sustainability
- City-owned hangars
  - Purpose to increase access to and from community, increase revenue
  - Priorities Alignment: Community, Financial Sustainability
- More City owned property
  - Purpose to increase development options by the city
  - Priorities Alignment: Safety, Financial Sustainability, Community
- Helicopter area
  - Purpose to increase access by helicopters
  - Priorities Alignment: Community
- Vehicle parking
  - Purport to increase access to and from community, to feel like a real public airport.
  - Priorities Alignment: Safety, Community
- Terminal building
  - Purpose to increase access, sense of community, feel like a real public airport with adequate restrooms.
  - Priorities Alignment: Community
- Zoning changes for airport expansion, aviation compatible light industrial use surrounding airport
  - Priorities Alignment: Safety, Community



- Runway extension to the north
  - Increased length provides additional safety to existing users and expands access to more aircraft within the airports current classification. Runway Capacity: According to FAA 150/5325-4B, *Runway Length Requirements for Airport Design*, to get to 100% coverage of existing "B" aircraft, runway would need to be extended 4,00 feet to 4,200 feet.
  - Priorities Alignment: Safety, Community, Financial Sustainability
- Runway lighting and sign replacement (LED)
  - The existing lighting and signage may reach the end of its useful life within the planning period and needs replacement. New LED runway lighting could introduce cost savings.
  - Priority Alignment: Safety, Financial Sustainability
- Security increase needed, unauthorized use by ground transportation has been observed
  - Needed for safety, possibly install gates for any vehicle access point
  - Priorities Alignment: Safety
- Perimeter road
  - Increase safety by minimizing runway crossings by ground transportation
  - Priorities Alignment: Safety
- Increased weight capacity of runway
  - To provide more access and to increase future fuel revenue by not excluding larger aircraft
  - Currently at 12,500 pounds
  - Increase in published weight would increase Runway OFA to 400 feet. Many buildings and the parallel taxiways would need to be removed to clear the OFA. This would not be feasible and is discussed further in section 2.2.
- Non-aviation commercial development areas
  - Cars and aircraft do not mix. Any areas that are designated for future non-aviation industrial/commercial use should be identified and planned to have landside only access, no airside access.
  - Priorities Alignment: Safety, Community
- New location for windcone
  - The existing windcone is not erected and is being stored by the existing fuel station. The airport needs a windcone.
  - Priorities alignment: Safety
- Existing pavement maintenance, rehabilitation, and reconstruction
  - There are areas of existing pavement which have received a surface sealant by the rehabilitation project that was completed in 2016, but there are some areas that may need more extensive rehabilitation within the planning period. Continued preventative pavement maintenance will extend the life of the airfield pavement and maintaining pavement will also provide increased marketability of the airport.
  - Priorities Alignment: Safety, Financial Sustainability, Community



## 2.1.2 FAA STANDARDS REVIEW

In addition to the airport needs identified by the sponsor and users, an analysis of the existing airfield reveals existing non-standard features that, at minimum, should be identified and discussed, and where possible, mitigated. For some non-standard items, there may not be a feasible approach to mitigation. In that case, the approach should be to not make matters worse. In the case of new development, TxDOT/FAA will not fund new developments which are non-standard.

Table 13 - FAA Standard Issues

Airport Feature	FAA Standard Requirement	Existing at Lago Vista – Rusty Allen Airport	Mitigation Options
Runway to Parallel Taxiway Centerline Separation	150 feet	West Side Parallel: 120-125 feet East Side Parallel	<p>Alternatives:</p> <ul style="list-style-type: none"> <li>Abandon parallel taxiway, build individual perpendicular entrance taxiways from hangars</li> <li>Stripe holdline at standard distance, consider parallel taxiing as backtaxiing and when west side tie-down area is reconstructed, construct a standard parallel through the portion adjacent to tie-down area (Recommended)</li> </ul>
		East Side Parallel: 150'	Meets standard
Runway width	60 feet	50 feet	Consider a runway widening project. A runway widening project would complement a runway lighting replacement project.
Holding Position Markings (Holdlines)	125 feet from Runway Centerline	West Side Parallel Taxiway; 65 feet	Consult with TxDOT to evaluate benefit in striping holdline at correct separation (would require holdline across most of the West Parallel Taxiway).
Runway/Taxiway Grade	Runway/Taxiway Safety Area/OFA Grading	Along the sides of the Taxiway/Runway, and some Taxiway longitudinal grades appear non-standard	Deficiencies in grade of the existing taxiway system are less of a concern in regards to safety, but can make it troublesome for taxiing. With the topography constraints of the area, it is not expected that mitigation would be possible.



Runway Protection Zone (RPZ)	Preferred for the airport to own or at minimum hold easement to RPZ area	RPZ on both ends is owned by others, no existing easements	<p>The City should seek ownership of existing and ultimate RPZ areas.</p> <p>North End (15): The City should look into a land swap with U.S. Fish and Wildlife and possible donation of RPZ land from property to the north, Thomas Penn.</p> <p>South End (33): There are several smaller city size lots in the Runway 33 RPZ. The City should aim to acquire these lots. The lots, according to the City, are not developable</p>
Taxiway/Taxilane Object Free Area (OFA)	<p>Taxiway OFA (89 ft)</p> <p>Taxilane OFA (79 ft)</p>	On the west side of the runway, there are some hangars that impede on the Taxiway/Taxilane Object Free Area (OFA).	City should consider zoning setback requirements and discuss possible common sense mitigation with property owners for non-structure critical features.
Airspace	Part 77 Imaginary Airspace	Some buildings in Primary and Transitional Surfaces	<ul style="list-style-type: none"> <li>• Coordinate with TxDOT Aviation to determine if mitigation by obstruction lighting is needed.</li> <li>• For future hangar building application or any other building surrounding the airport, require a 7460 be filed with FAA to allow FAA to determine if the proposed construction is a hazard and if mitigation is required.</li> </ul>



## 2.2 AIRPORT DEVELOPMENT NEEDS AND RECOMMENDATIONS

This section will address identified airport development needs and recommended improvements. See Exhibit 3, *Airport Development Plan* for a depiction of the proposed development plan. This section will include development concepts which may not be feasible. The recommended development plan will be summarized into the Proposed Implementation Program.

### 2.2.1 PROPERTY ACQUISITION

Exhibit 1, Airport Proposed Property Plan, indicates the proposed property acquisition. In regards to capital improvements and growth of the airport, property acquisition should be the first priority as it is required before most of the proposed developments can even be considered. Property acquisition is eligible for 90 percent funding by TxDOT and can be reimbursed retroactively. There is not a question of *IF* TxDOT will fund property acquisition, the question is the timing. Given that it can be retroactively reimbursed, the City should pursue property acquisition as soon as possible. The City should coordinate closely with TxDOT to make sure the TxDOT process is followed. The property to be acquired includes the following:

- Penn Property
  - RPZ (existing and future) acquisition for runway extension.
  - Avigation easement. This is shown on Exhibit 1 and should allow the City the rights to keep control of the area of land included in the airports approach surface and Threshold Siting Surface (TSS) to be able to remove and prevent obstructions to airspace.
  - If the property is donated, 90 percent of the appraised amount could be credited towards future match funds with TxDOT
- East side hangar area property and access taxiway property. The access taxiway and the properties labeled for phase 1 should be the near term priority.
- West side tie-down, fuel, terminal, and parking area land acquisition. The three properties nearest the existing airport entrance should be the priority. Additional properties should be considered as the City can warrant.
- South RPZ acquisition.

### 2.2.2 RUNWAY EXTENSION

At the Kickoff and first APAC meeting, there was a desire expressed to lengthen the runway. For a B-I(small) aircraft. There were initial concerns that seemed to preclude the feasibility of an extended runway.

The initial questions in relation to the feasibility of extending the Runway at Lago Vista – Rusty Allen Airport to the north were:

- **Runway Length Justification:** There was doubt that justification existed to lengthen the runway as it was suspected that the airport classification would need to increase to justify a longer runway. That was not the case. The existing runway length is 3,808 feet. According to FAA AC/5325-4B, *Runway Length Requirements for Airport Design*, for the current airport classification at Lago Vista, B-I(small), the length required to serve 100 percent of small aircraft serving 10



passengers or less is 4,200 feet. See the chart below from the AC. This chart is to be used when the airport is “primarily intended to serve communities located on the fringe of a metropolitan area,” which describes Lago Vista. This suggests a runway length of 4,200 feet, an extension of 400 feet, would be justified without an increase to the ARC.

7/1/2005

AC 150/5325-4B

Figure 2-1. Small Airplanes with Fewer than 10 Passenger Seats  
(Excludes Pilot and Co-pilot)

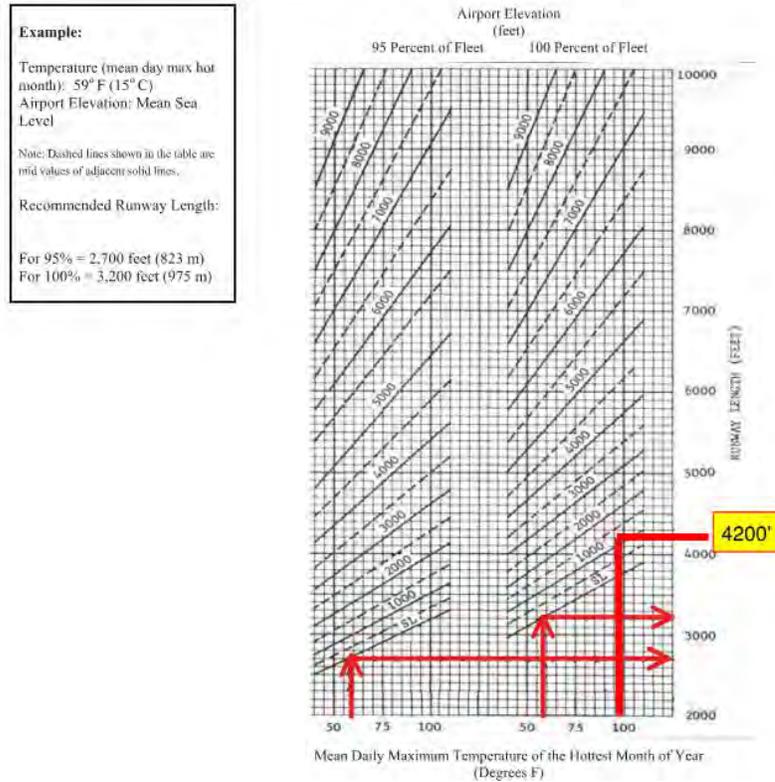


Figure 26 - Runway Length Determination Chart from FAA AC/5325-4B, Runway Length Requirements for Airport Design

- **Grant Assurance 4, “Good Title”.** Another perceived hurdle to a runway extension was Grant Assurance 4. The typical expectation is for the sponsor to own property on which it would extend the runway, as well as the OFA and the RPZ for the extended runway.
  - The guidance for this grant assurance, as described in FAA Order 5190.6B, *Airport Compliance Manual* (Sept., 2009), is that “good title exists or that the sponsor will acquire good title for any property where federal funds will be used. For airport development programs, the sponsor must assure that the sponsor, another public agency, or the federal government holds good title to the airfield or airport site.”
    - U.S. Fish and Wildlife Property at Runway 15 end. The airport currently does not own the property that roughly a third of the northern end of the runway is on. Use as a runway is granted through an easement with the U.S. Fish and Wildlife for “constructing, operating, and maintaining an airport runway.”



- The property is owned by the federal government, which would meet “good title” requirements.
- Penn Property: The property north of the USFW runway easement is privately owned. The Penns have mentioned the possibility to donate land to allow for a runway extension. No formal negotiations have begun at this point. The minimum amount of property needed to acquire would be the length needed for the runway extension, its associated Runway Object Free Area (ROFA), and the existing and ultimate Runway Protection Zones (RPZ).

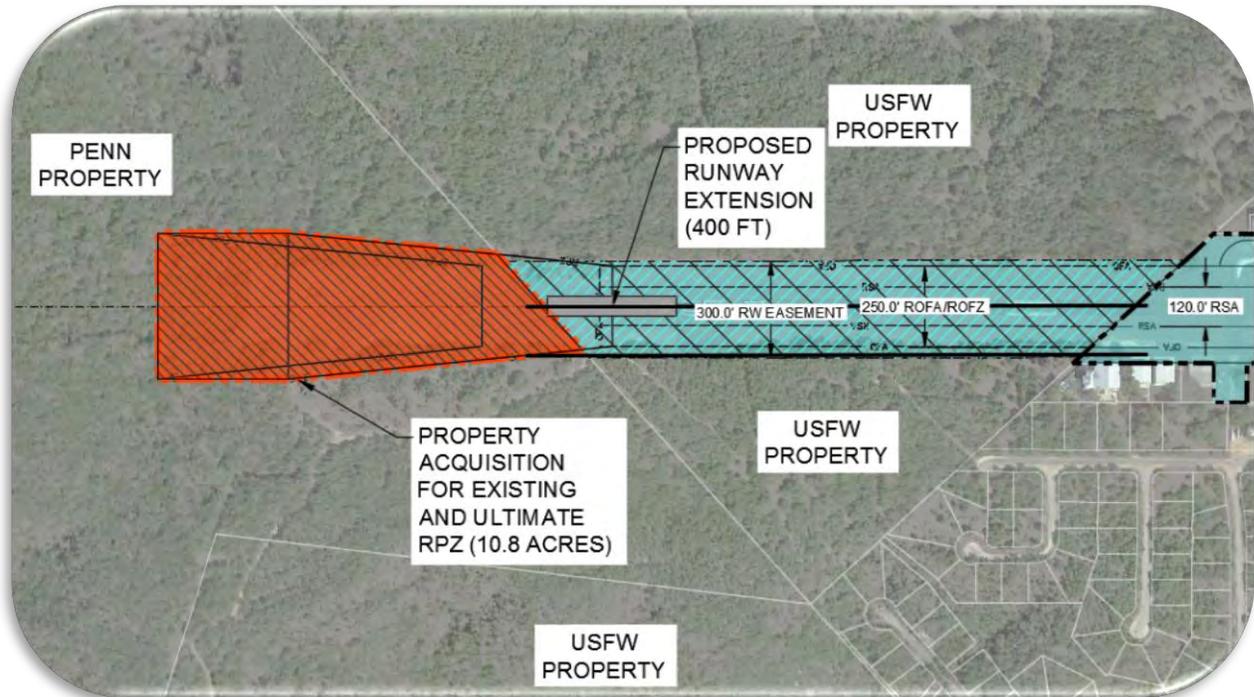


Figure 27 - Runway Extension Concept

Another question was if it would be feasible to extend the runway to the south, the Runway 33 end. This option was determined to not be feasible due to runway safety area grading requirements beyond the runway end and because the change would prompt a new RPZ determination by the FAA which may require closure or relocation of Rawhide Trail.

Lago Vista – Rusty Allen Airport is a highly utilized airport. Increasing runway length, even if it is a displaced extension, adds to the safety and usability of the airport. While the airport is unique, with many challenges, the proposed runway extension and the solutions to non-standard conditions would allow the airport to operate in a safer and more standardized manner.

#### Runway Extension Recommendation

It is recommended that the City include a runway extension of 400 feet to the north off the Runway 15 end in the long range plan for the airport. The runway extension was in a previous iteration of the Airport



Layout Plan and based on findings, a runway extension would better serve the airport users. Other developments including property acquisition and hangar and tie-down development would be of higher priority as the City needs to have a foundation of facilities to generate revenue and allow better access to itinerant traffic.

The next steps would be for the City to pursue land acquisition options with the Penn property to the north, especially if land donation is possible. If a property acquisition is viable, the footprint should include Runway Protection Zone (RPZ) area for the existing and extended runway. The City should coordinate with TxDOT Aviation Division throughout the land acquisition process. If land is acquired for the extended runway RPZ, the City would then coordinate with TxDOT Aviation for environmental considerations for the runway extension, which may require an environmental assessment. There are some known endangered bird species in the vicinity of the airport, so it is possible that a runway extension is not feasible. However, due to the area of the extended runway centerline being cleared, the likelihood for habitat disturbance due to the proposed runway extension is low based on available maps.

### 2.2.3 RUNWAY LIGHTING AND SIGNAGE REPLACEMENT (LED)

It was expressed that new LED runway lighting is desired to introduce costs savings. The existing lighting will eventually reach the end of its useful life, and replacement should be considered for future improvements. Runway lighting is eligible for funding through TxDOT at 90 percent funding from TxDOT.

#### Runway Lighting and Signage Recommendation

Runway lights are important to the safe operation of the airport. The City should track maintenance and repairs and coordinate with TxDOT Aviation to determine the urgency of the lighting replacement. If a runway extension and/or widening is programmed, that would be the ideal time to replace the runway lighting and signage as the layout is based on pavement geometry. Some of the existing signs are starting to fade and the City should consider a short term solution using RAMP funds to replace or rehabilitate the sign faces.

### 2.2.4 RUNWAY WIDENING

The existing runway is 50 feet wide, while the standard width for a B-I (small) airport is 60 feet. A widening project would standardize the airport and increase the pavement available for aircraft wander during landing and takeoff. It is recommended that a runway widening project be included in the future developments, but it would be best completed as a combination with a runway lighting and/or a runway extension project.



## 2.2.5 NON-STANDARD EXISTING WEST SIDE PARALLEL TAXIWAY AND HOLDLINE SEPARATION

The existing west side parallel taxiway is approximately 25 feet too close to the Runway. The standard centerline separation for a B-I (small) airport is 150 feet. The existing west parallel taxiway separation is closer to 125 feet. The existing hold lines are also at non-standard locations. They are painted at the Runway Safety Area instead of at the correct distance of 125 feet which corresponds to the Runway Object Free Area (ROFA) and the Runway Object Free Zone (OFZ). To relocate the parallel taxiway to its standard separation would require removal of approximately 23 existing hangars due to the Taxiway OFA. The cost and process would be prohibitive.

- Mitigation Alternatives
  - **Runway Shift:** One alternative to address the non-standard west side parallel taxiway would be to shift the entire runway east. An initial analysis of the site indicates that a shift to the east of 20 feet would put the west parallel taxiway at the correct separation. This would require full reconstruction of the east side parallel and a reconstruction of much of the runway as FAA standards do not allow an offset runway crown. A new full airspace analysis survey would likely be required to update the GPS procedure to Runway 15. In addition, the Taxiway OFA would still not be clear on the west side, which is still non-standard. Due to the very high cost of this concept and that it does not fully address the non-standard taxiway, this alternative is not recommended.
  - **Individual Hangar Access Taxiways:** Another solution to standardize would be to abandon the existing west parallel taxiway pavement and construct individual access taxiways from the existing hangars, perpendicular to the runway, installing holdlines at the correct locations. While this is not ideal as it introduces several access points to the runway, it would meet FAA standards. In addition to the single access taxiways, an additional connector taxiway between the east side parallel taxiway and the runway would allow aircraft to cross the runway and minimizing taxiing on the runway.
    - One possible issue with this approach is the idea of direct access from an apron to a runway. There is guidance in the FAA Advisory Circular 150/5300-13A, *Airport Design*, which does not allow taxiway design to allow direct access from an apron to a runway unless there is a turn involved. The intent of this guidance is to prevent unintentional entrance to the runway area from public aprons where someone not familiar with the airfield could accidentally enter the runway. This approach to standardization would not violate the intent of the direct access guidance.
    - This would be a costly approach and since these would serve only certain individual hangars, TxDOT Aviation's (and FAA) policy would not participate in the funding for these.
  - **Re-Stripe Holdline at Standard Location.** Another solution, while unconventional, would be to cease considering the parallel taxiway as a parallel taxiway, but consider it similar to apron pavement and install a hold line along its length. This would mean that any aircraft using the pavement to taxi would be inside the OFZ, similar to when aircraft back taxi on the runway, which is already done frequently as Runway 15 is the favored



end. This approach is actually shown on the current Airport Layout Drawing (ALD). As with the previous alternative, an additional connector taxiway could be constructed to minimize taxiing inside an active Runway OFZ. While this is an unconventional, it would seem to meet the intent of the FAA standards for airport design. The piece of parallel taxiway along the proposed tie-down apron would be designed at the correct separation from the runway. This is depicted below:

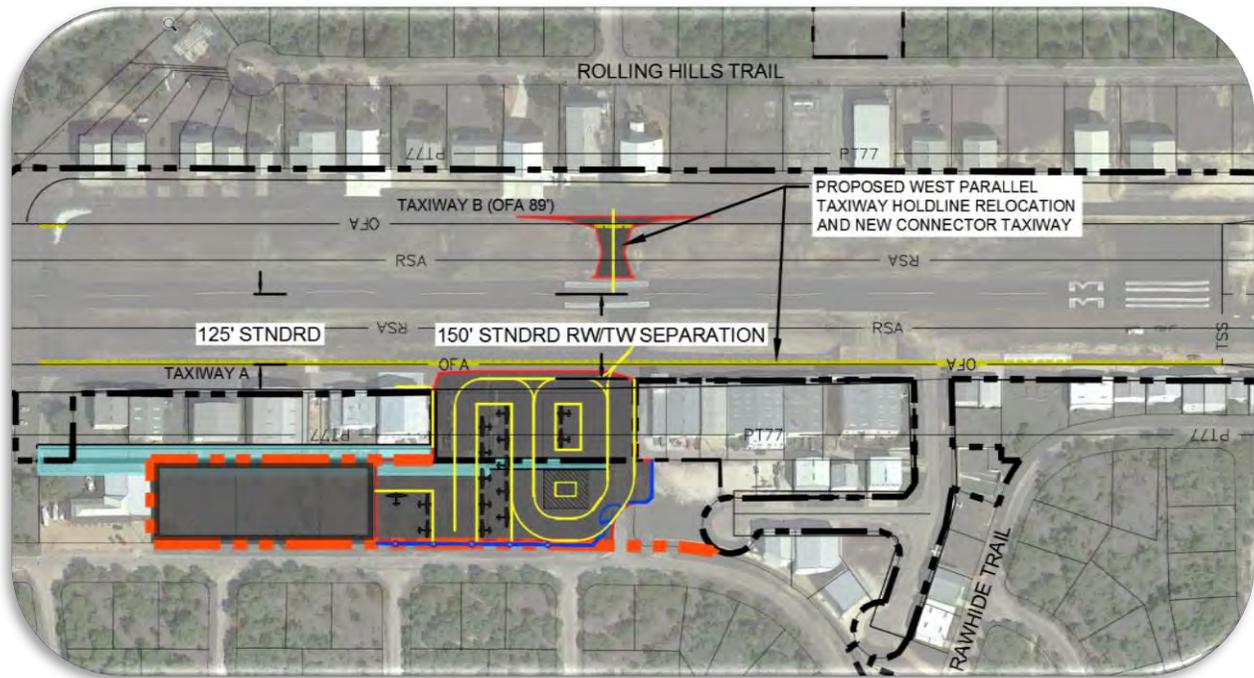


Figure 28 - Holdline Relocation and new Connector Taxiway

#### West Side Parallel Taxiway/Holdline Recommendation

If TxDOT and the City deem that mitigation of the non-standard west side parallel taxiway is needed, it is recommended that to mitigate the non-standard west side parallel taxiway and holdline, the holdline be re-striped at the correct location. This is the approach shown on the previous approved Airport Layout Drawing (ALD), which will be updated as part of this planning project. The recommended timing of this work would be in conjunction with or soon after the West Side Tie-down Apron.

#### 2.2.6 EXISTING PAVEMENT MAINTENANCE, REHABILITATION, AND RECONSTRUCTION

The airport recently completed a pavement rehabilitation of the entire airport through TxDOT Aviation's CIP. Most of this project involved a surface sealant on existing asphaltic concrete (AC) pavement, but the southern portion of the west parallel taxiway along with 2 other isolated areas were reconstructed in Portland Cement Concrete (PCC). Some portions of the airfield pavement that received a surface sealant are experiencing base failure and the rehabilitation project in 2016 was a short term solution.



## Pavement Maintenance, Rehabilitation, and Reconstruction

The airport needs to focus on property acquisition and increasing City owned facilities, but maintaining the existing pavement should be a priority as well. The Airport should use the TxDOT Routine Airport Maintenance Program (RAMP) to make isolated repairs as necessary to address base failure and for regular preventative maintenance to seal cracks. The recent rehabilitation project and future use of RAMP to maintain the existing pavements should keep the airport pavement safe and operable while it focuses on acquiring land and developing revenue generating facilities.

### 2.2.7 NEW LOCATION FOR WINDCONE

The existing windcone has been taken down and the airport needs to have a windcone on the airfield. One suggestion was to install a windcone on an existing hangar. This option was acceptable to TxDOT, but it also presents challenges. If it is a City owned windcone, having it installed on a private hangar would require some sort of agreement to make it a sustainable solution. Also, installing it atop a building would likely require a structural evaluation to ensure the hangar and the windcone tower wouldn't undermine each of their structures. The FAA standards were used to determine the optimal location, which would be 1000 feet inboard of the runway end on the left side, outside the runway Object Free Area (OFA), although allowed to be inside the OFA if a frangible ground connection is used and there is an operational need.

#### Windcone Recommendation

It is recommended the windcone be placed as shown below, 1000 feet from the runway 15 end, on the left (as a pilot approaches the runway end), halfway between the OFA and RSA with a frangible coupling. This could be done using RAMP funds (50% split). The windcone is a safety measure associated with the runway, similar to runway edge lights. The City should consult with the USFW to see if they could consider a windcone similar to runway edge lights and allow installation within the existing runway easement.

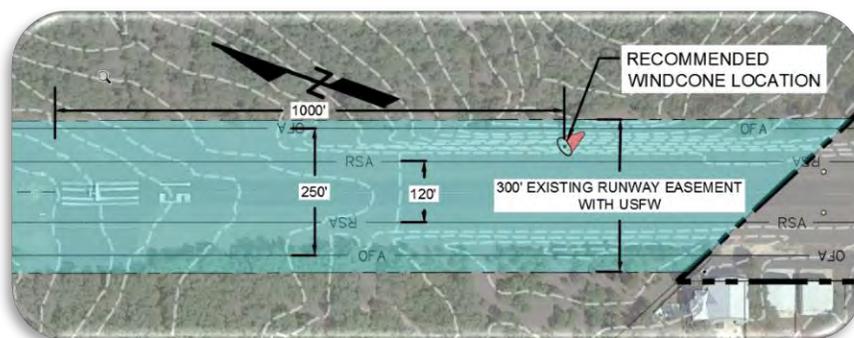
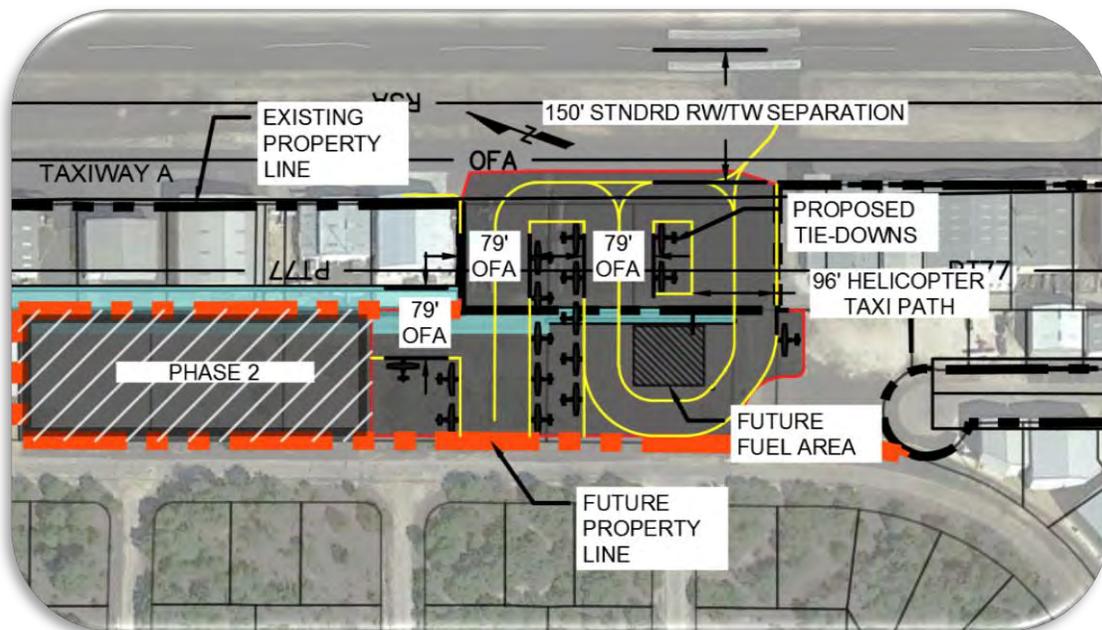


Figure 29 - Recommended Windcone Location

### 2.2.8 TIE-DOWNS



Currently, there are 11 public tie-down spots. These are currently occupied by long term, based aircraft. There is essentially no official room for itinerant aircraft to come and tie-down for the day to visit the golf course, experience Lake Travis, go hunting, or to conduct business in the area. The airport based aircraft has grown steadily since 1995 and the airfield is pretty much at capacity with its current facilities. Users end up needing to use undeveloped areas to temporarily park their aircraft. Additional tie-downs would help the City incur additional revenue, but would also allow for increased access to and from the community, increasing the indirect economic impact the airport has to the City. There was one area identified as a potential area for tie-down development on the west side of the runway, which would expand the existing tie-down apron. See below for the proposed West Side Tie-Down Apron Development. This was agreed to be the optimum location for tie-downs since undeveloped land is scarce and having the public tie-downs close to the airport entrance, the Fueling area, and the future terminal building made the most operational sense.



*Figure 30 - Proposed West Side Tie-Down Apron Development*

Another option for increasing tie-downs would be to put a row of tie-downs at the southwest corner of the airport. In conversations with TxDOT, the City was told that TxDOT may not participate in funding these given their proximity to the runway end environment. According to an initial analysis, these tie-downs would be outside the RPZ and there is a significant decrease in grade in that area compared to the runway end, indicating that the parked aircraft would be not penetrate the Part 77 (PT77) imaginary surfaces. While ideally, this would be a paved area, the City could start using the area by grassing the area and providing tie-down anchors for relatively minimal cost.



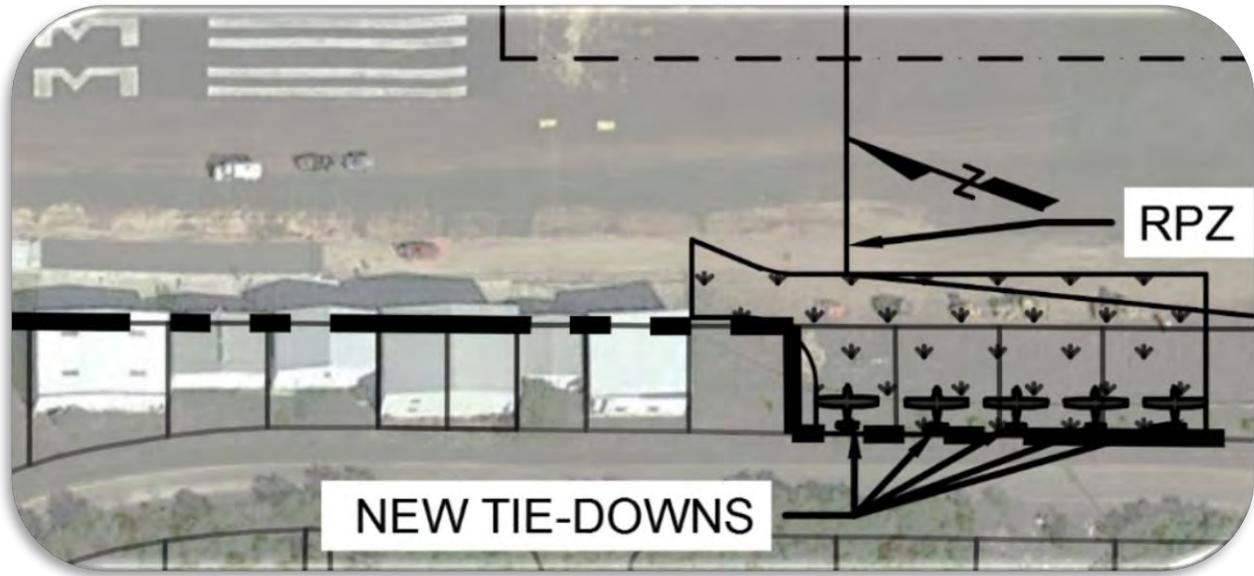


Figure 31 - Proposed City (non-TxDOT) grassed Tie-Down Area

#### Tie-Down Recommendations

It is recommended the City pursue a grassed tie-down area at the southwest corner of the airport and use for long term tie-down tenants, charging the current \$400 per year for use per tie-down. The City would need to acquire property in order for the West Side Tie-Down Apron Development to occur, which should be a priority. There is demand for tie-downs and currently there are several aircraft parking in undeveloped areas due to the lack of tie-down capacity. The area recommended for more tie-downs would be adjacent to the airport entrance, expanding the current tie-down apron. This area is adjacent to the recommended public parking and terminal area, which will keep public use and fueling consolidated to one area. These proposed developments are recommended to be included in the development plan, the airport needs more public use tie-downs to accommodate the increasing traffic. This would also increase the airport revenue in tie-down fees.

#### 2.2.9 FUEL OPERATIONS

The City currently only receives \$1 annually from the private self serve fuel provider. The City and other stakeholders would like to have the City generate revenue from the fuel. Also, the existing location of the fueling station causes congestion on the taxiway and you can only pump from one side. The City would like the airport to also have jet fuel in addition to the AvGas it currently has. The proposed location for a future, city owned fuel farm is in the proposed West Side Tie-Down Apron development.

#### Fuel Recommendations

A short term suggestion, until the City could afford to invest in a fuel farm, would be to issue a request for proposals for a temporary fuel provider, where the City would collect a fuel flowage fee per gallon of fuel sold. Common fuel flowage fees range from \$0.10-0.12 per gallon. This is a very common practice



and allows airports to generate a revenue on fuel sales. Fuel farms are eligible for 75% funding through TxDOT and it is recommended that when the property for the proposed fuel farm is acquired and when funding from the City and TxDOT is available, the City consider investing in a fuel farm (25% match). The City could then enter into an agreement with an FBO to run the fuel, allow it to be self-serve, or determine if hiring City staff to manage the airport and provide fuel service is viable. Some airports receive as much as \$0.50 per gallon when they own and run the fuel farm. For now, a temporary solution should be considered to allow the City to gain revenue from fuel to include a fuel flowage fee. Property acquisition is vital to making a future fuel farm a reality.

### 2.2.10 CITY-OWNED HANGARS

The City and APAC agreed that the City should own hangars on the airport and rent them out. General Aviation airports commonly use rental fees from airport owned hangars as a primary source of revenue to sustain the airport. TxDOT Aviation will fund 90% of hangar (building only) costs up to \$600,000, which makes this a very attractive and inexpensive option for the City to own revenue generating facilities. It was agreed that, if the City can acquire property on the east side of the airport, that there be an East Side Hangar Development area. The APAC preferred to show a large area for acquisition and development. However, to maximize the TxDOT funds by keeping the initial development closer to \$666,667 (90% would be \$600,000), the development is shown as phased, where Phase 1 would be the initial project and Phase 2 would be developed in the future when funds were available.

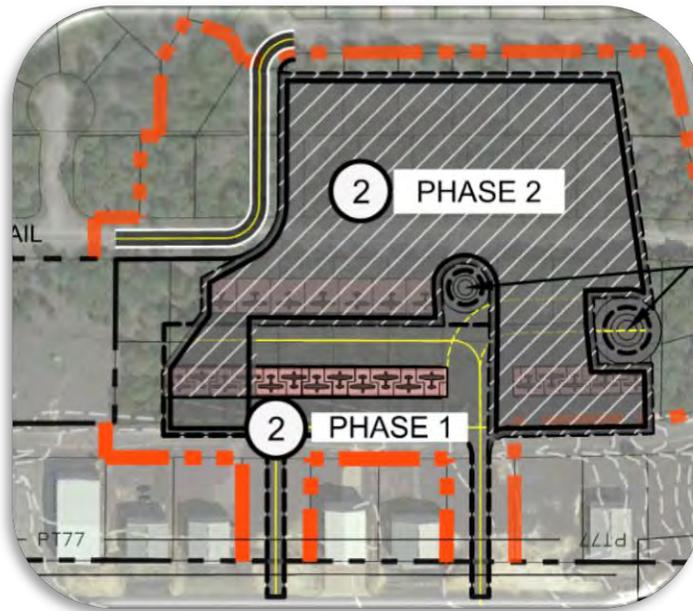


Figure 32 - Proposed East Side Hangar Development

Another area that was identified where the City could own and rent hangar space was near the airport entrance where the proposed vehicle parking and terminal building area shown. This is shown as a single

box hangar. As discussed in section 2.2.7, Terminal Building, the City could consider a combined terminal/hangar facility and lease out the hangar portion.

### Hangar Recommendation

Owning hangars and renting them out for revenue is a primary source of revenue for most airports throughout Texas. There is a shortage of hangar space throughout the state, especially here in the central Texas market. The City receives regular calls asking if there is hangar space available for rent at the airport. There is demand and the City should proceed with the proposed hangar developments. The first step would be to pursue acquisition of property within the proposed development areas. If the City owned 8 hangars and could rent them out for \$300 per month, that would be an increase in annual revenue of \$28,800, which would more than double the current Airport revenue.

### 2.2.11 HELICOPTER PARKING AREA

Currently, there is no area designated for helicopter parking on the airport. As discussed in the APAC meetings, an area for helicopters, especially for emergency services, would be beneficial to both the airport and the region. As part of the planning effort, PSC contacted StarFlight, an air ambulance service serving Travis County and the Lago Vista area and in conversations with them, found that they would appreciate and would likely use helicopter parking areas if available. They also said they'd likely buy fuel, if Jet A was available. Their fleet includes a UH-1 (Huey) and 2 EC 145 helicopters. An area inside the proposed East Side Hangar Development is shown as possible location for helicopter parking. Also, the clear taxi path required for a Huey, according to FAA Advisory Circular 150/5390-2C, *Heliport Design*, is 96 feet, which has been included for access to fuel in the proposed West Side Tie-Down Development.

### Helicopter Parking Recommendations

An area where helicopters can park and stage would be beneficial and it is recommended that parking for 2 helicopters be included in the development plan. The property acquisition and development of the proposed East Side Hangar Development is required before the helicopter parking can be considered.

### 2.2.12 TERMINAL BUILDING

An airport terminal building was also discussed as a need for the airport. An airport terminal building gives structure to an airport, allows visitors and users a place to meet, use a restroom, flight plan, and find useful information. While it does not generate direct revenue, a terminal building can give the airport a real sense of community and increase the overall marketability of the airport. Terminal buildings, like landside facilities, are eligible for TxDOT Aviation funding at a 50% match up to \$500,000. The development plan currently shows a standalone terminal building across from a city owned box hangar, but the City may also consider a combined terminal/hangar facility or a small portable building style terminal building to keep the costs down. Several airports have chosen the portable style and used RAMP funds instead of the terminal building program.

Another desire and potential that some stakeholders have mentioned is working with the Emergency Services District (ESD) to see if they would participate in a joint facility for an airport terminal and some



sort of ESD base or training facility. While this may be convoluted in how the funding eligibility and the required match from the City might be, if it is a truly viable option, this concept should be further investigated by the City. If there is funding availability, this could be a great partnership.

### Terminal Building Recommendation

It is recommended that a terminal building be included in the development plan, but given the potential cost, other developments that increase airport revenue should take priority. Property acquisition is required prior to consideration of a terminal building. The recommended location for the terminal building is adjacent to the airport entrance, to the south of the entrance road. This will allow for a public area for the public to park and keep landside access controlled and separate from airside pavements. This is also next to the public tie-down area, which will best serve the airport. Once the City has acquired the property, the City should coordinate with TxDOT to explore the options available. TxDOT recommends the Terminal Building be included within 10 years, but the City would need to determine the type of facility desired and budget accordingly. The current development plan shows a concept for a terminal building, this concept is not set in stone and may be changed as needed.

### 2.2.13 VEHICLE PARKING

Currently, there is only one area designated for ground vehicle parking, but this area is not even visible from the airport entrance. The proposed area for future vehicle parking is near the airport entrance, adjacent to the proposed future terminal building. This is the most logical area for vehicle parking. TxDOT funds landside (as opposed to airside) projects, such as ground vehicle parking, at 50% up to \$50,000.

### Parking Recommendation

Having an area where people can park is a vital part of a public airport and the parking area should be included in the development plan. As with most of the proposed developments, property acquisition is needed prior to developing a parking area. This could be accomplished through TxDOT's Capital Improvement Program (CIP) or through the Routine Airport Maintenance Program (RAMP) which is a 50% match grant that covers airport maintenance and small capital improvement projects. The City could also charge long term parking fees for any parking over 72 hrs as another source of revenue.

### 2.2.14 PERIMETER ROAD

Increase safety by minimizing runway crossings by ground transportation. There is currently a dirt road at the south end. Perimeter roads are allowed inside an RPZ as long as it's outside the ROFA and it is for on-airport transportation only without landside access. There are several other revenue generating developments that would take priority, but the City should consider considering a paved perimeter in the overall development plan, it would improve safety in reducing vehicle runway crossings.



### 2.2.15 SECURITY INCREASE NEEDED, UNAUTHORIZED USE BY GROUND TRANSPORTATION HAS BEEN OBSERVED

At the first APAC meeting, it was mentioned that there was unauthorized use happening at the airport. The airport is currently very open to the public. Whether intentional or not, it is very simple for anyone to wander onto the airport in their car, even onto the runway. Increased security would increase airfield safety and should be a priority in future development. Gates and fencing is included in the development plan.

### 2.2.16 ZONING CHANGES FOR AIRPORT EXPANSION, AVIATION COMPATIBLE LIGHT INDUSTRIAL USE SURROUNDING AIRPORT

Exhibit 2, Airport Zoning, shows the zoning recommendations. The areas to the East and West of the airport, not designated for future airport development, have been recommended for industrial use, compatible with the Airport. This aligns with the City's 2030 Comprehensive Plan.

### 2.2.17 LAND SWAP WITH US FISH AND WILDLIFE FOR TRIANGLE AREA WEST OF RUNWAY 15

The triangle shaped area of land to the west of Runway 15 is a potential area for the airport to expand and for the city to continue Bar-K Ranch Road. The City would prefer to own this area as well as the runway easement area, along with a sliver of property to the East of the runway to leave the option for a future parallel taxiway and the Threshold Siting Surface (TSS) area to control obstructions. Thomas Penn, the property owner to the north, has attempted to do a land swap with US Fish and Wildlife, but was told that it would literally take an act of congress for that to happen. Another option that was discussed was to request an expansion of the runway lease to include the triangle area to allow for airport expansion.

#### Land Swap Recommendation

It does not seem like land acquisition of the triangle area is likely based on input from Thomas Penn, the private property owner to the north, but it is recommended that City pursue this further with the US Fish and Wildlife to see if a land swap or an expansion of the existing runway easement is even possible. If it is feasible, it would require the city to acquire property surrounding the airport to offer for a swap. See figure below for a depiction of the triangle area.



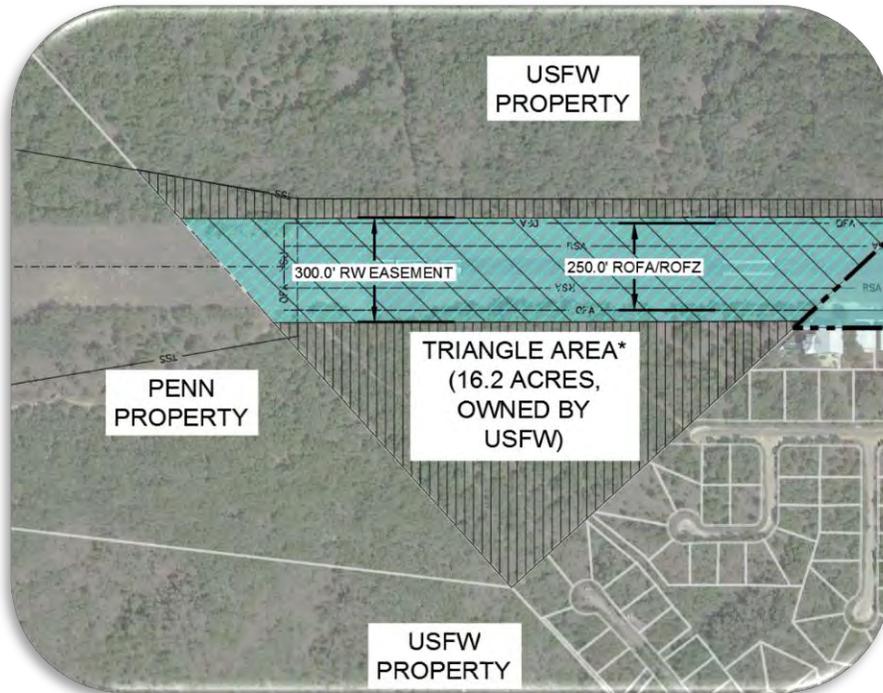


Figure 33 - Proposed Triangle Area Land Swap/Acquisition. To include area east of the Runway for future parallel taxiway OFA and Threshold Siting Surface (TSS) to be able to control obstructions.

## 2.2.18 INCREASED WEIGHT CAPACITY OF RUNWAY, INCREASE IN AIRPORT CLASSIFICATION

There was a discussion in the first APAC meeting of increasing the weight capacity of the runway. The benefit would be to allow larger aircraft to use the airport and purchase fuel. Currently the weight capacity of the airport and runway is for 12,500 lb aircraft. This is part of the airport classification of "small". The pavement itself may or may not be capable of supporting aircraft heavier than 12,500 lbs. This action plan did not include an analysis of the pavement structure. However, if the airport were to be classified for aircraft larger than 12,500 pounds, the Object Free Area (OFA) would increase from 250 feet wide to 400 feet. In order for TxDOT/FAA to approve an upgrade of the airport from "small", it would require the OFA to be clear, which would require removal of both parallel taxiways and most of the hangars on the west side of the airport. The same concept is true in considering increasing the other facets of the Airport Reference Code (ARC); the Airport Approach Category of "B" and the Airplane Design Group of "I". Upgrading either of these would also require removal of half or more of the existing hangars and both of the parallel taxiways.





*Figure 34 - Increase in Weight Capacity of Airport Not Possible. Would require removal of all hangars within a 400 feet wide OFA.*

#### Airport Classification, Weight Capacity Recommendation

While there are existing non-standard taxiway features on the airport, the existing runway RSA and OFA are met. Any increase to the ARC or weight capacity of the airport would require standardization of the airfield to the RSA and OFA standards associated with the upgraded classification. This is not feasible as it'd require condemnation and removal of much of the existing infrastructure and hangars. It is recommended that the City consider the ARC of B-I (small) as the permanent classification for the Lago Vista – Rusty Allen Airport.

#### 2.2.19 ZONING CHANGES FOR AIRPORT HAZARD HEIGHT ZONING

It has been mentioned that some sort of zoning overlay or aviation easement be considered to protect the City from complaints about noise from airport neighbors. The 2030 Comprehensive Plan recommends considering rezoning of the areas immediately to the east and west of the airport to light industrial, which would be airport compatible. Also the areas to the north and south of the runway end mostly drop off in elevation, likely preventing obstructions to airspace. The City already has a Height Hazard Zoning protecting the airspace.

#### Zoning Recommendations

It is recommended that the City move forward with the zoning recommendations from the 2030 Comprehensive Plan and pursue control of the Runway Protection Zones (RPZ) through acquisition. With the recommended rezoning, the acquisition of the RPZ, and the already in place Height Hazard zoning, no further zoning actions are required. The City may consider a property notification document to include with disclosures in future title transfers within the airport environ notifying the property owner they are within an airport zone if the City is concerned with potential noise complaints.

## 2.3 PROPOSED IMPLEMENTATION PROGRAM

The proposed development plan has been put together based on recommendations from the needs identified to both meet existing and future demands for the airport. The City of Lago Vista will continue to grow as the greater Austin area continues to grow. The Airport needs more facilities to both become financially self-sustaining and to have capacity to meet current and future demand. Currently aircraft owners are parking aircraft in undeveloped areas and current users along with the City's Director of Aviation receive inquiries for aircraft storage (hangar or tie-down) on a very frequent basis. To prepare for the future development, there are some general airport management recommendations along with property acquisition that will need to occur. The Airport implementation program includes airport management recommendations based on chapter 1 and a proposed Capital Improvement Program for the near term, the next 10 years (2017-2026) and the long range plan (2027 and beyond). This is a snapshot projection for the airport. Planning is an ongoing process and the City and TxDOT will need to annually review the plan and make adjustments as necessary.

The projects, phasing, and costs presented in the implementation program are based on the best available information at the time of its formation. Individual opinions of probable costs (OPC) have been developed for each of the proposed developments. These are preliminary estimates and should be used for planning purposes only. The City is the airport owner and sponsor and will be responsible for funding the sponsor share required for TxDOT Grants. TxDOT and the City have provided preliminary funding projections and input on project phasing to help develop the Capital Improvement Program (CIP) portion of the program. The purpose is to provide a reasonable projection of the capital needs to be used in the City of Lago Vista and TxDOT's budgeting and programming processes.



### 2.3.1 AIRPORT MANAGEMENT RECOMMENDED ACTION ITEMS

#### City Action Items (Based on Chapter 1 Recommendations)

- The City should contact the local fire, police, and ESD to see if there is a need for and the feasibility of an emergency services facility at the airport.
- Fencing, automatic gates, and/or some sort of barriers should be considered to eliminate unauthorized access onto the airfield, whether intentional or not. Currently, the main entrance gate remains open and it is fairly easy for someone to drive right onto the runway. There is also a vacant lot by the F-4 airport sign that is being used as an unrestricted airport entrance. While the long term solution should include automatic gates and fencing in conjunction with new parking areas, terminal building, etc., the City should implement short term solutions for decreasing unauthorized use of the airfield pavements.
- A standard highway type airport with arrow sign should be installed at the intersection of Bar K and Rawhide Trail directing the public towards the airport entrance.
- When the City starts property acquisition for the north end, the City should also pursue aviation easements within the Threshold Siting Surface (TSS) to gain the freedom to remove and prevent obstructions.
- City should pursue ownership of Runway Protection Zones (RPZ) for Runway 15 existing and future and for Runway 33.
- It was mentioned that the Penn property to the North of the airport was interested in donating land for a runway extension. This should be a priority for the City as it is a great opportunity to prepare for a runway extension. Also, if the land is donated, TxDOT will allow the City to consider it as in-kind match for future projects, which would relieve the City of some of the financial demands for the future Capital Improvements.
- City should change the name of the current "Minimum Standards" to Airport Rules and Regulations and review the TxDOT Rules and Regulations template document to see what changes it may be warranted. Also, a new "Minimum Standards for FBOs" should be drafted. TxDOT has a template form the City can use as a starting point. These templates are included in Appendix 2.
- The Airport Master Record with FAA is currently out of date in regards to based aircraft and operations. The City should seek to gain based aircraft data (tail numbers) from the known 82 based aircraft and update the published information (the published information shows 17 based aircraft). This could put the City in a better position for receiving grant funds as airports with more activity are typically given priority over those with less.
- The airport financial record keeping should be improved. Any funds coming in or out of the airport should be accounted for in the airport budget. Also, an airport specific account could be set up for when the Airport operates at a surplus, so the City can save for Capital Improvements.
- Change the fuel arrangement to start charging a fuel flowage fee (\$0.10-\$0.12 per gallon is typical) to a fuel service provider. This could be done through issuing an RFP for a new fuel service provider. The new agreement should not grant exclusive rights and should be developed considering a future City owned fuel farm.
- The City should consider providing a loaner car to attract visitors and allow them to visit Lago Vista.
- The City should also pursue a land swap or some sort of acquisition or expansion of the existing runway easement with the U.S. Fish and Wildlife.



- Through the Fence (TTF) Access Agreement with RAAPOA Recommendations are covered in section 1.6.2 of this document, and they include:
  - Keep the master agreement framework, but make revisions and execute the new agreement when the existing agreement expires (or sooner if both parties agree).
  - A master agreement with the RAAPOA is recommended, but a property specific fee should be assessed instead of one aggregate fee.
  - The property specific fee should be set using an FAA approved method
  - The agreement should
    - State TTF FBOs are required to have a separate FBO agreement with the City
    - Better define who the RAAPOA is and the City should maintain a list of members and based aircraft information
    - Discontinue the RAAPOA collection of tie-down fees and the five percent match towards CIP projects
    - Reference the airport Rules and Regulations for users to abide by
    - Include insurance requirements
- An airport fee schedule should be developed and the City should post this at the airport along with instructions for payment. This should include all fees for the airport both existing and future, so the City is prepared for future development. Also, the City should set up a convenient way to receive payments. This could be done as it is currently through physical collection near the tie-downs, but the City could also add an online payment option and put the website address for payment on the sign along with a QR code.

These recommendations, if implemented, would increase airport revenue and improve airport operation. These action items have been summarized into a recommended plan in Table 14 (next page.)



Table 14 - City Airport Management Action Item Summary and Recommended Plan

Year	City Airport Management Action Items						Land Action Items			
2017	Obtain Based Aircraft Data (Make/Model/Tail Number), Update Airport Data (Based Aircraft and Operations)	Issue Fuel RFP, start charting fuel flowage fee (\$0.12 per gallon)	Coordinate with local police, fire, and ESD to determine feasibility of a joint Terminal Building facility	Refine airport budget, start accounting for airport expenses separately to include all funds in/out.	Develop Standard Airport Fee/ Rate Schedule and payment method for Airport fees (secured box collected by City, online payment option, City office payment)	Consider short term Options for securing airfield from unauthorized airfield use	Penn RPZ Land Acquisition (Donation) and avigation easement	Property Acquisition for West and East Side developments (Ph 1 minimum)	Pursue Land Swap or Expansion of Lease with USFW	Continue with Comp Plan Zoning Recommendations
2018	Develop Airport Minimum Standards for FBOs and Airport Rules and Regulations (Use existing City document as starting point for Rules and Regs)	Develop Standard FBO agreement for TTF FBOs and future on-airport FBOs		Revise TTF Agreement to include recommended changes.	Revise City website to include an Aviation site under "Local Government" departments. Post Fee/Rate, Minimum Standards, Airport Rules and Regulations	Install airport with arrow sign at Rawhide and Bar K				
2019	Execute new TTF Agreement by 3/1/2019 (Current Agreement expires last day of Feb, 2019)	Develop standard hangar lease agreement for future hangars								
2020	Consider providing loaner car for transportation for visitors									
2021	Consider hiring very part time airport superintendent (\$10k/yr)									
2022										
2023										
2024										
2025	Increase Airport Superintendent responsibilities and salary (to \$20k/yr)									
2026										

## General Airport Management Recommendations

- Distribute and continually reinforce the airport organizational chart and who the primary airport owner point of contact is. All airport management issues, meetings, etc. should include the primary point of contact, currently the Director of Development Services, David Harrell.
- Treat and think of the Airport as a business, almost separate from the City. This is important as the City makes strides to make the airport self-sustaining. All airport specific expenses, revenue, capital improvement costs should be accounted for independently.
- For airport construction projects, the City may want to consider instructing contractors hauling materials to use Bison for airport access to prevent material spillage (this occurred during the 2016 CIP project).
- The existing AWOS has wind sensors sensitive to development. Future development considerations should include provisions to prevent obstructions to the wind sensor. An exhibit has been included in the Appendices to assist in preventing obstructions to the wind sensor.
- Keep in mind construction around the airport may be required to fill out an FAA 7460 form for an airspace determination. Guidelines on the clarify when the form is required.
- The TxDOT Routine Airport Maintenance Program (RAMP) is a great program which funds a wide range of maintenance and capital improvements. TxDOT funds RAMP projects at 50% up to \$50,000 (\$100,000 total project cost). AWOS maintenance, pavement repairs, NAVAID and runway lighting and signage maintenance and repairs, as well as many other items are eligible under this program. City labor is not reimbursed, but materials and invoices from contractors including contractor labor is eligible. The City should coordinate with TxDOT RAMP coordinator to make sure it is taking advantage of this great program.
- Annual collaboration with TxDOT RAMP coordinator and Planner assigned to the airport is the minimum recommended frequency. Even if there is not a project planned in the current or following year, it will be important to have a 5 year CIP updated annually so both the City and TxDOT can plan accordingly.



2.3.2 10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

Development Plan Legend No.	Priority	Project Description	Total Cost	City of Lago Vista	TxDOT Aviation (FAA/State)	Remarks
<b>10 Year CIP</b>						
11	1	Southwest City Grassed Tie-Downs	\$40,000	\$20,000	\$20,000	Use for 5 long term tiedowns @ \$400 per tiedown per year (\$2000 annual revenue)
	2	Property Acquisition for East Side Development (PHASE I)	\$740,000	\$74,000	\$666,000	Property reimbursement through TxDOT may be retroactive.
	3	North RPZ Land Donation	\$10,000	\$1,000	\$9,000	Possible Land Donation Real Estate Fees
	4	Property Acquisition for West Side Development (PHASE I)	\$1,410,000	\$141,000	\$1,269,000	Property reimbursement through TxDOT may be retroactive.
2,5	5	DESIGN East Side Hangar Development Phase 1 and Helicopter Parking	\$345,000	\$34,500	\$310,500	Potential to increase revenue through hangar rent (8 units @ \$300 per month per unit = \$28,800 per year)
		CONSTRUCTION	\$2,613,667	\$261,367	\$2,352,300	
	6	RPZ South Acquisition	\$148,000	\$14,800	\$133,200	
<b>5 Year TxDOT Land Credit</b>					<b>-\$87,480</b>	From North RPZ Land Donation
<b>1st 5 Year CIP Subtotal (2017-2021)</b>			<b>\$5,306,667</b>	<b>\$459,187</b>	<b>\$4,760,000</b>	
	7	Pavement Maintenance and Rehab	\$100,000	\$50,000	\$50,000	Use RAMP for base failure repairs
1,4,7	8	DESIGN West Tie-Down Apron Phase 1, Connector Taxiway and Relocated Holdline, and City Box Hangar	\$295,000	\$29,500	\$265,500	Potential revenue increase for tie-downs (\$2,000 per year for 6 additional tiedowns) and single hangar lease (\$4,800 per year)
		CONSTRUCTION	\$1,875,625	\$187,563	\$1,688,063	
9	9	Portable Style Terminal Building	\$100,000	\$50,000	\$50,000	Small terminal building option done with TxDOT RAMP program
3	10	Fuel Farm	\$500,000	\$125,000	\$375,000	Approximately 60,000 gallons annually could produce \$27,000 annual income if fuel markup is \$0.45 per gallon.
<b>2nd 5 Year CIP Subtotal (2022-2026)</b>			<b>\$2,870,625</b>	<b>\$442,063</b>	<b>\$2,428,563</b>	
<b>Total 10 Year CIP (2017-2026)</b>			<b>\$8,177,292</b>	<b>\$901,249</b>	<b>\$7,188,563</b>	



2.3.3 LONG RANGE CAPITAL IMPROVEMENT PROGRAM (2026 AND BEYOND)

Development Plan Legend No.	Priority	Project Description	Total Cost	City of Lago Vista	TxDOT Aviation (FAA/State)	Remarks
<b>Long Range Plane CIP (2026 and Beyond)</b>						
8	TBD	Runway Extension, Widening, Lighting	\$1,414,000	\$141,400	\$1,272,600	Coordination with TxDOT, USFW, and Penn property would be required.
9	TBD	Terminal Building Alternate (Substantial Terminal Building)	\$534,000	\$267,000	\$267,000	The estimated cost shown here is for a more substantial, traditional GA terminal building, instead of or to replace the portable style terminal building in the 10 year plan
6	TBD	Parking Fencing and Gates	\$340,000	\$170,000	\$170,000	May be done with RAMP funds, phased.
10	TBD	Perimeter Road	\$190,000	\$95,000	\$95,000	May be done through RAMP funds, phased.
	TBD	Property Acquisition for West Side Development (PH II)	\$730,000	\$73,000	\$657,000	Property reimbursement through TxDOT may be retroactive.
	TBD	Property Acquisition for East Side Development (PH II)	\$190,000	\$19,000	\$171,000	Property reimbursement through TxDOT may be retroactive.
14	TBD	East Side Parallel Taxiway	\$1,283,000	\$128,300	\$1,154,700	Contingent on easement expansion or acquisition from USFW
	TBD	Existing Runway and Taxiway Pavement Extensive Rehab	\$2,000,000	\$200,000	\$1,800,000	Rehab or reconstruction of existing pavements
<b>Long Range Plane CIP Subtotal (2026 and Beyond)</b>			<b>\$6,681,000</b>	<b>\$1,093,700</b>	<b>\$5,587,300</b>	

## 2.3.4 POTENTIAL IMPLEMENTATION IMPACT

The following is a summary of the impact the implementation of the recommendations could have to the City and the airport over a 10 year period. These are based on assumptions and estimates using the best available information.

Airport Financial Projections if recommendations are implemented	1st 5 Year CIP		2nd 5 Year CIP		2027
	2017	2021	2022	2026	
<b>Revenue (R)</b>					
Fuel Revenue	\$7,200.00	\$7,950.00	\$8,780.00	\$32,920.00	\$33,578.40
Hangar Leases	\$0.00	\$28,800.00	\$28,800.00	\$33,600.00	\$33,600.00
Tie-down Fees	\$6,400.00	\$6,400.00	\$6,400.00	\$8,820.00	\$8,820.00
RAAPOA	\$20,000.00	\$29,600.00	\$29,600.00	\$31,080.00	\$31,080.00
TxDOT RAMP Grant	\$3,500.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00
Others	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenue ( R )</b>	<b>\$37,100.00</b>	<b>\$77,750.00</b>	<b>\$78,580.00</b>	<b>\$112,420.00</b>	<b>\$113,078.40</b>
<b>Operational and Maintenance Expenses (OM)</b>					
Personnel	\$1,891.00	\$15,000.00	\$17,400.00	\$30,000.00	\$30,900.00
Operations, Maintenance, and Repairs (Includes RAMP costs)	\$10,539.00	\$14,950.00	\$16,510.00	\$20,440.00	\$20,848.80
Electricity	\$3,804.00	\$4,200.00	\$4,600.00	\$5,100.00	\$5,200.00
Supplies	\$100.00	\$100.00	\$500.00	\$500.00	\$500.00
Services	\$3,000.00	\$3,000.00	\$4,000.00	\$5,000.00	\$5,000.00
<b>Total Operational and Maintenance (OM)</b>	<b>\$19,334.00</b>	<b>\$37,250.00</b>	<b>\$43,010.00</b>	<b>\$61,040.00</b>	<b>\$62,448.80</b>
<b>Total Income (= R - OM)</b>	<b>\$17,766.00</b>	<b>\$40,500.00</b>	<b>\$35,570.00</b>	<b>\$51,380.00</b>	<b>\$50,629.60</b>
<b>5 Year Total Income (5TI) (5TI= Average 5 yr x 5)</b>	<b>\$145,670.00</b>		<b>\$217,380.00</b>		
<b>Capital Improvement Costs (CIP), Direct Costs to City Only</b>					
TxDOT CIP Projects (5 Year Totals)	\$459,187.00		\$442,063.00		
Non-TxDOT, City Only CIP Projects (5 Year Totals)	\$20,000.00				
<b>Total Capital Improvement Costs (CIP)</b>	<b>\$479,187.00</b>		<b>\$442,063.00</b>		
<b>Airport Net Cash Flow (= 5TI - CIP)</b>	<b>(\$333,517.00)</b>		<b>(\$224,683.00)</b>		



# Appendix 1: Action Plan Exhibits

Exhibit 1 Airport Proposed Property Plan

Exhibit 2 Lago Vista Airport Environ Zoning

Exhibit 3 Proposed Airport Development Plan

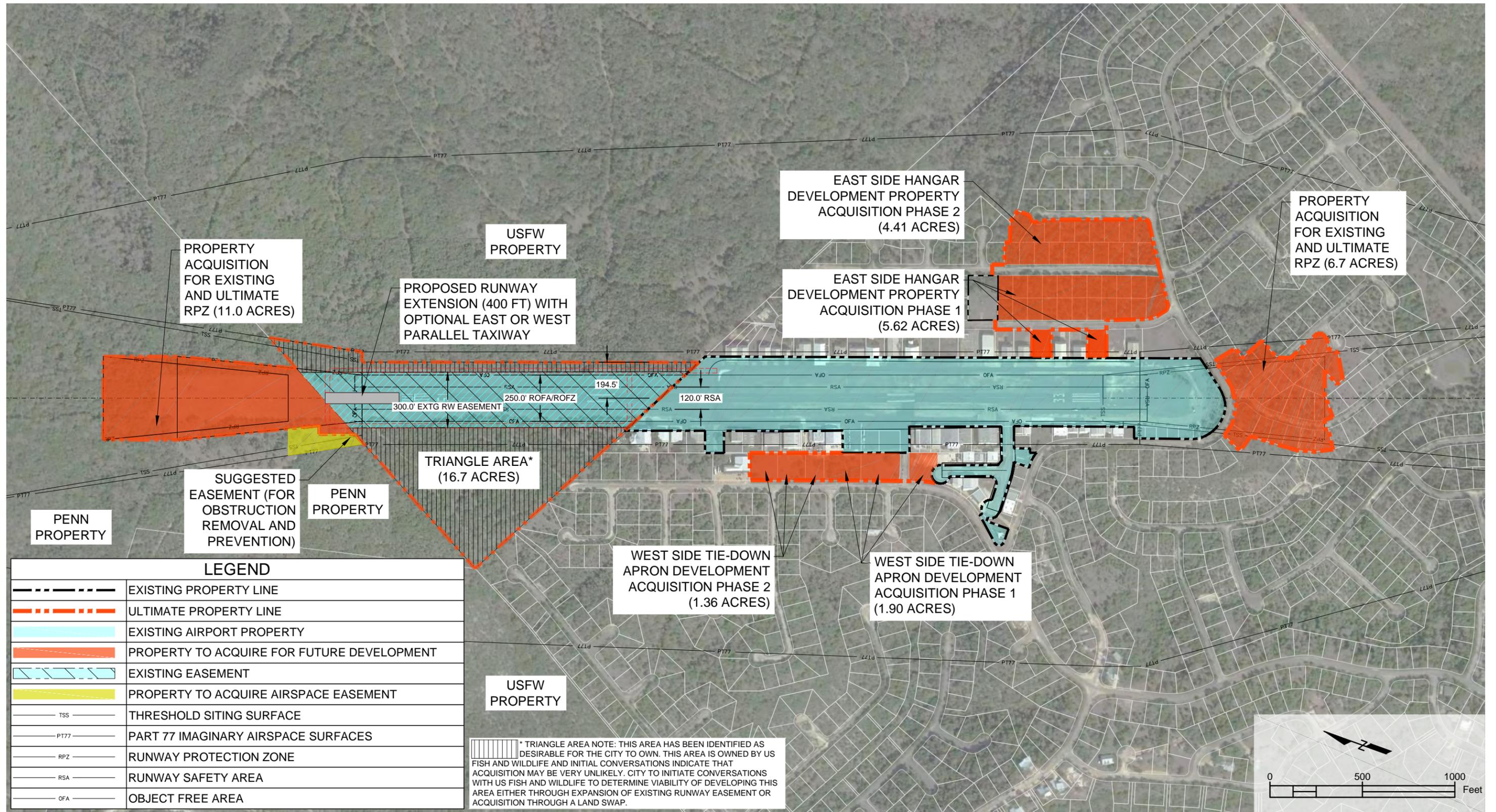
Exhibit 4 Lago Vista Airspace

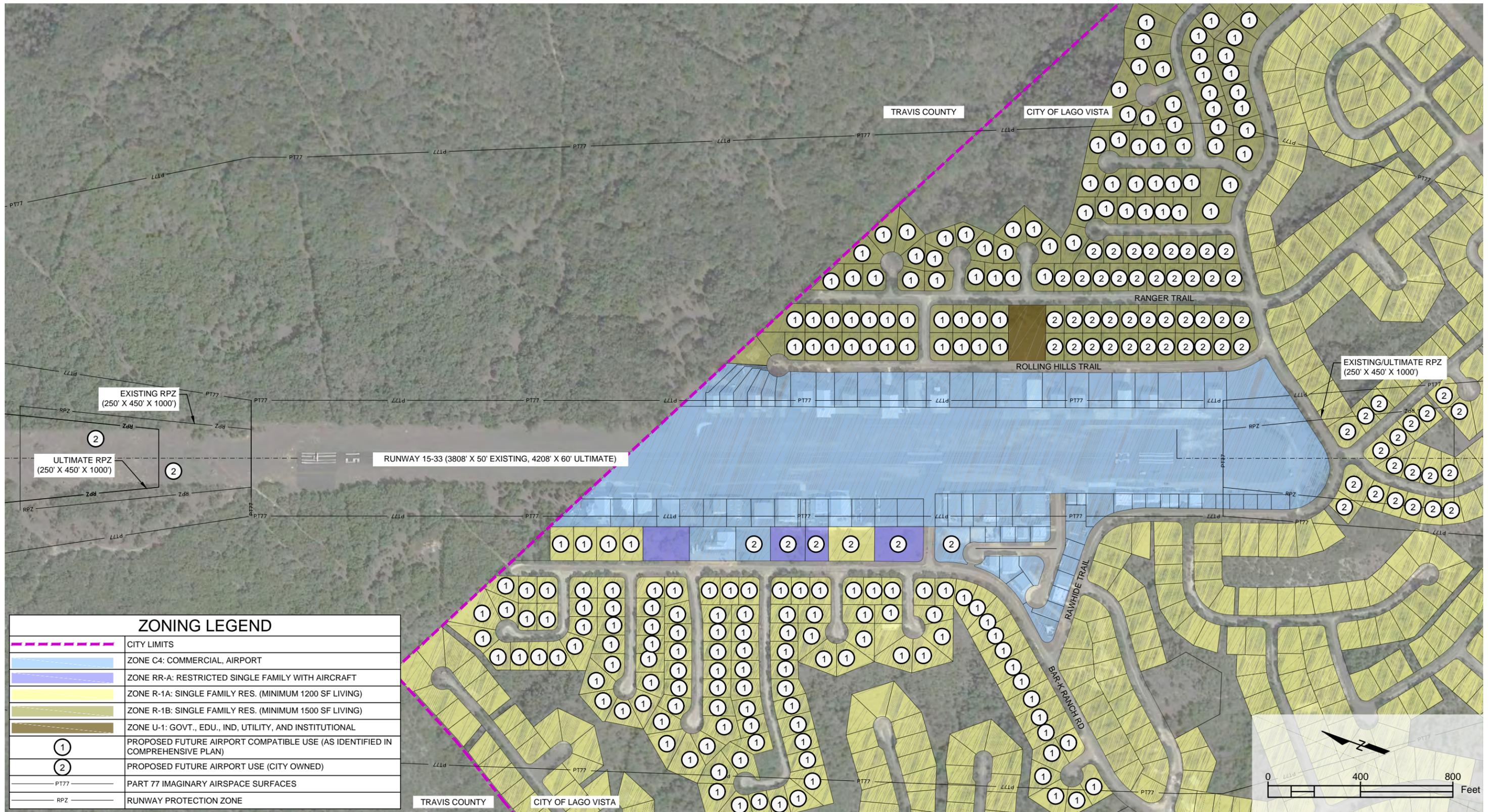


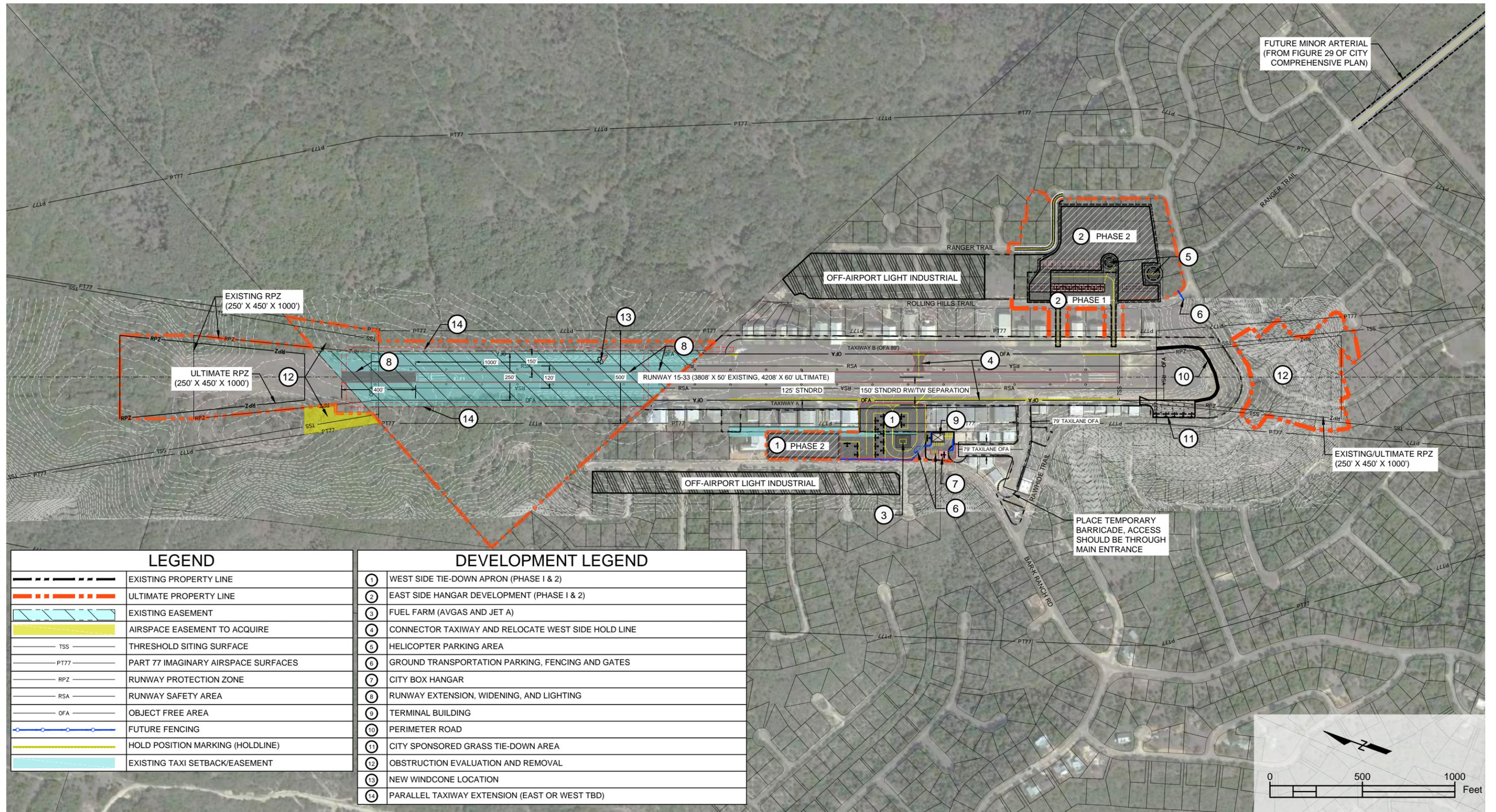
Airport Action Plan

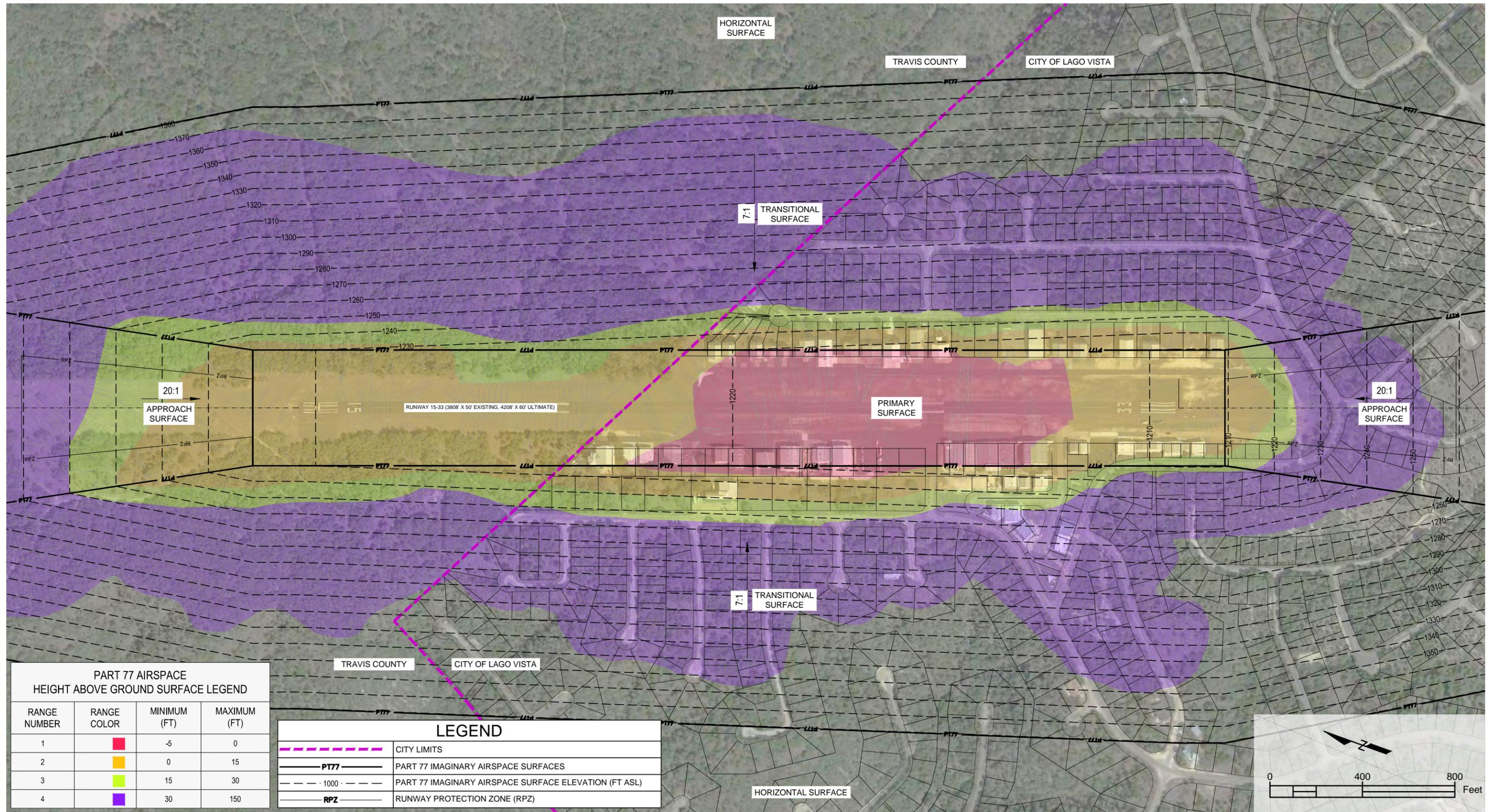
Lago Vista – Rusty Allen Airport











# Appendix 2: TxDOT/FAA Reference Documents

TxDOT Model Rules and Regulations

TxDOT Model Minimum Standards (FBO)

TxDOT Model Lease Agreement

FAA Form 7460

TxDOT RAMP Program Information

Guide to TTF Rate Setting Methodology



# TxDOT Model Rules and Regulations





## Model Airport Rules and Regulations

9/24/2014 – supersedes all previous

Airport sponsors must allow use of the airport by all types, kinds, and classes of aeronautical activity as well as by the general public. Airport rules and regulations provide a means to control operations at a public airport to protect both aeronautical activities and public safety.

The airport sponsor may impose reasonable rules and regulations which restrict use of or access to the airport, in the interest of safety indicated by local conditions unique to an airport.

If the airport rules are intended for use at a City owned airport, the City Council should adopt the rules as a City Ordinance; if the rules are for a County owned airport, the Commissioners Court should adopt the rules as a County Order.

***This model ordinance/order is provided by TxDOT Aviation Division as a guide for establishing operating procedures, rules, and regulations at general aviation airports. The model document is a compilation of industry standards, and all sections are not applicable to every airport. The Model Rules and Regulations are provided by TxDOT Aviation Division as a template for individual airport development, and are not intended or required to be adopted exactly as written.***

# Airport Ordinance/Order

No. \_\_\_\_\_

## Rules and Regulations

An ordinance/order providing rules and regulations for the efficient and safe operation of the \_\_\_\_\_ Municipal / County Airport (hereinafter referred to as the "Airport"); and to provide the greatest service for the citizens of \_\_\_\_\_ and the aviation public, is adopted by the City Council / Commissioners Court, providing enforcement by \_\_\_\_\_ or the Airport Manager, and providing penalties for violations; all as authorized by the Texas Transportation Code Chapter 22 "County and Municipal Airports".

The definition of "Airport", "aircraft", "airplane", and other common terms used herein is as defined in Part 1, Code of Federal Regulations, Title 14, Aeronautics and Space. Ultralight refers to aircraft that fall within the description given in FAR Part 103. "Airport" with a capital refers to the specific airport for which these rules are adopted. "TxDOT" herein refers to the Texas Department of Transportation, Aviation Division.

### **Section 1. Use of Airport Restricted**

No person, partnership, firm, association, corporation or entity, incorporated or otherwise, shall use the Airport for any commercial activity, unless approved by a written permit from the City Council / Commissioners Court or its duly authorized agent.

### **Section 2. General Rules and Regulations**

The following rules and regulations shall be observed in the use and operation of the Airport:

**Rule 2-1. Federal Air Traffic Rules** of the Federal Aviation Administration (FAA) for aircraft operated within the United States, and presently or hereafter effective, are hereby referred to, adopted, and made a part hereof as though fully set forth and incorporated herein.

**Rule 2-2. Safeguard of Persons and Property** – The Airport Manager shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment, or property at the Airport.

**Rule 2-3. Through-the-Fence Operations** – No private individual, partnership, FBO, company, or corporation shall be permitted direct ground access to the Airport by their aircraft, customers' aircraft, or private vehicle from property adjacent to or in the immediate vicinity of the Airport without prior coordination with TxDOT. Furthermore, no private individual, partnership, company, corporate, or customers' aircraft or vehicle shall be permitted direct ground access to property from the Airport – a practice commonly known as a "through-the-fence operation" without prior coordination with TxDOT.

**Rule 2-4. Lien for Charges** – To enforce the payment of any charge for repairs, improvements, storage, or care of any personal property by the City / County or its agents in connection with the operation of the Airport, the City / County may place a lien upon such personal property, which shall be enforceable as provided by law.

**Rule 2-5. Lien Possessory Right-** To enforce the payment of any such charge, the Airport Manager may retain possession of such personal property until all reasonable, customary, and usual compensation has been paid in full.

**Rule 2-6. Unauthorized Signs and Equipment** – No signs, non-aeronautical equipment, portable buildings, or trailers may be erected, moved-in, or installed on Airport property, except as may be specifically authorized by the Airport Manager.

**Rule 2-7. Surreptitious Activities** – Any person observing suspicious, unauthorized or criminal activities should report such activities immediately to the Airport Manager, local police, officers of the Texas Department of Public Safety, and the Transportation Security Administration General Aviation Information Hotline at 1-866-GA SECUR(E) or 1-866-427-3287.

**Rule 2-8. Wrecked Aircraft** – Every aircraft owner, his/her pilot or agents, shall be responsible for notifying FAA and promptly removing disabled or wrecked aircraft from the operational areas of the Airport, under the direction of the Airport Manager.

**Rule 2-9. Repairs to Aircraft** – No aircraft shall be repaired on any part of the landing or takeoff area. All outside repairs shall be made only at places designated by the Airport Manager for such purpose. Major engine, airframe, or avionics repairs shall be conducted by a properly licensed mechanic or other person authorized by the FAA within a hangar or building rented, leased, or owned for such commercial purposes. Any preventative maintenance authorized by FAR Part 43 may be made by the owner or operator of any aircraft, but only within a hangar leased or owned by that aircraft owner or operator or at places designated by the Airport Manager for such purpose.

**Rule 2-10. Damage to Airport** – Any person, individual, or corporation or the owner of any aircraft causing damage of any kind to the Airport, whether through violation of any of these rules, through vandalism, or any act of negligence, shall be liable therefore in and to the City / County.

**Rule 2-11. Injury to Person** – Persons entering the Airport groundside property by automobile, other vehicular conveyance, or on foot (does not include persons in aircraft using approved airside facilities) do so at their own risk and with no liability incurring to the City / County for any injury or damage to person or property. Further, any person desiring to use the Airport shall observe and obey all laws, resolutions, orders, rules, and regulations promulgated and enforced by the City / County or by any other Authority having jurisdiction over the operation of the Airport.

**Rule 2-12. Licensed Pilots** – Only aircraft with current and correct FAA Certificates of Registration and Airworthiness and persons holding valid and current airman and medical certificates issued by the FAA, for those flight operations requiring medical certificates, shall be authorized to operate aircraft upon the Airport except as provided in this ordinance / order. Ultralights operating under FAR part 103 do not require aircraft registration, pilot certificates, or medical certificates. This limitation shall also not apply to students-in-training under licensed instructors or to public aircraft of the Federal government or of a State, Territory, or political subdivision thereof, or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft. Use of the Airport by ultralight aircraft and light sport aircraft in the weight shift control and powered parachute class shall be subject to approval by the City Council / Commissioners Court and shall be in accordance with FAA Order 5190.6 (latest change) and appropriate FARs Part 61 and 103 and any other rules established by the City / County.

**Rule 2-13. Registration** – Each person owning an aircraft based at the Airport, or any person based and receiving flight instruction toward an FAA rating at the Airport shall register at the office of the Airport Manager their name, address, telephone number, aircraft model, aircraft registration “N” number, or make and model of aircraft for those aircraft not requiring registration (ultralight), and the name, address, and telephone number of their next of kin or person to be notified in case of an accident or emergency.

**Rule 2-14. Animals** - No person shall enter the Airport with a dog, cat, or other animal unless the animal is, and remains, restrained by a leash or properly confined as determined by the Airport Manager.

**Rule 2-15. Living Quarters** - No person may make permanent living quarters on Airport. Exceptions to this rule for cause, such as alert crew members or security personnel, will be coordinated with TxDOT.

**Rule 2-16. Intoxicants and Narcotics Prohibited** – No person under the influence of any intoxicant, narcotic, or other illicit drug shall operate or fly in any aircraft to or from the Airport. Such prohibition shall not apply to a passenger under the care of a medical doctor and accompanied by a doctor, nurse, or caretaker.

**Rule 2-17. Foreign Objects** – No foreign objects, including bottles, cans, scrap, nuts, bolts, nails, or any object that may cause damage to an aircraft, shall be left upon the floor of any building or upon any part of the surface area of the Airport. Individuals are encouraged to pick up such foreign objects when observed and place them in a trash receptacle.

**Rule 2-18. Litter** - No boxes, crates, cans, bottles, paper, tall grass, weeds, unusable airplane parts or wreckage, scrap wood or metal, discarded airplane or automobile tires, trash, or other litter shall be permitted to accumulate in or about a hangar, building, or other leased space. If such trash and litter is permitted to accumulate around a privately owned, rented, or leased hangar / building, the Airport Manager shall notify the hangar / building owner, renter or lessee by registered letter to remove the offending litter. If within ten (10) work days after receipt of the letter the hangar/building owner, renter, or lessee has not removed the trash and litter as directed, the Airport Manager may have the area cleaned and the cost for such cleaning shall be charged to the hangar/building owner, renter, or lessee.

### **Section 3. Ground Operations**

**Rule 3-1. Air, Ground & Vehicular Traffic** – No person shall operate a vehicle on the Airport except in accordance with the following rules, and all federal, state, and local law:

- A.** All vehicles shall yield right of way to aircraft in motion and emergency vehicles.
- B.** No vehicle except ground service and emergency vehicles shall approach so close to any aircraft with running engine(s) as to create a hazard.
- C.** All vehicles entering or exiting an operating Airport access gate shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of any other vehicle.
- D.** Any vehicle authorized to operate on the Airport runways or taxiways shall display a rotating or steady beacon that complies with FAA Advisory Circular 150/5210 (latest change).

E. All vehicles that are authorized to operate on taxiways or the runways must be equipped with a two-way aviation radio, and must receive a clearance from, and remain in continuous communications with, the Airport Traffic Control Tower (ATCT) when the ATCT is operating. When the ATCT is not operating, or at airports that do not have an ATCT, any vehicle authorized to access the taxiways or runways is required to monitor the published Common Traffic Advisory Frequency (CTAF) for the Airport, and have the ability to communicate with aircraft via a two-way aviation radio.

**Rule 3-2. Speed Limits** - All vehicles shall be operated within the posted speed limits at the Airport. The maximum speed limit for all vehicles in the airside area, with the exception of authorized municipal vehicles in the performance their official duties, is fifteen (15) miles per hour, unless posted otherwise.

#### **Section 4. Airport Security**

**Rule 4-1. Security** - The Transportation Security Administration publication "Security Guidelines for General Aviation Airports", Information Publication A-001 dated May 2004 or most recent version, is available for reference at their website - [www.tsa.gov/](http://www.tsa.gov/).

This document is used by the Airport as a guideline to security on the Airport and is incorporated as a working document.

**Rule 4-2. Access Codes/Devices** - Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager

#### **Section 5. Aircraft Operation Rules**

##### **Rule 5-1. Aircraft Tie Downs**

- A. All aircraft not hangared shall be tied down and additionally should have the wheels chocked when remaining overnight and during inclement weather.
- B. All aircraft owners or their agents are responsible for the tie down or security of their aircraft at all times and particularly during inclement weather.
- C. Aircraft parked overnight on the transient apron shall pay a tie down fee of \_\_\_\_\_ for each night, except that such fee may be waived upon purchase of fuel or services.

##### **Rule 5-2. Running Aircraft Engines**

- A. Aircraft not equipped with adequate brakes shall not be started until the wheels have been set with chocks attached to ropes or other suitable means of removing them.
- B. No aircraft will be left running without a qualified person at the controls.
- C. No aircraft engine shall be started or run inside any building or hangar.
- D. No engine shall be started, run up, or warmed up until and unless the aircraft is in such position that the propeller stream or jet blast will clear all buildings, other aircraft, and groups of people.

**Rule 5-3. Damage to Airport Lighting** – Any person damaging any runway, ramp, or taxiway light or fixture by operation of aircraft or otherwise, shall immediately report such damage to the Airport Manager. Persons causing damage to runway and taxiway lights as a result of negligent operation of an aircraft or willful acts will be liable for replacement cost of the light(s) and/or fixture(s) and may be charged with a misdemeanor as provided in Section 10 of this order.

**Rule 5-4. Taxiing Aircraft**

- A.** No person shall taxi an aircraft until it is reasonably ascertained there will be no danger of collision with any person or object in the immediate area.
- B.** Aircraft will be taxied at a safe and prudent speed and in such manner as to be under the control of the pilot in command at all times.
- C.** Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant (wing-walker) is at a wing of the aircraft to assist the pilot.
- D.** Aircraft shall not taxi onto the runway from the ramp and taxiway area if there is an aircraft approaching to land or on the ground in takeoff position. Aircraft waiting on the taxiway for another aircraft to take off or land will remain behind the runway holding position markings.
- E.** Aircraft shall not be taxied by engine power into or out of any hangar.
- F.** ATCT Airports – Taxi operations in the movement area will be as directed by the ATCT, when the Tower is operating. When the ATCT is not operating, and for taxiing operations in other than the movement area, these operations shall be as stated in rule 5-4, A to E.

**Rule 5-5. Parking Aircraft**

- A.** Unoccupied aircraft shall not be parked or tied down within any protected area (object free area, runway safety area, etc.) as described in FAA AC 150/5300-13 (latest change) and all aircraft not hangared shall be parked in the areas designated by the Airport Manager for that purpose.
- B.** Aircraft shall not be parked within fifty (50) feet of an aircraft fuel pump or fuel service truck parking area.
- C.** Aircraft shall not be parked in such a manner as to hinder the normal movement of other aircraft and traffic unless specifically authorized by the Airport Manager as an emergency measure.
- D.** It is the responsibility of the pilot in command when leaving a parked aircraft unattended to see that the brakes are set and / or it is properly chocked and / or tied down.

**Rule 5-6. Wash Racks** - Wash racks shall be used for purposes of washing and polishing aircraft, and any other purpose approved by the Airport Manager. Washing / cleaning materials and run-off shall be used and disposed of in compliance with all applicable federal, state, county and local laws and regulations.

**Rule 5-7. Loading and Unloading Aircraft** – Loading or unloading aircraft with the engine running is prohibited. Exception will be approved by the Airport Manager.

**Rule 5-8. Authority to Suspend Operations** – The Airport Manager may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety.

**Rule 5-9. Emergency Locator Transmitter (ELT)** - At a safe and appropriate time after takeoff and after landing prior to engine shutdown, pilots should tune their aircraft radios to the emergency frequency (121.5 or 243.0) and listen to determine if their, or any, aircraft ELT is transmitting. If your ELT is transmitting after takeoff or landing, turn off the ELT and advise the FAA Automated Flight Service Station for the area via radio or telephone (800-WX-BRIEF or 800-992-7433) that your ELT was accidentally turned on. Provide the time and location of activation, if known, and the time and location of deactivation. 406 Mhz ELTs should be checked for normal operation as part of the preflight / post flight checks.

**Rule 5-10. Standard Traffic Pattern and Altitude, Non Towered Airports** – All flight activity will adhere to FAA Advisory Circular 90-66 (latest change) "Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers"; also depicted in the Aeronautical Information Manual. Recommended traffic pattern altitudes are 1000 feet Above Ground Level (AGL) for piston powered airplanes and 1500 feet AGL for turbine powered airplanes. Helicopters will operate as to not obstruct the normal traffic pattern. The use of standard traffic patterns does not alter the responsibility of each pilot to see and avoid other aircraft.

**Rule 5-11. Clearing Public Right of Ways** – No aircraft shall takeoff or land in such manner as to clear any public street or highway at an altitude of less than fifteen (15) feet, or seventeen (17) feet over an interstate highway, twenty-three (23) feet over a railroad, or twenty-seven (27) feet over a coastal water way, or the clearance height of the tallest bridge over the waterway, nor land or take off on the taxiway or over hangars or other structures, automobile parking areas, or groups of spectators. (Ref: FAR 77).

**Rule 5-12. Takeoffs on Other Than Runways** – Takeoffs or landings shall not be made on the apron, parking ramp, taxiway, or any area other than designated runways by airplanes, gyroplanes, powered lift, balloons, airships, ultralights, or light sport aircraft except by prearranged permission from the Airport Manager. Helicopters may operate to and from designated helicopter landing areas.

**Rule 5-13. Takeoffs**

**A. Takeoffs Allowed, Non Towered Airports** – Low approach, full stop, touch and go, or stop and go landings may be made at the discretion of the pilot in command. Pilots remaining in the traffic pattern making landings should broadcast on the CTAF their pattern direction of turn and their landing (low approach, full stop, touch and go, stop and go) intentions at least by the final segment leg. All aircraft departing shall clear the traffic pattern for traffic before taxiing into takeoff position. See FAR 91.113 (g).

**B. Tower Controlled Airports** - When the tower is operating, the tower controller will direct traffic. When the tower is not operating, the guidelines of Rule 5-13 A. will be used. The Tower movement areas and other than movement areas are depicted in diagram \_\_\_\_\_.

**Rule 5-14. Preferred Runway, Non Towered Airport or Towered Airports, Tower Not Operating** - If the winds are calm or at a ninety (90) degree crosswind to Runway \_\_\_\_\_, the preferred take off and landing runway is \_\_\_\_\_.

**Rule 5-15. Student Training, Local Operations**

**A.** Flight instructors shall avail themselves and their students of all rules and regulations, including local rules and FARs in effect at the Airport.

**B.** The Airport Manager may designate and advise airport users via public posting and electronic transmission of limited areas of the Airport and local areas sanctioned by the FAA for practice flying and student training.

**Rule 5-16. Agricultural Spraying Operations** – Agricultural (Ag) spraying operations will be conducted in accordance with procedures approved by the Airport Manager and made known to all persons conducting agricultural spraying operations. Ag operations shall be accomplished in accordance with the standards of the Environmental Protection Agency and the Texas Commission on Environmental Quality in an area so designated by the Airport Manager. Each Ag operator shall carry liability insurance in the amount of \_\_\_\_\_dollars, payable to the City/County for the cleanup of any hazardous chemical spills on Airport property caused by the Ag operator.

**Rule 5-17. Special Procedures, Parachuting**

**A.** The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as helicopters, air shows or aviation fly-ins, agricultural operations, gyroplanes, powered lift, gliders, balloons, airships, ultralights, and light sport aircraft in the weight shift control or powered parachute class. Any such change from standard procedures shall be published in the FAA's Airport / Facility Directory if of a permanent nature or the Airport Manager shall issue a NOTAM if such change is if a temporary nature. Permanent changes require filing through TxDOT Aviation Division to the FAA. Temporary closing of a portion of the airport for special events will be approved by the FAA, through TxDOT Aviation Division. See FAA Order 5190.6 (latest change).

**B.** Parachute descent onto the Airport property shall not be permitted without the recommendations of the City / County / Airport Advisory Board and the written approval of the City Council / Commissioners Court. The Airport Manager may develop operating procedures and designated landing areas for parachute operations.

**Rule 5-18. Model Aircraft** – Model aircraft not capable of carrying a person shall not be permitted to operate, take off or be launched from, flown over or land at the Airport. Model A/C operations for specific aeronautical events such as fly-ins or air shows may be approved for specific times by the City Council / Commissioners Court

**Section 6. Fueling, Flammable Fluids, and Fire Safety**

**Rule 6-1. Fueling Aircraft**

**A.** All aircraft fueling, fuel equipment, and procedures will be in accordance with Manual 407 – “Standard for Aircraft Fuel Servicing, 2012 edition,” (or as revised) published by the National Fire Protection Association, 1 Batterymarch Park, Quincy MA 02169-7471, 800-344-3555, <http://catalog.nfpa.org>

**B.** All transportation, storage and other handling of aircraft and vehicle fuel shall comply with the International Fire Code, 2012 Edition, (or current edition) as published by the International Code Council, Inc. and FAA Advisory Circular 150/5230-4, (latest change).

**C.** All aircraft shall be fueled clear of all hangars, other buildings, and aircraft by at least fifty (50) feet.

**D.** Fueling trucks shall not be parked within any building or hangar or within \_\_\_\_\_ feet of any building, hangar, or parked aircraft, as determined by the local Fire Marshall. Fuel trucks shall be parked with at least ten (10) feet separation between vehicles.

**E.** Aircraft fuel storage tanks for below-ground or above-ground use will be constructed and installed, registered as required, monitored for leakage, operated, and maintained in accordance with Federal and State statutes, rules, and regulations promulgated by the Environmental Protection Agency and the Texas Commission on Environmental Quality.

**F.** Aviation or auto fuels shall not be stored within a hangar or building except in approved five (5) gallon or smaller containers manufactured and marked for such purpose and only with the approval of the local Fire Marshal.

**G.** Persons or businesses wishing to dispense fuel into their privately owned aircraft shall not be denied; however, they must meet all reasonable requirements the City / County places on other fuel suppliers, public or private. Private fueling facilities located on leased or private property must be installed and the fuel dispensed in accordance with all rules applicable to aircraft fueling and fire safety contained herein.

**H.** Public sale of automobile gasoline for use in aircraft will not be permitted on the Airport without written approval of the Airport Manager. Aircraft authorized by the FAA to use auto gasoline may be privately fueled by the owner in a location designated by the Airport Manager in accordance with all rules appertaining to aircraft fueling and fire safety contained herein.

**I.** All aviation fuel storage tanks, aviation fuel pumps, hydrant fuel services, and aircraft fuel service vehicles, whether publicly or privately owned, shall have the type of aviation fuel dispensed printed in large block letters, including octane if aviation gasoline, plus the fuel I.D. number, and "NO SMOKING" signs. This information shall be printed on all sides of the fueling tanks, pumps, etc. so the information is visible from any direction on the ground.

**J.** Fuel spills in excess of one gallon must be reported to the Airport Manager and immediate action taken by the spilling entity to clean up the spill in accordance with all local, state, and federal regulations

**Rule 6-2. Fuel Flowage Fee** - Any person, corporation, partnership, association, or business entity of any kind, or any person acting for or through them, including, but not limited to, any wholesale fuel distribution company, who delivers fuel to an fuel storage tank or who delivers fuel obtained from a source not on the Airport directly into any aircraft on the Airport must pay the amount of \$.\_\_\_ per gallon of fuel delivered.

Payment to the City or County of all fuel flowage fees due must be made not later than the fifteenth (15th) day of the month following the date of the fuel delivery.

Payment of fuel flowage fees shall be accompanied by a report in a form approved by the Airport Manager that indicates the amount of fuel delivered to the airport during the preceding month.

Military aircraft conducting operations which require fueling from U.S. Government facilities are exempt from fuel flowage fees.

**Rule 6-3. Fire Safety**

- A.** Every person using the Airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire.
- B.** Smoking or open flame within fifty (50) feet of any fuel tank, fuel pump, or fuel truck is prohibited.
- C.** Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as may be designated by the Airport Manager.
- D.** No flammable substance shall be used for the cleaning of any aircraft part or anything inside a hangar, T-hangar, or other building upon the Airport.
- E.** No one shall smoke or ignite a match or lighter in any building, hangar, or public ramp area except in posted "Designated Smoking Areas" identified by the Airport Manager.
- F.** Hangar entrances must be clear in a manner such that emergency or fire / rescue personnel and equipment can immediately access the hangar without hindrance.
- G.** The floors in all buildings shall be kept clean and free of oil. Volatile or flammable substances shall not be used to clean floors, walls or any portion of a hangar structure.
- H.** All Airport tenants and lessees shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by applicable fire codes and regulations. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.

**Section 7. Lease of Airport Property and Construction on Airport**

Hangars and other buildings or structures owned by the City / County may be leased to private individuals, companies, or corporations on a monthly or yearly basis for the storage of aircraft and ancillary equipment or to conduct a commercial Fixed Base Operation (FBO).

The City / County may lease property within the building area or other portions of the Airport for the construction of hangars, buildings, lean-tos, aprons, taxiways, and auto parking lots in accordance with an approved Airport Master Plan/Airport Layout Plan and design guidelines. Aviation related use must be given priority in the use of all leased or privately owned property, buildings or structures. If the aviation needs of the Airport are sufficiently met, the City Council / County Commissioners Court may authorize non-aviation use of any portion of the Airport or any building on the Airport on a case-by-case basis. Application of such non-aviation use shall be made to the City Council / County Commissioners Court; and approval from TxDOT Aviation Division must be received prior to granting authorization for non-aviation use.

**Rule 7-1. Lease Term** –No lease of airport property or facilities shall be granted for a term exceeding (20) years, however the initial term of a lease of airport property or facility may exceed twenty (20) years but in no case more than forty (40) years if a loan or deed of trust lien is obtained expressly for construction of the facility which will become property of the City/County at the end of the lease term, free and clear of all liens and encumbrances. Non-aviation leases shall not exceed eighteen (18) months.

**Rule 7-2. Construction on Leased Property**

- A.** As given in FAR part 77, the sponsor or sponsor's agent will file electronically with the FAA for any construction on or near the airport. See FAR part 77. File at

<http://oeaaa.faa.gov> (or most current URL). A determination of no objection must be received from the FAA prior to any construction on the Airport. No hangar or structure may be erected beyond the building restriction line or in conflict with the approved Airport Layout or Development Plan.

**B.** All plans and specifications for construction, renovation, remodeling, or refurbishing of the leased premises shall meet all current Standard Fire and Building Codes published by the Southern Building Code Congress and the National Electrical Code, and shall provide for the construction to be from material satisfactory and acceptable to the City Council/Commissioners Court. All construction must be of a compatible standard capable of withstanding winds of (a wind load rating applicable to airport location) mph, with doors open or closed.

**C.** The City Council / Commissioners Court's written approval of the plans and specifications must be obtained prior to construction of the improvements.

**D.** Construction must begin within one hundred twenty (120) days after the effective date of the lease or final comment from TxDOT and the FAA for the filed air space study as required by FAR Part 77, whichever date is later. Construction must be substantially completed within one hundred eighty (180) days of start of construction. Projects anticipated to exceed 180 construction days require approval of the Airport Manager. The Improvements on the leased premises shall remain the tenant's property until expiration or termination of the lease and its covenants or as otherwise agreed to in the contract between the City Council/Commissioners Court and the tenant.

**E.** Any privately owned structure or hangar not in use for aviation purposes for a period in excess of ninety (90) days or not available for lease or sublease for aviation purposes, unless so authorized for non-aviation uses by the City Council / Commissioners Court, must be removed after due notice to the owner in writing or the City Council / Commissioners Court will consider such structures or hangars abandoned and will seek title to such structure or hangar.

**F.** Leased land from which any building, hangar, or structure is removed, after due notice will be cleared, cleaned, and put back in its original or acceptable condition.

**Rule 7-3. Assignment and Sub-letting** -- Without the prior written consent of City Council / Commissioners Court, the leased premises or any rights there under (except to a leasehold mortgagee as herein provided) may not be assigned. Any assignment or subletting shall be expressly subject to all the terms and provisions of the original lease.

**Rule 7-4. Flying Clubs** - A Flying Club ("Club") shall meet the following standards:

**A.** At the time of applying for a lease, license, permit or agreement to operate at the Airport, the Club shall furnish the Airport Manager with a copy of its documents of organization; the Club's list of members, including names of officers and managers; evidence of required insurance; a description of all aircraft used; evidence that such aircraft are properly certificated; evidence of ownership of such aircraft; and any operating rules of the Club.

**B.** All aircraft used by the Club shall be owned by the Club or leased exclusively by written agreement to the Club, and all ownership or lease rights to such aircraft must be vested on a pro-rata basis in all of the Club's members. The property rights of the Club members shall be equal, and no part of any revenues received by the Club shall inure to the direct benefit of any member (e.g., by salary or bonus). The Club

shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement of its aircraft and facilities.

C. The Club's aircraft shall not be used by any person other than the Club's members and shall not be used by any person for hire, charter, or air taxi. Flight instruction may be given in Club aircraft.

**Rule 7-5. Environmental Issues and Indemnification** - Any tenant of the Airport, its agents, employees, independent contractors, or sub lessee shall not install, store, use, treat, transport or dispose of any:

A. Asbestos in any form

B. Urea formaldehyde foam insulation.

C. Transformers or other equipment which contain dielectric fluid containing levels of polychlorinated biphenyls in excess of 50 parts per million; or

D. Any other chemical, material, air pollutant, toxic pollutant, waste, or substance which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by the Resource Conservation Recovery Act, the Comprehensive and Environmental Response Compensation and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, the Clean Air Act, and/or the Clean Water Act or any other federal, state, county, regional, local or other governmental authority or which, even if not so regulated, may or could pose a hazard to the health and safety of the occupants of the Leased Premises, and which is either:

1. in amounts in excess of that permitted or deemed safe under applicable law;
2. or in any manner which is prohibited or deemed unsafe under applicable law. (The substances referred to in (A), (B), (C) or (D) are collectively referred to hereinafter as "Hazardous Materials").

**Rule 7-6. Environmental Cleanup Laws** – An Airport tenant will, at their own expense, comply with all existing or hereafter enacted laws relating to Hazardous Materials (collectively, "Cleanup Laws") in effect at the time of the lease, and all future laws thereafter. An Airport tenant will, at their own expense, make all submissions to provide all information to, and comply with all requirements of the appropriate governmental authority (the "Authority") under the Cleanup Laws. Should any Authority require that a cleanup plan be prepared and that a cleanup be undertaken because of the existence of Hazardous Materials which were installed, stored, used, treated, transported, disposed of or discharged on the leased premises, by an airport tenant, its agents, employees, independent contractors or sub lessees during the term of a lease, the Airport tenant will prepare and submit the required plans and financial assurances in accordance with such Cleanup Laws. The Airport shall be indemnified and held harmless from and against all obligations, damages, injunctions, fines, penalties, demands, claims, costs, expenses, actions, liabilities, suits, proceedings and losses of whatever nature (including, without limitation, attorneys' fees and court costs), and all cleanup or removal costs and all actions of any kind arising out of or in any way connected with the installation, storage, use, treatment, transporting, disposal or discharge of Hazardous Materials in or on the leased premises by an Airport tenant.

**Rule 7-7. Environmental Notices** – An Airport tenant shall promptly supply the City Council / Commissioners Court with copies of any notices, correspondence and

submissions made or received from any governmental authorities of the United States Environmental Protection Agency, the United States Occupational Safety and Health Administration, or any other local, state or federal authority that requires submission of any information concerning environmental matters or Hazardous Materials.

**Rule 7-8. Environmental Survival** – An Airport tenant's liability pursuant to any environmental issue shall survive the expiration or earlier termination of their lease.

**Rule 7-9. Storm Water Compliance**

**A.** The Airport is subject to federal storm water regulations, 40 C.F.R. Part 122 for “vehicle maintenance shops” (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and/or deicing operations that occur at the Airport as defined in these regulations and, if applicable, state storm water regulations. Each Airport tenant shall become familiar with these storm water regulations if it conducts “vehicle maintenance” or operates equipment cleaning operations and/or deicing activities as defined in the federal storm water regulations.

**B.** The City or County shall take steps necessary to apply for or obtain a storm water discharge permit as required by the applicable federal and/or state regulations, including the leased property occupied or operated by an Airport tenant. A storm water discharge permit issued to the City or County may name an Airport tenant as a co-permittee.

**C.** An Airport tenant’s close cooperation is necessary to ensure compliance with any storm water discharge permit terms and conditions, as well as to ensure safety and to minimize costs. An Airport tenant may have to implement and maintain “Best Management Practices”. to minimize the exposure of storm water (and snow melt) to “significant materials” generated, stored, handled or otherwise used as defined in the federal storm water regulations.

**D.** The City or County’s storm water discharge permit is incorporated by reference into each lease and any subsequent renewals.

**E.** The City or County will provide an Airport tenant with a written notice of those storm water discharge permit requirements that are in the City or County’s storm water permit, that a tenant will be obligated to perform from time to time, including, but not limited to:

1. certification of non-storm water discharges;
2. collection of storm water samples
3. preparation of storm water pollution prevention or similar plans
4. implementation of “good housekeeping” measures or best management practices; and maintenance of necessary records.

Such written notice shall include applicable deadlines and an opportunity to dispute any of the storm water discharge permit requirements.

**F.** Each Airport tenant shall participate in any organized task force or other work group established to coordinate storm water activities of the Airport.

**Rule 7-10. Non Discrimination Covenants**

**A.** Each lease will include as a covenant running with the land to insure that:

1. no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the leased property;
2. that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person, on the grounds of race, color, sex or national origin, shall be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination.

**B.** The right to conduct aeronautical activities for furnishing services to the public is granted to an Airport tenant subject to the agreement:

1. To furnish said services on a fair, equal and not unjustly discriminatory basis to all users.
2. To charge fair, reasonable, and not unjustly discriminatory prices for each unit or service provided an allowance may be made to make reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers.

**Rule 7-11. Insurance** – An Airport tenant shall during the term of lease maintain at their cost and expense insurance relating to the leased premises as follows:

**A.** Insurance against loss or damage to improvements by fire, lightning, and other risks included under standard extended coverage policies.

**B.** General public liability insurance against claims for bodily injury, death or property damage occurring on, in, or about the leased premises, such insurance to afford protection to City or County of not less than \$500,000.00 with respect to any one person, \$1,000,000.00 with respect to any one accident and not less than \$200,000.00 with respect to property damage.

**C.** Hangar keeper's liability insurance providing coverage for aircraft not owned by the tenant in the following limits: \$200,000.00 per aircraft and \$400,000.00 per occurrence on property damage to aircraft in the care, custody, or control of tenant.

**D.** All such policies of insurance shall be issued by insurance companies acceptable to the City or County, shall name the City or County as an additional insured or loss payee, as the case may be, and shall provide for at least ten (10) days written notice prior to cancellation or modification.

**Rule 7-12. Hold Harmless** – The City or County shall not be liable to an Airport tenant's employees, agents, servants, customers, invitees, or to any other person whomsoever, for any injury to persons or damages to property on or about the leased premises or any adjacent area owned by the City or County.

### **Section 8. Knowledge of Rules Implied**

By publication and adoption of this ordinance / order, all persons shall be deemed to have knowledge of its contents. However, the Airport Manager is directed to have copies of the ordinance / order posted in paper or electronically, where appropriate. Copies shall be available at all times in the Airport Manager's office, and copies shall be furnished to all owners and operators of aircraft based at the airport.

### **Section 9. Conflict of Rules and Regulations**

If and where there are conflicts in the rules and regulations prescribed herein and the FAA's Federal Aviation Regulations (FAR), the latter shall prevail. If and where there exists a conflict

between any of the rules or regulations prescribed herein and any other City / County rules applicable to the same area, the more stringent limitation, or requirement shall govern and prevail.

**Section 10. Penalty for Violation**

The Airport Manager may deny use of the Airport for a period not exceeding fifteen (15) days for any person violating or refusing to comply with any of the rules or regulations prescribed herein pending a hearing by the City Council / Commissioners Court. Upon such hearing, such person may be deprived of the further use of the Airport and its facilities for a period of time as may appear necessary for the protection of life and property. Any violation of this ordinance / order shall be a misdemeanor, and upon conviction, be punishable by a fine not exceeding two-hundred (\$200) dollars, and each day a violation continues to exist shall constitute a separate offense. This section is cumulative of all other penalties for violation of Federal, State, and local laws, rules, regulations, ordinances, and orders. Citation for violation or issuance of a violation ticket of any of the rules and regulations prescribed herein may be made by any authorized police officer. The Airport Manager or City Council / Commissioners Court may request authorized police officers to investigate any suspected violation of these rules.

**Section 11. Severability**

If any of the provisions of this ordinance/order or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance/order which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

**Section 12. Emergency Enactment**

Whereas, the immediate operation of the provisions of this ordinance/order is necessary for the preservation of the public health, public safety, and general welfare, an EMERGENCY is hereby declared to exist, and this ordinance/order shall be in full force and effect from and after its passage by the City Council/Commissioners Court of the City/County of \_\_\_\_\_, Texas and publication and posting as required by law.

Read, passed and adopted by a vote of the City Council/Commissioners Court of the City/County of \_\_\_\_\_, Texas on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Members voting Aye; \_\_\_\_\_ Members voting Nay;\_\_\_\_\_.

\_\_\_\_\_  
Mayor / County Judge

City / County of \_\_\_\_\_, Texas

Attest:\_\_\_\_\_

City Secretary/County Clerk of \_\_\_\_\_, Texas.

# TxDOT Model Minimum Standards (FBO)



## **Model Minimum Standards for Fixed Base Operators (FBO)**

**The attached “Model of Minimum Standards for Fixed Base Operators (FBO)” has been prepared to assist owners of public use airports in developing standards for the providers of airport services. This is a guideline only. The local situation will dictate if additional or fewer standards will be applicable.**

**The owner of a public use airport which has a grant or loan obligations with either the Federal Aviation Administration (FAA) or the State of Texas or has deed obligations under the Surplus Property Act is required to make that airport available to all qualified users and providers without an unjust bias or discrimination. These obligations also prohibit the airport owner from granting an exclusive right to offer services or products. However, the airport owner may retain the exclusive right to perform any of the functions of an FBO providing this is done with its own employees and resources. A third party may not be designated as the agent of the airport owner to satisfy this exemption.**

**If an airport owner elects not to retain the exclusive right to provide services and there is a “need” for additional FBO services or positions, the airport owner may not routinely deny an application without sufficient justification. “Need” would be established if a proponent requests approval for an additional FBO business and is willing and able to accomplish such request. No other justification for “need” is required. This establishment of need would require the airport owner to allow all qualified persons the opportunity to bid on the subsequent FBO position. No qualified bidder, including the incumbent FBO, should be excluded from participating. If all suitable facilities are currently under lease and being actively used by the incumbent FBO, subsequent requests may be denied on the grounds of insufficient space. The airport owner would not be required to void or alter existing contracts to provide space or other provisions. The incumbent FBO should not be required to relinquish leased space or hangars which are actively used in his business and likewise, should not be able to hold unused space or hangars, even if included in his lease, solely for the purpose of denying a subsequent FBO sufficient space to set up operation.**

**Any new FBO contracts should be written to standards applicable at that time. The new contract does not necessarily have to be equal or comparable to any existing contract; however, the airport owner MUST be able to adequately justify the differences. In such case, the airport owner should be willing to renegotiate existing contracts that would place an incumbent FBO at an economic or business disadvantage. If a previous contract required a level of service which is no longer applicable, under no circumstances should the airport owner be liable for or be required to pay damages to an FBO for having to provide those services under previous contracts.**

## **Model Minimum Standards for Fixed Base Operators (FBO)**

This is a summary of the obligations and services which should be provided by a Fixed Base Operator (FBO). This guideline may be attached to and become part of an actual lease agreement between an FBO and the airport owner. Should the actual lease agreement be more or less restrictive than this guideline, the lease would take precedence.

### **I. Definitions**

- A. **Fixed Base Operator** – A Fixed Base Operator is a person, firm, or corporation performing any of the functions or furnishing any of the services listed herein on a commercial basis. No person, firm, or corporation may act in the capacity of an FBO without a valid contract with the City/County of \_\_\_\_\_ authorizing such activity at the airport.
- B. **Airport Tenant** – An airport tenant is a person, firm, or corporation leasing or using airport property solely for the purpose of storing an aircraft and is not engaged in or providing any aviation related commercial activity or service at the airport. An airport tenant is not authorized to function as or provide the services of an FBO.

### **II. Services and Requirements**

- A. An FBO is authorized to offer or perform any or all of the following services or functions for the public. The guidelines for each service or function are listed.
  - 1. Airframe or power plant repair: Sufficient hangar space, FAA certified mechanic on duty, paved outside parking area for aircraft, and paved access to the runway-taxiway system (if connecting runway or taxiway is paved).
  - 2. Fueling: Avgas and jet fuel storage tanks (tanks must be State approved and registered if required), fuel delivery by means of pumps and/or trucks, trained and qualified fueling technician, plan of action in case of a massive fuel spill, and at least the minimum number of working fire extinguishers and bonding cables as recommended in the latest edition of the National Fire Protection Association booklet, Manual 407 – “Standard for Aircraft Fuel Servicing, 2001 edition,” (or as revised) published by the National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy MA 02269-9101, 800-344-3555. Fuel pumps and trucks must meet all applicable local and State codes and be approved for use by the local fire marshal.

3. Line service: Properly trained personnel; ropes, chains, or other restraining devices and wheel chocks for each tie down position.
4. Aircraft sales and/or rental: Sufficient office space, aircraft display area, telephone, and aircraft inventory.
5. Flight instruction: Trained and certified instructor, classroom, telephone and restrooms, and aircraft available for instruction.
6. Avionics: Shop area, office space with telephone and restrooms, and trained and certified personnel on duty.
7. Aircraft storage: Sufficient hangar, T-hangar, and tie down spaces.
8. Air taxi and charter: FAA Part 135 certification, aircraft with sufficient hangar, T-hangar, or tie down space, office with telephone and restrooms, and aircraft loading or unloading area.
9. Agricultural spraying operation: Qualified pilot, aircraft designed for such purpose, qualified personnel on duty to properly handle dangerous chemicals, secure area to store chemicals, and properly designed and constructed wash down pad.
10. Other as agreed on by contract: Telephone for public use, ground transportation into town, pilot and passenger lounge with restrooms, retail business area with restrooms, and coffee and/or soft drinks.

Hangar space, shop areas, restrooms, and other equipment as well as sufficient personnel shall not necessarily be accumulative for each service provided. For example, if an FBO provides both flight instruction and aircraft sales, both functions could be serviced by the same restrooms and telephone. The actual contract agreement between an FBO and the airport owner shall spell out the required services of each FBO and the square footage, number of personnel, etc. which must be provided by that FBO.

B. An FBO is required to perform the following functions or abide by the following rules:

1. Install, operate, maintain, repair, and store all equipment necessary for the conduct of the FBO's business subject to the approval of the airport owner.
2. Use, with others so authorized, any common areas or equipment on the airport including, but not limited to, the runways, taxiways, public aircraft and auto parking aprons, roadways, and navigational aids.
3. Upon termination of the lease, return any leased property to the airport owner in the same condition as it was at the start of the lease, normal wear

excluded. Any improvements or additions made to real property during the term of the lease will become property of the airport owner at the termination of the lease.

4. Will not prevent any person, company, or employee of a company from servicing, maintaining, or fueling their own aircraft that might be parked or hangared at the airport.
5. Make its business open to all forms and classes of aeronautical use.
6. Submit to and abide by periodic safety inspections by the Airport owner, the FAA, and/or the Texas Department of Transportation.
7. Maintain all leased areas and the interior and exterior of any leased or constructed buildings to an acceptable standard.
8. Remove and properly dispose of any trash from the leased property.
9. Notify and gain approval of the airport owner of any intended reduction of services which are included in the FBO's lease agreement.
10. Furnish all applicable services in a fair, equal, and nondiscriminatory manner to all airport users.
11. Abide by any and all rules, requirements, or mandates placed upon the airport owner by the FAA or the State of Texas including, but not limited to, the Grant Assurances of FAA grants and the Terms and Conditions of State of Texas grants.
12. An FBO does not have the right to perform any service or business on the Airport unless such service or business is included in the current lease agreement with the airport owner.
13. An FBO's rights do not supercede the airport owner's rights and obligations.

### **III. Airport Owner's Rights and Obligations**

The airport owner retains the right and/or obligation to do the following:

- A. Perform any or all of the functions of an FBO. If so inclined, the airport owner may retain a proprietary right to offer any or all FBO services and/or products and allow no FBO to offer the same services or products at the airport.
- B. Enter into contracts with other FBO's to operate similar or competitive businesses at the airport without regard to the wishes or desires of existing FBO's. Any new contracts will be written to standards applicable at that time.

If a new contract agreement gives an economic advantage to the new FBO, the airport owner may renegotiate its contract with the disadvantaged FBO; however, under no circumstances will the airport owner be held liable or required to pay damages for services, equipment or any other obligations which were required by past or current contracts.

- C. Approve an FBO's placement of buildings, parking areas, or equipment to assure such development is accomplished in an orderly fashion and does not impede the future development or expansion of the airport as shown on an FAA or Texas Department of Transportation approved Airport Layout Plan or Master Plan.
- D. Maintain the airport in a safe and serviceable condition.
- E. Collect all fees for the use of the airport; these fees include lease of hangar space, office space, T-hangar space, aircraft or auto parking areas, fuel flowage fees, and tie-down fees. The airport owner may charge these fees as long as such fees are fair and appropriate and not intended to discriminate for or against any FBO or airport user or type of user.
- F. Increase or decrease the fee or required services of an FBO at any time the FBO's contract is renegotiated or at any such time as authorized by the lease contract.
- G. Impound any personal property, tools, furniture, aircraft, or equipment located on the leased property and hold or liquidate such until all fees and taxes due the airport owner are paid, subject to a court judgement.
- H. Reserve the right to take any actions necessary to protect the safety and usability of the airport and the approach surfaces to all runway ends.

#### **IV. Payment and Fees**

- A. **Service Charge** – An FBO must pay all responsible rentals, fees, or charges in a timely manner. The airport owner retains the right to assess a service charge for any late payments dues to the owner.
- B. **Bond** – An FBO must show proof of financial responsibility or be properly bonded with the airport owner listed as beneficiary in the event the FBO cannot or will not return the property to an acceptable condition after the term to the lease or if the lease is prematurely terminated.
- C. **Utilities** – An FBO must arrange for water and waste water, gas, electricity, telephone, and any other utilities it uses on the airport and pay all responsible charges in a timely manner throughout the term of the lease.
- D. **Taxes** – An FBO will pay all responsible taxes in a timely manner.

E. **Other Bills** – An FBO will pay all responsible bills in a timely manner. Under no circumstances will the airport owner be responsible for payment of any taxes or bills owed by an FBO.

## **V. Insurance**

The airport owner will provide insurance for all real property located at the airport under the owner's policy. This policy will be for the sole benefit and protection of the airport owner. The FBO will be required to provide adequate insurance coverage for his personal property and the contents of any buildings under lease. The FBO must furnish current proof of these policies to the airport owner and any changes in those policies must have prior written approval of the airport owner.

## **VI. Solicitation and Conduct**

- A. An FBO will not engage in the solicitation of its fueling or other services on or about the airport in a loud, offensive, or objectionable manner. In the event of such questionable conduct, the airport owner will be the sole judge in determining if said conduct is a violation of the lease agreement and take any and all necessary steps to eliminate the undesirable condition, up to and including the termination of the FBOs lease contract.
- B. An FBO will conduct business on the airport in such a manner as to maintain a friendly and cooperative, though competitive, relationship with other operators engaged in similar businesses on the airport. An FBO will not engage in open public disputes, disagreements, or conflicts which would tend to deteriorate the quality of service of either party involved or which would be incompatible with the best interest of the public or the airport. The airport owner has the right to resolve all such disputes, disagreements, or conflicts and the airport owner's determination will be binding upon all FBO's operating at the airport.

## **VII. Use and Use Conflict**

Any land, building, paved area, and other infrastructure leased to an FBO are to be used and occupied solely for the purpose of operating a Fixed Base Operation and no other. The leased airport property cannot be sublet or divided, except for parking aircraft in hangars, T-hangars, or tie down spaces without the written permission of the airport owner. Should the FBO become deceased, be adjudged to be incompetent, or his business declared bankrupt or become insolvent, the leased property and the executed lease contract shall not be considered as a part of the FBO's estate or an asset of any appointed or assigned guardian, trustee, or receiver. In such cases, the FBO's lease will immediately terminate and all rights and property returned to the airport owner.

## **VIII. Unauthorized Use**

An FBO may not park vehicles, trailers, motor homes, mobile homes, or any other vehicle or trailer on airport property without written approval of the airport owner.

## **IX. Rules**

An FBO must abide by all laws, rules, regulations, guidelines, terms, and conditions of the airport owner, the Texas Department of Agriculture, the Environmental Protection Agency, the National Fire Protection Association, the local and State fire marshals, the Texas Department of Transportation, the Federal Aviation Administration, and any other applicable agencies in regard to the use and storage of pesticides, or other dangerous chemicals, the storage and dispensing of aircraft fuel, the storage, dispensing, and disposal of engine oil, the maintenance and upkeep of the airport facilities, the operation of the FBO's business, and the general safety and operation of the airport.

# TxDOT Model Lease Agreement



Airport Action Plan

Lago Vista – Rusty Allen Airport



# FAA Form 7460



Airport Action Plan

Lago Vista – Rusty Allen Airport



## NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

### § 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460-1, Notice of Proposed Construction or Alteration. FAA Form 7460-1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460-1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

### § 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S.

Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
2601 Meacham Boulevard  
Fort Worth, TX 76193  
Fax: (817) 321-7765  
Phone: (817) 321-7750

Website: <https://oeaaa.faa.gov>

## INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

**Paperwork Reduction Work Act Statement:** This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Providing this information is mandatory or anyone proposing construction or alteration that meets or exceeds the criteria contained in 14 CFR, part 77. We estimate that the burden of this collection is an average 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number associated with this collection is 2120-0001. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, AES-200.



# TxDOT RAMP Program Information



Airport Action Plan

Lago Vista – Rusty Allen Airport





## **Texas Department of Transportation**

### **2015 Routine Airport Maintenance Program (RAMP) Grants**

- State funding is a \$50,000 match per airport for each fiscal year. The State fiscal year begins September 1<sup>st</sup>. The local government match is 50% of actual costs plus any excess of \$100,000 total costs.
- The program includes “lower cost” airside and landside airport improvements. These items can be more than just maintenance and may be new or additional items of work. Examples are: construction of airport entrance roads; pavement of airport public parking lots; installation of security fencing, replacement of rotating beacon, etc. TxDOT will determine the eligibility of specific items. **Keep in mind that airside improvements are of first priority before requesting assistance with landside maintenance and improvements.**
- Local governments are allowed to issue their own contracts for scope of services, or TxDOT local districts can perform services within their capabilities. TxDOT will not participate in contracts for any ineligible scope items or for costs that are unreasonable for the type of service. Local government force account work is NOT ELIGIBLE, but purchase of materials for construction with sponsor labor is eligible.
- **A Grant must be executed each state fiscal year, prior to work being performed.** To initiate the grant the City or County should contact Aviation Division with a description of the project for which the grant is being requested and the estimated cost of the project, if available. The contact may be in the form of a written letter, electronic mail, facsimile, by telephone, or personal contact with staff.
- **Work as described on the Scope of Services of the grant shall be completed during the State fiscal year (September 1<sup>st</sup> – August 31<sup>st</sup>)**

**Call the Aviation Division at 1-800-687-4568 (68-PILOT) for more information or go to Aviation on the TxDOT Web Site: <http://www.txdot.gov/business/aviation/default.htm>**

## ELIGIBLE WORK ITEMS UNDER RAMP GRANTS

<b>AIRSIDE MAINTENANCE</b>
Pavement crack sealing
Pavement Slurry Seal/Fog Seal/Rejuvenator
Pavement markings
Limited pavement failure repairs
Drainage maintenance
Sweeping
Herbicide – fire ant control – mesquite tree eradication
Replacement bulbs/lamps for airside lighting fixtures and approach aids
Beacon, lighting, approach aids – repair and maintenance
Parts replacement for AWOS not covered under warranty
<b>AFTER AIRSIDE MAINTENANCE HAS BEEN ADDRESSED</b>
Seal coats/chip seal/crack seal for non-airside pavement, repair/maintenance of airport public auto parking
Hangar/terminal building painting and repairs -sponsor owned facilities only
Security camera systems
Game proof or security fencing and gates, electric gate openers
Access roads for AWOS installations
Navigational aids purchase and installation
AWOS NADIN interface monthly charge
Airport entrance signs & landscaping
Repairs to airport owned fuel systems, including replacement of tanks
Professional Services for preparation of Storm Water Pollution Prevention, Spill Prevention Control & Countermeasure Plans and maintenance/update of these plans
<b>SMALL CAPITAL IMPROVEMENT PROJECTS</b>
New public auto parking areas - engineering/design costs included
New entrance roads, hangar access roads - engineering/design costs included
Design and Construction of aircraft wash racks as indicated by SWPPP
Expansion of apron areas or new apron areas - engineering/design costs included
Pilot lounge/small general aviation terminal buildings
Drainage improvements - engineering/design costs included
Extension of runway lighting systems- engineering/design costs included
Beacon/tower replacements
Water wells, lines/sewer lines & septic systems - compliance with EPA and TCEQ responsibility of Sponsor
Preparation of FAA form 7460-1 “Notice of Proposed Construction or Alteration” for RAMP projects
<b>INELIGIBLE WORK ITEMS UNDER RAMP GRANTS</b>
Mowing - may be done by TxDOT or TxDOT contract forces but the cost is 100% Sponsor responsibility
Purchase of Capital Outlay Equipment except as allowed above
Operating Expenditures
Consumables - unless listed above
Force Account work by sponsor
<i>Work performed or purchases made prior to the grant being fully executed</i>

# FAA Guide to TTF Rate Setting Methodology



Airport Action Plan

Lago Vista – Rusty Allen Airport





**FAA  
Airports**

## **Examples of Residential Through-the-Fence Access Rate-Setting Methodologies**

Section 136 of P.L. 112-95 requires residential through-the-fence (RTTF) users to pay access charges that the airport sponsor determines to be comparable to those fees charged to tenants and operators on-airport making similar use of the airport as a minimum. However, airport sponsors are not precluded from charging RTTF users a rate that is higher than rates charged to on-airport users and tenants. RTTF users are not protected by Grant Assurance 22, Economic Nondiscrimination, and the FAA will not entertain allegations of unreasonableness for residential through-the-fence access.

The FAA has identified the following examples of rate-setting methodologies which may be used to satisfy the requirement contained in the law:

- Requiring RTTF users to pay fees which are equal to tenant tie-down charges.
- Establishing a fee for RTTF users that is based on the methodology used to establish tenant rates for land rental on the airport. For example, if on airport users pay 25 cents per square foot of land on which they build a hangar, RTTF users would pay a minimum of 25 cents per square foot of the land their off-airport hangar occupies.
- Establishing a ground lease for dedicated taxiway connections to off-airport properties.
- Charging an assessment of capital costs for general infrastructure.
- A local tax assessment or levy on off-airport aircraft owners that is dedicated to airport's account.

A methodology which results in an RTTF user paying an access fee which is less than the fee charged to on-airport tenants and users making similar use of the airport may not be consistent with the law.

# Appendix 3: Other Reference Documents

Existing Minimum Standards

Existing TTF Master Agreement with Rusty Allen Airport Property Owners Association (RAAPOA)

City Zoning for Airport Environ

Existing Height Hazard Zoning Ordinance

City 2030 Comprehensive Plan Future Land Use Map

City 2030 Comprehensive Plan Future Transportation Map

AWOS Protection Exhibit



# Existing Minimum Standards



# City Minimum Standards Ordinance

	Lighting	Materials	Support Structure	Landscaping
Freestanding, single business	Direct or indirect	Synthetic, wood or stone	Wood or stone	Required <sup>2</sup>
Freestanding, multitenant	Direct or indirect	Synthetic, wood or stone	Wood or stone	Required <sup>2</sup>
Projecting wall	Direct or indirect	Synthetic, metal or wood	Metal mounting hardware	Not required
Hanging wall	Direct or indirect	Synthetic, metal or wood	Metal mounting hardware	Not required
Residential subdivision	Indirect	Wood or stone	Wood or stone	Required <sup>2</sup>
Political	Indirect	Synthetic, wood or paper	Wood or metal	Not required
Commercial real estate	Indirect	Synthetic, wood or paper	Wood or metal	Not required
Government, utility, institutional	Direct or indirect	Synthetic, wood or stone	Wood or stone	Required <sup>2</sup>
Sandwich board	Indirect	Synthetic or wood	Wood	Not required
Menu board	Direct or indirect	Synthetic or wood	Wood or stone	Not required
Temporary banner	Indirect	Synthetic	Metal mounting hardware	Not required
Residential real estate	Indirect	Synthetic, metal or wood	Wood or metal	Not required
Window	Indirect	Paint	Glass or plexiglass	Not required
Awning, canopy and marquee sign	Indirect	Synthetic	Metal mounting hardware	Not required
Public information	Direct or indirect	Wood or stone	Wood, stone or metal	Required <sup>2</sup>
Residential nameplate	Indirect	Wood, metal or stone	Metal mounting hardware	Not required

<sup>2</sup> Required xeriscaping with native Central Texas plantings.

(Ordinance O-03-15 adopted 1/15/15)

## ARTICLE 4.900 MINIMUM AIRPORT STANDARDS

### Sec. 4.901 Definitions

Unless otherwise provided herein, the following terms shall be defined in this article as follows:

**Airport.** Properties currently owned or as may be acquired by the city for the purpose of operating an airport and including but not limited to lots 48, 49, 50, 52, and 57 of Bar-K Airport Subdivision, Lago Vista, Texas and all public rights-of-way and/or public easements as set forth on plats filed with the county clerk.

**City.** The City of Lago Vista, Texas.

**CTAF/Unicom.** Common traffic advisory frequency which the radio frequency that all ground vehicles and airport residents with airplanes shall be turned to when entering, exiting or using in any way the runway or taxiway.

**FAA.** The Federal Aviation Administration of the United States Department of Transportation.

**Person.** Any corporation, partnership, association or other artificial entity; or any individual; or any agent or employee of the foregoing.

**Pilot.** Any person possessing an FAA pilot's license, including a student pilot's license.

### Sec. 4.902 Minimum Standards

The standards adopted herein are the minimum standards for the maintenance and operation of the airport. The terms set forth herein shall apply uniformly to all persons operating on or desiring to operate from the airport.

### Sec. 4.903 Federal Aviation Administration Rules to be Observed

The Federal Air Traffic Rules promulgated by the FAA shall be observed by all persons utilizing the airport.

### Sec. 4.904 Overriding Right of City and FAA

Any clause herein to the contrary notwithstanding, the city reserves the right to develop and make any improvements to the airport or make any repairs to the airport and amend, modify or repeal any of the standards set forth herein at any time. Any section of this article which is in conflict with FAA regulations, either currently or in the future, shall be superseded by the FAA regulations.

### Sec. 4.905 Airport Layout Plan

The airport manager and city shall have prepared and shall maintain a copy of a current airport layout plan ("ALP") approved by the city council. The ALP shall provide for the orderly development and maximization of revenues from the operation of the airport. All development, leases and activities concerning the use and operation of the airport shall conform with the ALP.

 **Sec. 4.906 Taxiways**

- (a) Extension. Taxiways will be extended according to the airport layout plan (ALP). Property owners seeking access to the airport shall extend and construct the taxiway across the taxiway frontage portion of the property in accordance with this code and this article prior to being granted access.
- (b) Pavement Bearing Strength. Taxiways shall be constructed in accordance with TxDOT standards.

 **Sec. 4.907 Aircraft Weight Limits**

No person shall operate any aircraft on the airport which exceeds the weight limits identified in either the current official "Airport/Facility Directory" published by the National Oceanic and Atmospheric Administration of the U.S. Department of Commerce or by a Notice to Airmen (NOTAM) issued by the city.

 **Sec. 4.908 Nondiscrimination**

Public facilities at the airport shall be open to all classes of users on a fair and nondiscriminatory basis. Persons using the airport shall comply with all provisions of federal and state law, as amended from time to time, as they pertain to discrimination and are hereby specifically prohibited from discrimination against any group or individual on the basis of race, religion, color, creed, national origin, sex or disability.

 **Sec. 4.909 Commercial Operations**

No person may conduct any commercial aviation activity, offer any goods or services for compensation, or provide any goods or services for compensation to the public at the airport unless such person is duly licensed and in compliance with all requirements of the FAA and this article.

 **Sec. 4.910 Compliance with Health, Fire, Building and Zoning Codes**

All persons utilizing the airport shall comply with the requirements of all city, county or state health, fire, building and zoning codes as they are amended from time to time.

 **Sec. 4.911 Damages**

Notwithstanding any clause herein or lease provision to the contrary, any person damaging the airport or public property shall be responsible for all damages incurred. The city may take whatever legal action is necessary to recover compensation for damages to the airport or public property.

 **Sec. 4.912 Fees**

All transient aircraft must pay for overnight parking of aircraft.

 **Sec. 4.913 Licenses, Certifications and Authorizations**

It shall be illegal for a person to operate any aircraft on or from the airport, whether for compensation or not, unless he/she possesses all licenses, certificates and authorizations required by the FAA Safeguard of Persons and Property. The airport manager is authorized to take necessary and reasonable action to safeguard the persons, equipment and aircraft at the airport. Children under twelve (12) years of age shall not be allowed anywhere on the airport premises unless supervised by a responsible adult.

 **Sec. 4.914 Vehicular and Pedestrian Traffic**

All vehicular traffic at the airport shall not exceed fifteen (15) miles per hour.

 **Sec. 4.915 Authority of Airport Manager to Suspend or Restrict Operations**

The airport manager may suspend or restrict airport operations in the event of an emergency, including but not limited to poor weather conditions, which threaten the safety of persons using the airport.

 **Sec. 4.916 Aircraft Repairs**

No aircraft shall be repaired on any part of the runway area or taxiway, ramps or parking areas except for emergencies and for necessary maintenance, testing or cleaning.

 **Sec. 4.917 Vehicle Requirements for Crossing Primary Landing Area**

- (a) Any ground vehicles desiring to cross the primary landing area shall have the following equipment:
- (1) A rotary amber beacon that has the ability to flash in the four cardinal directions mounted permanently or magnetically.
  - (2) A two-way radio inside the vehicle that has the ability to contact the appropriate CTAF/Unicom frequency associated with the airport.
- (b) All ground vehicles crossing into and exiting the primary landing area shall radio their intentions in accordance with recommended FAA regulations for nontowered airports and have their beacon lights attached to the top of the vehicle and activated for the duration.
- (c) The best practices for operating a ground vehicle on a nontowered airport set out by the FAA are as follows:

- (1) When you approach the runways and taxiways, stop, look both ways, and listen for aircraft that are landing or taking off. Vehicle windows should be open to do this properly.
- (2) Alert others when you are using a taxiway or runway by always making an announcement on the radio before you enter. Be specific with your location and intentions.
- (3) Always yield the right-of-way to taxiing aircraft and give them plenty of room. If an aircraft is headed toward you on the same taxiway, move out of the aircraft's way.
- (4) Always carry a radio tuned to the airport's common traffic advisory frequency (CTAF) or Unicom.
- (5) If an aircraft is about to land on a runway that you need to cross, stop well clear of the runway. Continue to yield to the aircraft until it has landed and taxied off of the runway.
- (6) Be aware that some aircraft at nontowered airports are not equipped with radios.
- (7) Before you cross a runway, ensure that no potentially conflicting aircraft are taxiing, landing or taking off. Be aware of aircraft at nontowered airports that frequently make touch-and-go landings (immediately after landing, full power is applied and the aircraft takes off again).
- (8) If your vehicle has a rotating beacon, be sure to turn it on anytime you are on the airport surface. Turn on headlights as well, being careful not to blind any pilots in the area.
- (9) Generally, it is good practice to cross runways at their ends. If one is available, a perimeter road or taxiway is the recommended route for crossing a runway at a nontowered airfield.

#### **Sec. 4.918 Fueling of Aircraft**

The following regulations shall govern the fueling of aircraft:

- (1) Aircraft shall not be fueled while an engine is running.
- (2) Smoking or open flames are prohibited while fueling within one hundred (100) feet of any aircraft or fuel truck.
- (3) All aircraft shall be fueled at the fueling station or at such locations reasonably clear of hangars and other structures.
- (4) All aircraft shall have a proper electrical ground wire in place at all times when being serviced with fuel.

#### **Sec. 4.919 Starting or Running of Aircraft Engines**

The following regulations shall govern the starting of aircraft engines:

- (1) If an aircraft is not equipped with adequate brakes, the engines of such aircraft shall not be started unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.
- (2) No engine shall be started unless a pilot is in control of the aircraft.
- (3) No engine shall be started in any area in which the propeller stream presents a danger to the safety of other persons or property.
- (4) Pilots of aircraft at the airport shall take such actions as to prevent the propeller stream from blowing rocks, soil and other debris into any hangar, parked aircraft or other vehicles.
- (5) Aircraft are prohibited from loading or unloading passengers with any engine running unless a pilot is at the control of the aircraft.
- (6) No aircraft shall be left running without a pilot at the controls of the aircraft.

#### **Sec. 4.920 Taxiing of Aircraft**

The following regulations shall govern the taxiing of aircraft:

- (1) No person shall taxi an aircraft until such time as the pilot of the aircraft has determined there is no danger of collision with another aircraft, person or object.
- (2) All aircraft shall taxi at a safe rate of speed and in such a manner as to be under the control of the pilot at all times.
- (3) Aircraft not equipped with adequate brakes shall not taxi near buildings or parked aircraft unless an attendant is at each wingtip of the aircraft to assist the pilot.
- (4) Aircraft shall not taxi onto the runway from the ramp, taxi area or grass if there is an aircraft approaching to land or on the runway in take-off position.

#### **Sec. 4.921 Take-Off, Landing, Flying Rules and Procedures**

All pilots are required to call on the published CTAF/Unicom to determine the runway favored by the wind and to announce their position and intentions for take-off and landing. Wind and runway information, if given, is of an advisory nature only and the final decision as to which runway to use or whether or not to take-off or land, is at the sole discretion of the pilot. Any deviation from the runway in use shall be announced to aircraft traffic and the right-of-way yielded. No take-offs or landings shall be made on the apron, parking ramp or taxiways at any time except for emergencies and for rotary wing aircraft associated with helicopter operations.

#### **Sec. 4.922 Parking of Aircraft and Vehicles**

No part of any vehicle or aircraft shall be parked at any time within the hold line (100 feet of the centerline of the runway). No vehicle or aircraft shall be parked anywhere on Lot 57 (the airport environment) in such a manner as to inhibit the taxiing of an aircraft (parking means no qualified operator at the controls). Parking is allowed in designated areas. The following properties are designated as aircraft or vehicle parking: Lots 48, 49, 50 and 52 of Bar-K Airport Subdivision as shown on exhibit A to Ordinance O-32-14; provided that no aircraft shall be parked so as to obstruct access to the aircraft fueling area and no aircraft may be parked in an existing taxiway easement. The city manager, or his/her designee, may allow parking in nondesignated areas for special events at the airport. It shall be the responsibility of the pilot, upon leaving a parked aircraft, to properly chock the wheels or tie down the aircraft. All transient aircraft shall pay the fee for parking. Aircraft may be parked and tied down on unimproved surfaces including grass. Improved or paved aircraft parking may be constructed without the presence of a hangar or other principal building on the lot with the parking.

#### **Sec. 4.923 Aircraft Tie-Downs**

All aircraft shall be tied down or secured at night and during inclement weather at the sole responsibility of the pilot. The aircraft owner, pilot, or his/her agent is responsible for the tie-down or security of the aircraft at all times and particularly during inclement weather. The owner, pilot or his/her agent shall be responsible for securing tie-down chains and/or ropes suitable for the aircraft.

#### **Sec. 4.924 Airport Maintenance**

The occupant of property or facilities within the airport shall keep such property or facilities in a neat and orderly manner such as not to cause a health or safety hazard to the users of the airport.

#### **Sec. 4.925 Student Training**

Flying instructors shall inform their students of the provisions of this article upon commencement of flying lessons. No aircraft shall be permitted to remain on landing or take-off areas for the purpose of student instruction.

#### **Sec. 4.926 Actions Prohibited**

The flying of model and UAV drone aircraft at the airport is prohibited and no person shall use or occupy the airport for any purpose that is inconsistent with the operation and use of the airport for aviation purposes.

(Ordinance O-32-14 adopted 12/18/14)

#### **Sec. 4.927 Permitting Requirements**

All vehicles desiring to cross the primary landing area are required to have a permit from the city for items in [Section 4.917\(a\)](#). All permit stickers must be affixed to the equipment as described in [Section 4.917\(a\)](#). The permit verifies all requirements in [Section 4.917](#) are being met and all equipment is in operational condition. Permits granted from the city shall be good for the life of the equipment. (Ordinance 15-04-16-01 adopted 4/16/15)

#### **Sec. 4.928 Penalty**

Any person who shall violate any of the provisions of this article, or shall fail to comply therewith, or with any of the requirements thereof, shall be deemed guilty of an offense and shall be liable for a fine in accordance with the general penalty provision set forth in [Section 1.109](#) of this code. Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein. (Ordinance O-32-14 adopted 12/18/14)

### **ARTICLE 4.1000 LAGO VISTA COMMUNITY RADIO**

#### **Sec. 4.1001 Standard Operating Procedures**

All text to be broadcast must be submitted to the city manager in writing. The submission should contain the desired start date and end date for the message. Requests for non-emergency public announcements will be approved or denied by the city manager. The city manager's decision is final and not subject to appeal. Live broadcasts may be initiated by the mayor, city manager, chief of police and emergency management coordinator. Access to the transmitter, in normal and emergency situations, is assigned to the chief of police or his designated representative (dispatcher). Emergency messages will be entered into the transmitter after approval of the chief of police or emergency management coordinator. Messages involving community or school items will be entered upon receipt from the city manager. Emergency or time sensitive announcements that need to be broadcast during non-work hours may be called in directly to the police dispatcher. Other access to the transmitter outside of this procedure will be on an emergency basis when time is critical. Emergency messages will be broadcast during the duration of the emergency. Community and school announcements will be broadcast on a 24 hour basis, with interruptions at 8:00 a.m., 12:00 noon and 6:00 p.m. for NOAA weather broadcasts. During periods when there are no community or school announcements, the NOAA weather broadcast will run 24 hours a day. (Ordinance 03-04-17-04 adopted 4/17/03)

Existing TTF Master Agreement with Rusty  
Allen Airport Property Owners Association  
(RAAPOA)





- conditions and pay for the electricity to operate same.
4. Maintaining the AWOS (Automatic Weather Observing System) in an operable condition and all associated equipment and paying for the electricity and telephone service to operate same. In addition, keep and pay for the AWOS maintenance agreement with TxDot.
  5. Maintain drainage on City owned airport property in an operable manner

**Section 2. Capital Improvements.** The City may, as appropriate in the judgment of the city council, from time to time seek state and federal grants for improvement of the Airport.

## **Article 2. Consideration And Performance By the RAAPOA.**

**Section 1. Cancellation of Agreements.** The RAAPOA agrees the City's cancellation of the Lease and the O&M Agreement were material benefits to the RAAPOA and continue as good and sufficient consideration for the promises, covenants, agreements and commitments by the RAAPOA pursuant to this Agreement. The RAAPOA further agrees the modifications and amendments made to the First Agreement by this Agreement are good and sufficient consideration for this Agreement.

**Section 2. Operating Payments to City.** The RAAPOA shall, annually during the term of this Agreement, assess and collect funds and dues from its members sufficient for RAAPOA to pay the annual use fee provided in Section 3 to be paid by RAAPOA to the City.

**Section 3. Annual Use Fee.** The RAAPOA shall pay the City the sum of Twenty Thousand Dollars (\$20,000.00) on or before July 1<sup>st</sup> each year during the term of this Agreement. Such use fee shall be used by the City to fund and pay a portion of the annual operating and maintenance expenses of the Airport, runways and taxiways.

The first payment will be due sixty days after this agreement is signed and all payments thereafter will be due on July 1<sup>st</sup> through 2019.

**Section 4. Additional Maintenance Assessments.** During the term of this Agreement, in addition to the annual use fee described in Section 3, the RAAPOA will pay the City one half of the cost and expense incurred by the City in excess of two thousand dollars (\$2,000.00) but not reimbursed through some other means of any necessary major maintenance or repair of the runway, taxiway or related facilities; provided; however, that the City will make all reasonable efforts to secure funding for such maintenance and repairs through TxDot or other grants or insurance claims. The RAAPOA will assess and collect such additional funds and dues from its members sufficient for RAAPOA to make any payments required under this Section.

**Section 5. Cost of Improvements.** The RAAPOA shall during the term of this Agreement collect from its members and pay to the City sufficient funds and monies to fund and pay the cost of all necessary and useful capital improvements that are made to the existing Airport environment that are not paid and funded by a state or federal grant. As a general rule financial participation by the RAAPOA on grant supported Capital Projects shall be limited to five percent (5%) of the total project cost unless both parties agree to other financial arrangements. Nothing herein, shall preclude the City or the RAAPOA from funding Capital Improvement on or around the Airport which are not supported by grants or that may be funded in entirety by the City or the RAAPOA; however, all Capital Improvements undertaken at the Airport are subject to the approval of the City.

**Section 6. Collection of Funds.** The RAAPOA shall during the term of this Agreement use all reasonably available lawful means, including but not limited to filing suit, enforcement of liens, foreclosure and denial of membership privileges, to collect from its members funds sufficient to meet its obligations pursuant to this Article 2.

The RAAPOA shall have the authority to determine and collect tenant aircraft parking fees from all property owners and airplane owners utilizing the airport; provided that fees charged to non-property owners shall be approved by the City Council.

### **Article 3. General Provisions.**

**Section 1. Term.** The term of this Agreement shall be 120 months, beginning on the 1st day of March 2009, and expiring at 12:00 P.M. local time on the last day of February 2019.

**Section 2. City Funding.** Any and all funding by the City of Lago Vista under this agreement is subject and limited to annual appropriations as approved by the City Council. If for any fiscal year the City does not appropriate funds sufficient in the judgment of the City Council to perform the City's obligations under Article 1, Section 1, the RAAPOA may terminate this Agreement.

If the city ,materially reduces, or does not provide. the services listed in Article 1, Section 1. the Annual use fee as stated in Article 2, Section 3, shall be amended accordingly.

**Section 3. Airport Property.** All property, real or personal, and all assets, equipment, furniture and fixtures presently or hereafter located on the grounds and property of the Airport shall, as between the City and the RAAPOA, be and remain the property of the City. All assets, equipment, furniture, fixtures and supplies purchased with funds and monies paid by the RAAPOA to the City pursuant to this

Agreement shall be and become assets and property of the City immediately upon the purchase or other acquisition of such assets or property.

**Section 4. Entire Agreement.** This Agreement embraces the entire agreement between the parties hereto and no statement, remark, agreement, or understanding either oral or written, not contained herein shall be recognized or enforced, except that this Agreement may be modified by a written addendum by and between the City and the RAAPOA. Effective as of the date of the execution of this Agreement by both parties, all other contracts, agreements and leases by and between the City and the RAAPOA are cancelled.

**Section 5. Miscellaneous.** (a) For the purpose of this Agreement, the singular number shall include the plural and the masculine shall include the feminine and vice-versa, whenever the context so admits or requires.

(b) The captions and headings are inserted solely for convenience of reference and are not part of nor intended to govern, limit, or aid in the construction of any provision hereof.

(c) The parties to this Agreement acknowledge and agree that they are the principals to the Agreement and have the power, right, and authority to enter into this Agreement and are not acting as an agent for the benefit of any third party.

(d) This Agreement shall be governed by the laws of the State of Texas and construed thereunder and venue of any action brought under this document shall be in Travis County, Texas.

(e) If any section, paragraph, sentence, or phrase entered in this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, such illegality or unenforceability shall not affect the remainder of this Agreement which can be given effect without the illegal or unenforceable section, paragraph, sentence, or phrase and to this end, the provisions of this Agreement are declared to be severable.

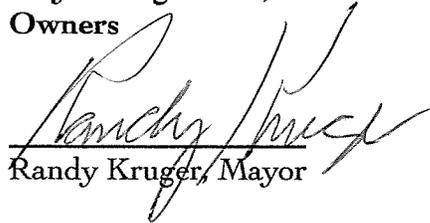
(f) The recitals hereinabove are incorporated herein and made a part of this contract.

(g) Save and except for conduct, e.g. intentional wrongful action, that may not be insured against, or that is commonly excepted from insurance coverage, the City shall be solely responsible for any liabilities or claims that may arise from or with respect to the performance, or non-performance, of the duties and responsibilities of the Parties with respect to the operation and maintenance of the Airport; provided that this provision shall not be construed to create, establish or support any benefit, right or claim for or on behalf of any third party. This provision is solely for the benefit of the City and the RAAPOA,

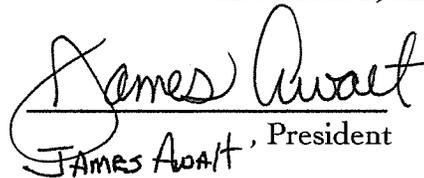
and the City will obtain and maintain such liability insurance or risk pool coverage as the City finds necessary and reasonable to insure the City and its officers and employees against any claim or cause of action arising out of the operation and maintenance of the Airport.

EXECUTED and effective, as of the 1st day of July 2009.

City of Lago Vista, Texas  
Owners

  
Randy Kruger, Mayor

Rusty Allen Airport Property  
Association, Inc.

  
James Awaat, President

# City Zoning for Airport Environ



Airport Action Plan

Lago Vista – Rusty Allen Airport



## ZONING DISTRICTS

### ABBREVIATED DESIGNATION

R-O  
R-1 A through G  
R-1M  
R-2  
R-4  
  
RR-A  
C-1 A through C-1C  
C-2  
C-3  
C-4  
C-6  
C-R  
MI  
LI  
U-1  
  
P, P-1A, P-1B, P-1C, P-2  
G-1  
PDD  
TR-1

### ZONING DISTRICT

Zero Lot Line  
Single-family residential  
Mobile Home  
Two-Family Residential  
Multi-family Residential (Apartments, Townhouses  
and cottages)  
Restricted Single Family With Aircraft  
Professional, Business Office, Low Density Retail  
Commercial; Large Scale  
Commercial, Marina  
Commercial, Airport  
Large Commercial/Retail Zoning District  
Commercial. Resort  
Minimal Impact District  
Light Industrial Zoning  
Governmental, Educational, Industrial, Utility and  
Institutional, including any required equipment  
storage areas  
Park Districts  
Golf Courses & Supporting Facilities  
Planned Development District  
Temporary Zoning designation, no development or  
building authorized until permanent zoning  
approved

**R-1A through R-1G-Single-Family Residential District.**

**Purpose.** This districts are intended to include lands within, the corporate limits of the City being used, or intended to be used, for single-family residential purposes and associated uses. The district is designed to provide sufficient, suitable residential neighborhoods, protected from incompatible uses, and provided with necessary facilities and service.

**Development Standards.**

RESIDENTIAL	Max Impervious Cover %	Min. Living Area (sq. ft.)	Front Setback (ft.)	Rear Setback (ft.)	Min. Side Yard Setback (ft.)	Total Side Yard Setback (ft.)	Corner Setback (ft.)	Building Height (ft.)
Single Family								
R-1A	50	1200	25	25	5	15	15	15
R-1B	50	1500	25	25	5	15	15	15
R-1C	50	1700	25	25	5	15	15	15 (see note)
R-1D	50	1200	25	25	5	15	15	18
R-1E	50	1500	25	25	5	15	15	18
R-1F	50	1500	25	25	Within Lot Lines		15	18 (above 722')
R-1G	50	1800	25	25	5	15	15	18

Note-18' at The Cove

**Permitted Uses.**

Accessory Building or Use	Park – Passive
Bed and Breakfast Establishment – Special Use Permit	Playground
Churches, Temples	Police Station
Community Home	Pumping Plant-Public
Dwelling – Single Family	**Realty Office – temporary
Family Home Facility – must be authorized per ordinance	School-Public/Private
Fire Station	***Short Term Occupancy
Golf Course	Substation-public utility
*Home Based Business	Swimming Pool-private
Library	Telephone Exchange
Livestock or Poultry shelter or care, Stable-Special Use Permit	Water tank-surface, subsurface, public

\* Permitted only in accordance with Zoning Ordinance, Exhibit A [Section 16](#), Home Occupations.

\*\* For additional requirements, see the building code.

\*\*\* Permitted only in accordance with Zoning Ordinance, Exhibit A, [Section 23](#), Short-Term Occupancy

**RR-A Restricted Residential with Aircraft**

**Purpose.** This district is available only to residential property that abuts the municipal airport at a location at which a permit may be issued in compliance with the applicable rules and regulations of the Federal Aviation Administration, the Rusty Allen Airport Property Owners Association, and the applicable restrictive covenants, if any, provided in any grant or contract with a Federal or State agency. The purpose of this district is to provide an appropriate zoning district so that qualifying property may be used for a single family dwelling with a hangar, and has “through the fence” access to the municipal airport.

**Development Standards.**

RESTRICTED RESIDENTAIL WITH AIRCRAFT	Lot Area %	Min. Living Area (sq. ft.)	Front Setback (ft.)	Rear Setback (ft.)	Min. Side Yard Setback (ft.)	Total Side Yard Setback (ft.)	Corner Setback (ft.)	Building Height (ft.)
RR-A	Res w/aircraft	1800	25	25	5	15	15	28

**Permitted Uses.**

Accessory Building or Use
Community Home
Dwelling-single family with hangar
Family home facility
Fire Station
*Home Based Business
Livestock or Poultry Shelter of Care, Stable-Special Use Permit
Pump Station-Public

\* Permitted only in accordance with Zoning Ordinance, Exhibit A [Section 16](#), Home Occupations.

**C-4 Airport District.**

**Purpose.** This district is intended to include lands within, the corporate limits of the City to be used for the commercial development of an airport, to include aircraft operating and refueling facilities, hangars and ramp space related to aviation. This district also provides space for financial, administrative, and business services compatible with the district’s function as one focal point of community activity.

**Development Standards.**

COMMERCIAL C-4 Airport Buildings meet C-1C standards	Lot Area %	Min. Living Area (sq. ft.)	Front Setback (ft.)	Rear Setback (ft.)	Min. Side Yard Setback (ft.)	Total Side Yard Setback (ft.)	Corner Setback (ft.)	Building Height (ft.)
Lots 1-21	100	750 if provided	25*	0	0			
Lots 22-43	100	750 if provided	7.5	0	0			
Lots 44-47	100	750 if provided	25*	0	0			
Lots 48-56	100	750 if provided	0	20	0			
Lot 15100 Rezoned 03-04-17-03			25	25	5	15		
(includes 12 un-platted parcels between 44 & 52 contiguous to Lot 57)								

**See Zoning Ordinance for Restrictions**

**Permitted Uses:**

<b>STRUCTURE/USE</b>	
Accessory Building or Use	Parking lot, commercial
Aircraft hangar, servicing, repair, operations	Plumbing, HVAC, roofing supply
Cabinet shop/commercial	Police station
Canvas goods fabrication	Pumping plant-public
Carpentry shop	Restaurant
Drapery manufacturing	School-business/commercial
Electric appliance shop/repair	Studio-artist
Expressing, baggage, delivery service	Substation-public utility
Fire Station	Telephone exchange
Fuel storage	Tinsmith & sheet metal
Heliports	Upholstery shop
Helistops	Warehouse
Marina	Water tank-surface, subsurface, public
Museums	Wireless Communications Systems
	Whole sale distribution

**LI Light Industrial Zoning District**

**Purpose.** This district is intended to include those lands and improvements within the corporate limits of the City used, or intended to be used, for functions related to the development of manufacturing or assembly facilities, warehouse or self storage facilities, machine shop or fabrication facility, automotive repair or body shop facilities, salvage or recycling facilities, cargo unloading or transfer facilities, electrical substations or generation facilities, asphalt or concrete production facilities, quarry, mining or rock crushing facilities, and any undertakings that might involve multi-shift employment and might require a large parcel of land.

**Development Standards.**

Light Industrial	Lot Area %	Min.Living Area (sq.ft.)	Front Setback (ft.)	Rear Setback (ft.)	Min. Side Yard Setback (ft.)	Total Side Yard Setback (ft.)	Corner Setback (ft.)	Building Height (ft.)
	60		25	25	10	20	25	35

**Permitted Uses:**

<b>STRUCTURE/USE</b>	Florist
Accessory Building or Use	Food store-convenience
Amphitheater	Food store-supermarket
Amusement arcade	Fuel storage
Amusement Park	Furniture, appliance store
Antique shop	Greenhouse-wholesale
Arcades-Special Use Permit	Greenhouse-retail
Asphalt and Concrete Production	Hardware, paints, wallpaper
Auditorium	Health club/spa
Auto Sales and Service	Heliports-Special Use Permit
Auto wash, Tune-Up, Repair	Helistops-Special Use Permit
Bakery	Hobby shop

Bank, Savings and Loan	Hospital
Barber, Beauty Shop	Hotel
Bars, Taverns, retail liquor	Meat Markets
Beverage, Bottling or distribution	Mini warehouse (inside storage only)
Bike/motorbike sales & service	Mini warehouse (with outside storage)
Billiard/Pool Rooms	Mortuary
Boat storage (outside)	Motel
Boat Sales or Service	Museums
Book/stationary shop	Office building--commercial, governmental
Bowling alley establishment	Open storage
Building material sales	Park-and-ride facilities
Bus depot	Parking lot, Commercial
Cabinet shop/commercial	Pet boarding with outside run
Cafeterias	Pet store-no outside run
Camera store	Photo studio
Canvas goods fabrication	Plumbing, HVAC, roofing supply
Carpentry shop	Police station
Carpet, rug cleaners	Pumping plant-public
Carting, hauling, storage warehouse	Printing shop
Catering establishments	Quarry, Mining, Rock Crushing
Clinics (medical)	Radio, TV, VCR sales/service
Clothing store--men's and/or women's	Radio, TV studio
Club, not nightclub	Realty office
Coal, sand, gravel yards	*Realty office-temporary
Craft, hobby shop	Recreation facility, commercial
Dance halls	Recreation Vehicle Park
Dept. store, sporting goods, novelty, toy shops	Restaurant
Dog and cat grooming	Retail store-general
Drug store, soda fountain, tobacco, candy shops	Service station
Dry cleaning	Sign Shop
Electric appliance shop/repair	Specialty and novelty establishments
Employment agency	Storage & sale of autos, trailers, farm implements & equipment, & similar equipment on open lot
Exhibition and rodeo grounds	Substation-public utility
Expressing, baggage, delivery service	Swimming pool-private
Fabric shop	Tailor & dressmaking shop

Farmers markets	Theater-indoor
Fire Station	Tinsmith & sheetmetal
Ice cream store	Trailer, truck, bus sales
Interior Decorator	Upholstery shop
Jewelry, optical goods	Veterinary hospital, no outside run
Junk & salvage yards, all open air storage of junk, waste and salvage material-Special Use Permit	Vocational & Private School
Kennels-Special Use Permit	Warehouse
Laboratory	Water tank-surface, subsurface, public
Laundromat	Wildlife sanctuaries
Laundry-commercial	Wireless Communications Systems
Library	Whole sale distribution
Livestock or Poultry shelter or care, Stable-Special Use Permit	
Machine shop, metal products, welding	
Manufactured housing sales	
Manufacturing and Assembly	

**U-1 Utility, Governmental, Educational, and Institutional District.**

**Purpose.** This district is intended to include those lands and improvements within the corporate limits of the City used, or intended to be used, for those functions which are normally supportive of governmental, educational, religious, public or City-wide activities which benefit the citizenry as a whole and often require large amounts of land.

**Development Standards.**

UTILITY, GOVERNMENTAL, EDUCATIONAL, INSTITUTIONAL	Lot Area %	Min. Living Area (sq. ft.)	Front Setback (ft.)	Rear Setback (ft.)	Min. Side Yard Setback (ft.)	Total Side Yard Setback (ft.)	Corner Setback (ft.)	Building Height (ft.)
U-1	60	N/A	25	25	10	20	25	60

**Permitted Uses:**

Accessory Building or Use	Park-Active
Chapel	Park-Passive
Cemetery	Parking Lot-Commercial
Churches, Temples	Pet boarding with outside run
Clinics (medical)	Playground
College or University	Police Station
Community Center	Pumping plant-public
Fire Station	Recreation facility-Commercial
Golf Course	School-public/private
Heliports-Special Use Permit	School-business/commercial
Helistops-Special Use Permit	Substation-public utility
Library	Swimming pool-public
Livestock or Poultry, shelter or care, Stable-Special Use Permit	Telephone exchange
Museums	Water tank-surface, subsurface, public
Office , Medical & General	Wireless Communications Systems

# Existing Height Hazard Zoning Ordinance



**Lago Vista TX-Rusty Allen Airport  
Hazard Zoning Ordinance**

No. 99-10-18-01

An ordinance regulating and restricting the height of structures and objects of natural growth and otherwise regulating the use of property in the vicinity of the Lago Vista TX-Rusty Allen Airport, Lago Vista, Texas, by creating the appropriate zones and establishing the boundaries thereof, providing for restrictions of such zones and the enforcement of such restrictions, defining certain terms used herein, referring to the Lago Vista TX-Rusty Allen Airport Hazard Zoning Map prepared by the Texas Department of Transportation, Aviation Division, dated June 8, 1999, which is incorporated in and made a part of this ordinance, establishing a board of adjustment, and imposing penalties.

This ordinance is adopted pursuant to the authority conferred by the Airport Zoning Act, Tex. Local Gov't. Code Ann., §§241.001 *et seq.*

It is hereby found that an airport hazard has the potential for endangering the lives and property of users of the Lago Vista TX-Rusty Allen Airport and property or occupants of land in its vicinity, that an obstruction may affect existing and/or future instrument approach minimums at the Lago Vista TX-Rusty Allen Airport, and that an obstruction may reduce the size of areas available for the landing, takeoff, and maneuvering of aircraft thus tending to destroy or impair the utility of the Lago Vista TX-Rusty Allen Airport and the public investment therein. Accordingly, it is declared that:

- the Lago Vista TX-Rusty Allen Airport fulfills an essential community purpose; and
- the creation or establishment of an airport hazard has the potential of being a public nuisance and may injure the region served by the Lago Vista TX-Rusty Allen Airport; and
- it is necessary in the interest of the public health, safety, and general welfare that the creation or establishment of airport hazards be prevented; and
- the prevention of these airport hazards should be accomplished, to the extent legally possible, by the exercise of the police power without compensation.

It is further declared that the prevention of the creation or establishment of airport hazards; the elimination, removal, alteration, or mitigation of airport hazards; and the marking and lighting of obstructions are public purposes for which a political subdivision may raise and expend public funds and acquire land or interests in land.

**Be it ordained by the Lago Vista-Jonestown-Travis County Joint Airport Zoning Board of the City Council of Lago Vista, Texas; the City Council of Jonestown, Texas; and the Commissioners Court of Travis County, Texas:**

**Section 1. Short Title** — This ordinance shall be known and may be cited as the “Lago Vista TX-Rusty Allen Airport Hazard Zoning Ordinance.”

**Section 2. Definitions** — As used in this ordinance, unless the context otherwise requires:

- A. **Administrative Agency** — The appropriate office of a political subdivision which is responsible for the administration and enforcement of the zoning regulations prescribed by this ordinance. The office of the City Manager of Lago Vista, Texas, is the Administrative Agency.
- B. **Airport** — The Lago Vista TX-Rusty Allen Airport, Lago Vista, Texas.
- C. **Airport Advisory Board** — A board which advises the Administrative Agency on airport and aeronautical matters.
- D. **Airport Elevation** — The established elevation of the highest point on the usable landing area, either existing or planned, measured in feet above mean sea level (MSL). The airport elevation of the Lago Vista TX-Rusty Allen Airport is one-thousand two-hundred thirty and three-tenths (1230.3) feet above mean sea level (MSL).
- E. **Airport Hazard** — Any structure, object of natural growth, or use of land that obstructs the airspace required for the flight of aircraft or obstructs or interferes with the control, tracking, and/or data acquisition in the landing, takeoff, or flight at an airport or any installation or facility relating to flight, tracking, and/or data acquisition of the flight craft; is hazardous to, interferes with, or obstructs such landing, takeoff, or flight of aircraft; or is hazardous to or interferes with tracking and/or data acquisition pertaining to flight and flight vehicles.

- F. **Airport Hazard Area** — An area of land or water upon which an airport hazard might be established if not prevented as provided by this ordinance.
- G. **Approach Surface** — A surface longitudinally centered on the extended runway centerline, extending outward and upward from each end of the primary surface and at the same slope as the approach zone height limitation slope set forth in Section 4 of this ordinance. In plan, the perimeter of the approach surface coincides with the perimeter of the approach zone.
- H. **Approach, Transitional, Horizontal, and Conical Zones** — These zones are set forth in Section 3 of this ordinance.
- I. **Board of Adjustment** — A board so designated or appointed by the City Council of Lago Vista, Texas, as provided by Tex. Local Gov't. Code Ann., §241.032.
- J. **Conical Surface** — A surface extending outward and upward from the periphery of the horizontal surface at a slope of twenty (20) feet horizontally for each one (1) foot vertically for a horizontal distance of four-thousand (4,000) feet.
- K. **Hazard to Air Navigation** — An obstruction or use of land determined to have a substantial adverse effect on the safe and efficient utilization of navigable airspace.
- L. **Height** — For the purpose of determining the height limits in all zones set forth in this ordinance and shown on the hazard zoning map, the datum shall be height above mean sea level (MSL) elevation as measured in feet.
- M. **Horizontal Surface** — A horizontal plane one-hundred fifty (150) feet above the established airport elevation which in plan coincides with the perimeter of the horizontal zone.
- N. **Nonconforming Structure or Use** — Any pre-existing structure, object of natural growth, or use of land which is inconsistent with the provisions of this ordinance.
- O. **Nonprecision Instrument (NPI) Runway** — A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance or area type navigation equipment or a runway for which a nonprecision instrument approach procedure has been approved or planned.
- P. **Obstruction** — Any structure, tree, or other object, including a mobile object, which exceeds a limiting height set forth in Section 4 of this ordinance or is an airport hazard.
- Q. **Person** — An individual, firm, partnership, corporation, company, association, joint stock association, or body politic and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.
- R. **Primary Surface** — A surface longitudinally centered on a runway. When a runway has an existing or planned specially prepared hard surface, the primary surface extends two-hundred (200) feet beyond each end of that runway. The width of the primary surface will be that width prescribed in Part 77 of the Federal Aviation Regulations (FAR) for the most precise approach, existing or planned, for either end of that runway. The elevation of any point on the primary surface is the same as the nearest point on the runway centerline. The width of the primary surface is five-hundred (500) feet for a utility runway having an existing or planned nonprecision instrument approach.
- S. **Runway** — A defined area on an airport prepared for the landing and taking off of aircraft along its length. The zoned length of Runway 15-33 at the Lago Vista TX-Rusty Allen Airport is four-thousand two-hundred (4,200) feet.
- T. **Structure** — An object, including a mobile object, constructed or installed by man including, but not limited to buildings, towers, cranes, smokestacks, earth formations, and overhead transmission or power lines.
- U. **Transitional Surfaces** — Surfaces extending outward at ninety (90) degree angles to the runway centerline and the runway centerline extended at a slope of seven (7) feet horizontally for each one (1) foot vertically from the sides of the primary surface and the approach surfaces to where they intersect the horizontal surface.
- V. **Tree** — Any object of natural growth.
- W. **Utility Runway** — A runway constructed for and intended to be used by propeller driven aircraft of twelve-thousand five-hundred (12,500) pounds maximum gross weight and less. Runway 15-33 at the Lago Vista TX-Rusty Allen Airport is considered as a utility runway.

**Section 3. Zones** — In order to carry out the provisions of this ordinance, there are hereby created and established certain zones which include all of the land lying beneath the approach surfaces, transitional surfaces, horizontal surface, and conical surface as they apply to the Lago Vista TX-Rusty Allen Airport, Lago Vista, Texas. Such surfaces are shown on the Lago Vista TX-Rusty Allen Airport Hazard Zoning Map consisting of one (1) sheet, prepared by the Texas Department of Transportation, Aviation Division, Austin, Texas, and dated June 8, 1999, which is attached to this ordinance and made a part hereof. An area located in more than one of the following zones is considered to be only in the zone with the more restrictive height limitation. The various zones are hereby established and defined as follows:

- A. **Approach Zones** — Approach zones are hereby established beneath the approach surfaces at each end of Runway 15-33 at the Lago Vista TX-Rusty Allen Airport for a utility runway with ultimate nonprecision instrument landings and takeoffs. Each approach zone shall have an inner edge width of five-hundred (500) feet, which coincides with the width of the primary surface at a distance of two-hundred (200) feet beyond each runway end, widening thereafter uniformly to a width of two-thousand (2,000) feet at a horizontal distance of five-thousand (5,000) feet beyond each end of the primary surface. The centerline of the approach zones are the continuation of the centerline of the runway.
- B. **Transitional Zones** — Transitional zones are hereby established beneath the transitional surfaces for the runway. Transitional surfaces, symmetrically located on either side of the runway, have variable widths as shown on the hazard zoning map. Transitional surfaces extend outward at right angles to the runway centerline and the runway centerline extended from the periphery of the primary surface and the approach surfaces to where they intersect the horizontal surface.
- C. **Horizontal Zone** — A horizontal zone is hereby established beneath the horizontal surface which is a plane one-hundred fifty (150) feet above the established airport elevation, the perimeter of which is constructed by swinging arcs of five-thousand (5,000) feet radii from the center of each end of the primary surface and connecting the adjacent arcs by lines tangent to those arcs.
- D. **Conical Zone** — A conical zone is hereby established beneath the conical surface which extends outward from the periphery of the horizontal surface for a horizontal distance of four-thousand (4,000) feet.

**Section 4. Height Limitations** — Except as otherwise provided in this ordinance, no structure shall be erected, altered, or maintained and no tree shall be allowed to grow in any zone created by this ordinance to a height in excess of the applicable height limit herein established for such zone or as excepted in Paragraph E. of this Section. Such applicable height limitations are hereby established for each of the zones in question as follows:

- A. **Approach Zones** — Slope one (1) foot in height for each twenty (20) feet in horizontal distance beginning at each end of and at the same elevation as the primary surface and extending to points five-thousand (5,000) feet from each end of primary surface.
- B. **Transitional Zones** — Slope one (1) foot in height for each seven (7) feet in horizontal distance beginning at the sides of and at the same elevation as the primary surface and the approach surfaces and extending to a height of one-hundred fifty (150) feet above the airport elevation, or to a height of one-thousand three-hundred eighty and three-tenths (1380.3) feet above mean sea level.
- C. **Horizontal Zone** — Established at one-hundred fifty (150) feet above the airport elevation, or at a height of one-thousand three-hundred eighty and three-tenths (1380.3) feet above mean sea level.
- D. **Conical Zone** — Slopes one (1) foot in height for each twenty (20) feet in horizontal distance beginning at the periphery of the horizontal zone and at one-hundred fifty (150) feet above the airport elevation and extending to a height of three-hundred fifty (350) feet above the airport elevation, or to a height of one-thousand five-hundred eighty and three-tenths (1580.3) feet above mean sea level.
- E. **Excepted Height Limitation** — *Nothing in this ordinance shall be construed as prohibiting the growth, construction, or maintenance of any structure or tree to a height of up to fifty (50) feet above the surface of the land at its location.*

**Section 5. Land Use Restrictions** — Notwithstanding any other provision of this ordinance, no use may be made of land or water within any zone established by this ordinance in such a manner as to create electrical interference with navigational signals or radio communications between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, create potential bird strike hazards, or otherwise in any way endanger or interfere with the landing, taking off, or maneuvering of aircraft intending to use the airport.

**Section 6. Nonconforming Uses**

- A. **Regulations not Retroactive** — The regulations prescribed by this ordinance shall not be construed as to require the removal, lowering, or other change or alteration of any structure or tree or use of land not conforming to the regulations as of the effective date of this ordinance or otherwise interfere with the continuance of any nonconforming use. Except as provided in the following provision of this Section, nothing herein contained shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to the effective date of this ordinance and is diligently prosecuted.
- B. **Lighting, Marking, and Trimming** — Notwithstanding the preceding provision of this Section, the owner of any nonconforming structure or tree is hereby required to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Administrative Agency to indicate to the operators of aircraft in the vicinity of the airport the presence of such airport hazards. Such markers and lights shall be installed, operated, and maintained at the expense of the City of Lago Vista, Texas. Should any tree exempted from the zoning regulations by Section 6, par. A, grow to a greater height than it was on the effective date of this ordinance, the owner of such tree is hereby required to trim or cut such tree to a height equal to or less than it was as of the effective date of this ordinance.

Such trimming or cutting shall be at the expense of the owner of such tree or, if deemed appropriate by the Administrative Agency or the board of adjustment, at the expense of the City of Lago Vista, Texas.

**Section 7. Permits and Variances**

- A. **Future Uses** — Except as specifically provided hereunder, no structure shall be erected or otherwise established and no tree shall be permitted to grow in any zone hereby created in excess of the excepted height limitation allowed in Section 4, par. E, and no material change shall be made in the use of land that would create a hazardous condition as described in Section 5 unless a permit therefor shall have been applied for and granted by the Administrative Agency. Each application for a permit shall indicate the purpose for which the permit is desired with sufficient particularity to allow it to be determined whether the resulting structure, tree, or use would conform to the regulations herein prescribed. If such determination is in the affirmative, **the permit shall be granted**. No permit allowing inconsistency with the provisions of this ordinance shall be granted unless a variance has been applied for and granted in accordance with Section 7, par. D.

In the area lying within the limits of the horizontal zone and conical zone, no permit shall be required for any structure or tree less than seventy-five (75) feet of vertical height above the ground, except when, because of terrain, land contour, or topographic features, such structure or tree would extend above the height limits prescribed for such zones.

Nothing contained in the foregoing exception shall be construed as permitting or intending to permit any construction or alteration of any structure or growth of any tree in excess of the height limits established by this ordinance except as set forth in Section 4, par. E.

- B. **Existing Uses** — No permit shall be granted that would allow a nonconforming use, structure, or tree to be made or become higher or become a greater hazard to air navigation than it was on the effective date of this ordinance.
- C. **Nonconforming Uses Abandoned or Destroyed** — Whenever the Administrative Agency determines that a nonconforming structure or tree has been removed, torn down, physically deteriorated, or decayed, the owner of such structure or tree must apply for and receive a permit to rebuild or repair such structure or replace such tree, and **the permit shall be granted**. However, no permit shall be granted which would allow such structure or tree to exceed its original height or otherwise deviate from the zoning regulations.

D. **Variations** — Any person desiring to erect or increase the height of any structure, permit the growth of any tree, or use his property in violation of the regulations prescribed in this ordinance must apply to the board of adjustment for a variance from such regulations in question. The application for variance shall be accompanied by a determination from the Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. Such variances may be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and the relief granted would not be contrary to the public interest, but do substantial justice, and be in accordance with the spirit of this ordinance. If an airport advisory board exists for the City of Lago Vista, Texas, no application for variance to the requirements of this ordinance may be considered by the board of adjustment unless a copy of the application has been furnished to that airport advisory board for advice as to the aeronautical effects of the requested variance. If an airport advisory board does not exist or does not respond to the application within fifteen (15) days after receipt, the board of adjustment may act on its own to grant or deny said application.

E. **Obstruction Marking and Lighting** — Any permit or variance granted may, if such action is deemed advisable by the Administrative Agency or the board of adjustment, be so conditioned as to require the owner of the structure in question to install, operate, and maintain such markings and lights as may be necessary. Such marking and lighting to be installed, operated, and maintained at the expense of the owner of such structure or tree or, if deemed proper by the board of adjustment, this condition may be modified by the board of adjustment to require the City of Lago Vista, Texas, to install, operate, and maintain, at its own expense, such markings and lights.

**Section 8. Enforcement** — It shall be the duty of the City Manager of Lago Vista, Texas, to administer and enforce the regulations prescribed herein and is designated as the Administrative Agency. Applications for permits shall be made to the office of the Administrative Agency and shall be promptly considered and granted or denied. Applications for variances shall be made to the board of adjustment by first filing said application for variance with the office of the Administrative Agency who shall forthwith transmit said application to the board of adjustment for determination.

#### **Section 9. Board of Adjustment**

A. The Board of Adjustment of the City of Lago Vista is hereby designated as the board of adjustment for the purposes of this ordinance and shall have and exercise the following powers:

- (1) to hear and decide appeals from any order, requirement, decision, or determination made by the Administrative Agency in the administration or enforcement of this ordinance;
- (2) to hear and decide special exceptions to the terms of an airport zoning regulation when the regulation requires the board to do so; and
- (3) to hear and decide specific variances.

B. The board of adjustment shall adopt rules for its governance and procedure in harmony with the provisions of this ordinance. Meetings of the board of adjustment shall be held at the call of the chairman and at such times as the board of adjustment may determine. The chairman, or in his/her absence the acting chairman, may administer oaths and compel the attendance of witnesses. All hearings of the board of adjustment shall be public. The board of adjustment shall keep minutes of its proceedings showing the vote of each member upon each question or if any member is absent or fails to vote, indicating such fact and shall keep records of its examinations and other official actions, all of which shall immediately be filed in the office of the board of adjustment or in the office of the City Secretary of Lago Vista, Texas. All such records shall be a public record.

C. The board of adjustment shall make written findings of fact and conclusions of law stating the facts upon which it relied when making its legal conclusions in reversing, affirming, or modifying any order, requirement, decision, or determination which comes before it under the provisions of this ordinance.

- D. The concurring vote of four (4) members of the board of adjustment shall be necessary to reverse any order, requirement, decision, or determination of the Administrative Agency, to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to effect any variation in this ordinance as provided in the Tex. Local Gov't. Code Ann., §241.032 (d).

**Section 10. Appeals**

- A. Any person aggrieved or any taxpayer affected by any decision of the Administrative Agency made in the administration of this ordinance may appeal to the board of adjustment. The same right of appeal is extended to the governing bodies of the City of Lago Vista, Texas; the City of Jonestown, Texas; and Travis County, Texas.
- B. All appeals hereunder must be taken within a reasonable time as provided by the rules of the board of adjustment by filing a notice of appeal with the Administrative Agency specifying the grounds for the appeal. The Administrative Agency shall forthwith transmit to the board of adjustment all papers constituting the record upon which the action appealed was taken.
- C. An appeal shall stay all proceedings in furtherance of the action appealed unless the Administrative Agency certifies to the board of adjustment, after the notice of appeal has been filed with it, that by reason of the facts stated in the certificate, a stay would, in the opinion of the Administrative Agency, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by order of the board of adjustment on notice to the Administrative Agency and on due cause shown.
- D. The board of adjustment shall fix a reasonable time for hearing appeals, give public notice and due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person, by agent, and/or by attorney.
- E. The board of adjustment may reverse or affirm, in whole or in part, or modify the Administrative Agency's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for this purpose the board of adjustment has the same authority as the Administrative Agency.

**Section 11. Judicial Review** — Any person who is aggrieved or any taxpayer affected by any decision of the board of adjustment may appeal to a court of competent jurisdiction as provided by Tex. Local Gov't. Code Ann., §241.041. This same right of appeal is extended to the governing bodies of the City of Lago Vista, Texas; City of Jonestown, Texas and Travis County, Texas.

**Section 12. Enforcement and Remedies** — The City of Lago Vista, Texas, may institute in a court of competent jurisdiction an action to prevent, restrain, correct, or abate any violation of this ordinance or of any order or ruling made in connection with its administration or enforcement including, but not limited to, an action for injunctive relief as provided by Tex. Local Gov't. Code Ann., §241.044.

**Section 13. Penalties** — Each violation of this ordinance or of any regulation, order, or ruling promulgated hereunder shall constitute a misdemeanor and upon conviction shall be punishable by a fine of not more than \$200; and each day a violation continues to exist shall constitute a separate offense.

**Section 14. Conflicting Regulations** — Where there exists a conflict between any of the regulations or limitations prescribed in this ordinance and any other regulation applicable to the same area, whether the conflict be with respect to the height of structures or trees, the use of land, or any other matter, the more stringent limitation or requirement shall govern and prevail as provided by Tex. Local Gov't. Code Ann., §241.901 and §241.902.

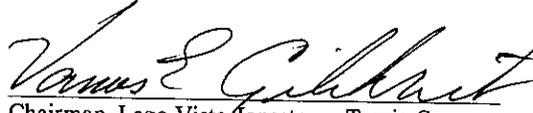
**Section 15. Severability** — If any of the provisions of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this ordinance are declared to be severable.

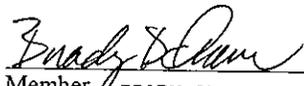
**Section 16. Duties of Joint Airport Zoning Board** — Six (6) months following the date of adoption of this Lago Vista TX-Rusty Allen Airport Hazard Zoning Ordinance, the duties, responsibilities, and authority of the Lago Vista-Jonestown-Travis County Joint Airport Zoning Board will cease and the Lago Vista-Jonestown-Travis County Joint Airport Zoning Board shall be dissolved.

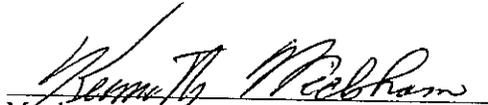
**Section 17. Effective Date** — Whereas, the immediate operation of the provisions of this ordinance is necessary for the preservation of the public health, safety, and general welfare, an **emergency** is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage by the Lago Vista-Jonestown-Travis County Joint Airport Zoning Board and its publication and posting as required by law.

Adopted by the Lago Vista-Jonestown-Travis County Joint Airport Zoning Board

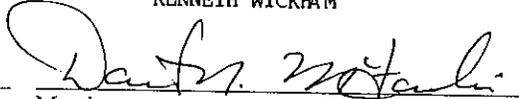
this 18<sup>th</sup> day of October 1999.

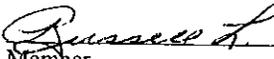
  
Chairman, Lago Vista-Jonestown-Travis County  
Joint Airport Zoning Board JAMES GILCHRIST

  
Member BRADY OMAN

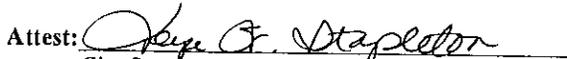
  
Member KENNETH WICKHAM

  
Member JAMES QUINN

  
Member DAVID MCFARLIN

  
Member RUSSELL ALLEN

  
Member JIMMY JOHNSON

Attest:   
City Secretary of Lago Vista, Texas  
JOYCE W. STAPLETON

# City 2030 Comprehensive Plan Future Land Use Map

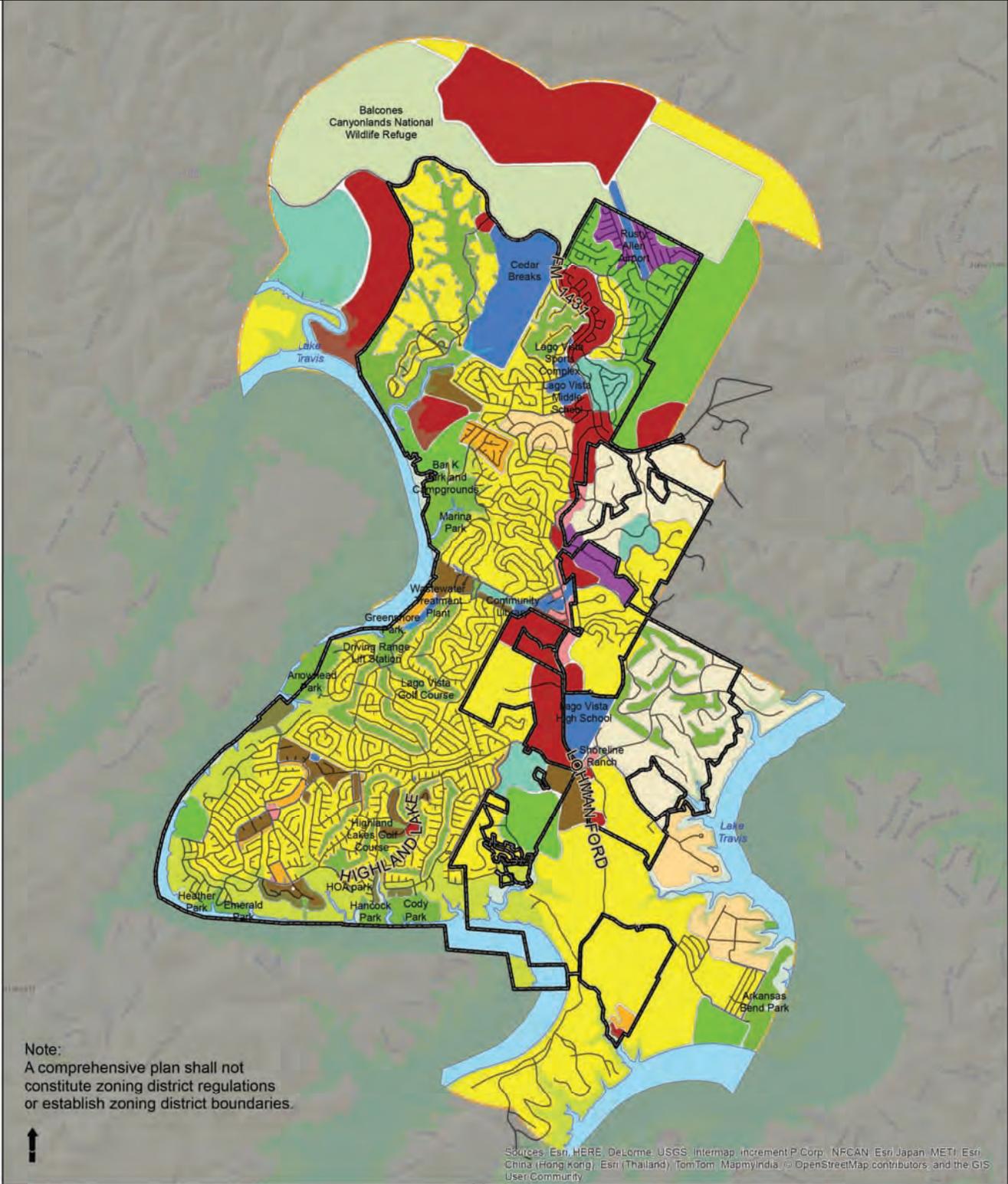


Airport Action Plan

Lago Vista – Rusty Allen Airport



# Figure 9. Future Land Use Map



- Rural Residential
- Estate Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- City Park
- POA Park
- Balcones Canyonlands
- Mixed Use
- Neighborhood Retail/Office/Commercial
- Regional Retail/Office/Commercial
- Public/Semi-Public
- Industrial
- Lago Vista City Limits
- Lago Vista ETJ
- Flood Prone



**City of Lago Vista**

# City 2030 Comprehensive Plan Future Transportation Map

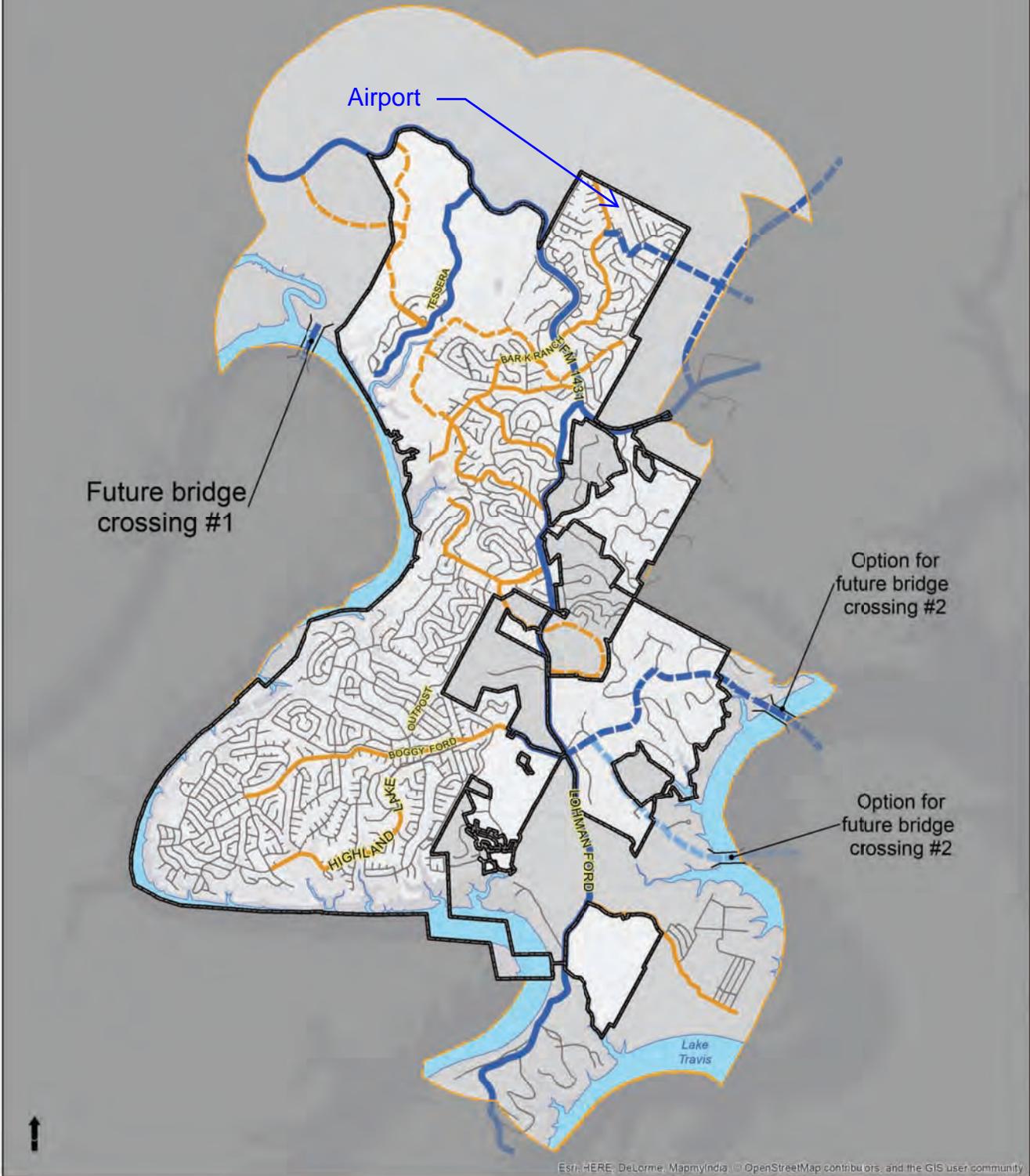


Airport Action Plan

Lago Vista – Rusty Allen Airport



Figure 29. Future Transportation Map

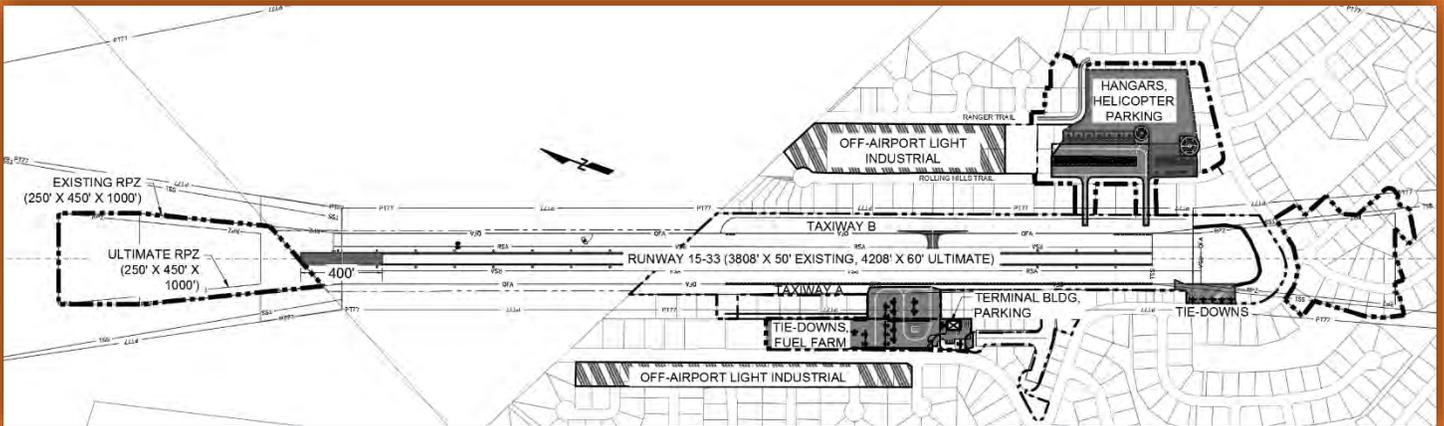


- Minor Arterial Undivided
- - - Future Minor Arterial
- - - Future Collector
- Collector
- Residential Street
- █ Lake Travis
- + Lago Vista City Limits
- + Lago Vista ETJ



**City of Lago Vista**

From 2030 Comprehensive Plan 184



Prepared by



**PARKHILLSMITH&COOPER**

with



**McFarland Architects**  
Designs that Inspire Community.

The City of  
**Lago Vista**

**ORDINANCE NO. 16-09-15-03**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS ADOPTING THE “LAGO VISTA RUSTY ALLEN AIRPORT ACTION PLAN”; PROVIDING FOR RELATED MATTERS; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW**

**WHEREAS**, the Rusty Allen Airport is within the City of Lago Vista, Texas, a home-rule municipality (hereinafter “City”);

**WHEREAS**, the City, in 1999, adopted a plan for maintenance, development and operation; Texas Department of Transportation (TXDOT) Aviation indicated in 2014 that such Airport Master Plan should be updated and modified in accordance with TXDOT and Federal Aviation Administration (FAA) standards and should be called an Airport Action Plan (“Plan”);

**WHEREAS**, the purpose of the Plan is to provide systematic guidelines for the Airport's overall maintenance, development, and operation and is intended to be a proactive document which identifies and then plans for future facility needs well in advance of the actual need.

**WHEREAS**, the City has sought review and inquiry and the opportunity for citizen participation and input in one (1) Town Hall Meeting, three (3) Airport Plan Advisory Committee Meetings, One (1) Airport Advisory Board Meeting, Two (2) Planning & Zoning Commission Meetings, and two (2) City Council Meeting, to be included in the creation of the Airport Action Plan; and

**WHEREAS**, the Airport Plan Advisory Committee, Airport Advisory Board, and the Planning & Zoning Commission have recommended adoption of the Airport Action Plan, and the City Council finding that the adoption of the Airport Action Plan, hereinafter set forth and listed in this Ordinance are reasonable and necessary for the public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:**

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Adoption of the Lago Vista Rusty Allen Airport Action Plan.** The Lago Vista Rusty Allen Airport Action Plan, which is set forth in Exhibit A, attached hereto and incorporated herein, is hereby adopted.

**Section 3. Severability.** It is hereby declared to be the intention of the Council that the sections, paragraphs, sentences, clauses, and phrases of the Ordinance are severable and, if any phrase, sentence, paragraph, or section of this Ordinance shall be declared invalid by the final judgement or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentence, paragraph, or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

**Section 4. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

**PASSED AND APPROVED** on this 15<sup>th</sup> day of September, 2016.

ATTEST:

**CITY OF LAGO VISTA, TEXAS**

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Sandra Barton, City Secretary

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Dale Mitchell, Mayor



**AGENDA ITEM**

**City of Lago Vista**

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** David Harrell, AICP, Director

**Subject:** Ordinance No. 16-09-15-05, an Ordinance of the City Council of the City of Lago Vista, Texas approving an annual service and assessment plan (SAP) update and amendment to the SAP for the Tessera on Lake Travis Public Improvement District (PID)

**Request:** Public Hearing Legal Document: Ordinance Legal Review:

**EXECUTIVE SUMMARY:**

The City Council originally approved a Service and Assessment Plan (SAP) with the Tessera on Lake Travis PID. Under Section 372.013 of the Texas Local Government Code, the SAP must be reviewed and updated annually for the purpose of determining the annual budget of the improvement. This review must take place by the City Council and should be completed in May of each year. It is obvious that this process has not been completed in a timely manner.

This item was on the September 1, 2016 City Council agenda. Questions were asked about a recent replat in Tessera which changed the number of lots. Council determined that it would like to have correct documents when approving the SAP and as such, tabled the Public Hearing on the SAP and took no action.

As Staff met and discussed the issue, it appears that the approval of the replat and addressing will not take place for a few more weeks. This time line means that the SAP won't be approved prior to October 1 which will have the end result of meaning that the annual assessments will not go out to the property owners until after October 1. They need to be out prior to October 1.

Staff believes that this can come forward without the changes to the maps and listings of properties as the actual property ownership will not change prior to October 1 and therefore, only the current owner, which is the developer, will be impacted. When the SAP comes forward in 2017, these changes will be reflected.

Staff recommends we move the item forward for Council discussion, consideration and

approval to facilitate the timely receipt of assessments prior to October 1.

**Impact if Approved:**

SAP will be in compliance with State law regarding required annual update.

**Impact if Denied:**

SAP will not be in compliance with State law regarding required annual update.

**Is Funding Required?**     Yes    No   **If Yes, Is it Budgeted?**     Yes    No    N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**           

**Motion to:**           

**Motion to:**           

**Known As:**

Ordinance No. 16-09-15-05, the 2016 annual update to the Tessera on Lake Travis Service & Assessment Plan.

**Agenda Item Approved by City Manager**

**ORDINANCE NO. 16-09-15-05**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS APPROVING AN ANNUAL SERVICE PLAN UPDATE AND AMENDMENT TO THE SERVICE AND ASSESSMENT PLAN FOR THE TESSERA ON LAKE TRAVIS PUBLIC IMPROVEMENT DISTRICT**

**THE STATE OF TEXAS** §  
**COUNTY OF TRAVIS** §  
**CITY OF LAGO VISTA** §

**WHEREAS**, the City of Lago Vista, Texas (the "City") is authorized under Chapter 372 of the Texas Local Government Code, as amended (the "Act"), to create a public improvement district;

**WHEREAS**, after providing all notices, holding all public hearings and complying with all prerequisites required by the Act and otherwise required by the laws of the State of Texas, the City Council of the City (the "City Council") created a public improvement district known as the Tessera on Lake Travis Public Improvement District (the "District");

**WHEREAS**, on November 1, 2012, the City Council passed and adopted Ordinance No. 12-11-01-01 (the "Assessment Ordinance") levying special assessments for platted land within the District (the "Assessed Property"), approving a service and assessment plan for the platted land (the "Original Service and Assessment Plan") attached as Exhibit A to the Assessment Ordinance, and approving an assessment roll for such platted land within the District;

**WHEREAS**, the Original Service and Assessment Plan is required to be reviewed and updated annually for the purpose of determining the annual budget for improvements in the District and the assessment for each property owner may be adjusted as that time;

**WHEREAS**, there has been presented to the City Council an update and amendment to the Original Service and Assessment Plan (the "SAP Update" and, together with the Original Service and Assessment Plan, the "Service and Assessment Plan") which identifies the portion of the District constituting the Major Improvement Area of the District (the "Major Improvement Area") and Improvement Area #1 of the District (the "Improvement Area #1") and identifying costs of the Major Improvement Area improvements and Improvement Area #1 improvements within the District, and updating the assessment roll for the assessed property in the District;

**WHEREAS**, pursuant to the Act, the proposed SAP Update with the reallocated assessment rolls attached thereto was filed with the City Secretary and notice of a public hearing was published before the 10<sup>th</sup> day before the date of the public hearing to consider the proposed SAP Update with the reallocated assessment rolls attached thereto; and

**WHEREAS**, the City Council held a public hearing to consider the proposed SAP Update with the reallocated assessment rolls attached thereto on September 1, 2016.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:**

Section 1. All matters stated in the preamble of this Ordinance are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. The SAP Update in substantially the form and content attached as Exhibit "A" hereto is hereby approved and the City Council hereby authorizes the addition of the description of the electrical infrastructure for the authorized improvements of the District and the associated revised estimated costs for the Major Improvement Area identified in Table III-A of the SAP Update. The reallocation of the assessment roll for the Major Improvement Area attached to the SAP Update as Appendix A thereto and the reallocation of the assessment roll for Improvement Area #1 attached to the SAP Update as Appendix B thereto is hereby ratified and approved by the City Council.

Section 3. The improvements benefitting and serving all of the property within the portion of the District identified as the Major Improvement Area are set forth in Section III-A of the SAP Update. The major improvements other than the major improvements allocable to Improvement Area #1 are referred to herein as the "Major Improvement Area Improvements." Improvements that will benefit and serve only the property within Improvement Area #1 are set forth in Section III-B of the SAP Update. The major improvements allocable to Improvement Area #1 and the improvements that benefit and serve only the property within Improvement Area #1 are referred to herein as the "Improvement Area #1 Improvements."

Section 4. The City Council hereby finds and determines that: (i) the enhancement and value to accrue to the Major Improvement Area and Improvement Area #1 and the real and true owner or owners thereof by virtue of construction of the Major Improvement Area Improvements and Improvement Area #1 Improvements will be equal to or in excess of the amount of the costs of the improvements; (ii) that the apportionment of the costs of the Major Improvement Area Improvements and the Improvement Area #1 Improvements and the assessments here and below made are just and equitable and produce substantial equality, considering the benefits received and the burdens imposed thereby, and result in imposing equal shares of the cost of the Major Improvement Area Improvements and the Improvement Area #1 Improvements on property similarly benefitted, and are in accordance with the laws of the State of Texas; (iii) the property assessed is specially benefitted by means of the said Major Improvement Area Improvements and Improvement Area #1 Improvements in the District in relation to the costs of such improvements; (iv) all procedures that have taken place heretofore with reference to the Major Improvement Area Improvements and Improvement Area #1 Improvements assessments are in all respects regular, proper, and valid; and (v) all prerequisites to the fixing of the assessment liens against the properties within the Major Improvement Area and Improvement Area #1, and the personal liability of the real and true owner or owners thereof, whether correctly named herein or not, have been in all things regularly and duly performed in compliance with the Act and the proceedings of the City Council.

Section 5. This ordinance incorporates by reference all provisions and requirements of the Act.

Section 6. If any section, article, paragraph, sentence, clause, phrase, or word in this Ordinance, or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portion of this Ordinance, despite such invalidity, which remaining portions shall remain in full force and effect.

Section 7. This Ordinance shall take effect immediately from and after its passage and it is accordingly so ordained.

**PASSED, APPROVED, AND ADOPTED** on the 1st day of September, 2016.

CITY OF LAGO VISTA, TEXAS

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Dale Mitchell, Mayor

ATTEST:

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Sandra Barton, City Secretary

**EXHIBIT "A"**

**AMENDED AND UPDATED ANNUAL SERVICE AND ASSESSMENT PLAN**



# Tessera on Lake Travis Public Improvement District

Service and Assessment Plan

5/25/2016

## Section I

### PLAN DESCRIPTION AND DEFINED TERMS

#### A. Introduction

On August 16, 2012, (the “**Creation Date**”) the Lago Vista City Council approved that certain “Petition for the Creation of a Public Improvement District to Finance Improvements for the Tessera On Lake Travis Subdivision” which authorized the creation of the Tessera On Lake Travis Public Improvement District (the “**PID**”) to finance the Actual Costs for the benefit of certain property in the PID, all of which is located in the corporate limits of Lago Vista, Texas (the “**City**”).

Upon application of the current property owners, the property within the PID was zoned by Ordinance No. 09-12-17-01 (the “**Planned Development District Ordinance**”) adopted by the City of Lago Vista on December 17, 2009. The Planned Development District Ordinance was amended by Ordinance No. 12-07-19-01 and designates the type of land uses that are permitted within the project and include development standards for each land use type.

Chapter 372 of the Texas Local Government Code, Improvement Districts in Municipalities and Counties (as amended, the “**PID Act**”), governs the creation of public improvement districts within the State of Texas. This Service and Assessment Plan has been prepared pursuant to the PID Act. According to the PID Act, a service plan “must cover a period of five years and must also define the annual indebtedness and the projected costs for improvements. The plan shall be reviewed and updated annually for the purpose of determining the annual budget for improvements.” The service plan is described in Section V of this Service and Assessment Plan.

The Assessment Roll for the Major Improvement Area is attached hereto as **Appendix A** and the Assessment Roll for Improvement Area #1 is attached hereto as **Appendix B**, both of which are addressed in Section VII of this Service and Assessment Plan. The Assessments as shown on the Assessment Roll are based on the method of assessment described in Sections IV and VI of this Service and Assessment Plan.

#### B. Definitions

Capitalized terms used herein shall have the meaning ascribed to them as follows:

“**Actual Cost(s)**” means, with respect to an Authorized Improvement, the demonstrated, reasonable, allocable, and allowable costs of constructing such Authorized Improvement, as specified in a Certification for Payment that has been reviewed and approved by the City. Actual Cost may include (a) the costs for the design, planning, financing, administration, management, acquisition, installation, construction and/or implementation of such Authorized Improvement, including general contractor construction management fees, if any, (b) the costs of preparing the construction plans for such Authorized Improvement, (c) the fees paid for obtaining permits, licenses or other governmental approvals for such Authorized Improvement, (d) the costs for external professional costs associated with such Authorized Improvement, such as engineering, geotechnical, surveying, land planning, architectural landscapers, advertising, marketing and research studies, appraisals, legal, accounting and similar professional services, taxes (property

and franchise) (e) the costs of all labor, bonds and materials, including equipment and fixtures, incurred by contractors, builders and materialmen in connection with the acquisition, construction or implementation of the Authorized Improvements, (f) all related permitting, zoning and public approval expenses, architectural, engineering, legal, and consulting fees, financing charges, taxes, governmental fees and charges (including inspection fees, County permit fees, development fees), insurance premiums, miscellaneous expenses, and all advances and payments for Administrative Expenses.

Actual Costs shall not include general contractor's fees in an amount that exceeds a percentage equal to the percentage of work completed and accepted by the City or construction management fees in an amount that exceeds 5.0% of the eligible Actual Costs described in a Certification for Payment. The amounts expended on legal costs, taxes, governmental fees, insurance premiums, permits, financing costs, and appraisals shall be excluded from the base upon which the general contractor and construction management fees are calculated. Actual Costs also may be paid to the Developer or any other person or entity only in the capacity of construction manager or only in the capacity of general contractor but not both.

**“Administrator”** means an employee or designee of the City who shall have the responsibilities provided for herein, in the Indenture related to the Bonds, or in another agreement approved by the City Council.

**“Administrative Expenses”** mean the administrative, organization, maintenance and operation costs associated with, or incident to, the administration, organization, maintenance and operation of the PID, including, but not limited to, the costs of: (i) creating and organizing the PID, including conducting hearings, preparing notices and petitions, and all costs incident thereto, including engineering fees, legal fees and consultant fees, (ii) the annual administrative, organization, maintenance, and operation costs and expenses associated with, or incident and allocable to, the administration, organization, and operation of the PID, (iii) computing, levying, billing and collecting Special Assessments or the installments thereof, (iv) maintaining the record of installments of the Special Assessments and the system of registration and transfer of the Bonds, (v) paying and redeeming the Bonds, (vi) investing or depositing of monies, (vii) complying with the PID Act and the Code with respect to the Bonds, (viii) the Trustee fees and expenses relating to the Bonds, including reasonable fees, (ix) legal counsel, engineers, accountants, financial advisors, investment bankers or other consultants and advisors, and (x) administering the construction of the Authorized Improvements. Administrative Expenses do not include payment of the actual principal of, redemption premium, if any, and interest on the Bonds. Administrative Expenses collected and not expended for actual Administrative Expenses shall be carried forward and applied to reduce Administrative Expenses in subsequent years to avoid the over-collection of Administrative Expenses.

**“Annual Installment”** means, with respect to each Assessed Property, each annual payment of: (i) the Assessment, as shown on the Assessment Roll attached hereto as **Appendix A** or **Appendix B**, as applicable, or in an Annual Service Plan Update, and calculated as provided in Section VI of this Service and Assessment Plan, (ii) Administrative Expenses, (iii) the prepayment reserve described in Section IV of this Service and Assessment Plan, and (iv) the delinquency reserve described in Section IV of this Service and Assessment Plan.

**“Annual Service Plan Update”** has the meaning set forth in Section V of this Service and Assessment Plan.

**“Assessed Property”** means, for any year, Parcels within the PID other than Non-Benefited Property.

**“Assessment”** means the assessment levied against a Parcel imposed pursuant to the Assessment Ordinance and the provisions herein, as shown on the Assessment Roll, subject to reallocation upon the subdivision of such Parcel created by such subdivision or reduction according to the provisions hereof and the PID Act.

**“Assessment Ordinance”** means each ordinance adopted by the City Council approving the Service and Assessment Plan (including amendments or supplements to the Service and Assessment Plan) and levying the Assessments.

**“Assessment Revenues”** mean the revenues actually received by the City from Assessments.

**“Assessment Roll”** means, as applicable, the Major Improvement Area Assessment Roll and the Improvement Area #1 Assessment Roll or any other Assessment Roll in an amendment or supplement to this Service and Assessment Plan or in an Annual Service Plan Update.

**“Authorized Improvements”** mean those public improvements described in Section 372.003 of the PID Act designed, constructed, and installed in accordance with this Service and Assessment Plan, and any future amendments.

**“Bonds”** mean any bonds secured by all or a portion of the Assessment Revenues issued by the City in one or more series.

**“Certification for Payment”** means the document to be provided by the Developer or construction manager to substantiate the Actual Cost of one or more Authorized Improvements.

**“City”** means the City of Lago Vista, Texas.

**“City Council”** means the duly elected governing body of the City.

**“Delinquent Collection Costs”** mean interest, penalties and expenses incurred or imposed with respect to any delinquent installment of an Assessment in accordance with the PID Act and the costs related to pursuing collection of a delinquent Assessment and foreclosing the lien against the Assessed Property, including attorney’s fees.

**“Developer”** means Hines Lake Travis Land Limited Partnership, a Texas Domestic Limited Partnership, and Hines Lake Travis Land II Limited Partnership, a Texas Domestic Limited Partnership, or their assignees or successors.

**“Future Improvement Area”** means Improvement Areas that are developed after Improvement Area #1, as such areas are generally shown on Table II-C. The Future Improvement Areas are subject to adjustment and are shown for example only.

**“Homeowner Association Property”** means property within the boundaries of the PID that is owned by or irrevocably offered for dedication to, whether in fee simple or through an exclusive

use easement, a home owners' association established for the benefit of a group of homeowners or property owners within the PID.

**“Improvement Area”** means one or more Parcels within the PID that will be developed in the same general time period. The Parcels within an Improvement Area will be assessed in connection with the issuance of Phased PID Bonds for Authorized Improvements (or the portion thereof) designated in an update to this Service and Assessment Plan that specially benefit the Parcels within the Improvement Area.

**“Improvement Area #1”** means the initial Improvement Area to be developed, identified as “Phase 1 PID” and generally shown on Table II-B and as specifically depicted and described as the sum of all Parcels shown in Appendix F.

**“Improvement Area #1 Assessed Property”** means all Parcels within Improvement Area #1 other than Non-Benefited Property.

**“Improvement Area #1 Assessment Roll”** means the document included in this Service and Assessment Plan as Appendix B, as updated, modified or amended from time to time in accordance with the procedures set forth herein and in the PID Act, including updates prepared in connection with the issuance of Bonds or in connection with any Annual Service Plan Update.

**“Improvement Area #1 Improvements”** means Authorized Improvements which only benefit Improvement Area #1 Assessed Property and are described in Section III. C.

**“Indenture”** means any indenture, trust agreement, ordinance, or similar document setting forth the terms and provisions relating to any series of Bonds, as may be amended or supplemented.

**“Improvement Area #1 PID Bonds”** means those certain City of Lago Vista, Texas Special Assessment Revenue Bonds, Series 2012 (Tessera On Lake Travis Public Improvement District Improvement Area #1 Project) that are secured by Assessments levied on Improvement Area #1 Assessed Property.

**“Landowner’s Agreement”** means that certain Landowner Agreement by and between the City and Developer whereby Developer grants its consent for Assessments to be levied on the property within the PID, in addition to other matters.

**“Lot”** means a tract of land described as a “lot” in a subdivision plat recorded in the Official Public Records of Travis County, Texas.

**“Lot Type”** means a classification of final building lots with similar characteristics (e.g. commercial, light industrial, multifamily residential, single family residential, etc.), as determined by the Administrator and confirmed by the City Council. In the case of single family residential Lots, the Lot Type shall be further defined by classifying the residential lots by the estimated final Lot value for each lot as of the date of the recorded subdivision plat, considering factors such as density, lot size, proximity to amenities, view premiums, location, and any other factors that may impact Lot value, as determined by the Administrator and confirmed by the City Council.

**“Major Improvements”** means Authorized Improvements which benefit all Assessed Property within the PID and are described in Section III. B.

**“Major Improvement Area”** means the property within the PID not within Improvement Area #1, as generally shown on Table II-B and as specifically depicted and described as the sum of all Parcels shown in **Appendix E**.

**“Major Improvement Area Assessed Property”** means, for any year, all Parcels within the PID other than Non-Benefited Property and Improvement Area #1 Assessed Property.

**“Major Improvement Area Assessment Roll”** means the document included in this Service and Assessment Plan as **Appendix A**, as updated, modified or amended from time to time in accordance with the procedures set forth herein and in the PID Act, including updates prepared in connection with the issuance of Bonds or in connection with any Annual Service Plan Update.

**“Major Improvement Area Bonds”** means those certain City of Lago Vista, Texas Special Assessment Revenue Bonds, Series 2012 (Tessera On Lake Travis Public Improvement District Major Improvement Area Project) that are secured by Assessments levied on Major Improvement Area Assessed Property.

**“Non-Benefited Property”** means Parcels within the boundaries of the PID that accrue no special benefit from the Authorized Improvements as determined by the City Council, including Homeowner Association Property and Public Property. Property identified as Non-Benefited Property at the time the Assessments (i) are levied or (ii) are reallocated pursuant to a subdivision of a Parcel is not assessed. Assessed Property converted to Non-Benefited Property, if the Assessments may not be reallocated pursuant to Section VI.F, remains subject to the Assessments and requires the Assessments to be prepaid as provided for in Section VI.F.

**“Restated Development Agreement”** means the restated development agreement between the Developer and the City having an effective date of August 16, 2012.

**“Parcel”** means a property identified by either a tax map identification number assigned by the Travis Central Appraisal District for real property tax purpose, by metes and bounds description, by lot and block number in a final subdivision plat recorded in the Official Public Records of Travis County, or by any other means determined by the City.

**“Phase 1A”** means the area contained in Improvement Area #1 that is expected to contain 210 single family residential units, as shown in Appendix I.

**“Phase 1B”** means the area contained in Improvement Area #1 that is expected to contain 106 single family residential units, as shown in Appendix J.

**“Phased PID Bonds”** means bonds issued to fund Authorized Improvements (or a portion thereof) in an Improvement Area and to refinance any Major Improvement Area Bonds issued to fund Major Improvements within such Improvement Area. In connection with the Phased PID Bonds, Assessments will be levied only on Parcels located within the Improvement Area in question.

**“Phased PID Bond Authorized Improvements”** means those Authorized Improvements associated with any given Improvement Area and contained in any supplemental table referred to in Section III.D and IV.E hereof.

**“PID Act”** means Texas Local Government Code Chapter 372, Improvement Districts in Municipalities and Counties, Subchapter A, Public Improvement Districts, as amended.

**“PID”** means the Tesserera on Lake Travis Public Improvement District created by the City pursuant to Resolution No. 12-1551.

**“Planned Development District Ordinance”** has the meaning set forth in Section I.A of this Service and Assessment Plan.

**“Prepayment Costs”** mean interest and expenses to the date of prepayment (or in the case of capital appreciation bonds, the accreted value on the date of prepayment), plus any additional amounts due pursuant to the Indenture related to the Bonds and allowed by law, if any, reasonably expected to be incurred by or imposed upon the City as a result of any prepayment of an Assessment and the Bonds secured by such Assessment.

**“Property”** has the meaning set forth in Section II.A of this Service and Assessment Plan.

**“Public Property”** means property, real property, right of way and easements located within the boundaries of the PID that is owned by or irrevocably offered for dedication to the federal government, the State of Texas, Travis County, the City, a school district, a public utility provider or any other political subdivision or public agency, whether in fee simple, through an exclusive use easement, or through a public utility easement.

**“Service and Assessment Plan”** means this Service and Assessment Plan prepared for the PID pursuant to the PID Act, as the same may be amended from time to time.

**“Tesserera on Lake Travis”** means the approximately 877 acres of land located in Travis County, Texas, contained within the area described on Table II-A. Tesserera on Lake Travis is located in the City’s corporate limits.

## Section II

### PROPERTY INCLUDED IN THE PID

#### A. Property Included in the PID

The area constituting the PID is depicted and described by metes and bounds on Exhibit A to Resolution No. 12-1551 adopted by the City Council (“Property”). The PID is located in the corporate limits of the City of Lago Vista, Texas, within Travis County, Texas. The PID contains approximately 877.2 acres. A map of the property within the PID is shown in Table II-A.

At completion, the PID is expected to consist of approximately 2,000 detached single family residential units, multifamily units, office, and retail uses, as well as parks, entry monuments, and associated rights-of-way, landscaping, and infrastructure necessary to provide roadways, drainage, and utilities to the PID. The estimated number of lots and the classification of each lot are based upon the Planned Development District Ordinance.

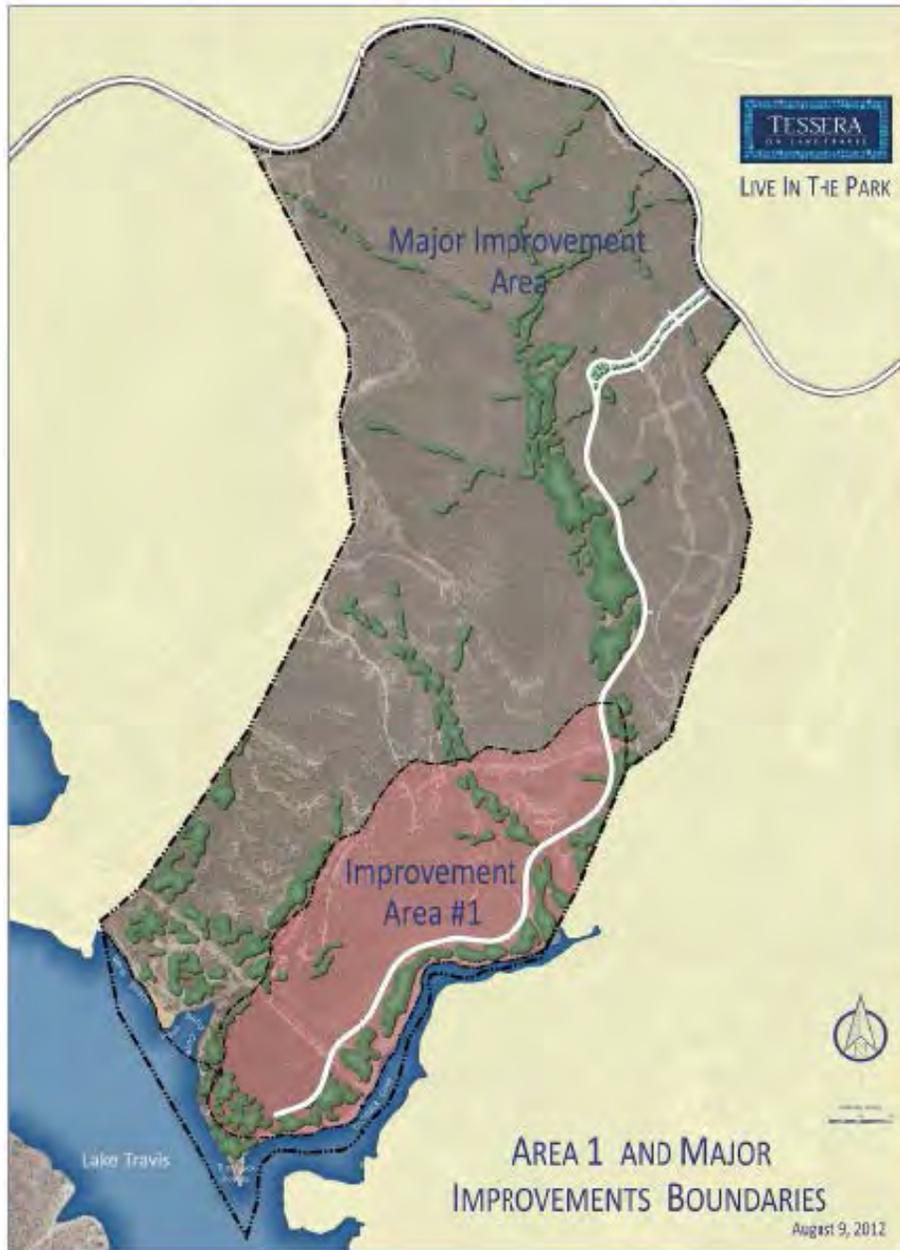
TABLE II-A  
PID Boundary Map



**B. Property Included in Major Improvement Area and Improvement Area #1**

The Major Improvement Area consists of approximately 658.6 acres. Improvement Area #1 consists of approximately 218.6 acres projected to consist of approximately 300 single family residential units, to be developed in two phases (Phase 1A and Phase 1B), as further described in Section III.C. A map of the property within the Major Improvement Area and Improvement Area #1 is shown in Table II-B. Legal descriptions for all Parcels within the Major Improvement Area are included in **Appendix E**. Legal descriptions for all Parcels within Improvement Area #1 are included in **Appendix F**. A map depicting the estimated assessable acreage within each proposed Improvement Area is included in **Appendix G**.

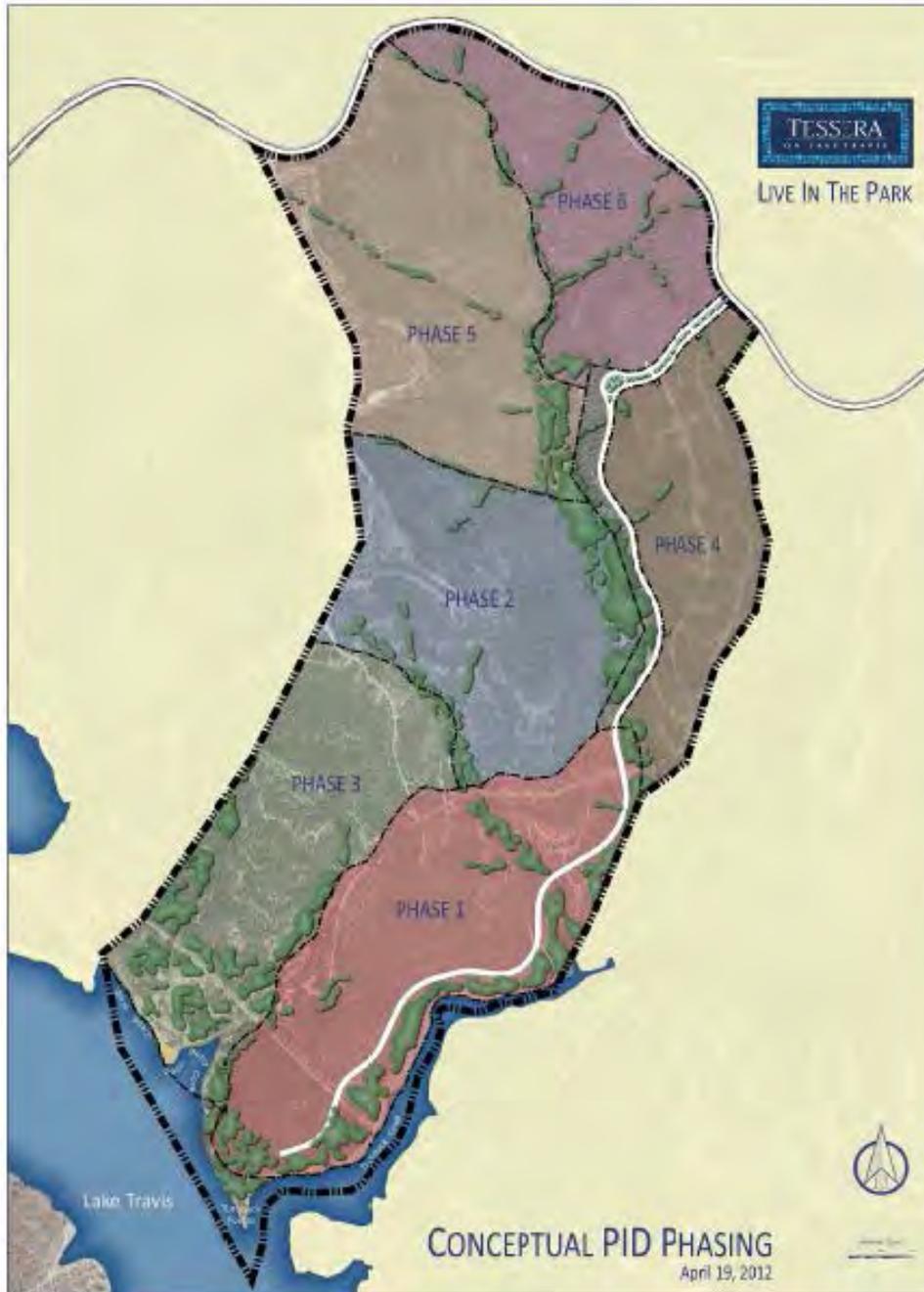
TABLE II-B  
Major Improvement Area and Improvement Area #1 Boundary Map



**C. Property Included in Future Improvement Areas**

As Improvement Areas are developed, then in connection with the issuance of Phased PID Bonds, this Service and Assessment Plan will be amended to revise the table shown in Section II.B (e.g. Table II-B will be revised to show the addition of Improvement Area #2 and the corresponding reduction in the Major Improvement Area boundaries). A map of the projected property within each Future Improvement Area is shown in Table II-C. Legal Descriptions for Phases 2 through 6 are included in Exhibit E. The Future Improvement Areas are shown for illustrative purposes only and are subject to adjustment.

**TABLE II-C**  
**Conceptual Future Improvement Area Boundary Map**



**PRELIMINARY AND SUBJECT TO CHANGE.**

## Section III

### DESCRIPTION OF THE AUTHORIZED IMPROVEMENTS

#### A. Authorized Improvement Overview

Section 372.003 of the PID Act defines the Authorized Improvements that may be undertaken by a municipality or county through the establishment of a public improvement district. Authorized Improvements that may be undertaken pursuant to the PID Act include the following:

- (i) landscaping;
- (ii) erection of fountains, distinctive lighting, and signs;
- (iii) acquiring, constructing, improving, widening, narrowing, closing, or rerouting of sidewalks or of streets, any other roadways, or their rights-of way;
- (iv) construction or improvement of pedestrian mall;
- (v) acquisition and installment of pieces of art;
- (vi) acquisition, construction or improvement of libraries;
- (vii) acquisition, construction or improvement of off-street parking facilities;
- (viii) acquisition, construction or improvement of rerouting of mass transportation facilities;
- (ix) acquisition, construction or improvement of water, wastewater, or drainage facilities or improvements;
- (x) the establishment or improvement of parks;
- (xi) projects similar to those listed in Subdivisions (i)-(x)
- (xii) acquisition, by purchase or otherwise, of real property in connection with an authorized improvement;
- (xiii) special supplemental services for improvement and promotion of the district, including services relating to advertising, promotion, health and sanitation, water and wastewater, public safety, security, business recruitment, development recreation and cultural enhancement; and
- (xiv) payment of expenses incurred in the establishment, administration and operation of the district.

After analyzing the public improvement projects authorized by the PID Act, the City has determined that the Authorized Improvements described in Section III.B and Section III.C of this Service and Assessment Plan should be undertaken by the City.

#### B. Descriptions and Estimated Costs of Major Improvements

The Major Improvements benefit the entire PID. However, Major Improvement Area Assessed Property does not include Improvement Area #1 Assessed Property; therefore the costs of the Major Improvements are allocated proportionally between Major Improvement Area Assessed Property and Improvement Area #1 Assessed Property based on the projected number of residential units within their respective boundaries. Improvement Area #1 is projected to contain approximately 300 residential units and the Major Improvement Area is projected to contain approximately 1,700 residential units within their respective boundaries, resulting in approximately 15% of the Major Improvements allocated to Improvement Area #1 Assessed Property and approximately 85% to Major Improvement Area Assessed Property. Major Improvement Area Bonds will fund the Major Improvement Area's proportionate share of the

costs of the Major Improvements, and Improvement Area #1 Bonds will fund the Improvement Area #1's proportionate share of the costs of the Major Improvements.

The Major Improvements are described below. The costs of the Major Improvements are shown in Table III-A. The costs shown in Table III-A are estimates and may be revised in Annual Service Plan Updates.

- **Water**

- Water Treatment Plant #1 Upgrades

- The Lago Vista Water Treatment Plant No. 1 (WTP) will be upgraded for the first phase of 490 Living Unit Equivalents (LUE's) by adding two pumps next to the existing booster pump building at WTP; minimum capacity of each pump is 500 gpm; a scada system and control valves at City WTP. The upgrades will include limited site work, pumping equipment, piping, and electrical equipment improvements. Under the Restated Development Agreement these WTP upgrades will be constructed to City standards and specifications and will be owned and operated by the City.

- Water Line 1

- This project consists of constructing approximately 9,000 linear feet of 12" diameter water transmission main from the WTP. The project will be constructed within the existing right of way (ROW) of Seminole Drive, Clubhouse Drive, Bonanza Drive, Canyon Drive, Dawn Drive, Valleyview Drive, Park Drive, Verde Vista Drive and Brewer Lane and will end at the intersection of Brewer Lane and Deepwood Drive. The line will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. The line will have all the necessary appurtenances to be a fully operational transmission main. The line will provide service to Tessera on Lake Travis.

- Water Line 2

- This project consists of constructing approximately 8,000 linear feet of 14" diameter water transmission mains from a connection point in Water Line 1 at Brewer Lane and Deepwood Drive. The project will be constructed within the existing right of way (ROW) of Deepwood Drive, Ridgeview Road, Packsaddle Trail, Stable Lane, Bar-K-Ranch Road, Surrey Lane and include a 14" diameter water transmission main and a 16" diameter water transmission main crossing Lake Travis through Turnback Cove onto Tessera on Lake Travis. The line will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. The line will have all the necessary appurtenances to be fully operational transmission main. The line will provide service to Tessera on Lake Travis.

- Water Line 3

- This project consists of constructing approximately 1,000 linear feet of 14" diameter water transmission mains from a connection point in Water Line 2 at the westernmost point of Turnback Cove. The project will be constructed within an easement to the new right of way (ROW) of Burnet Route Trail and will tie into Water Line 1. The line will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. The line will have all the necessary appurtenances to be fully operational transmission main. The line will

provide service to Tessera on Lake Travis.

- Water Line 4

This project consists of constructing approximately 4,100 linear feet of 12” diameter water transmission mains from a connection point in Water Line 3 and then constructed within the new right of way (ROW) of Burnet Route Trail to the Tessera West Ground Storage Tank site described in the Restated Development Agreement. The line will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. The line will have all the necessary appurtenances to be fully operational transmission main. The line will provide service to Tessera on Lake Travis.

- Ground Storage Tank

The Ground Storage Tank (GST) shall be new construction onsite at the Tessera West Ground Storage Tank site described in the Restated Development Agreement on Lake Travis Water for a 125,000 gallon water capacity and include chlorination equipment and pump house to meet design requirements per the City of Lago Vista. Under the Restated Development Agreement this GST will be constructed to City standards and specifications and will be owned and operated by the City.

- **Wastewater**

- Wastewater Treatment Plant Improvements

This project will consist of cost participating with the City of Lago Vista on constructing a force main header to combine multiple force mains entering City’s Wastewater Treatment Plant, as described in the Restated Development Agreement.

- Wastewater Lines 1 and 2

This project will consist of over-sizing the force main from the Hollows, increase the force main to 14-inch in diameter for approximately 2,000 linear feet and 18-inches in diameter for approximately 1,650 linear feet. This project will tie into and utilize the City’s existing 12-inch wastewater force main from existing Bar-K Lift Station to Turner’s Lift Station and tie into and utilize the City’s existing 8-inch wastewater force main in Bar-K Ranch Road.

- Lift Station Pump Upgrades

This project will consist of upgrading the existing Bar-K Wastewater Lift Station and the Turner Lift Station with increased pump capacity, add odor control and add scada control.

- Wastewater Line 3

This project will consist of constructing an 8-inch HDPE force main approximately 6,500 l.f. from Tessera on Lake Travis to the City’s 8-inch force main in Bar-K Ranch Road. (WW-1.6 - 8" HDPE Force Mains in existing asphalt streets).

- Wastewater Line 4

This project will consist of constructing 3-8” HDPE low pressure wastewater force mains at the crossing of Turnback Cove into Tessera on Lake Travis and then continuing one of these force mains into Tessera on Lake Travis terminating at Burnet Route Trail. This project will also consist of constructing a multiple HDPE force mains connected to one of the Wastewater Line 4 force mains at the Turnback

Cove crossing into Tessera on Lake Travis. This line will be designed and constructed in accordance with City of Lago Vista standards and specifications. These lines will have all the necessary appurtenances to be fully operational sewer mains.

All wastewater projects will be constructed to City standards and specifications and will be owned and operated by the City.

- ***Electrical***

- **Electrical Infrastructure**

The electrical costs are comprised of infrastructure materials and installation expenditures, collectively, the Improvements. The material components consist of electrical vaults, primary cables, primary connections, URD conductors, and infrastructure conduit. Installation components consist of trenching, labor and equipment. The Improvements provide electrical power to all entryway features, on site lift station, the Community Pool and Pavilion, landscape irrigation systems and will support decorative street lighting improvements. The associated Improvements are in excess of 12,100 linear feet of primary cable, over 33,800 linear feet of conduit, seven major electrical vaults and multiple primary connections.

- ***Roadway***

- **TxDOT Turn Lane**

Project shall consist of funding the construction of approximately 1300 linear feet (LF) of the Texas Department of Transportation (“TxDOT”) highway in the right of way (ROW) for east bound traffic and conversion of existing traffic lane for eastbound traffic into a center lane for project entrance from F.M. 1431 into Tessera on Lake Travis. Project shall also include the addition of 1300 linear feet (LF) of an acceleration and deceleration lane onto the south side of the TxDOT highway for traffic entering project from F.M. 1431 into Tessera on Lake Travis. This project is subject to an Advanced Funding Agreement between TxDOT and the City of Lago Vista. This project will be owned and operated by TxDOT.

- **Initial Entrance Road to Phase 1A and through Phase 1A to Park Area**

Project shall consist of the construction of 12,285 Linear Feet of roadway with retaining walls, turn lanes, curb and gutter systems, re-vegetation of all disturbed areas within the right of way, a structural crossing of two major flood plains and link to new F.M. 1431 acceleration and deceleration lane. This project will be constructed to City standards and specifications and will be owned and operated by the City.

- ***Drainage***

- **Drainage**

Project shall consist of drainage improvements to support the installation of Tessera Pkwy from FM 1431 to the proposed amenity center. The main means of runoff conveyance along the roadway between FM 1431 and Improvement Area #1 will be roadside ditches that are relieved by drainage culverts crossing under the roadway. Some areas of the pavement section will require the use of a curb section to control runoff patterns. The project includes one minor waterway crossing that can be a multiple box culvert or a single arch span structure. The runoff along this section of roadway will be routed through water quality basins as required by the Lower Colorado River Authority. This project will be constructed to City standards and

specifications and will be owned and operated by the City.

- ***Entry Monuments/Hardscape/Landscape***

- Entryway monuments

- Project shall consist of the construction of an entrance monument at the intersection of the TxDOT entrance and the Main Roadway in a parcel located adjacent to respective right of ways to be designed by consultants retained by the Developers. This project will be constructed to City standards and specifications and will be owned by the City. Under an agreement with the City, the Tessera on Lake Travis HOA will operate and maintain the facilities.

- Hardscape

- Project shall consist of the installation of hardscaping to include sidewalks, fencing, driveway improvements, parking, lighting and signage within PID to be designed by consultants retained by the Developers. This project will be constructed to City standards and specifications and will be owned by the City. Under an agreement with the City, the Tessera on Lake Travis HOA will operate and maintain the facilities.

- Landscape

- Project shall consist of the installation of landscaping along various right of ways and within park areas located in the PID that are to be designed by consultants. This project will be constructed to City standards and specifications and will be owned by the City. Under an agreement with the City, the Tessera on Lake Travis HOA will operate and maintain the facilities.

- ***Parks***

- Community Pool & Pavilion

- The Community Swimming Pool will consist of a 60' by 40' pool and open pavilion. The Community Pool will be located near the Lake Travis shoreline near the intersection of Turnback Cove and the main body of Lake Travis. The open pavilion will be a non-air conditioned structure with a two bathroom facilities with adequate areas to serve as a changing room. In addition to the pool and pavilion, the Community Pool will consist of perimeter fencing, landscape improvements, playscapes, benches and areas that include bar-b-que grills. The Community Pool area will include surface parking improvements to accommodate up to 30 cars. This project will be constructed to City standards and specifications and will be owned by the City. Under an agreement with the City, the Tessera on Lake Travis HOA will operate and maintain the facilities.

- Hike and Bike Trail System

- The Hike & Bike Trail improvements will be located along Turnback Cove. The Hike & Bike trail improvements will connect to the Community Pool and extend north along Turnback Cove. The Hike & Bike improvements will consist of a mixture of natural and improved pathways with several ancillary improvements (benches, playscapes, points of interest, etc.) along or near the pathways. This project will be constructed to City standards and specifications and will be owned by the City. Under an agreement with the City, the Tessera on Lake Travis HOA will operate and maintain the facilities.

**TABLE III-A**  
**Major Improvement Estimated Costs**

Authorized Improvement	Hard+ Soft Costs
<b><u>Critical Infrastructure</u></b>	
Subtotal - Critical Infrastructure	\$ 14,810,709
<b><u>Parks</u></b>	
Subtotal - Amenities and Parks	\$ 2,146,726
<b><u>Entryway/Hardscape/Landscape</u></b>	
Subtotal - Hardscape/Landscape	<u>\$ 1,022,821</u>
<b>TOTAL</b>	<b>\$ 17,980,256</b>
<b>Improvement Area #1</b>	
Approximate # of Residential Units (Rounded)	300
Approximate % of Total Units	15%
Proportionate Share of Costs	\$ 2,725,669
<b>Major Improvement Area</b>	
Approximate # of Residential Units (Rounded)	1,700
Approximate % of Total Units	85%
Proportionate Share of Costs	\$ 15,254,588

Notes: The figures shown in Table III-A are based on actual funds deposited into the Major Improvement Area Critical Infrastructure, Parks and Entryway/Landscape/Hardscape Subaccounts of the Major Improvement Area PID Bonds (\$15,254,588) and into the IA#1 Improvement Account and Critical Infrastructure, Parks and Entryway/Landscape/Hardscape Subaccounts of the IA#1 Bonds. Therefore, the percentage allocation of the total Major Improvement Costs between IA#1 and Major Improvement Area is rounded. Critical Infrastructure includes the costs of Offsite Water, Offsite Wastewater, Electrical, Roads and Drainage. This table will be updated in future SAP Annual Updates as the Project is completed and final trust account balances are determined. Costs assume hard and soft costs including engineering and construction fees and contingency.

**C. Descriptions and Estimated Costs of Improvement Area #1 Improvements**

Improvement Area #1 Bonds fund their proportionate share of the costs of the Major Improvements (as described above in Section III.B) as well as Improvement Area #1 Improvements, which only benefit Improvement Area #1 Assessed Property.

The Improvement Area #1 Improvements are described below. All of the Improvement Area #1 Improvements provide benefit to Phase 1A, and a portion of the Improvement Area #1 Improvements provide a benefit to Phase 1B, as described in Appendix H. The costs of the Improvement Area #1 Improvements are shown in Table III-B. The costs shown in Table III-B are estimates and may be revised in Annual Service Plan Updates.

○ **Water**

This portion of the Improvement Area #1 Improvements consists of constructing approximately 8,500 linear feet of multiple water lines that include water lines that connect to Water Line #2 at multiple points, some of which will extend water lines sized to provide water service to portions of Phase 1B. These lines will be designed and

constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. These lines will include the necessary appurtenances to be fully operational transmission lines extending water service to the edge of Phase 1B and to be service lines to provide service to each Lot within Phase 1A.

○ ***Wastewater***

This portion of the Improvement Area #1 Improvements consists of constructing approximately 8,500 linear feet of multiple low pressure mains that include sewer lines that connect to Wastewater Line 1 at multiple points and appropriately sized lines that extend sewer service to portions of Phase 1B. These lines will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City. These lines will have the necessary appurtenances to be fully operational sewer mains extending sewer service to the edge of Phase 1B and to provide service to each Lot within Phase 1A.

○ ***Roadway***

This portion of the Improvement Area #1 Improvements consists of constructing approximately 8,500 linear feet of roadways with retaining walls, turn lanes, curb and gutter systems and re-vegetation of all disturbed areas within the right of way. These roadway improvements include streets that will provide street access to each Lot within Phase 1A and will provide access to some portions of Phase 1B. This project will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City.

○ ***Drainage***

This portion of the Improvement Area #1 Improvements shall consist of approximately 8,500 linear feet of drainage improvements to support the residential units in Phase 1A and to receive storm water from some Lots within Phase 1B. The main means of conveyance within Phase 1A is within or along roadways and underground storm drain pipes. The roadway pavement section will generally require the use of curbs with integrated drainage inlets to control runoff. This project includes one waterway crossing that can be a multiple box culvert or a single arch span structure. The runoff within this section of development is planned to be routed through water quality basins, as required by the PDD zoning ordinance. This project will be designed and constructed in accordance with City of Lago Vista standards and specifications and will be owned and operated by the City.

**TABLE III-B  
Improvement Area #1 Estimated Costs**

Authorized Improvement	Hard + Soft Costs
<b>Improvements that benefit Phase 1A and Phase 1B (See Appendix H)</b>	
Major Improvements	\$ 1,163,663
Critical Infrastructure	2,245,112
Parks	325,480
Entryway/Landscape/Hardscape	155,077
<b>Total</b>	<b>\$ 3,889,332</b>
<b>Improvements that only benefit Phase 1A (See Appendix H)</b>	
Major Improvements	\$ 785,301
Critical Infrastructure	\$ 1,515,120
Parks	\$ 219,651
Entryway/Landscape/Hardscape	\$ 104,654
<b>Total</b>	<b>\$ 2,624,727</b>
<b>Grand Total</b>	<b>\$ 6,514,059</b>

- (a) The figures shown in Table III-B are based on amounts deposited into the IA#1 Improvement Account (\$1,161,663), Critical Infrastructure Account (\$2,245,112), Parks Subaccount (\$325,480, and Entryway/ Landscape/ Hardscape Subaccount (\$155,077) of the IA#1 Bonds,
- (b) The total for Improvements that only benefit Phase IA is privately funded (\$2,624,727) and reflects the amount deposited into the Developer Improvement Account of the IA#1 Bonds.
- (c) The distribution of the total of Improvements that only benefit Phase IA according to the different line items is an estimate and may be revised in Annual Service Plan Updates.
- (d) Estimated costs include hard and soft costs including engineering and construction fees and contingency.
- (e) Improvement Area #1 Estimated Costs represent approximately 15% of the total share of the Major Improvements based on the proportion of benefitted single family residential property in IA#1 relative to the MIA.
- (f) See Table III-A for details.

**D. Future Improvement Area Authorized Improvements**

As Improvement Areas are developed, then in association with issuing Phased PID Bonds this Service and Assessment Plan will be amended to identify the Phased PID Bond Authorized Improvements that benefit each Improvement Area (e.g., a Table III-C will be added to show the estimated costs for Improvement Area #2 Authorized Improvements, etc.).

## **Section IV ASSESSMENT PLAN**

### **A. Introduction**

The PID Act requires the City Council to apportion the Actual Cost of the Authorized Improvements on the basis of special benefits conferred upon the Property because of the Authorized Improvements. The PID Act provides that the Actual Costs may be assessed: (i) equally per front foot or square foot; (ii) according to the value of the property as determined by the governing body, with or without regard to improvements on the property; or (iii) in any other manner that results in imposing equal shares of the cost on property similarly benefited. The PID Act further provides that the governing body may establish by ordinance or order reasonable classifications and formulas for the apportionment of the cost between the municipality and the area to be assessed and the methods of assessing the special benefits for various classes or improvements.

Table IV-A provides the estimated allocation of costs of the Authorized Improvements constituting Major Improvements and Improvement Area #1 Improvements between the Major Improvement Area Assessed Property, Improvement Area #1 Assessed Property, and non-PID property.

At this time it is impossible to determine with absolute certainty the amount of special benefit each Parcel within Future Improvement Areas will receive from Phased PID Bond Authorized Improvements. Therefore, at this time Parcels will only be assessed for the special benefits conferred upon the Parcel because of the Major Improvements and Improvement Area #1 Improvements.

In connection with issuance of Phased PID Bonds, this Service and Assessment Plan will be updated to reflect the special benefit each Parcel of Assessed Property within a Future Improvement Area receives from the Phased PID Bond Authorized Improvements funded with those Phased PID Bonds issued with respect to that Future Improvement Area. Prior to assessing Parcels located within Future Improvement Areas in connection with issuance of Phased PID bonds, each owner of the Parcels to be assessed must acknowledge that the Phased PID Bond Authorized Improvements confer a special benefit on their Parcel and must consent to the imposition of the Assessments to pay for the Actual Costs.

This section of this Service and Assessment Plan currently describes the special benefit received by each Parcel within the PID as a result of the Major Improvements and Improvement Area #1 Improvements, provides the basis and justification for the determination that this special benefit exceeds the amount of the Assessments, and establishes the methodologies by which the City Council allocates and reallocates the special benefit of the Major Improvements and Improvement Area #1 Improvements to Parcels in a manner that results in equal share of the Actual Cost being apportioned to Parcels similarly benefited. The determination by the City Council of the assessment methodologies set forth below is the result of the discretionary exercise by the City Council of its legislative authority and governmental powers and is conclusive and binding on the Developer and all future owners and developers of the Assessed Property.

As Future Improvement Areas are developed, then in connection with the issuance of Phased PID Bonds this Service and Assessment Plan will be updated based on the City's determination of the assessment methodology for each Future Improvement Area.

**B. Special Benefit**

Assessed Property must receive a direct and special benefit from the Authorized Improvements, and this benefit must be equal to or greater than the amount of the Assessments. The Authorized Improvements are provided specifically for the benefit of the Assessed Property. The Authorized Improvements (more particularly described in line-item format on Table III-A and Table III-B to this Service and Assessment Plan) and the costs of issuance and payment of costs incurred in the establishment of the PID shown in Table IV-A are authorized by the Act.

Each of the owners of the Assessed Property has acknowledged that the Authorized Improvements confer a special benefit on the Assessed Property and has consented to the imposition of the Assessments to pay for the Actual Costs associated therewith. Each of the owners is acting in its interest in consenting to this apportionment and levying of the Assessments because the special benefit conferred upon the Assessed Property by the Authorized Improvements exceeds the amount of the Assessments.

Pursuant to the Landowner's Agreement, each owner of the Assessed Property has ratified, confirmed, accepted, agreed to and approved; (i) the determinations and finding by the City Council as to the special benefits described in this Service and Assessment Plan and the Assessment Ordinance; (ii) the Service and Assessment Plan and the Assessment Ordinance, and (iii) the levying of Assessments on the Assessed Property. Use of the Assessed Property as described in this Service and Assessment Plan and as authorized by the Planned Development District Ordinance requires that Authorized Improvements be acquired, constructed, installed, and/or improved. Funding the Actual Costs through the PID has been determined by the City Council to be the most beneficial means of doing so. As a result, the Assessments result in a special benefit to the Assessed Property, and this special benefit exceeds the amount of the Assessment. This conclusion is based on and supported by the evidence, information, and testimony provided to the City Council.

**C. Allocation of Actual Costs of Major Improvements**

The Major Improvements will provide a special benefit to Major Improvement Area Assessed Property and Improvement Area #1 Assessed Property. Accordingly, the Actual Costs of the Major Improvements must be allocated between Major Improvement Area Assessed Property and Improvement Area #1 Assessed Property based on the special benefit each receives. Table IV-A summarizes the allocation of Actual Costs for each Major Improvement. The costs shown in Table IV-A are estimates and may be revised in Annual Service Plan Updates, but may not result in increased Assessments without consent by each of the owners of the Parcels to the imposition of the increased Assessments to pay for the Actual Costs.

**D. Allocation of Actual Costs of Improvement Area #1 Authorized Improvements**

The Improvement Area #1 Improvements will provide a special benefit to Improvement Area #1 Assessed Property only. Accordingly, the Actual Costs of the Improvement Area #1 are allocated entirely to Improvement Area #1 Assessed Property based on the special benefit it receives.

Table IV-A summarizes the allocation of Actual Costs for each Improvement Area #1 Authorized Improvement. The costs shown in Table IV-A are estimates and may be revised in Annual Service Plan Updates, but may not result in increased Assessments without consent by each of the owners of the Parcels to the imposition of the increased Assessments to pay for the Actual Costs.

**E. Allocation of Actual Costs of Phased PID Bond Authorized Improvements**

As Future Improvement Areas are developed, then in connection with issuance of Phased PID Bonds this Service and Assessment Plan will be amended to identify the Authorized Improvements that confer a special benefit to property inside the Future Improvement Area resulting from the Phased PID Bond Authorized Improvements (e.g. Table IV-A will be amended to show the estimated allocation of Actual Costs for Improvement Area #2 Authorized Improvements, etc.).

**TABLE IV-A**  
**Allocation of Authorized Improvement Costs**

	Total Construction Cost (a)	Funded Through PID Bonds				Privately Funded Property In Whole (d)	
		Major Improvement PID Assessed Property (b)		Improvement Area #1 Assessed Property (c)		% Allocation	Share of Costs
		% Allocation	Share of Costs	% Allocation	Share of Costs		
<b>Major Improvements (Hard + Soft Costs)</b>							
Critical Infrastructure	\$ 14,810,709	85%	\$ 12,565,598	15%	2,245,112	0%	\$ -
Parks	2,146,726	85%	1,821,246	15%	325,480	0%	-
Entryway/Hardscape/Landscape	1,022,821	85%	867,744	15%	155,077	0%	-
	\$ 17,980,256	85%	\$ 15,254,588	15%	\$ 2,725,669		\$ -
<b>Total Major Improvements</b>	<b>\$ 17,980,256</b>		<b>\$ 15,254,588</b>		<b>\$ 2,725,669</b>		
<b>Improvement Area #1 Improvements that benefit Phase 1A and Phase 1B (e)</b>							
Major Improvements	\$ 1,163,663	0%	\$ -	100%	\$ 1,163,663	0%	\$ -
Critical Infrastructure	2,245,112	0%	-	100%	2,245,112	0%	-
Parks	325,480	0%	-	100%	325,480	0%	-
Entryway/Landscape/Hardscape	155,077	0%	-	100%	155,077	0%	-
	\$ 3,889,332		\$ -		\$ 3,889,332		\$ -
<b>Improvement Area #1 Improvements that only benefit Phase 1A (e)</b>							
Major Improvements	\$ 785,301	0%	\$ -	0%	\$ -	100%	\$ 785,301
Critical Infrastructure	1,515,120	0%	-	0%	-	100%	1,515,120
Parks	219,651	0%	-	0%	-	100%	219,651
Entryway/Landscape/Hardscape	104,654	0%	-	0%	-	100%	104,654
	\$ 2,624,727		\$ -		\$ -		\$ 2,624,727
<b>Total Improvement Area #1 Improvements</b>	<b>\$ 6,514,059</b>		<b>\$ -</b>		<b>\$ 3,889,332</b>		<b>\$ 2,624,727</b>
<b>PID Formation/Bond Cost of Issuance</b>							
Reserve Fund	\$ 2,343,888		\$ 1,989,000		\$ 354,888		\$ -
Capitalized Interest	1,565,498		1,346,062		219,436		-
Developer Ad Valorem Tax Payment	4,000		-		-		4,000
Original Discount	298,449		298,449		-		-
Cost of Issuance (f)	702,832		534,487		168,345		-
Underwriters Discount	635,415		467,415		168,000		-
<b>PID Formation/Bond Cost of Issuance</b>	<b>\$ 5,550,081</b>		<b>\$ 4,635,412</b>		<b>\$ 910,668</b>		<b>\$ 4,000</b>
<b>GRAND TOTAL</b>	<b>\$ 27,318,727</b>		<b>\$ 19,890,000</b>		<b>\$ 4,800,000</b>		<b>\$ 2,628,727</b>

- (a) See Table III-A and Table III-B for details. The PID Bond Issuance costs for each Bond are each 100% allocated to Assessed Property covered by the respective Bond issue. Costs include hard and soft costs (engineering and design fees, construction management and contingency). The figures shown are based on funds deposited into the Major Improvement Area Critical Infrastructure, Parks and Entryway/Landscape/Hardscape Subaccounts of the Major Improvement Area PID Bonds and IA#1 Improvement Account, Critical Infrastructure, Parks and Entryway /Landscape/Hardscape of the Improvement Area #1 Bonds.
- (b) It is currently estimated that approximately 85% of the total lots in the PID will be within the Major Improvement Area Assessed Property. Therefore, approximately 85% of Major Improvements, which benefit the entire PID, are allocated to Major Improvement Area Assessed Property. The MIA Bond pays for these costs. Thus benefitted properties in the MIA are assessed only for MIA Bonds. The percentage is rounded and is based on the actual amounts deposited into the MIA Trust Project Fund subaccounts divided by the sum of the Total Construction Cost.
- (c) The Improvement Area #1 Improvements only specially benefit Parcels within Improvement Area #1. Therefore no allocation is made to Major Improvement Area Assessed Property. The IA#1 Bonds pays for Authorized Improvement Costs attributable to approximately 15% of the Major Improvements (costs reflected in brown) and an additional \$1,163,663 in Critical Infrastructure for IA#1. Thus benefitted property in IA#1 are assessed only for IA#1 Bonds.
- (d) It is currently estimated that approximately 15% of the total lots within the PID will be within Improvement Area #1 Assessed Property. Therefore, approximately 15% of Major Improvements, which benefit the entire PID, are allocated to Improvement Area #1 Assessed Property. The Improvement Area #1 Improvements only specially benefit Parcels within Improvement Area #1. Therefore 100% allocation is made to Improvement Area #1 Assessed Property. The percentage is rounded and is based on the actual amounts deposited into the IA#1 Trust Project Fund subaccounts divided by the sum of the Total Construction Cost.
- (e) Improvement Area #1 Improvements that benefit Phase 1A only are paid entirely by the Developer.
- (f) Only Improvement Area #1 Improvements that benefit both Phase 1A and Phase 1B are allocated to Improvement Area #1 Assessed Property. Improvement Area #1 Improvements that benefit Phase 1A only are paid entirely by the Developer. The total amount of Developer-funded improvements (\$2,624,727) reflects the amount deposited into the Developer Improvement Trust Account of the IA#1 Bonds. The amount allocated to the different line items making up the total are estimates and will be revised in future Annual Updates.
- (g) Includes structuring fee and costs to create the District.

## **F. Assessment Methodology**

The Actual Costs may be assessed by the City Council against the Assessed Property so long as the special benefit conferred upon the Assessed Property by the Authorized Improvements equals or exceeds the amount of the Assessments. The Actual Costs may be assessed using any methodology that results in the imposition of equal shares of the Actual Costs on Assessed Property similarly benefited.

### **1. Assessment Methodology for the Major Improvement Area**

For purpose of this Service and Assessment Plan, the City Council has determined that the Actual Costs of the portion of the Major Improvements to be financed with the Major Improvement Area Bonds shall be allocated to the Major Improvement Assessed Property by spreading the entire Assessment across all Parcels within the Major Improvement Area based on the ratio of the assessable area of each Parcel of Major Improvement Area Assessed Property to the total assessable area within the Major Improvement Area.

Upon subsequent divisions of any Parcel, the Assessment applicable to it will then be apportioned pro rata based on the assessable area of each newly created Parcel. For residential Lots, when final residential building sites are platted, Assessments will be apportioned proportionately among each Lot Type based on the ratio of the estimated average Lot value for the Lot Type at the time residential Lots are platted to the total value of all residential Lots in the platted Parcel, as determined by the Administrator and confirmed by the City Council. The result of this approach is that each final residential Lot within a recorded subdivision plat with similar values will have the same Assessment, with larger, more valuable Lots having a proportionately larger share of the Assessments than smaller, less valuable Lots. As part of the determination as to the ability of different Lot Types to utilize and benefit from the Authorized Improvements, the City Council has taken into consideration that larger, more expensive homes, on average, will create more vehicle trips and greater demands for water and wastewater consumption, and larger, more expensive homes are likely to be built on larger, more valuable lots.

The Assessment and Annual Installments for each Parcel or Lot located within the Major Improvement Area is shown on the Major Improvement Area Assessment Roll, attached as **Appendix A**, and no Assessment shall be changed except as authorized by this Service and Assessment Plan or the PID Act.

### **2. Assessment Methodology for Improvement Area #1**

For purpose of this Service and Assessment Plan, the City Council has determined that the Actual Costs of the portion of the Improvement Area #1 Improvements and the portion of the Major Improvements to be financed with the Improvement Area #1 Bonds shall be allocated to the Improvement Area #1 Assessed Property by spreading the entire Assessment across all Parcels within the Improvement Area #1 based on the ratio of the assessable area of each Parcel to the total assessable area within Improvement Area #1.

Based on the estimates provided by Adams Engineering of the costs of the Improvement Area #1 Improvements and the portion of the Improvement Area #1 Improvements that benefit Phase 1B, as set forth in Table III-B, the City Council has determined that the benefit to Phase 1B property

of the Improvement Area #1 Improvements is at least equal to the Assessments levied on the Phase 1B property, and has further determined that, taking into consideration the Improvement Area #1 Improvement costs to be paid by the Developer and that Improvement Area #1 Improvement costs would have been less if they had not been designed to also benefit Phase 1B, Phase 1A and Phase 1B property should pay equal shares of the costs of the Improvement Area #1 Improvements that benefit both Phase 1A and Phase 1B.

Upon subsequent divisions of any Parcel, the Assessment applicable to it will then be apportioned pro rata based on the assessable area of each newly created Parcel. For residential Lots, when final residential building sites are platted, Assessments will be apportioned proportionately among each Lot Type based on the ratio of the estimated average Lot value for the Lot Type at the time the residential Lots are platted to the total value of residential Lots in the platted Parcel, as determined by the Administrator and confirmed by the City Council. The result of this approach is that each final residential Lot within a recorded subdivision plat with similar Lot values will have the same Assessment, with more valuable Lots having a proportionately larger share of the Assessments than less valuable Lots. As part of the determination as to the ability of different Lot Types to utilize and benefit from the Authorized Improvements, the City Council has taken into consideration that larger, more expensive homes, on average, will create more vehicle trips and greater demands for water and wastewater consumption and larger, more expensive homes are likely to be built on larger, more valuable lots.

The Assessment and Annual Installments for each Parcel or Lot located within Improvement Area #1 is shown on the Improvement Area #1 Assessment Roll, attached as **Appendix B**, and no Assessment shall be changed except as authorized by this Service and Assessment Plan or the PID Act.

### **3. Assessment Methodology for Future Improvement Areas**

When any given Future Improvement Area is developed, and Phased PID Bonds for that Future Improvement Area are to be issued, this Service and Assessment Plan will be amended to determine the assessment methodology that results in the imposition of equal shares of the Actual Costs on Assessed Property similarly benefited within that Improvement Area.

#### **G. Assessments**

The Assessments for the Major Improvement Area Bonds and the Improvement Area #1 Bonds will be levied on each Parcel according to the Major Improvement Area Assessment Roll and the Improvement Area #1 Assessment Roll, attached hereto as **Appendix A** and **Appendix B**, respectively. The Annual Installments for the Major Improvement Area Bonds and the Improvement Area #1 Bonds will be collected on the dates and in the amounts shown on the Major Improvement Area Assessment Roll and the Improvement Area #1 Assessment Roll, respectively, subject to any revisions made during an Annual Service Plan Update.

#### **H. Administrative Expenses**

The cost of administering the PID and collecting the Annual Installments shall be paid for on a pro rata basis by each Parcel based on the amount of Assessment levied against the Parcel. The Administrative Expenses shall be collected as part of and in the same manner as Annual

Installments in the amounts shown on the Major Improvement Area Assessment Roll and the Improvement Area #1 Assessment Roll, which may be revised based on actual costs incurred in Annual Service Plan Updates.

**I. Prepayment Reserve**

Pursuant to the PID Act, the interest rate for Assessments may exceed the actual interest rate per annum paid on the related Bonds by no more than one half of one percent (0.50%). The interest rate used to determine the Assessments is one half of one percent (0.50%) per annum higher than the actual rate paid on the Bonds, with 0.20% allocated to fund the associated interest charged between the date of prepayment of an Assessment and the date on which Bonds are prepaid, and 0.30% allocated to fund a delinquency reserve account as described below.

**J. Delinquency Reserve**

The City has allocated up to 0.30% of the interest rate component of the Annual Installments to offset any possible delinquent payments. The additional reserve shall be funded up to 10% of the next year's debt service for the related Bonds, but in no event will the annual collection be more than 0.30% higher than the actual interest rate paid on the Bonds. If in a given year the additional reserve is fully funded at 10% of the next year's debt service, the City can allocate up to 0.30% of the interest rate component of the Annual Installments to any other use that benefits the Assessed Property, as determined by the City Council.

## Section V

### SERVICE PLAN

The PID Act requires the service plan to cover a period of at least five years. The service plan is required to define the annual projected costs and indebtedness for the Authorized Improvements undertaken within the PID during the five year period. It is anticipated that it will take approximately 24 months for the Major Improvements to be constructed and approximately 24 months for the Improvement Area #1 Improvements to be constructed. At some point after the Major Improvements and Improvement Area #1 Improvements are constructed, Improvement Area #2 will begin development. After Improvement Area #2 is developed, it is anticipated that Improvement Area #3 will begin development, and so on, with each Future Improvement Area to be subsequently developed corresponding to the Service and Assessment Plan to be updated with that development.

The estimated Actual Costs for Major Improvements and Improvement Area #1 Improvements plus costs related to the issuance of the Bonds, and payment of expenses incurred in the establishment, administration and operation of the PID is \$27,640,978 as shown in Table IV-A. The service plan shall be reviewed and updated at least annually at the first regularly scheduled City Council meeting in May of each year for the purpose of determining the annual budget for Administrative Expenses, updating the estimated Authorized Improvement costs, and updating the Assessment Roll. Any update to this Service and Assessment Plan is herein referred to as an “Annual Service Plan Update.”

Table V-A summarizes the sources and uses of funds required to construct the Major Improvements and Improvement Area #1 Improvements, establish the PID, and issue the Improvement Area #1 PID Bonds and Major Improvement Area Bonds. The sources and uses of funds shown in Table V-A shall be updated each year in the Annual Service Plan Update to reflect any budget revisions and Actual Costs.

As Future Improvement Areas are developed in connection with the issuance of Phased PID Bonds, this Service and Assessment Plan will be amended (e.g. Table V-A will be amended to add Improvement Area #2, etc.).

**TABLE V-A**  
**Sources and Uses of Funds**

Sources and Uses of Funds	Major Improvement Area Bonds	Improvement Area #1 Bonds and Developer Equity (*)	Summary
<b>Sources of Funds</b>			
Par Bond Amount	\$ 19,890,000	\$ 4,800,000	\$ 24,690,000
Original Issue Discount	\$ (298,449)	\$ -	\$ (298,449)
Developer Funds	\$ 3,360	\$ 2,625,367	\$ 2,628,727
<b>Total Sources of Funds</b>	<b>\$ 19,594,911</b>	<b>\$ 7,425,367</b>	<b>\$ 27,020,278</b>
<b>Uses of Funds</b>			
Deposit to Improvement Accounts of Project Fund	\$ 15,254,588	\$ 6,514,059	\$ 21,768,646
Deposit to Capitalized Interest Account of Bond Fund	\$ 1,346,062	\$ 219,436	\$ 1,565,498
Deposit to Reserve Fund	\$ 1,989,000	\$ 354,888	\$ 2,343,888
Cost of Issuance	\$ 534,487	\$ 168,345	\$ 702,832
Underwriters Discount	\$ 467,415	\$ 168,000	\$ 635,415
Property Tax Reserve Fund	\$ 3,360	\$ 640	\$ 4,000
<b>Total Uses of Funds</b>	<b>\$ 19,594,912</b>	<b>\$ 7,425,367</b>	<b>\$ 27,020,278</b>

(\*) The deposit into the Improvement Area #1 Improvement Accounts of the Project Fund at closing consists of two components: (1) Project Fund Bond proceeds totaling \$3,889,331.56, and (2) Project Fund Developer funds totaling \$2,624,727.00

The annual projected indebtedness for both the Major Improvement Area bond and the Improvement Area #1 bond is shown by both Table V-B1 and Table V-B2. The annual projected indebtedness is subject to revision and each shall be updated in the Annual Service Plan Update to reflect any changes in the indebtedness expected for each year.

**TABLE V-B1**  
**Annual Projected Debt Service –Major Improvement Area– Initial Bond Issue**

	Year Ending September 30	Principal Payments	Interest Expense	Capitalized Interest	Annual PID Installments
	2014	\$ -	\$ 1,334,663	\$ 286,075	\$ 1,048,587
	2015	-	1,334,663	-	1,334,663
	2016	200,000	1,334,663	-	1,534,663
	2017	970,000	1,321,663	-	2,291,663
	2018	1,120,000	1,258,613	-	2,378,613
	2019	1,300,000	1,185,813	-	2,485,813
	<b>Total</b>	<b>\$ 3,590,000</b>	<b>\$ 7,770,078</b>	<b>\$ 286,075</b>	<b>\$ 11,074,002</b>

Note: The Annual Projected Costs shown are the annual expenditures relating to the Major Improvement Area Authorized Improvements shown in Table III-A, the Improvement Area #1 Authorized Costs shown in Table III-B, and the costs associated with setting up the PID, issuance costs, interest reserves, and reserve fund requirements shown in Table V-A. The difference between the total projected cost and the total projected indebtedness is the amount contributed by the Developer. As Future Improvement Areas are developed, then in association with issuing Phased PID Bonds this Table V-B will be amended to identify the Phased PID Bond Authorized Improvements and the projected indebtedness resulting from the Phased PID Bonds.

**TABLE V-B2**  
**Annual Projected Debt Service –Improvement Area #1– Initial Bond Issue**

<b>Year Ending September 30</b>	<b>Principal Payments</b>	<b>Interest Expense</b>	<b>Capitalized Interest</b>	<b>Annual PID Installments</b>
2014	\$ -	\$ 276,600	\$ -	\$ 276,600
2015	75,000	276,600	\$ -	\$ 351,600
2016	80,000	272,850	\$ -	\$ 352,850
2017	85,000	268,850	\$ -	\$ 353,850
2018	90,000	264,600	\$ -	\$ 354,600
2019	95,000	259,875	\$ -	\$ 354,875
<b>Total</b>	<b>\$ 425,000</b>	<b>\$ 1,619,375</b>	<b>\$ -</b>	<b>\$ 2,044,375</b>

Note: The Annual Projected Costs shown are the annual expenditures relating to the Major Improvement Area Authorized Improvements shown in Table III-A, the Improvement Area #1 Authorized Costs shown in Table III-B, and the costs associated with setting up the PID, issuance costs, interest reserves, and reserve fund requirements shown in Table V-A. The difference between the total projected cost and the total projected indebtedness is the amount contributed by the Developer. As Future Improvement Areas are developed, then in association with issuing Phased PID Bonds this Table V-B will be amended to identify the Phased PID Bond Authorized Improvements and the projected indebtedness resulting from the Phased PID Bonds.

## Section VI

### TERMS OF THE ASSESSMENTS

**A. Amount of Assessments and Annual Installments for Parcels Located Within Major Improvement Area**

The Assessment and Annual Installments for each Assessed Property located within the Major Improvement Area is shown on the Major Improvement Area Assessment Roll, attached as **Appendix A**, and no Assessment shall be changed except as authorized by this Service and Assessment Plan and the PID Act. The Annual Installments shall be collected in an amount sufficient to pay principal and interest on the Major Improvement Area Bonds, to fund the prepayment reserve and delinquency reserve described in Section IV, and to cover Administrative Expenses of the Major Improvement Area.

**B. Amount of Assessments and Annual Installments for Parcels Located Within Improvement Area #1**

The Assessment and Annual Installments for each Assessed Property located within Improvement Area #1 is shown on the Improvement Area #1 Assessment Roll, attached as **Appendix B**, and no Assessment shall be changed except as authorized by this Service and Assessment Plan and the PID Act. The Annual Installments shall be collected in an amount sufficient to pay principal and interest on the Improvement Area #1 Bonds, to fund the prepayment reserve and delinquency reserve described in Section IV, and to cover Administrative Expenses of Improvement Area #1.

**C. Amount of Assessments and Annual Installments for Parcels Located Within Future Improvement Areas**

As Future Improvement Areas are developed, this Service and Assessment Plan will be amended to determine the Assessment and Annual Installments for each Assessed Property located within Future Improvement Areas (e.g. an Appendix will be added as the Assessment Roll for Improvement Area #2, etc.). The Assessments shall not exceed the benefit received by the Assessed Property.

**D. Reallocation of Assessments for Parcels Located Within the Major Improvement Area and Improvement Area #1**

**1. Upon Division Prior to Recording of Subdivision Plat**

Upon the division of any Assessed Property (without the recording of subdivision plat), the Administrator shall reallocate the Assessment for the Assessed Property prior to the division among the newly divided Assessed Properties according to the following formula:

$$A = B \times (C \div D)$$

Where the terms have the following meanings:

A = the Assessment for the new divided Assessed Property

B = the Assessment for the Assessed Property prior to division

C = the acreage of the new divided Assessed Property

D = the sum of the acreage for all of the new divided Assessed Properties

The calculation of the acreage of an Assessed Property shall be performed by the Administrator based on information available in the Official Public Records of Travis County, Texas regarding the Assessed Property. The calculation as confirmed by the City Council shall be conclusive.

The sum of the Assessments for all newly divided Assessed Properties shall equal the Assessment for the Assessed Property prior to subdivision. The calculation shall be made separately for each newly divided Assessed Property. The reallocation of an Assessment for an Assessed Property that is a homestead under Texas law may not exceed the Assessment prior to the reallocation. Any reallocation pursuant to this section shall be reflected in an update to this Service and Assessment Plan approved by the City Council. A hypothetical example of how assessments are reallocated upon division prior to the recording of a subdivision Plat is attached as **Appendix C**.

## **2. Upon Subdivision by a Recorded Subdivision Plat**

Upon the subdivision of any Assessed Property based on a recorded Subdivision Plat, the Administrator shall reallocate the Assessment for the Assessed Property prior to the subdivision among the new subdivided Lots according to the following formula:

$$A = [B \times (C \div D)]/E$$

Where the terms have the following meanings:

A = the Assessment for the new subdivided Lot

B = the Assessment for the Parcel prior to subdivision

C = the sum of the estimated average Lot value of all new subdivided Lots with same Lot Type

D = the sum of the estimated average Lot value for all of the new subdivided Lots excluding Non-Benefitted Property

E = the number of Lots with same Lot Type

Prior to the recording of a subdivision plat, the Developer shall provide the City an estimated Lot value as of the date of the recorded subdivision plat for each Lot created by the recorded subdivision plat considering factors such as density, lot size, proximity to amenities, view premiums, location, market conditions, historical sales, discussions with homebuilders, and any other factors that may impact Lot value and any other information available to the Developer. The calculation of the estimated average Lot value for a Lot shall be performed by the Administrator and confirmed by the City Council based on information provided by the Developer, homebuilders, third party consultants, and/or the Official Public Records of Travis County, Texas regarding the Lot.

The sum of the Assessments for all newly subdivided Lots shall not exceed the Assessment for the portion of the Assessed Property subdivided prior to subdivision. The calculation shall be made separately for each newly subdivided Assessed Property. The reallocation of an Assessment for an Assessed Property that is a homestead under Texas law may not exceed the Assessment prior to the reallocation. Any reallocation pursuant to this section shall be reflected in an update to this Service and Assessment Plan approved by the City Council.

A hypothetical example of how assessments are reallocated upon subdivision by a subdivision plat is attached as **Appendix D.**

### **3. Upon Consolidation**

Upon the consolidation of two or more Assessed Properties, the Assessment for the consolidated Assessed Property shall be the sum of the Assessments for the Assessed Properties prior to consolidation. The reallocation of an Assessment for an Assessed Properties that is a homestead under Texas law may not exceed the Assessment prior to the reallocation. Any reallocation pursuant to this section shall be calculated by the Administrator and reflected in an update to this Service and Assessment Plan approved by the City Council.

### **E. Reallocation of Assessments for Parcels Located Within Future Improvement Areas**

As Future Improvement Areas are developed, this Service and Assessment Plan will be amended to determine the assessment reallocation methodology that results in the imposition of equal shares of the Actual Costs on Assessed Property similarly benefited within each Future Improvement Area.

### **F. Mandatory Prepayment of Assessments**

If Assessed Property or portion thereof is transferred to a party that is exempt from the payment of the Assessment under applicable law, or if an owner causes a Parcel or portion thereof to become Non-Benefited Property, the owner of such Parcel or portion thereof shall pay to the Administrator the full amount of the Assessment, plus all Prepayment Costs, for such Parcel or portion thereof prior to any such transfer or act; provided, however that such mandatory prepayment of assessment shall not be required for portions of a Parcel that are dedicated for use as internal roads, parks and other similar, public improvements prior to the recording of the plat for a Parcel that has been subdivided, in which case the Assessment that was allocated to that

certain Parcel in which the public improvement is located will be reallocated to similarly benefitted Parcels, as more fully described in Section VI.D; provided, however, that reallocation of an Assessment for a Parcel that is a homestead under Texas Law may not exceed the Assessment prior to reallocation.

**G. Reduction of Assessments**

1. If after all Authorized Improvements to be funded with a series of Bonds have been completed, including any additional Authorized Improvements described in Section VI.J and Section VI.K, and Actual Costs for such Authorized Improvements are less than the Actual Costs used to calculate the Assessments securing such series of Bonds, resulting in excess Bond proceeds being available to redeem Bonds of such series, then the Assessment securing such series of Bonds for each Assessed Property shall be reduced by the City Council prorata such that the sum of the resulting reduced Assessments for all Assessed Properties equals the actual reduced Actual Costs and such excess Bond proceeds shall applied to redeem Bonds of such series. The Assessments shall not be reduced to an amount less than the related outstanding series of Bonds.
2. If the Authorized Improvements to be funded with a series of Bonds, including any additional Authorized Improvements described in Section VI.J and Section VI.K, are not undertaken by the City, resulting in excess Bond proceeds being available to redeem Bonds of such series, the Assessment securing such series of Bonds for each Assessed Property shall be reduced by the City Council to reflect only the Actual Costs that were expended and such excess Bond proceeds shall be applied to redeem Bonds of such series. The City Council shall reduce such Assessments for each Assessed Property prorata such that the sum of the resulting reduced Assessments equals the Actual Costs with respect to such Authorized Improvements that were undertaken. The Assessments shall not be reduced to an amount less than the related outstanding series of Bonds.

**H. Payment of Assessments**

**1. Payment in Full**

- (a) The Assessment for any Parcel may be paid in full at any time in accordance with applicable laws. Payment shall include all Prepayment Costs. If prepayment in full will result in redemption of Bonds, the payment amount shall receive credit from any proceeds from the reserve fund applied to the redemption under the Indenture, net of any other costs applicable to the redemption of Bonds.
- (b) If an Annual Installment has been billed prior to payment in full of an Assessment, the Annual Installment shall be due and payable and shall be credited against the payment-in-full amount.
- (c) Upon payment in full of an Assessment and all Prepayment Costs, the City shall deposit the payment in accordance with the related Indenture; whereupon, the Assessment shall be reduced to zero, and the owner's obligation to pay the

Assessment and Annual Installments thereof shall automatically terminate. The City shall provide the owner of the affected Assessed Property a recordable “Notice of PID Assessment Termination.”

- (d) At the option of the Parcel owner, the Assessment on any Parcel may be paid in part in an amount equal to the amount of prepaid Assessments plus Prepayment Costs with respect thereto. Upon the payment of such amount for a Parcel, the Assessment for the Parcel shall be reduced, the Assessment Roll shall be updated to reflect such partial payment, and the obligation to pay the Annual Installment for such Parcel shall be reduced to the extent the partial payment is made.

## **2. Payment in Annual Installments**

The Act provides that an Assessment for a Parcel may be paid in full at any time. If not paid in full, the Act authorizes the City to collect interest and collection costs on the outstanding Assessment. An Assessment for a Parcel that is not paid in full will be collected in Annual Installments each year in the amounts shown in the Major Improvement Area Assessment Roll and Improvement Area #1 Assessment Roll, which includes interest on the outstanding Assessment and Administrative Expenses.

Each Assessment for a Future Improvement Area shall bear interest at a rate of interest on the Bonds approved and issued by the City to fund all or a portion of the Authorized Improvements for such Future Improvement Area plus up to 0.5%. The Annual Installments as listed on the Major Improvement Area Assessment Roll and Improvement Area #1 Assessment Roll have been calculated assuming a weighted average interest rate on the Bonds of 6.75% and 5.88%, respectively. The Annual Installments may not exceed the amounts shown on the Major Improvement Area Assessment Roll and Improvement Area #1 Assessment Roll except as pursuant to any amendment or update to this Service and Assessment Plan.

The Annual Installments shall be reduced to equal the actual costs of repaying the related series of Bonds and actual Administrative Expenses (as provided for in the definition of such term), taking into consideration any other available funds for these costs, such as interest income on account balances.

The City reserves and shall have the right and option to refund the Bonds in accordance with Section 372.027 of the PID Act. In the event of such refunding, the Administrator shall recalculate the Annual Installments, and if necessary, may adjust, or decrease, the amount of the Annual Installment so that total Annual Installments of Assessments will be produced in annual amounts that are required to pay the refunding bonds when due and payable as required by and established in the ordinance and/or the indenture authorizing and securing the refunding bonds, and such refunding bonds shall constitute “Bonds” for purposes of this Service and Assessment Plan.

**I. Collection of Annual Installments**

No less frequently than annually, the Administrator shall prepare, and submit to the City Council for its approval; an Annual Service Plan Update to allow for the billing and collection of Annual Installments. Each Annual Service Plan Update shall include an updated Major Improvement Area Assessment Roll and Improvement Area #1 Assessment Roll and a calculation of the Annual Installment for each Assessed Property. Administrative Expenses shall be allocated among Assessed Properties in proportion to the amount of the Annual Installments for the Assessed Property. Each Annual Installment shall be reduced by any credits applied under the applicable Indenture, such as capitalized interest, interest earnings on any account balances, and any other funds available to the Trustee for such purpose, and existing deposits for a prepayment reserve. Annual Installments may be collected by the City (or such entity to whom the City directs) in the same manner and at the same time as ad valorem taxes. Annual Installments shall be subject to the same penalties, procedures, and foreclosure sale in case of delinquencies as set forth in the PID Act. The City Council may provide for other means of collecting the Annual Installments to the extent permitted under the PID Act. The Assessments shall have lien priority as specified in the PID Act.

Any sale of Assessed Property for nonpayment of the delinquent Annual Installments shall be subject to the lien established for the remaining unpaid Annual Installments against such Assessed Property and such Assessed Property may again be sold at a judicial foreclosure sale if the purchaser thereof fails to make timely payment of the non-delinquent Annual Installments against such Assessed Property as they become due and payable.

Each Annual Installment, including the interest on the unpaid amount of an Assessment, shall be assessed on September 1 and shall be due on October 1 of that year. Each Annual Installment together with interest thereon shall be delinquent if not paid prior to February 1 of the following year.

Annual Installments are the personal obligation of the person who owns or acquires the Assessed Property on September 1 of the year for which the annual installment is imposed. The annual installment imposed as of September 1 of the current year is for the upcoming year's payment. A person is not relieved of the obligation because he or she no longer owns the Assessed Property.

**J. Surplus Funds Remaining in Major Improvement Area Bond Account**

If Major Improvement Area Bond proceeds still remain after all of the Major Improvements are constructed and accepted by the City, the proceeds may be utilized to finance other Authorized Improvements that specially benefit all Major Improvement Area Assessed Property.

**K. Surplus Funds Remaining in Improvement Area #1 Bond Account**

If Improvement Area #1 Bond proceeds still remain after all of the Improvement Area #1 Improvements (including Improvement Area #1's share of the Major Improvements) are constructed and accepted by the City, the proceeds may be utilized to finance other Authorized Improvements that specially benefit all Improvement Area #1 Assessed Property.

## Section VII

### THE ASSESMENT ROLL

#### A. Major Improvement Area Assessment Roll

Each Parcel within the Major Improvement Area has been evaluated by the City Council (based on the Planned Development District Ordinance, developable area, proposed Homeowner Association Property and Public Property, the Major Improvements, best and highest use of land, and other development factors deemed relevant by the City Council) to determine the amount of Assessed Property within the Parcel.

Major Improvement Area Assessed Property will be assessed for the special benefits conferred upon the property because of the Major Improvements. Table IV-A summarizes the \$19,890,000 in special benefit received by Major Improvement Area Assessed Property from the Major Improvements, the costs of the PID formation, and Bond issuance costs. The amount of Major Improvement Area Bonds is \$19,890,000, which is equal to the benefit received by Major Improvement Area Assessed Property, and as such the total Assessment for all Assessed Property within the Major Improvement Area is \$19,890,000 plus annual Administrative Expenses. The Assessment for each Assessed Property within the Major Improvement Area is calculated based on the allocation methodologies described in Section IV.F of this Service and Assessment Plan. The Major Improvement Area Assessment Roll is attached hereto as Appendix A.

#### B. Improvement Area #1 Assessment Roll

Each Parcel within Improvement Area #1 has been evaluated by the City Council (based on the Planned Development District Ordinance, developable area, proposed Homeowner Association Property and Public Property, the Improvement Area #1 Improvements, a proportionate share of the Major Improvements, best and highest use of land, and other development factors deemed relevant by the City Council) to determine the amount of Assessed Property within the Parcel.

Improvement Area #1 Assessed Property will be assessed for the special benefits conferred upon the property because of the Improvement Area #1 Improvements that benefit Phase 1A and Phase 1B, and a proportionate share of the Major Improvements. Table IV-A summarizes the \$6,514,059 in special benefit received by Improvement Area #1 Assessed Property from the Improvement Area #1 Improvements that benefit Phase 1A and 1B, a proportionate share of the Major Improvements, the costs of the PID formation, and Bond issuance costs. The amount of Improvement Area #1 Bonds is \$4,800,000, which is less than the benefit received by Improvement Area #1 Assessed Property, and as such the total assessment for all Assessed Property within Improvement Area #1 is \$4,800,000 plus annual Administrative Expenses. The Assessment for each Assessed Property within Improvement Area #1 is calculated based on the allocation methodologies described in Section IV.F of this Service and Assessment Plan. The Improvement Area #1 Assessment Roll is attached hereto as Appendix B.

**C. Future Improvement Area Assessment Roll**

As Future Improvement Areas are developed, this Service and Assessment Plan will be amended to determine the Assessment for each Parcel located within Future Improvement Areas (e.g. an appendix will be added as the Assessment Roll for Improvement Area #2, etc.).

**D. Annual Assessment Roll Updates**

The Administrator shall prepare, and shall submit to the City Council for approval, annual updates to the Major Improvement Area Assessment Roll and Improvement Area #1 Assessment Roll in conjunction with the Annual Service Plan Update to reflect the following matters, together with any other changes helpful to the Administrator or the City and permitted by the Act: (i) the identification of each Parcel (ii) the Assessment for each Assessed Property, including any adjustments authorized by this Service and Assessment Plan or in the PID Act; (iii) the Annual Installment for the Assessed Property for the year (if the Assessment is payable in installments); and (iv) payments of the Assessment, if any, as provided by Section VI.H of this Service and Assessment Plan.

Once Bonds are issued in addition to the Major Improvement Area Bonds and the Improvement Area #1 Bonds, the Assessment Roll shall be updated, which update may be done in the next Annual Service Plan Update, to reflect any changes resulting from the issuance of the Bonds. This update shall reflect the actual interest on the Bonds on which the Annual Installments shall be paid, any reduction in the Assessments, and any revisions in the Actual Costs to be funded by the Bonds and Developer funds.

## Section VIII

### MISCELLANEOUS PROVISIONS

#### A. Administrative Review

The City may elect to designate a third party to serve as Administrator. The City shall notify Developer in writing at least thirty (30) days in advance before appointing a third party Administrator.

To the extent consistent with the PID Act, an owner of an Assessed Property claiming that a calculation error has been made in the Major Improvement Area Assessment Roll and/or Improvement Area #1 Assessment Roll, including the calculation of the Annual Installment, must send a written notice describing the error to the City no later than thirty (30) days after the date any amount which is alleged to be incorrect is due prior to seeking any other remedy. If an owner fails to give such notice, such owner shall be deemed to have accepted the calculation of the Major Improvement Assessment Roll and/or Improvement Area #1 Assessment Roll (including the Annual Installments) and to have waived any objection to the calculation. The Administrator shall promptly review the notice, and if necessary, meet with the Assessed Property owner, consider written and oral evidence regarding the alleged error and decide whether, in fact, such a calculation error occurred.

If the Administrator determines that a calculation error has been made and the Major Improvement Area Assessment Roll and/or Improvement Area #1 Assessment Roll should be modified or changed in favor of the Assessed Parcel owner, such change or modification shall be presented to the City Council for approval, to the extent permitted by the PID Act. A cash refund may not be made for any amount previously paid by the Assessed Parcel owner (except for the final year during which the Annual Installment shall be collected), but an adjustment may be made in the amount of the Annual Installment to be paid in the following year. The decision of the Administrator regarding a calculation error relating to the Major Improvement Area Assessment Roll and/or Improvement Area #1 Assessment Roll may be appealed to the City Council for determination. Any amendments made to the Major Improvement Area Assessment Roll and/or Improvement Area #1 Assessment Roll pursuant to calculation errors shall be made pursuant to the PID Act.

#### B. Termination of Assessments

Each Assessment shall terminate on the date the Assessment is paid in full, including payment of any unpaid Annual Installments and Delinquent Collection Costs, if any. After the termination of an Assessment, and the collection of any delinquent Annual Installments and Delinquent Collection Costs, the City shall provide the owner of the affected Parcel a recordable "Notice of the PID Assessment Termination."

**C. Amendments**

Amendments to the Service and Assessment Plan can be made as permitted or required by the PID Act and under Texas law.

**D. Administration and Interpretation of Provisions**

The City Council shall administer (or cause the administration of) the PID, this Service and Assessment Plan, and all Annual Service Plan Updates consistent with the PID Act, and shall make all interpretations and determinations related to the application of this Service and Assessment Plan unless stated otherwise herein or in the Indenture, such determinations shall be conclusive.

**E Severability**

If any provision, section, subsection, sentence, clause or phrase of this Service and Assessment Plan, or the application of same to an Assessed Parcel or any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Service and Assessment Plan or the application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Service and Assessment Plan that no part thereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other part hereof, and all provisions of this Service and Assessment Plan are declared to be severable for that purpose.

If any provision of this Service and Assessment Plan is determined by a court to be unenforceable, the unenforceable provision shall be deleted from this Service and Assessment Plan and the unenforceable provision shall, to the extent possible, be rewritten to be enforceable and to give effect to the intent of the City.

# Appendix A

## Major Improvement Area Assessment Roll

Appendix A  
Assessment by Parcel

Parcel	Gross Acres	Estimated Assessable Acres	Major Improvement Area Bond Assessment	Assessment per Assessable Acre
Tessera Phase 2 PID Tract	141.26	101.60	4,673,506.01	45,999.07
Tessera Phase 3 PID Tract	165.92	80.50	3,702,925.53	45,999.07
Tessera Phase 4 PID Tract	84.88	64.47	2,965,560.36	45,999.07
Tessera Phase 4A PID Tract	5.23	5.23	240,575.16	45,999.07
Tessera Phase 5 PID Tract	167.67	126.10	5,800,483.35	45,999.07
Tessera Phase 6 PID Tract	91.09	51.90	2,387,351.99	45,999.07
Tessera Phase 6A PID Tract	<u>2.60</u>	<u>2.60</u>	<u>119,597.59</u>	45,999.07
Total	658.65	432.40	19,890,000.00	

**PRELIMINARY AND SUBJECT TO CHANGE.**

Legal descriptions for each Parcel in the Major Improvement Area are shown in Appendix E.  
Assessment for Administrative Expenses is shown in Annual Installment schedules for each Parcel.

**Appendix A**  
**Annual Installments – ALL PARCELS**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 1,060,315.00	\$ 1,060,315.00	\$ -	\$ -	\$ -	\$ 1,060,315.00
01/31/14	\$ -	\$ 1,334,663.00	\$ 1,334,663.00	\$ 40,279.47	\$ 39,780.00	\$ 59,670.00	\$ 1,474,392.47
01/31/15	\$ -	\$ 1,334,663.00	\$ 1,334,663.00	\$ 41,085.05	\$ 39,780.00	\$ 59,670.00	\$ 1,475,198.05
01/31/16	\$ 200,000.00	\$ 1,334,663.00	\$ 1,534,663.00	\$ 41,906.76	\$ 39,780.00	\$ 59,670.00	\$ 1,676,019.76
01/31/17	\$ 970,000.00	\$ 1,321,663.00	\$ 2,291,663.00	\$ 42,744.89	\$ 39,380.00	\$ 59,070.00	\$ 2,432,857.89
01/31/18	\$ 1,120,000.00	\$ 1,258,613.00	\$ 2,378,613.00	\$ 43,599.79	\$ 1,280.00	\$ 92,320.00	\$ 2,515,812.79
01/31/19	\$ 1,300,000.00	\$ 1,185,813.00	\$ 2,485,813.00	\$ 44,471.78	\$ -	\$ 88,000.00	\$ 2,618,284.78
01/31/20	\$ 1,400,000.00	\$ 1,101,313.00	\$ 2,501,313.00	\$ 45,361.22	\$ -	\$ 81,500.00	\$ 2,628,174.22
01/31/21	\$ 1,730,000.00	\$ 1,010,313.00	\$ 2,740,313.00	\$ 46,268.44	\$ -	\$ 74,500.00	\$ 2,861,081.44
01/31/22	\$ 1,855,000.00	\$ 895,700.00	\$ 2,750,700.00	\$ 47,193.81	\$ -	\$ 65,850.00	\$ 2,863,743.81
01/31/23	\$ 1,975,000.00	\$ 772,806.00	\$ 2,747,806.00	\$ 48,137.69	\$ -	\$ 56,575.00	\$ 2,852,518.69
01/31/24	\$ 2,105,000.00	\$ 639,494.00	\$ 2,744,494.00	\$ 49,100.44	\$ -	\$ 46,700.00	\$ 2,840,294.44
01/31/25	\$ 2,250,000.00	\$ 497,406.00	\$ 2,747,406.00	\$ 50,082.45	\$ -	\$ 36,175.00	\$ 2,833,663.45
01/31/26	\$ 2,405,000.00	\$ 342,719.00	\$ 2,747,719.00	\$ 51,084.10	\$ -	\$ 24,925.00	\$ 2,823,728.10
01/31/27	\$ 2,580,000.00	\$ 177,375.00	\$ 2,757,375.00	\$ 52,105.78	\$ -	\$ 12,900.00	\$ 2,822,380.78
	\$ 19,890,000.00	\$ 14,267,515.00	\$ 34,157,515.00	\$ 643,421.69	\$ 160,000.00	\$ 817,525.00	\$ 35,778,465.69

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments –Tessera Phase 2 PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 249,139.69	\$ 249,139.69	\$ -	\$ -	\$ -	\$ 249,139.69
01/31/14	\$ -	\$ 313,602.59	\$ 313,602.59	\$ 9,464.37	\$ 9,347.01	\$ 14,020.52	\$ 346,434.49
01/31/15	\$ -	\$ 313,602.59	\$ 313,602.59	\$ 9,653.66	\$ 9,347.01	\$ 14,020.52	\$ 346,623.78
01/31/16	\$ 46,993.52	\$ 313,602.59	\$ 360,596.12	\$ 9,846.73	\$ 9,347.01	\$ 14,020.52	\$ 393,810.38
01/31/17	\$ 227,918.59	\$ 310,548.01	\$ 538,466.61	\$ 10,043.67	\$ 9,253.02	\$ 13,879.54	\$ 571,642.83
01/31/18	\$ 263,163.74	\$ 295,733.30	\$ 558,897.04	\$ 10,244.54	\$ 300.76	\$ 21,692.21	\$ 591,134.55
01/31/19	\$ 305,457.91	\$ 278,627.66	\$ 584,085.57	\$ 10,449.43	\$ -	\$ 20,677.15	\$ 615,212.15
01/31/20	\$ 328,954.67	\$ 258,772.90	\$ 587,727.57	\$ 10,658.42	\$ -	\$ 19,149.86	\$ 617,535.85
01/31/21	\$ 406,493.99	\$ 237,390.84	\$ 643,884.83	\$ 10,871.59	\$ -	\$ 17,505.09	\$ 672,261.51
01/31/22	\$ 435,864.94	\$ 210,460.50	\$ 646,325.44	\$ 11,089.02	\$ -	\$ 15,472.62	\$ 672,887.08
01/31/23	\$ 464,061.05	\$ 181,584.39	\$ 645,645.44	\$ 11,310.80	\$ -	\$ 13,293.29	\$ 670,249.53
01/31/24	\$ 494,606.85	\$ 150,260.38	\$ 644,867.23	\$ 11,537.01	\$ -	\$ 10,972.99	\$ 667,377.23
01/31/25	\$ 528,677.15	\$ 116,874.31	\$ 645,551.46	\$ 11,767.75	\$ -	\$ 8,499.95	\$ 665,819.16
01/31/26	\$ 565,097.13	\$ 80,527.87	\$ 645,625.00	\$ 12,003.11	\$ -	\$ 5,856.57	\$ 663,484.68
01/31/27	\$ 606,216.47	\$ 41,677.38	\$ 647,893.85	\$ 12,243.17	\$ -	\$ 3,031.08	\$ 663,168.10
	\$ 4,673,506.01	\$ 3,352,405.02	\$ 8,025,911.03	\$ 151,183.26	\$ 37,594.82	\$ 192,091.91	\$ 8,406,781.02

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 3 PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 197,399.07	\$ 197,399.07	\$ -	\$ -	\$ -	\$ 197,399.07
01/31/14	\$ -	\$ 248,474.49	\$ 248,474.49	\$ 7,498.84	\$ 7,405.85	\$ 11,108.78	\$ 274,487.96
01/31/15	\$ -	\$ 248,474.49	\$ 248,474.49	\$ 7,648.81	\$ 7,405.85	\$ 11,108.78	\$ 274,637.94
01/31/16	\$ 37,234.04	\$ 248,474.49	\$ 285,708.54	\$ 7,801.79	\$ 7,405.85	\$ 11,108.78	\$ 312,024.95
01/31/17	\$ 180,585.11	\$ 246,054.28	\$ 426,639.39	\$ 7,957.83	\$ 7,331.38	\$ 10,997.07	\$ 452,925.67
01/31/18	\$ 208,510.64	\$ 234,316.25	\$ 442,826.89	\$ 8,116.98	\$ 238.30	\$ 17,187.23	\$ 468,369.40
01/31/19	\$ 242,021.28	\$ 220,763.06	\$ 462,784.34	\$ 8,279.32	\$ -	\$ 16,382.98	\$ 487,446.64
01/31/20	\$ 260,638.30	\$ 205,031.68	\$ 465,669.97	\$ 8,444.91	\$ -	\$ 15,172.87	\$ 489,287.75
01/31/21	\$ 322,074.47	\$ 188,090.19	\$ 510,164.65	\$ 8,613.81	\$ -	\$ 13,869.68	\$ 532,648.14
01/31/22	\$ 345,345.74	\$ 166,752.66	\$ 512,098.40	\$ 8,786.08	\$ -	\$ 12,259.31	\$ 533,143.80
01/31/23	\$ 367,686.17	\$ 143,873.46	\$ 511,559.63	\$ 8,961.80	\$ -	\$ 10,532.58	\$ 531,054.01
01/31/24	\$ 391,888.30	\$ 119,054.73	\$ 510,943.03	\$ 9,141.04	\$ -	\$ 8,694.15	\$ 528,778.22
01/31/25	\$ 418,882.98	\$ 92,602.18	\$ 511,485.16	\$ 9,323.86	\$ -	\$ 6,734.71	\$ 527,543.73
01/31/26	\$ 447,739.36	\$ 63,804.07	\$ 511,543.43	\$ 9,510.34	\$ -	\$ 4,640.29	\$ 525,694.06
01/31/27	\$ 480,319.15	\$ 33,021.94	\$ 513,341.09	\$ 9,700.54	\$ -	\$ 2,401.60	\$ 525,443.23
	\$ 3,702,925.53	\$ 2,656,187.05	\$ 6,359,112.58	\$ 119,785.95	\$ 29,787.23	\$ 152,198.80	\$ 6,660,884.57

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 4 PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 158,090.91	\$ 158,090.91	\$ -	\$ -	\$ -	\$ 158,090.91
01/31/14	\$ -	\$ 198,995.66	\$ 198,995.66	\$ 6,005.59	\$ 5,931.12	\$ 8,896.68	\$ 219,829.05
01/31/15	\$ -	\$ 198,995.66	\$ 198,995.66	\$ 6,125.70	\$ 5,931.12	\$ 8,896.68	\$ 219,949.16
01/31/16	\$ 29,819.61	\$ 198,995.66	\$ 228,815.27	\$ 6,248.22	\$ 5,931.12	\$ 8,896.68	\$ 249,891.29
01/31/17	\$ 144,625.12	\$ 197,057.39	\$ 341,682.50	\$ 6,373.18	\$ 5,871.48	\$ 8,807.22	\$ 362,734.39
01/31/18	\$ 166,989.82	\$ 187,656.75	\$ 354,646.58	\$ 6,500.64	\$ 190.85	\$ 13,764.73	\$ 375,102.80
01/31/19	\$ 193,827.47	\$ 176,802.41	\$ 370,629.89	\$ 6,630.66	\$ -	\$ 13,120.63	\$ 390,381.17
01/31/20	\$ 208,737.28	\$ 164,203.63	\$ 372,940.91	\$ 6,763.27	\$ -	\$ 12,151.49	\$ 391,855.67
01/31/21	\$ 257,939.64	\$ 150,635.71	\$ 408,575.34	\$ 6,898.54	\$ -	\$ 11,107.81	\$ 426,581.69
01/31/22	\$ 276,576.90	\$ 133,547.13	\$ 410,124.03	\$ 7,036.51	\$ -	\$ 9,818.11	\$ 426,978.64
01/31/23	\$ 294,468.66	\$ 115,223.87	\$ 409,692.54	\$ 7,177.24	\$ -	\$ 8,435.22	\$ 425,305.00
01/31/24	\$ 313,851.41	\$ 95,347.31	\$ 409,198.72	\$ 7,320.78	\$ -	\$ 6,962.88	\$ 423,482.38
01/31/25	\$ 335,470.63	\$ 74,162.27	\$ 409,632.90	\$ 7,467.20	\$ -	\$ 5,393.62	\$ 422,493.72
01/31/26	\$ 358,580.83	\$ 51,098.74	\$ 409,679.57	\$ 7,616.54	\$ -	\$ 3,716.27	\$ 421,012.37
01/31/27	\$ 384,672.99	\$ 26,446.27	\$ 411,119.26	\$ 7,768.87	\$ -	\$ 1,923.36	\$ 420,811.49
	\$ 2,965,560.36	\$ 2,127,259.37	\$ 5,092,819.73	\$ 95,932.92	\$ 23,855.69	\$ 121,891.39	\$ 5,334,499.73

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 4A PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 12,824.81	\$ 12,824.81	\$ -	\$ -	\$ -	\$ 12,824.81
01/31/14	\$ -	\$ 16,143.13	\$ 16,143.13	\$ 487.19	\$ 481.15	\$ 721.73	\$ 17,833.19
01/31/15	\$ -	\$ 16,143.13	\$ 16,143.13	\$ 496.94	\$ 481.15	\$ 721.73	\$ 17,842.94
01/31/16	\$ 2,419.06	\$ 16,143.13	\$ 18,562.18	\$ 506.87	\$ 481.15	\$ 721.73	\$ 20,271.93
01/31/17	\$ 11,732.42	\$ 15,985.89	\$ 27,718.31	\$ 517.01	\$ 476.31	\$ 714.47	\$ 29,426.10
01/31/18	\$ 13,546.72	\$ 15,223.28	\$ 28,770.00	\$ 527.35	\$ 15.48	\$ 1,116.64	\$ 30,429.47
01/31/19	\$ 15,723.87	\$ 14,342.74	\$ 30,066.61	\$ 537.90	\$ -	\$ 1,064.38	\$ 31,668.89
01/31/20	\$ 16,933.40	\$ 13,320.69	\$ 30,254.09	\$ 548.66	\$ -	\$ 985.77	\$ 31,788.51
01/31/21	\$ 20,924.84	\$ 12,220.02	\$ 33,144.86	\$ 559.63	\$ -	\$ 901.10	\$ 34,605.59
01/31/22	\$ 22,436.75	\$ 10,833.74	\$ 33,270.49	\$ 570.82	\$ -	\$ 796.47	\$ 34,637.79
01/31/23	\$ 23,888.18	\$ 9,347.31	\$ 33,235.49	\$ 582.24	\$ -	\$ 684.29	\$ 34,502.02
01/31/24	\$ 25,460.57	\$ 7,734.86	\$ 33,195.43	\$ 593.88	\$ -	\$ 564.85	\$ 34,354.16
01/31/25	\$ 27,214.38	\$ 6,016.27	\$ 33,230.65	\$ 605.76	\$ -	\$ 437.55	\$ 34,273.96
01/31/26	\$ 29,089.15	\$ 4,145.28	\$ 33,234.44	\$ 617.88	\$ -	\$ 301.47	\$ 34,153.79
01/31/27	\$ 31,205.83	\$ 2,145.40	\$ 33,351.23	\$ 630.23	\$ -	\$ 156.03	\$ 34,137.49
	\$ 240,575.16	\$ 172,569.67	\$ 413,144.83	\$ 7,782.37	\$ 1,935.25	\$ 9,888.20	\$ 432,750.64

**PRELIMINARY AND SUBJECT TO CHANGE.**

(a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.

(b) Gross of Capitalized Interest.

(c) Does not include reserve fund earnings or any other funds which could reduce net debt service.

(d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 5 PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 309,217.67	\$ 309,217.67	\$ -	\$ -	\$ -	\$ 309,217.67
01/31/14	\$ -	\$ 389,225.26	\$ 389,225.26	\$ 11,746.62	\$ 11,600.97	\$ 17,401.45	\$ 429,974.31
01/31/15	\$ -	\$ 389,225.26	\$ 389,225.26	\$ 11,981.56	\$ 11,600.97	\$ 17,401.45	\$ 430,209.24
01/31/16	\$ 58,325.62	\$ 389,225.26	\$ 447,550.89	\$ 12,221.19	\$ 11,600.97	\$ 17,401.45	\$ 488,774.49
01/31/17	\$ 282,879.28	\$ 385,434.10	\$ 668,313.38	\$ 12,465.61	\$ 11,484.32	\$ 17,226.47	\$ 709,489.78
01/31/18	\$ 326,623.50	\$ 367,046.95	\$ 693,670.44	\$ 12,714.92	\$ 373.28	\$ 26,923.11	\$ 733,681.76
01/31/19	\$ 379,116.56	\$ 345,816.42	\$ 724,932.98	\$ 12,969.22	\$ -	\$ 25,663.27	\$ 763,565.47
01/31/20	\$ 408,279.37	\$ 321,173.84	\$ 729,453.21	\$ 13,228.61	\$ -	\$ 23,767.69	\$ 766,449.51
01/31/21	\$ 504,516.65	\$ 294,635.68	\$ 799,152.33	\$ 13,493.18	\$ -	\$ 21,726.30	\$ 834,371.81
01/31/22	\$ 540,970.17	\$ 261,211.31	\$ 802,181.48	\$ 13,763.04	\$ -	\$ 19,203.71	\$ 835,148.23
01/31/23	\$ 575,965.54	\$ 225,371.96	\$ 801,337.50	\$ 14,038.30	\$ -	\$ 16,498.86	\$ 831,874.67
01/31/24	\$ 613,877.20	\$ 186,494.43	\$ 800,371.63	\$ 14,319.07	\$ -	\$ 13,619.03	\$ 828,309.73
01/31/25	\$ 656,163.27	\$ 145,057.58	\$ 801,220.85	\$ 14,605.45	\$ -	\$ 10,549.65	\$ 826,375.95
01/31/26	\$ 701,365.63	\$ 99,946.50	\$ 801,312.13	\$ 14,897.56	\$ -	\$ 7,268.83	\$ 823,478.52
01/31/27	\$ 752,400.56	\$ 51,727.54	\$ 804,128.09	\$ 15,195.51	\$ -	\$ 3,762.00	\$ 823,085.61
	\$ 5,800,483.35	\$ 4,160,809.77	\$ 9,961,293.12	\$ 187,639.86	\$ 46,660.50	\$ 238,413.28	\$ 10,434,006.76

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 6 PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 127,267.23	\$ 127,267.23	\$ -	\$ -	\$ -	\$ 127,267.23
01/31/14	\$ -	\$ 160,196.60	\$ 160,196.60	\$ 4,834.65	\$ 4,774.70	\$ 7,162.06	\$ 176,968.01
01/31/15	\$ -	\$ 160,196.60	\$ 160,196.60	\$ 4,931.35	\$ 4,774.70	\$ 7,162.06	\$ 177,064.71
01/31/16	\$ 24,005.55	\$ 160,196.60	\$ 184,202.15	\$ 5,029.97	\$ 4,774.70	\$ 7,162.06	\$ 201,168.88
01/31/17	\$ 116,426.92	\$ 158,636.24	\$ 275,063.16	\$ 5,130.57	\$ 4,726.69	\$ 7,090.04	\$ 292,010.46
01/31/18	\$ 134,431.08	\$ 151,068.49	\$ 285,499.57	\$ 5,233.18	\$ 153.64	\$ 11,080.96	\$ 301,967.35
01/31/19	\$ 156,036.08	\$ 142,330.47	\$ 298,366.55	\$ 5,337.85	\$ -	\$ 10,562.44	\$ 314,266.84
01/31/20	\$ 168,038.85	\$ 132,188.12	\$ 300,226.98	\$ 5,444.61	\$ -	\$ 9,782.26	\$ 315,453.84
01/31/21	\$ 207,648.01	\$ 121,265.60	\$ 328,913.61	\$ 5,553.50	\$ -	\$ 8,942.07	\$ 343,409.17
01/31/22	\$ 222,651.48	\$ 107,508.86	\$ 330,160.34	\$ 5,664.57	\$ -	\$ 7,903.83	\$ 343,728.73
01/31/23	\$ 237,054.81	\$ 92,758.17	\$ 329,812.98	\$ 5,777.86	\$ -	\$ 6,790.57	\$ 342,381.41
01/31/24	\$ 252,658.42	\$ 76,757.03	\$ 329,415.45	\$ 5,893.42	\$ -	\$ 5,605.30	\$ 340,914.16
01/31/25	\$ 270,062.44	\$ 59,702.52	\$ 329,764.97	\$ 6,011.28	\$ -	\$ 4,342.00	\$ 340,118.25
01/31/26	\$ 288,666.74	\$ 41,135.79	\$ 329,802.53	\$ 6,131.51	\$ -	\$ 2,991.69	\$ 338,925.74
01/31/27	\$ 309,671.60	\$ 21,289.92	\$ 330,961.52	\$ 6,254.14	\$ -	\$ 1,548.36	\$ 338,764.02
	\$ 2,387,351.99	\$ 1,712,498.23	\$ 4,099,850.22	\$ 77,228.46	\$ 19,204.44	\$ 98,125.69	\$ 4,294,408.81

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix A**  
**Annual Installments – Tessera Phase 6A PID Tract**

Installment Due Date (a)	Major Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 6,375.62	\$ 6,375.62	\$ -	\$ -	\$ -	\$ 6,375.62
01/31/14	\$ -	\$ 8,025.26	\$ 8,025.26	\$ 242.20	\$ 239.20	\$ 358.79	\$ 8,865.45
01/31/15	\$ -	\$ 8,025.26	\$ 8,025.26	\$ 247.04	\$ 239.20	\$ 358.79	\$ 8,870.29
01/31/16	\$ 1,202.59	\$ 8,025.26	\$ 9,227.85	\$ 251.98	\$ 239.20	\$ 358.79	\$ 10,077.82
01/31/17	\$ 5,832.56	\$ 7,947.09	\$ 13,779.66	\$ 257.02	\$ 236.79	\$ 355.19	\$ 14,628.66
01/31/18	\$ 6,734.51	\$ 7,567.98	\$ 14,302.48	\$ 262.16	\$ 7.70	\$ 555.12	\$ 15,127.46
01/31/19	\$ 7,816.84	\$ 7,130.24	\$ 14,947.07	\$ 267.41	\$ -	\$ 529.14	\$ 15,743.62
01/31/20	\$ 8,418.13	\$ 6,622.14	\$ 15,040.27	\$ 272.75	\$ -	\$ 490.06	\$ 15,803.08
01/31/21	\$ 10,402.41	\$ 6,074.96	\$ 16,477.37	\$ 278.21	\$ -	\$ 447.96	\$ 17,203.54
01/31/22	\$ 11,154.02	\$ 5,385.80	\$ 16,539.82	\$ 283.77	\$ -	\$ 395.95	\$ 17,219.55
01/31/23	\$ 11,875.58	\$ 4,646.84	\$ 16,522.42	\$ 289.45	\$ -	\$ 340.18	\$ 17,152.06
01/31/24	\$ 12,657.26	\$ 3,845.25	\$ 16,502.51	\$ 295.24	\$ -	\$ 280.80	\$ 17,078.55
01/31/25	\$ 13,529.14	\$ 2,990.88	\$ 16,520.02	\$ 301.14	\$ -	\$ 217.52	\$ 17,038.68
01/31/26	\$ 14,461.15	\$ 2,060.75	\$ 16,521.90	\$ 307.17	\$ -	\$ 149.87	\$ 16,978.94
01/31/27	\$ 15,513.41	\$ 1,066.55	\$ 16,579.96	\$ 313.31	\$ -	\$ 77.57	\$ 16,970.84
	\$ 119,597.59	\$ 85,789.89	\$ 205,387.49	\$ 3,868.86	\$ 962.07	\$ 4,915.74	\$ 215,134.16

**PRELIMINARY AND SUBJECT TO CHANGE.**

- (a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.
- (b) Gross of Capitalized Interest.
- (c) Does not include reserve fund earnings or any other funds which could reduce net debt service.
- (d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

# Appendix B

## Improvement Area #1 Assessment Roll

Appendix B Assessment by Parcel –Improvement Area #1					
Parcel	Gross Acres	Estimated Assessable Acres	Improvement Area #1 Bond Assessment	Assessment per Assessable Acre/Parcel	
Tessera Phase 1A PID Tract	192.12	52.81	\$ 3,269,917.48	See Appendix B-1	
Tessera Phase 1B PID Tract	26.51	17.55	\$ 1,530,082.52	\$ 87,184.19	
Total	218.63	70.36	\$ 4,800,000.00		

PRELIMINARY AND SUBJECT TO CHANGE.  
 Legal descriptions of each Parcel in Improvement Area #1 are included in Appendix F.  
 Assessment for Administrative Expenses is shown in annual installment schedules for each Parcel.

## Appendix B Annual Installments – Improvement Area #1– ALL PARCELS

Installment Due Date (a)	Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 219,743.00	\$ 219,743.00	\$ -	\$ -	\$ -	\$ 219,743.00
01/31/14	\$ -	\$ 276,600.00	\$ 276,600.00	\$ 9,720.53	\$ 9,600.00	\$ 14,400.00	\$ 310,320.53
01/31/15	\$ 75,000.00	\$ 276,600.00	\$ 351,600.00	\$ 9,914.95	\$ 8,144.40	\$ 3,344.40	\$ 373,003.75
01/31/16	\$ 80,000.00	\$ 272,850.00	\$ 352,850.00	\$ 10,113.24	\$ -	\$ -	\$ 362,963.24
01/31/17	\$ 85,000.00	\$ 268,850.00	\$ 353,850.00	\$ 10,315.51	\$ -	\$ -	\$ 364,165.51
01/31/18	\$ 90,000.00	\$ 264,600.00	\$ 354,600.00	\$ 10,521.82	\$ -	\$ -	\$ 365,121.82
01/31/19	\$ 95,000.00	\$ 259,875.00	\$ 354,875.00	\$ 10,732.26	\$ -	\$ -	\$ 365,607.26
01/31/20	\$ 100,000.00	\$ 254,888.00	\$ 354,888.00	\$ 10,946.90	\$ -	\$ -	\$ 365,834.90
01/31/21	\$ 105,000.00	\$ 249,638.00	\$ 354,638.00	\$ 11,165.84	\$ -	\$ -	\$ 365,803.84
01/31/22	\$ 110,000.00	\$ 244,125.00	\$ 354,125.00	\$ 11,389.16	\$ -	\$ -	\$ 365,514.16
01/31/23	\$ 115,000.00	\$ 238,350.00	\$ 353,350.00	\$ 11,616.94	\$ -	\$ -	\$ 364,966.94
01/31/24	\$ 120,000.00	\$ 232,025.00	\$ 352,025.00	\$ 11,849.28	\$ -	\$ -	\$ 363,874.28
01/31/25	\$ 125,000.00	\$ 225,425.00	\$ 350,425.00	\$ 12,086.26	\$ -	\$ -	\$ 362,511.26
01/31/26	\$ 135,000.00	\$ 218,550.00	\$ 353,550.00	\$ 12,327.99	\$ -	\$ -	\$ 365,877.99
01/31/27	\$ 140,000.00	\$ 211,125.00	\$ 351,125.00	\$ 12,574.55	\$ -	\$ -	\$ 363,699.55
01/31/28	\$ 150,000.00	\$ 203,425.00	\$ 353,425.00	\$ 12,826.04	\$ -	\$ -	\$ 366,251.04
01/31/29	\$ 155,000.00	\$ 194,800.00	\$ 349,800.00	\$ 13,082.56	\$ -	\$ -	\$ 362,882.56
01/31/30	\$ 165,000.00	\$ 185,888.00	\$ 350,888.00	\$ 13,344.21	\$ -	\$ -	\$ 364,232.21
01/31/31	\$ 175,000.00	\$ 176,400.00	\$ 351,400.00	\$ 13,611.10	\$ -	\$ -	\$ 365,011.10
01/31/32	\$ 185,000.00	\$ 166,338.00	\$ 351,338.00	\$ 13,883.32	\$ -	\$ -	\$ 365,221.32
01/31/33	\$ 195,000.00	\$ 155,700.00	\$ 350,700.00	\$ 14,160.98	\$ -	\$ -	\$ 364,860.98
01/31/34	\$ 210,000.00	\$ 144,000.00	\$ 354,000.00	\$ 14,444.20	\$ -	\$ -	\$ 368,444.20
01/31/35	\$ 220,000.00	\$ 131,400.00	\$ 351,400.00	\$ 14,733.09	\$ -	\$ -	\$ 366,133.09
01/31/36	\$ 235,000.00	\$ 118,200.00	\$ 353,200.00	\$ 15,027.75	\$ -	\$ -	\$ 368,227.75
01/31/37	\$ 250,000.00	\$ 104,100.00	\$ 354,100.00	\$ 15,328.30	\$ -	\$ -	\$ 369,428.30
01/31/38	\$ 265,000.00	\$ 89,100.00	\$ 354,100.00	\$ 15,634.87	\$ -	\$ -	\$ 369,734.87
01/31/39	\$ 280,000.00	\$ 73,200.00	\$ 353,200.00	\$ 15,947.57	\$ -	\$ -	\$ 369,147.57
01/31/40	\$ 295,000.00	\$ 56,400.00	\$ 351,400.00	\$ 16,266.52	\$ -	\$ -	\$ 367,666.52
01/31/41	\$ 315,000.00	\$ 38,700.00	\$ 353,700.00	\$ 16,591.85	\$ -	\$ -	\$ 370,291.85
01/31/42	\$ 330,000.00	\$ 19,800.00	\$ 349,800.00	\$ 16,923.69	\$ -	\$ -	\$ 366,723.69
	\$ 4,800,000.00	\$ 5,570,693.00	\$ 10,370,693.00	\$ 377,081.26	\$ 17,744.40	\$ 17,744.40	\$ 10,783,265.06

**PRELIMINARY AND SUBJECT TO CHANGE.**

(a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.

(b) Gross of Capitalized Interest.

(c) Does not include reserve fund earnings or any other funds which could reduce debt service.

(d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

## Appendix B Annual Installments –Improvement Area #1–PARCEL 1A

Installment Due Date (a)	Parcel 1A Portion of Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 149,696.14	\$ 149,696.14	\$ -	\$ -	\$ -	\$ 149,696.14
01/31/14	\$ -	\$ 188,428.99	\$ 188,428.99	\$ 6,621.95	\$ 6,539.83	\$ 9,809.75	\$ 211,400.53
01/31/15	\$ 51,092.46	\$ 188,428.99	\$ 239,521.46	\$ 6,754.39	\$ 5,548.23	\$ 2,278.32	\$ 254,102.39
01/31/16	\$ 54,498.62	\$ 185,874.37	\$ 240,373.00	\$ 6,889.47	\$ -	\$ -	\$ 247,262.47
01/31/17	\$ 57,904.79	\$ 183,149.44	\$ 241,054.23	\$ 7,027.26	\$ -	\$ -	\$ 248,081.49
01/31/18	\$ 61,310.95	\$ 180,254.20	\$ 241,565.15	\$ 7,167.81	\$ -	\$ -	\$ 248,732.96
01/31/19	\$ 64,717.12	\$ 177,035.38	\$ 241,752.49	\$ 7,311.16	\$ -	\$ -	\$ 249,063.66
01/31/20	\$ 68,123.28	\$ 173,638.07	\$ 241,761.35	\$ 7,457.39	\$ -	\$ -	\$ 249,218.74
01/31/21	\$ 71,529.44	\$ 170,061.60	\$ 241,591.04	\$ 7,606.54	\$ -	\$ -	\$ 249,197.58
01/31/22	\$ 74,935.61	\$ 166,305.96	\$ 241,241.57	\$ 7,758.67	\$ -	\$ -	\$ 249,000.23
01/31/23	\$ 78,341.77	\$ 162,371.84	\$ 240,713.61	\$ 7,913.84	\$ -	\$ -	\$ 248,627.45
01/31/24	\$ 81,747.94	\$ 158,063.04	\$ 239,810.98	\$ 8,072.12	\$ -	\$ -	\$ 247,883.10
01/31/25	\$ 85,154.10	\$ 153,566.91	\$ 238,721.01	\$ 8,233.56	\$ -	\$ -	\$ 246,954.57
01/31/26	\$ 91,966.43	\$ 148,883.43	\$ 240,849.86	\$ 8,398.23	\$ -	\$ -	\$ 249,248.09
01/31/27	\$ 95,372.59	\$ 143,825.28	\$ 239,197.87	\$ 8,566.19	\$ -	\$ -	\$ 247,764.06
01/31/28	\$ 102,184.92	\$ 138,579.78	\$ 240,764.71	\$ 8,737.52	\$ -	\$ -	\$ 249,502.22
01/31/29	\$ 105,591.09	\$ 132,704.15	\$ 238,295.24	\$ 8,912.27	\$ -	\$ -	\$ 247,207.51
01/31/30	\$ 112,403.41	\$ 126,633.00	\$ 239,036.42	\$ 9,090.51	\$ -	\$ -	\$ 248,126.93
01/31/31	\$ 119,215.74	\$ 120,169.47	\$ 239,385.21	\$ 9,272.32	\$ -	\$ -	\$ 248,657.53
01/31/32	\$ 126,028.07	\$ 113,314.90	\$ 239,342.97	\$ 9,457.77	\$ -	\$ -	\$ 248,800.74
01/31/33	\$ 132,840.40	\$ 106,067.95	\$ 238,908.35	\$ 9,646.93	\$ -	\$ -	\$ 248,555.27
01/31/34	\$ 143,058.89	\$ 98,097.52	\$ 241,156.41	\$ 9,839.87	\$ -	\$ -	\$ 250,996.28
01/31/35	\$ 149,871.22	\$ 89,513.99	\$ 239,385.21	\$ 10,036.66	\$ -	\$ -	\$ 249,421.87
01/31/36	\$ 160,089.71	\$ 80,521.72	\$ 240,611.43	\$ 10,237.40	\$ -	\$ -	\$ 250,848.82
01/31/37	\$ 170,308.20	\$ 70,916.34	\$ 241,224.54	\$ 10,442.14	\$ -	\$ -	\$ 251,666.68
01/31/38	\$ 180,526.69	\$ 60,697.84	\$ 241,224.54	\$ 10,650.99	\$ -	\$ -	\$ 251,875.52
01/31/39	\$ 190,745.19	\$ 49,866.24	\$ 240,611.43	\$ 10,864.01	\$ -	\$ -	\$ 251,475.43
01/31/40	\$ 200,963.68	\$ 38,421.53	\$ 239,385.21	\$ 11,081.29	\$ -	\$ -	\$ 250,466.50
01/31/41	\$ 214,588.33	\$ 26,363.71	\$ 240,952.04	\$ 11,302.91	\$ -	\$ -	\$ 252,254.96
01/31/42	\$ 224,806.83	\$ 13,488.41	\$ 238,295.24	\$ 11,528.97	\$ -	\$ -	\$ 249,824.21
	\$ 3,269,917.48	\$ 3,794,940.20	\$ 7,064,857.68	\$ 256,880.13	\$ 12,088.07	\$ 12,088.07	\$ 7,345,913.94

**PRELIMINARY AND SUBJECT TO CHANGE.**

(a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.

(b) Gross of Capitalized Interest.

(c) Does not include reserve fund earnings or any other funds which could reduce debt service.

(d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

## Appendix B Annual Installments –Improvement Area #1–PARCEL 1B

Installment Due Date (a)	Parcel 1B Portion of Improvement Area Bonds			Administrative Expenses (d)	Prepayment Reserve	Delinquency Reserve	Annual Installment
	Principal	Interest (b)	Debt Service (c)				
01/31/13	\$ -	\$ 70,046.86	\$ 70,046.86	\$ -	\$ -	\$ -	\$ 70,046.86
01/31/14	\$ -	\$ 88,171.01	\$ 88,171.01	\$ 3,098.59	\$ 3,060.17	\$ 4,590.25	\$ 98,920.01
01/31/15	\$ 23,907.54	\$ 88,171.01	\$ 112,078.54	\$ 3,160.56	\$ 2,596.17	\$ 1,066.08	\$ 118,901.36
01/31/16	\$ 25,501.38	\$ 86,975.63	\$ 112,477.00	\$ 3,223.77	\$ -	\$ -	\$ 115,700.77
01/31/17	\$ 27,095.21	\$ 85,700.56	\$ 112,795.77	\$ 3,288.25	\$ -	\$ -	\$ 116,084.02
01/31/18	\$ 28,689.05	\$ 84,345.80	\$ 113,034.85	\$ 3,354.01	\$ -	\$ -	\$ 116,388.86
01/31/19	\$ 30,282.88	\$ 82,839.62	\$ 113,122.51	\$ 3,421.09	\$ -	\$ -	\$ 116,543.60
01/31/20	\$ 31,876.72	\$ 81,249.93	\$ 113,126.65	\$ 3,489.51	\$ -	\$ -	\$ 116,616.16
01/31/21	\$ 33,470.56	\$ 79,576.40	\$ 113,046.96	\$ 3,559.30	\$ -	\$ -	\$ 116,606.26
01/31/22	\$ 35,064.39	\$ 77,819.04	\$ 112,883.43	\$ 3,630.49	\$ -	\$ -	\$ 116,513.92
01/31/23	\$ 36,658.23	\$ 75,978.16	\$ 112,636.39	\$ 3,703.10	\$ -	\$ -	\$ 116,339.49
01/31/24	\$ 38,252.06	\$ 73,961.96	\$ 112,214.02	\$ 3,777.16	\$ -	\$ -	\$ 115,991.18
01/31/25	\$ 39,845.90	\$ 71,858.09	\$ 111,703.99	\$ 3,852.70	\$ -	\$ -	\$ 115,556.70
01/31/26	\$ 43,033.57	\$ 69,666.57	\$ 112,700.14	\$ 3,929.76	\$ -	\$ -	\$ 116,629.90
01/31/27	\$ 44,627.41	\$ 67,299.72	\$ 111,927.13	\$ 4,008.35	\$ -	\$ -	\$ 115,935.48
01/31/28	\$ 47,815.08	\$ 64,845.22	\$ 112,660.29	\$ 4,088.52	\$ -	\$ -	\$ 116,748.82
01/31/29	\$ 49,408.91	\$ 62,095.85	\$ 111,504.76	\$ 4,170.29	\$ -	\$ -	\$ 115,675.05
01/31/30	\$ 52,596.59	\$ 59,255.00	\$ 111,851.58	\$ 4,253.70	\$ -	\$ -	\$ 116,105.28
01/31/31	\$ 55,784.26	\$ 56,230.53	\$ 112,014.79	\$ 4,338.77	\$ -	\$ -	\$ 116,353.56
01/31/32	\$ 58,971.93	\$ 53,023.10	\$ 111,995.03	\$ 4,425.55	\$ -	\$ -	\$ 116,420.57
01/31/33	\$ 62,159.60	\$ 49,632.05	\$ 111,791.65	\$ 4,514.06	\$ -	\$ -	\$ 116,305.71
01/31/34	\$ 66,941.11	\$ 45,902.48	\$ 112,843.59	\$ 4,604.34	\$ -	\$ -	\$ 117,447.92
01/31/35	\$ 70,128.78	\$ 41,886.01	\$ 112,014.79	\$ 4,696.42	\$ -	\$ -	\$ 116,711.22
01/31/36	\$ 74,910.29	\$ 37,678.28	\$ 112,588.57	\$ 4,790.35	\$ -	\$ -	\$ 117,378.93
01/31/37	\$ 79,691.80	\$ 33,183.66	\$ 112,875.46	\$ 4,886.16	\$ -	\$ -	\$ 117,761.62
01/31/38	\$ 84,473.31	\$ 28,402.16	\$ 112,875.46	\$ 4,983.88	\$ -	\$ -	\$ 117,859.35
01/31/39	\$ 89,254.81	\$ 23,333.76	\$ 112,588.57	\$ 5,083.56	\$ -	\$ -	\$ 117,672.13
01/31/40	\$ 94,036.32	\$ 17,978.47	\$ 112,014.79	\$ 5,185.23	\$ -	\$ -	\$ 117,200.02
01/31/41	\$ 100,411.67	\$ 12,336.29	\$ 112,747.96	\$ 5,288.94	\$ -	\$ -	\$ 118,036.89
01/31/42	\$ 105,193.17	\$ 6,311.59	\$ 111,504.76	\$ 5,394.72	\$ -	\$ -	\$ 116,899.48
	\$ 1,530,082.52	\$ 1,775,754.80	\$ 3,305,837.32	\$ 120,201.13	\$ 5,656.33	\$ 5,656.33	\$ 3,437,351.12

**PRELIMINARY AND SUBJECT TO CHANGE.**

(a) The 1/31/XX dates represent Installment due dates for the Bonds which are intended to cover the March 1 and September 1 payments.

(b) Gross of Capitalized Interest.

(c) Does not include reserve fund earnings or any other funds which could reduce debt service.

(d) Preliminary Estimate. The administrative charges will be revised in Annual Service Plan Updates based on actual costs.

**Appendix B-1**  
**Assessment by Lot Type –Improvement Area #1– PARCEL 1A**

<b>Lot Type</b>	<b>Lot Value</b>	<b>Principal Assessment Due</b>	<b>Annual Installment Due</b>
1	< \$65,000	\$ 10,089.73	\$ 791.03
2	\$65,001 - \$85,000	\$ 12,954.45	\$ 1,015.62
3	\$85,001 - \$105,000	\$ 16,779.71	\$ 1,315.52
4	\$105,001 - \$120,000	\$ 20,725.84	\$ 1,624.89
5	> \$120,000	\$ 22,641.29	\$ 1,775.06

**PRELIMINARY AND SUBJECT TO CHANGE.**

Legal descriptions of each Parcel in Improvement Area #1 are included in Appendix F.

Assessment for Administrative Expenses is shown in annual installment schedules for each Parcel.

Lot Types have been established for Parcel 1A and can be seen addressed on Appendix B-1 below.

## Appendix B-1 Assessment by Address –Improvement Area #1–PARCEL 1A

Block	Lot	Address	Street	Lot Type	Principal	2017	Block	Lot	Address	Street	Lot Type	Principal	2017
					Assessment	Assessments						Assessment	Assessments
BLOCK E	2	8105	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	5	22117	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	3	8109	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	6	22121	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	4	8113	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	7	22201	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	5	8117	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	8	22205	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	6	8201	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	9	22209	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	7	8205	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	10	22213	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK E	8	8209	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK F	11	22217	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK G	34	8012	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	24	7901	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	35	8008	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	25	7905	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	36	8004	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	26	7909	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	37	8000	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	29	8009	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	38	7916	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	30	8013	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	39	7912	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	33	8016	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	40	7908	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	46	7913	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791
BLOCK G	41	7904	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	27	7913	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	42	7900	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791	BLOCK G	28	8001	ARBOR KNOLL COURT	1	\$ 10,090	\$ 791
BLOCK G	43	7901	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK E	1	8101	CANNON COURT	1	\$ 10,090	\$ 791
BLOCK G	44	7905	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK E	16	22108	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791
BLOCK G	45	7909	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK F	13	8112	TURNING LEAF CIRCLE	1	\$ 10,090	\$ 791
BLOCK G	7	7912	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK I	4	7900	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK G	8	7908	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK I	5	7820	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK G	9	7904	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK I	6	7816	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK G	10	7900	SUNRISE RAVINE PASS	1	\$ 10,090	\$ 791	BLOCK I	7	7812	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK E	9	8213	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK I	8	7808	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK E	12	8200	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK I	9	7804	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016
BLOCK E	13	8116	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK J	63	7501	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK E	14	8112	CANNON COURT	1	\$ 10,090	\$ 791	BLOCK J	64	7505	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK E	17	22112	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	65	7509	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK E	18	22116	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	66	7513	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK E	19	22120	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	67	7517	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK E	20	22200	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	68	7601	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK F	1	22101	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	69	7605	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK F	2	22105	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	70	7609	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK F	3	22109	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	71	7613	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791
BLOCK F	4	22113	CROSS TIMBERS BEND	1	\$ 10,090	\$ 791	BLOCK J	74	7709	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791

PRELIMINARY AND SUBJECT TO CHANGE.

## Appendix B-1 Assessment by Address –Improvement Area #1–PARCEL 1A

Block	Lot	Address	Street	Lot Type	Principal		Block	Lot	Address	Street	Lot Type	Principal	
					Assessment	2017 Assessments						Assessment	2017 Assessments
BLOCK J	75	7713	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	3	22020	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	76	7717	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	4	22016	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	77	7801	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	6	22001	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	78	7805	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	7	22005	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	80	7813	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	8	22009	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	81	7817	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	9	22013	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	82	7821	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	10	22017	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	83	7901	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK D	11	22025	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016
BLOCK J	84	7905	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK F	16	8100	TURNING LEAF CIRCLE	2	\$ 12,954	\$ 1,016
BLOCK J	85	7909	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK F	17	8016	TURNING LEAF CIRCLE	2	\$ 12,954	\$ 1,016
BLOCK J	86	7913	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK J	47	7413	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK F	14	8108	TURNING LEAF CIRCLE	1	\$ 10,090	\$ 791	BLOCK J	48	7417	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK F	15	8104	TURNING LEAF CIRCLE	1	\$ 10,090	\$ 791	BLOCK J	50	7421	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK F	20	8004	TURNING LEAF CIRCLE	1	\$ 10,090	\$ 791	BLOCK J	51	7425	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK F	21	8000	TURNING LEAF CIRCLE	1	\$ 10,090	\$ 791	BLOCK J	52	7429	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	72	7617	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316	BLOCK J	53	7420	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK J	73	7701	TURNBACK LEDGE TRAIL	1	\$ 10,090	\$ 791	BLOCK J	54	7412	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK J	79	7809	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316	BLOCK L	2	7612	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK K	2	7712	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	3	7606	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK K	3	7708	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	4	7600	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK K	4	7704	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	5	7516	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK K	1	7716	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	6	7508	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316
BLOCK K	5	7700	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	11	7513	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK I	1	7920	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	12	7519	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK I	2	7912	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	13	7601	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK I	3	7906	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK L	14	7607	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK I	10	7800	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	28	7426	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	87	7917	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	29	7430	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	88	7921	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	30	7500	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	59	7409	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	31	7504	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	60	7413	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	32	7508	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	61	7417	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	33	7512	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK J	62	7421	TURNBACK LEDGE TRAIL	2	\$ 12,954	\$ 1,016	BLOCK D	34	7516	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK D	1	22028	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016	BLOCK D	35	7520	PACE RAVINE DRIVE	3	\$ 16,780	\$ 1,316
BLOCK D	2	22024	CROSS TIMBERS BEND	2	\$ 12,954	\$ 1,016	BLOCK L	1	7618	TURNBACK LEDGE TRAIL	3	\$ 16,780	\$ 1,316

PRELIMINARY AND SUBJECT TO CHANGE.

## Appendix B-1 Assessment by Address –Improvement Area #1–PARCEL 1A

Block	Lot	Address	Street	Lot Type	Principal		2017		Block	Lot	Address	Street	Lot Type	Principal		2017	
					Assessment	Assessments	Assessment	Assessments						Assessment	Assessments		
BLOCK L	7	7500	TURNBACK LEDGE TRAIL	3	\$	16,780	\$	1,316	BLOCK J	21	7516	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK L	9	7501	PACE RAVINE DRIVE	3	\$	16,780	\$	1,316	BLOCK J	22	7508	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK L	10	7507	PACE RAVINE DRIVE	3	\$	16,780	\$	1,316	BLOCK J	23	7500	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK L	15	7613	PACE RAVINE DRIVE	3	\$	16,780	\$	1,316	BLOCK J	25	7432	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	55	7400	TURNBACK LEDGE TRAIL	3	\$	16,780	\$	1,316	BLOCK J	26	7424	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	56	7401	TURNBACK LEDGE TRAIL	3	\$	16,780	\$	1,316	BLOCK J	27	7416	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	57	7405	TURNBACK LEDGE TRAIL	3	\$	16,780	\$	1,316	BLOCK J	28	7408	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	2	7816	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	29	7400	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	3	7812	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	31	7324	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	4	7808	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	32	7316	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	5	7804	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	33	7308	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	6	7800	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	34	7300	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	7	7724	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	35	7216	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	8	7720	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	36	7208	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	9	7716	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	37	7200	TESSERA PARKWAY	5	\$	22,641	\$	1,775
BLOCK J	11	7712	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	44	22312	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	12	7708	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK J	45	22318	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	13	7704	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK M	2	22301	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	14	7700	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK M	3	22219	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	1	7820	TESSERA PARKWAY	4	\$	20,726	\$	1,625	BLOCK M	4	22207	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK F	18	8012	TURNING LEAF CIRCLE	2	\$	12,954	\$	1,016	BLOCK M	5	7201	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK F	19	8008	TURNING LEAF CIRCLE	2	\$	12,954	\$	1,016	BLOCK M	6	7207	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK D	18	7220	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK M	7	7213	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK D	19	7300	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK M	8	7219	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK D	20	7306	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	43	22306	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK D	21	7312	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	38	22206	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK D	22	7318	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	39	22212	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK D	23	7324	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	40	22218	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK D	24	7400	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	41	22224	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK D	25	7406	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775	BLOCK J	42	22300	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	16	7624	TESSERA PARKWAY	5	\$	22,641	\$	1,775	BLOCK J	46	22324	CAPE TRAVIS BEND	4	\$	20,726	\$	1,625
BLOCK J	17	7616	TESSERA PARKWAY	5	\$	22,641	\$	1,775	BLOCK M	1	22313	CAPE TRAVIS BEND	5	\$	22,641	\$	1,775
BLOCK J	18	7608	TESSERA PARKWAY	5	\$	22,641	\$	1,775	BLOCK M	9	7301	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK J	19	7600	TESSERA PARKWAY	5	\$	22,641	\$	1,775	BLOCK M	10	7307	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775
BLOCK J	20	7524	TESSERA PARKWAY	5	\$	22,641	\$	1,775	BLOCK M	11	7313	PACE RAVINE DRIVE	5	\$	22,641	\$	1,775

PRELIMINARY AND SUBJECT TO CHANGE.

# Appendix C

## Reallocation of Assessments Assuming Subdivision of Parcel Prior to Recording of Subdivision Plat

(HYPOTHETICAL - FOR ILLUSTRATIVE PURPOSES ONLY)

Reallocation of Assessments Assuming Subdivision of Parcel Prior to Recording of Subdivision Plat  
(HYPOTHETICAL - FOR ILLUSTRATIVE PURPOSES ONLY)

The table below summarizes a hypothetical scenario in which \$7,500,000 in assessments levied against Parcel A, which consists of 300 acres, are reallocated when Parcel A is subdivided into 6 smaller Parcels (but prior to recording of a subdivision plat). The scenario assumes 5 parcels totaling 295 acres are classified as Assessable Property, while 1 Parcel consisting of 5 acres is classified as Non-Benefited property.

Prior to Subdivision					
Parcel	Acreage	Total Assessment			
Parcel A	300	\$	7,500,000		

After Subdivision						
Parcel	Assessable or Non-Benefitted Property?	A = B x (C ÷ D)		B	C	D
		Assessment for the New Divided Assessed Property	Assessment for the Assessed Property Prior to Division	Acreage of the New Divided Assessed Property	Sum of Acreage for All New Divided Assessed properties	
Parcel A-1	Assessable Property	\$2,542,373	\$7,500,000	100	295	
Parcel A-2	Assessable Property	\$1,906,780	\$7,500,000	75	295	
Parcel A-3	Assessable Property	\$1,271,186	\$7,500,000	50	295	
Parcel A-4	Assessable Property	\$1,271,186	\$7,500,000	50	295	
Parcel A-5	Assessable Property	\$508,475	\$7,500,000	20	295	
Parcel A-6*	Non-Benefitted Property	\$0	\$7,500,000	0	295	
		\$7,500,000		295		

\* Parcel A-6 consists of 5 acres of Non-Benefitted Property, therefore the Acreage of Parcel A-6 excluding Non Benefited Property is 0.

# Appendix D

## Reallocation of Assessments Assuming Subdivision by a Recorded Subdivision Plat

(HYPOTHETICAL - FOR ILLUSTRATIVE PURPOSES ONLY)

The table below summarizes a hypothetical scenario in which \$500,000 in assessments levied against Parcel A, which consists of 20 acres, are reallocated when Parcel A is subdivided by a Recorded Subdivision Plat into 12 residential Lots. The scenario assumes the Lots will be classified into 4 Lot Types, with the assessment per Lot Type ranging from \$30,335 for Lot Type 1 to \$53,417 for Lot Type IV.

<b>Prior to Subdivision</b>		
-----------------------------	--	--

Parcel	Acres	Total Assessment
Parcel A	20	\$ 500,000

<b>After Subdivision</b>	
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Lot Types	Estimated Lot Price Range for Lot Type
I	Less than \$80,000
II	\$80,001 - \$100,000
III	\$100,001 - \$120,000
IV	Greater than \$120,001

Parcel	Estimated Lot Price	Lot Type	$A = [B \times (C \div D)] \div E$				
			Assessment For New Subdivided Lot	Assessment for the Parcel Prior to Subdivision	Sum of Estimated Lot Prices for All Lots in Lot Type	Sum of Estimated Lot Price For all Lots	Number of Lots with Same Lot Type
Lot A-1	\$ 75,000	I	\$ 30,335	\$500,000	\$145,000	\$ 1,195,000	2
Lot A-2	\$ 70,000	I	\$ 30,335	\$500,000	\$145,000	\$ 1,195,000	2
	\$ 145,000		\$ 60,669				
Lot A-3	\$ 95,000	II	\$ 37,573	\$500,000	\$449,000	\$ 1,195,000	5
Lot A-4	\$ 84,000	II	\$ 37,573	\$500,000	\$449,000	\$ 1,195,000	5
Lot A-5	\$ 88,000	II	\$ 37,573	\$500,000	\$449,000	\$ 1,195,000	5
Lot A-6	\$ 92,000	II	\$ 37,573	\$500,000	\$449,000	\$ 1,195,000	5
Lot A-7	\$ 90,000	II	\$ 37,573	\$500,000	\$449,000	\$ 1,195,000	5
	\$ 449,000		\$ 187,866				
Lot A-8	\$ 106,000	III	\$ 45,607	\$500,000	\$218,000	\$ 1,195,000	2
Lot A-9	\$ 112,000	III	\$ 45,607	\$500,000	\$218,000	\$ 1,195,000	2
	\$ 218,000		\$ 91,213				
Lot A-10	\$ 125,000	IV	\$ 53,417	\$500,000	\$383,000	\$ 1,195,000	3
Lot A-11	\$ 130,000	IV	\$ 53,417	\$500,000	\$383,000	\$ 1,195,000	3
Lot A-12	\$ 128,000	IV	\$ 53,417	\$500,000	\$383,000	\$ 1,195,000	3
	\$ 383,000		\$ 160,251				
<b>Total</b>	<b>\$ 1,195,000</b>		<b>\$ 500,000</b>				

# **Appendix E**

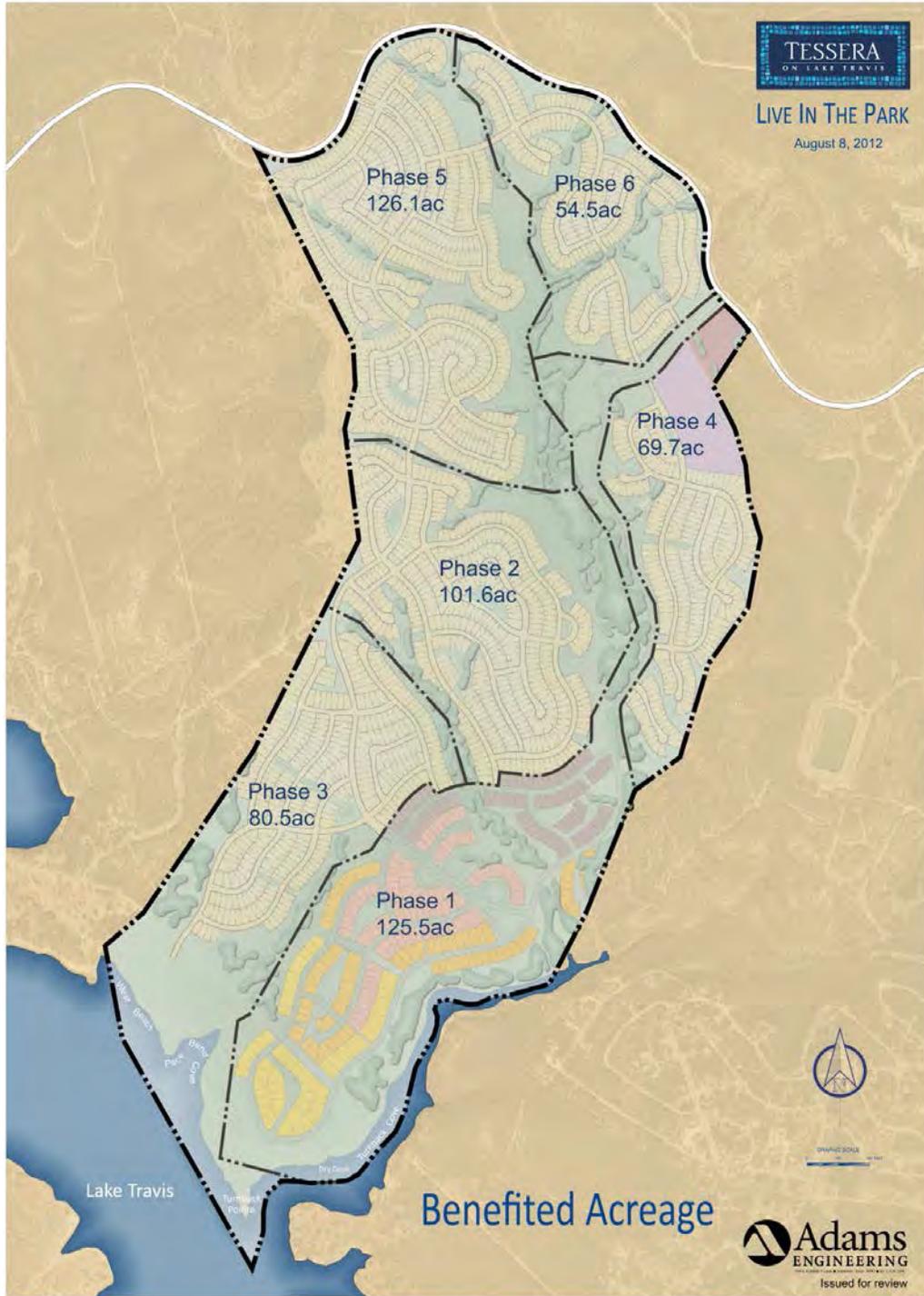
Legal Descriptions for Parcels within Major Improvement Area

# Appendix F

Legal Descriptions for Parcels within Improvement Area #1

# Appendix G

## Estimated Assessable Acreage per Parcel



# Appendix H

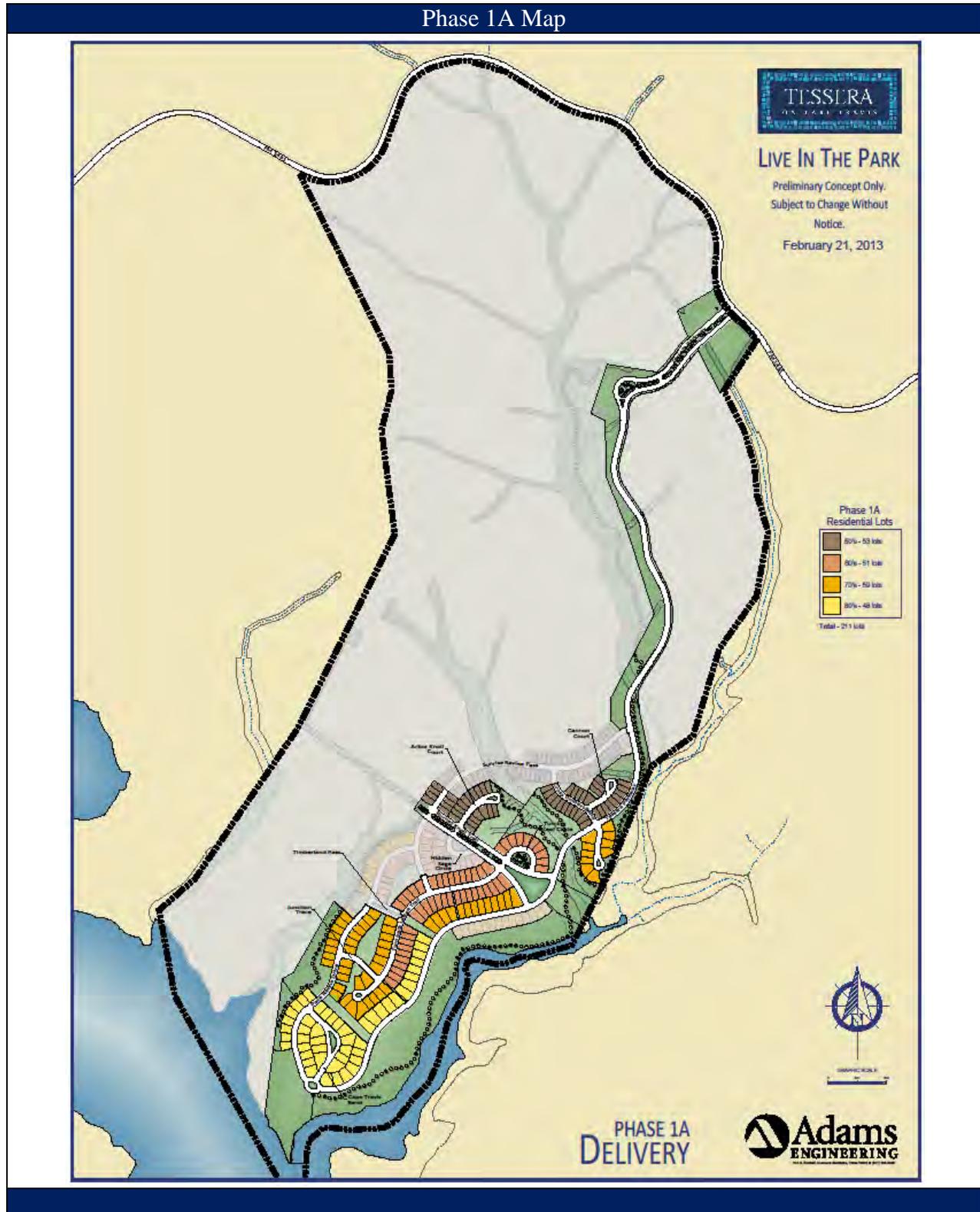
## Improvement Area #1 Phase 1A/Phase 1B Benefit Allocation (Water & Wastewater)



Improvement Area #1 Phase 1A/Phase 1B Benefit Allocation (Paving and Drainage)

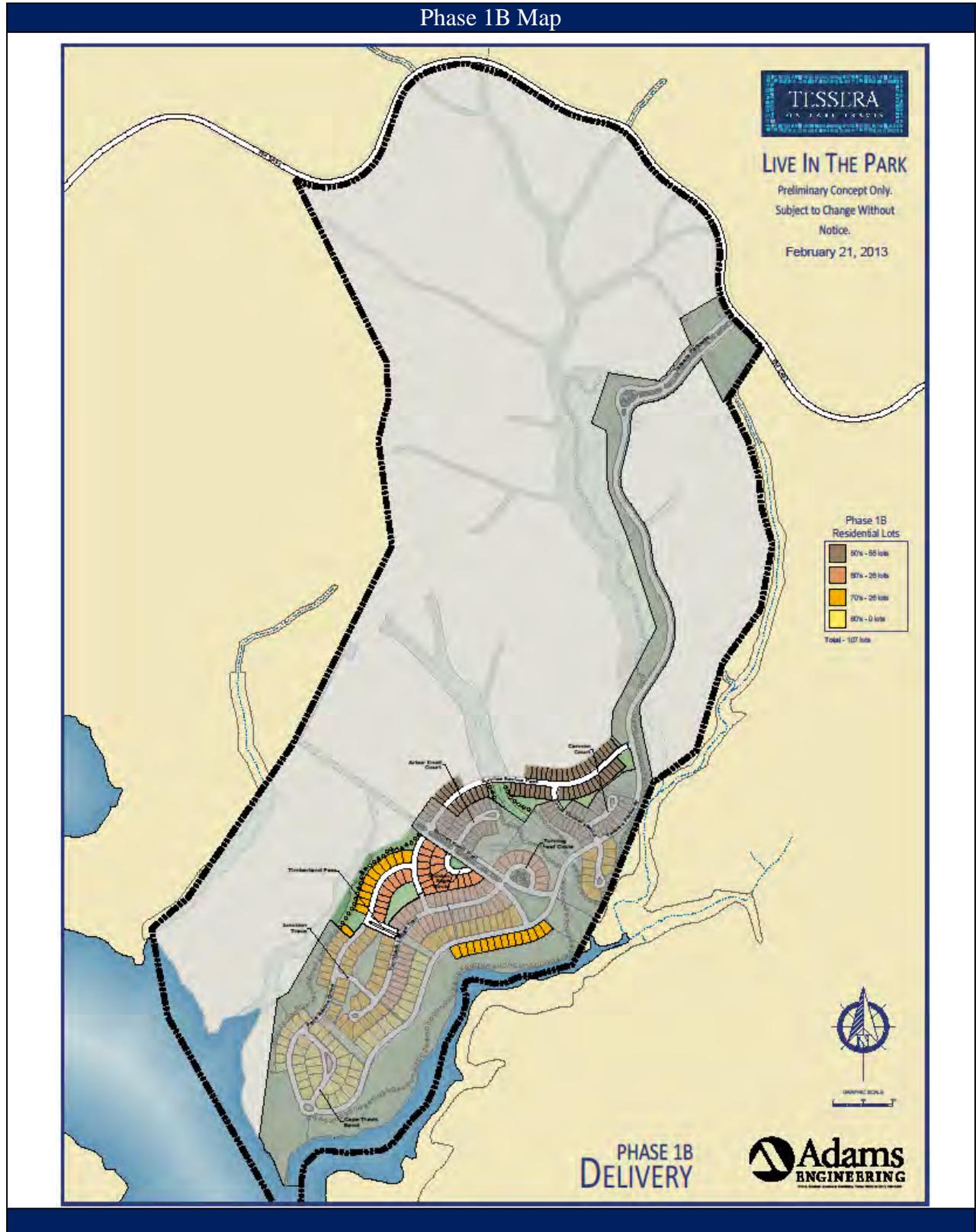


# Appendix I



# Appendix J

## Phase 1B Map



Attachment 1  
2015 Tessera SAP Differences

## Appendix B-1 Assessment by Parcel –Improvement Area #1– Phase 1A

Block	Lot	Address	Street	Tax ID	Principal Assessment Due	Block	Lot	Address	Street	Tax ID	Principal Assessment Due
BLOCK E	2	8105	CANNON COURT		\$ 10,426	BLOCK F	5	22117	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	3	8109	CANNON COURT		\$ 10,426	BLOCK F	6	22121	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	4	8113	CANNON COURT		\$ 10,426	BLOCK F	7	22201	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	5	8117	CANNON COURT		\$ 10,426	BLOCK F	8	22205	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	6	8201	CANNON COURT		\$ 10,426	BLOCK F	9	22209	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	7	8205	CANNON COURT		\$ 10,426	BLOCK F	10	22213	CROSS TIMBERS BEND		\$ 10,426
BLOCK E	8	8209	CANNON COURT		\$ 10,426	BLOCK F	11	22217	CROSS TIMBERS BEND		\$ 10,426
BLOCK G	34	8012	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	24	7901	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	35	8008	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	25	7905	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	36	8004	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	26	7909	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	37	8000	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	29	8009	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	38	7916	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	30	8013	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	39	7912	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	33	8016	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	40	7908	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	46	7913	SUNRISE RAVINE PASS		\$ 10,426
BLOCK G	41	7904	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	27	7913	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	42	7900	ARBOR KNOLL COURT		\$ 10,426	BLOCK G	28	8001	ARBOR KNOLL COURT		\$ 10,426
BLOCK G	43	7901	SUNRISE RAVINE PASS		\$ 10,426	BLOCK E	1	8101	CANNON COURT		\$ 10,426
BLOCK G	44	7905	SUNRISE RAVINE PASS		\$ 10,426	BLOCK E	16	22108	CROSS TIMBERS BEND		\$ 10,426
BLOCK G	45	7909	SUNRISE RAVINE PASS		\$ 10,426	BLOCK F	13	8112	TURNING LEAF CIRCLE		\$ 10,426
BLOCK P	7	7912	SUNRISE RAVINE PASS		\$ 10,426	BLOCK I	4	7900	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK P	8	7908	SUNRISE RAVINE PASS		\$ 10,426	BLOCK I	5	7820	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK P	9	7904	SUNRISE RAVINE PASS		\$ 10,426	BLOCK I	6	7816	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK P	10	7900	SUNRISE RAVINE PASS		\$ 10,426	BLOCK I	7	7812	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK E	9	8213	CANNON COURT		\$ 10,426	BLOCK I	8	7808	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK E	12	8200	CANNON COURT		\$ 10,426	BLOCK I	9	7804	TURNBACK LEDGE TRAIL		\$ 13,387
BLOCK E	13	8116	CANNON COURT		\$ 10,426	BLOCK J	63	7501	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK E	14	8112	CANNON COURT		\$ 10,426	BLOCK J	64	7505	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK E	17	22112	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	65	7509	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK E	18	22116	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	66	7513	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK E	19	22120	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	67	7517	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK E	20	22200	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	68	7601	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK F	1	22101	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	69	7605	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK F	2	22105	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	70	7609	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK F	3	22109	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	71	7613	TURNBACK LEDGE TRAIL		\$ 10,426
BLOCK F	4	22113	CROSS TIMBERS BEND		\$ 10,426	BLOCK J	74	7709	TURNBACK LEDGE TRAIL		\$ 10,426

**PRELIMINARY AND SUBJECT TO CHANGE.**

Legal descriptions of each Parcel in Improvement Area #1 are included in Appendix F.

Assessment for Administrative Expenses is shown in annual installment schedules for each Parcel.

## Appendix B-1 Assessment by Parcel – Improvement Area #1 – Phase 1A

Block	Lot	Address	Street	Tax ID	Principal Assessment Due	Block	Lot	Address	Street	Tax ID	Principal Assessment Due
BLOCK J	75	7713	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	3	22020	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	76	7717	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	4	22016	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	77	7801	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	6	22001	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	78	7805	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	7	22005	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	80	7813	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	8	22009	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	81	7817	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	9	22013	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	82	7821	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	10	22017	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	83	7901	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK D	11	22025	CROSS TIMBERS BEND		\$ 13,387
BLOCK J	84	7905	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK F	16	8100	TURNING LEAF CIRCLE		\$ 13,387
BLOCK J	85	7909	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK F	17	8016	TURNING LEAF CIRCLE		\$ 13,387
BLOCK J	86	7913	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK J	47	7413	PACE RAVINE DRIVE		\$ 17,340
BLOCK F	14	8108	TURNING LEAF CIRCLE		\$ 10,426	BLOCK J	48	7417	PACE RAVINE DRIVE		\$ 17,340
BLOCK F	15	8104	TURNING LEAF CIRCLE		\$ 10,426	BLOCK J	50	7421	PACE RAVINE DRIVE		\$ 17,340
BLOCK F	20	8004	TURNING LEAF CIRCLE		\$ 10,426	BLOCK J	51	7425	PACE RAVINE DRIVE		\$ 17,340
BLOCK F	21	8000	TURNING LEAF CIRCLE		\$ 10,426	BLOCK J	52	7429	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	72	7617	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK J	53	7420	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK J	73	7701	TURNBACK LEDGE TRAIL		\$ 10,426	BLOCK J	54	7412	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK J	79	7809	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK L	2	7612	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK K	2	7712	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	3	7606	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK K	3	7708	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	4	7600	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK K	4	7704	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	5	7516	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK K	1	7716	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	6	7508	TURNBACK LEDGE TRAIL		\$ 17,340
BLOCK K	5	7700	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	11	7513	PACE RAVINE DRIVE		\$ 17,340
BLOCK I	1	7920	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	12	7519	PACE RAVINE DRIVE		\$ 17,340
BLOCK I	2	7912	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	13	7601	PACE RAVINE DRIVE		\$ 17,340
BLOCK I	3	7906	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK L	14	7607	PACE RAVINE DRIVE		\$ 17,340
BLOCK I	10	7800	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	28	7426	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	87	7917	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	29	7430	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	88	7921	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	30	7500	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	59	7409	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	31	7504	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	60	7413	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	32	7508	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	61	7417	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	33	7512	PACE RAVINE DRIVE		\$ 17,340
BLOCK J	62	7421	TURNBACK LEDGE TRAIL		\$ 13,387	BLOCK D	34	7516	PACE RAVINE DRIVE		\$ 17,340
BLOCK D	1	22028	CROSS TIMBERS BEND		\$ 13,387	BLOCK D	35	7520	PACE RAVINE DRIVE		\$ 17,340
BLOCK D	2	22024	CROSS TIMBERS BEND		\$ 13,387	BLOCK L	1	7618	TURNBACK LEDGE TRAIL		\$ 17,340

**PRELIMINARY AND SUBJECT TO CHANGE.**

Legal descriptions of each Parcel in Improvement Area #1 are included in Appendix F.  
Assessment for Administrative Expenses is shown in annual installment schedules for each Parcel.

## Appendix B-1 Assessment by Parcel –Improvement Area #1– Phase 1A

Block	Lot	Address	Street	Tax ID	Principal Assessment Due	Block	Lot	Address	Street	Tax ID	Principal Assessment Due	
BLOCK L	7	7500	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK J	21	7516	TESSERA PARKWAY		\$ 23,397	
BLOCK L	9	7501	PACE RAVINE DRIVE		\$ 17,340	BLOCK J	22	7508	TESSERA PARKWAY		\$ 23,397	
BLOCK L	10	7507	PACE RAVINE DRIVE		\$ 17,340	BLOCK J	23	7500	TESSERA PARKWAY		\$ 23,397	
BLOCK L	15	7613	PACE RAVINE DRIVE		\$ 17,340	BLOCK J	25	7432	TESSERA PARKWAY		\$ 23,397	
BLOCK J	55	7400	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK J	26	7424	TESSERA PARKWAY		\$ 23,397	
BLOCK J	56	7401	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK J	27	7416	TESSERA PARKWAY		\$ 23,397	
BLOCK J	57	7405	TURNBACK LEDGE TRAIL		\$ 17,340	BLOCK J	28	7408	TESSERA PARKWAY		\$ 23,397	
BLOCK J	2	7816	TESSERA PARKWAY		\$ 21,417	BLOCK J	29	7400	TESSERA PARKWAY		\$ 23,397	
BLOCK J	3	7812	TESSERA PARKWAY		\$ 21,417	BLOCK J	31	7324	TESSERA PARKWAY		\$ 23,397	
BLOCK J	4	7808	TESSERA PARKWAY		\$ 21,417	BLOCK J	32	7316	TESSERA PARKWAY		\$ 23,397	
BLOCK J	5	7804	TESSERA PARKWAY		\$ 21,417	BLOCK J	33	7308	TESSERA PARKWAY		\$ 23,397	
BLOCK J	6	7800	TESSERA PARKWAY		\$ 21,417	BLOCK J	34	7300	TESSERA PARKWAY		\$ 23,397	
BLOCK J	7	7724	TESSERA PARKWAY		\$ 21,417	BLOCK J	35	7216	TESSERA PARKWAY		\$ 23,397	
BLOCK J	8	7720	TESSERA PARKWAY		\$ 21,417	BLOCK J	36	7208	TESSERA PARKWAY		\$ 23,397	
BLOCK J	9	7716	TESSERA PARKWAY		\$ 21,417	BLOCK J	37	7200	TESSERA PARKWAY		\$ 23,397	
BLOCK J	11	7712	TESSERA PARKWAY		\$ 21,417	BLOCK J	44	22312	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	12	7708	TESSERA PARKWAY		\$ 21,417	BLOCK J	45	22318	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	13	7704	TESSERA PARKWAY		\$ 21,417	BLOCK M	2	22301	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	14	7700	TESSERA PARKWAY		\$ 21,417	BLOCK M	3	22219	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	1	7820	TESSERA PARKWAY		\$ 21,417	BLOCK M	4	22207	CAPE TRAVIS BEND		\$ 21,417	
BLOCK F	18	8012	TURNING LEAF CIRCLE		\$ 13,387	BLOCK M	5	7201	PACE RAVINE DRIVE		\$ 23,397	
BLOCK F	19	8008	TURNING LEAF CIRCLE		\$ 13,387	BLOCK M	6	7207	PACE RAVINE DRIVE		\$ 23,397	
BLOCK D	18	7220	PACE RAVINE DRIVE		\$ 23,397	BLOCK M	7	7213	PACE RAVINE DRIVE		\$ 23,397	
BLOCK D	19	7300	PACE RAVINE DRIVE		\$ 23,397	BLOCK M	8	7219	PACE RAVINE DRIVE		\$ 23,397	
BLOCK D	20	7306	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	43	22306	CAPE TRAVIS BEND		\$ 21,417	
BLOCK D	21	7312	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	38	22206	CAPE TRAVIS BEND		\$ 21,417	
BLOCK D	22	7318	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	39	22212	CAPE TRAVIS BEND		\$ 21,417	
BLOCK D	23	7324	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	40	22218	CAPE TRAVIS BEND		\$ 21,417	
BLOCK D	24	7400	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	41	22224	CAPE TRAVIS BEND		\$ 21,417	
BLOCK D	25	7406	PACE RAVINE DRIVE		\$ 23,397	BLOCK J	42	22300	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	16	7624	TESSERA PARKWAY		\$ 23,397	BLOCK J	46	22324	CAPE TRAVIS BEND		\$ 21,417	
BLOCK J	17	7616	TESSERA PARKWAY		\$ 23,397	BLOCK M	1	22313	CAPE TRAVIS BEND		\$ 23,397	
BLOCK J	18	7608	TESSERA PARKWAY		\$ 23,397	BLOCK M	9	7301	PACE RAVINE DRIVE		\$ 23,397	
BLOCK J	19	7600	TESSERA PARKWAY		\$ 23,397	BLOCK M	10	7307	PACE RAVINE DRIVE		\$ 23,397	
BLOCK J	20	7524	TESSERA PARKWAY		\$ 23,397	BLOCK M	11	7313	PACE RAVINE DRIVE		\$ 23,397	
											<b>Total</b>	\$ 3,269,917

**PRELIMINARY AND SUBJECT TO CHANGE.**

Legal descriptions of each Parcel in Improvement Area #1 are included in Appendix F.  
Assessment for Administrative Expenses is shown in annual installment schedules for each Parcel.



**AGENDA ITEM**

City of Lago Vista

To: Mayor & City Council Council Meeting: September 15, 2016

From: Melissa Byrne Vossmer, City Manager

Subject: Ordinance No. 16-09-15-01, AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

Request: Business Item Legal Document: Ordinance Legal Review:

**EXECUTIVE SUMMARY:**

The FY16/17 Budget process started in March of this year with two separate discussions with the City Council about goals / projects in the coming year fiscal year. We did not, as in past years, have a special Council Retreat for this purpose which in retrospect, would probably have been beneficial. Part of the reason for not scheduling the Budget Retreat was the fact that we were involved in a community-based update of the Comprehensive Plan which would lay out the a large part of our path in the new fiscal year and beyond. Based on Council direction and the finalized Comprehensive Plan, the Proposed FY16/17 Budget was developed in such a way to reflect this direction.

Also different than in past years, Staff was asked to produce the Proposed FY16/17 a full month ahead of the previous years. Taking this direction, the Proposed FY16/17 Budget (Budget) was delivered to Council on July 1 and presented to Council at the July 7 City Council Meeting. Since that time, there have been five opportunities for Council to discuss the Budget; three public hearings; individual meetings with some Councilmembers to address questions / concerns and copies of the Budget have been available to the community.

The Budget did change substantially when two primary revenues - ad valorem taxes and water / wastewater (sewer) rates - were finalized after the Budget was delivered. The certified taxable value for ad valorem taxes was received in late July. The final water / wastewater rates were discussed by Council at the July 7, 2016 Council Meeting and direction was given to Staff identifying rates for the new fiscal year. Updated Consolidated Statements reflecting this direction of final revenue projections

and other items were presented to Council August 4, 2016. These water / wastewater rates were actually formalized with the adoption of the ordinance on September 1, 2016. Additional direction was received at the September 1, 2016 City Council Meeting and updated Consolidated Statements were delivered to Council to reflect the latest changes to the individual budgets.

As with last year when new operational budgets were created to become more transparent and accountable, new stand alone budgets for a City Attorney as well as the operations and maintenance of the sewer lift stations, water pumps and water storage facilities were incorporated into the Budget. New positions such as a full-time Public Works Director and a full-time Communications & Marketing Supervisor have been discussed by Council. Council has had extensive discussions about capital projects and the Golf Fund. With each discussion, direction received has been included in the Budget.

The FY16/17 Budget must be approved by September 30th. The approved Budget Calendar has the approval on September 15th. To that end, Staff is working to finalize the complete Budget document including the Budget Executive Summary to reflect the changes to the General Fund, Utility Fund, Golf Fund and Hotel Occupancy (HOT) Fund. As of the publication of this agenda packet, we are still finalizing the FY16/17 Budget document and it will be forthcoming Tuesday. However, a final Consolidated Statement reflecting all changes to all funds as directed by Council through September 8, 2016 is attached.

**Impact if Approved:**

The FY16/17 Budget is approved.

**Impact if Denied:**

The FY16/17 Budget is not approved and additional direction will be received from Council.

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**

**Enact Ordinance**

**Motion to:**

**Motion to:**

**Known As:**

**Ordinance No \_\_\_\_\_, AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Agenda Item Approved by City Manager**

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**ORDINANCE NO. 16-09-15-01**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Manager of the City of Lago Vista, Texas ("City") has submitted to the City Council a proposed budget of the revenues and the expenditures for FY 2016-17 to conduct the affairs of the City and has provided a complete financial plan for FY 2016-17; and

WHEREAS, the proposed budget has been compiled from detailed information obtained from the several departments, divisions, and offices of the City; and

WHEREAS, the City Council has received the City Manager's proposed budget, a copy of which has been filed with the City Secretary; and

WHEREAS, the City Council has conducted public hearings on the budget, as provided by law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:**

Section 1. The FY 2016-17 Annual Budget, beginning October 1, 2016, and ending September 30, 2017, a copy which is attached hereto as Exhibit "A", is hereby adopted.

Section 2. That the appropriations for the fiscal year beginning October 1, 2016 and ending September 30, 2017, for the Support, Maintenance and Operation of the General Government of the City of Lago Vista, Texas be fixed and determined for said term in accordance with the expenditures shown in the City's Fiscal Year 2016-2017 Budget, a copy of which is attached hereto as Exhibit "A."

Section 3. That the appropriations for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017 for the payment of Debt Service shown as part of the Interest and Sinking Fund for the City of Lago Vista be fixed and determined as for said term in accordance with the payments shown in Exhibit "A."

Section 4. Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall be and remain in full force and effect from and after its final passage and publication as herein provided.

Councilmember \_\_\_\_\_ made the motion to approve. Councilmember \_\_\_\_\_ seconded the motion. Upon roll call, the vote was recorded as:

Mayor Mitchell:	Aye _____; Nay _____; Abstain _____; Absent _____
Councilmember Raley:	Aye _____; Nay _____; Abstain _____; Absent _____
Councilmember Sullivan:	Aye _____; Nay _____; Abstain _____; Absent _____
Councilmember Tidwell:	Aye _____; Nay _____; Abstain _____; Absent _____
Mayor Pro Tem Smith:	Aye _____; Nay _____; Abstain _____; Absent _____
Councilmember Smith:	Aye _____; Nay _____; Abstain _____; Absent _____
Councilmember Bland:	Aye _____; Nay _____; Abstain _____; Absent _____

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF LAGO VISTA, TEXAS**

\_\_\_\_\_  
Dale Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

**FILING CERTIFICATE**

FILED IN THE OFFICE OF THE CITY SECRETARY THIS \_\_\_\_\_ DAY OF SEPTEMBER, 2016.

\_\_\_\_\_  
Sandra Barton, City Secretary

**CONSOLIDATED STATEMENT**

	<u>Yr End Actual 09/30/15</u>	<u>Current Budget 2015-16</u>	<u>9 Months Actual YTD 06/30/16</u>	<u>Year End Estimated 09/30/16</u>	<u>Calculation</u>	<u>Base Budget 2016-17</u>	<u>Supplemental Budget Request</u>	<u>Total Budget Request 2016-17</u>	<u>Budget Cuts</u>	<u>Adopted Budget 2016-17</u>
<b><u>General Fund 10</u></b>										
Beginning Fund Balance		\$ 2,834,675		\$ 2,834,675		\$ 3,152,688	\$ -	\$ 3,152,688	\$ -	\$ 3,152,688
<u>Revenues</u>	\$ 4,165,054	\$ 4,505,537	\$ 4,011,738	\$ 4,545,159		\$ 4,727,377	\$ 166,915	\$ 4,894,292	\$ -	\$ 4,894,292
<u>Transfer from Utility Fund</u>	\$ 1,000,000	\$ 1,000,000	\$ 750,000	\$ 1,000,000		\$ 1,000,000	\$ 250,000	\$ 1,250,000	\$ -	\$ 1,250,000
<b><u>Expenditures:</u></b>										
Administration	\$ 535,067	\$ 511,853	\$ 352,290	\$ 560,660		\$ 497,466	\$ 76,958	\$ 574,424	\$ -	\$ 574,424
Non Department Budget	\$ 36,500	\$ 94,500	\$ 81,485	\$ 118,186		\$ 144,000	\$ 79,045	\$ 223,045	\$ -	\$ 223,045
Development Services	\$ 532,870	\$ 591,837	\$ 389,116	\$ 556,116		\$ 574,478	\$ 25,147	\$ 599,625	\$ -	\$ 599,625
Finance	\$ 251,246	\$ 197,333	\$ 159,802	\$ 198,129		\$ 224,887	\$ 7,258	\$ 232,145	\$ -	\$ 232,145
Human Resources	\$ -	\$ 87,323	\$ 66,974	\$ 86,334		\$ 90,721	\$ 7,258	\$ 97,979	\$ -	\$ 97,979
Municipal Court	\$ 82,329	\$ 98,567	\$ 78,134	\$ 95,849		\$ 84,912	\$ -	\$ 84,912	\$ -	\$ 84,912
City Secretary	\$ -	\$ 125,570	\$ 82,068	\$ 98,610		\$ 115,193	\$ -	\$ 115,193	\$ -	\$ 115,193
City Attorney	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 94,182	\$ 94,182	\$ -	\$ 94,182
Police Department	\$ 1,538,971	\$ 1,513,711	\$ 1,121,091	\$ 1,513,419		\$ 1,609,853	\$ 16,582	\$ 1,626,435	\$ -	\$ 1,626,435
Police Dispatch	\$ 292,256	\$ 319,264	\$ 238,862	\$ 317,980		\$ 341,284	\$ 1,500	\$ 342,784	\$ -	\$ 342,784
Street Department	\$ 742,734	\$ 769,127	\$ 554,990	\$ 700,313		\$ 770,113	\$ 20,728	\$ 790,841	\$ -	\$ 790,841
Solid Waste	\$ 544,170	\$ 548,182	\$ 424,677	\$ 547,524		\$ 575,869	\$ 7,500	\$ 583,369	\$ -	\$ 583,369
Building Maintenance	\$ 40,536	\$ 52,897	\$ 36,616	\$ 51,218		\$ 41,869	\$ 8,500	\$ 50,369	\$ -	\$ 50,369
Parks & Recreation	\$ 147,958	\$ 107,294	\$ 79,027	\$ 97,100		\$ 104,629	\$ -	\$ 104,629	\$ -	\$ 104,629
Aquatics	\$ 81,971	\$ 96,595	\$ 41,410	\$ 95,096		\$ 98,269	\$ -	\$ 98,269	\$ -	\$ 98,269
Aviation	\$ 16,138	\$ 29,660	\$ 17,628	\$ 29,788		\$ 26,276	\$ 28,500	\$ 54,776	\$ -	\$ 54,776
Library	\$ 142,030	\$ 164,839	\$ 120,787	\$ 160,824		\$ 164,154	\$ 10,090	\$ 174,244	\$ -	\$ 174,244
Transfer to Golf Course Fund	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 260,000	\$ 260,000	\$ -	\$ 260,000
General Fund Total Expenses	\$ 4,984,778	\$ 5,308,552	\$ 3,844,956	\$ 5,227,146		\$ 5,463,973	\$ 643,248	\$ 6,107,221	\$ -	\$ 6,107,221
<b>Surplus (deficit)</b>	<b>\$ 180,276</b>	<b>\$ 196,985</b>	<b>\$ 916,782</b>	<b>\$ 318,013</b>		<b>\$ 263,404</b>	<b>\$ (226,333)</b>	<b>\$ 37,071</b>	<b>\$ -</b>	<b>\$ 37,071</b>
Ending Fund Balance		\$ 3,031,660		\$ 3,152,688		\$ 3,416,092	\$ (226,333)	\$ 3,189,759	\$ -	\$ 3,189,759

CONSOLIDATED STATEMENT

	Yr End Actual <u>09/30/15</u>	Current Budget <u>2015-16</u>	9 Months Actual YTD <u>06/30/16</u>	Year End Estimated <u>09/30/16</u>	<u>Calculation</u>	Base Budget <u>2016-17</u>	Supplemental Budget <u>Request</u>	Total Budget Request <u>2016-17</u>	Budget <u>Cuts</u>	Adopted Budget <u>2016-17</u>
<b><u>Golf Course Fund 15</u></b>										
Beginning Fund Balance		\$ (636,903)		\$ (636,903)		\$ (1,233,894)	\$ -	\$ (1,233,894)	\$ -	\$ (1,233,894)
<b><u>Revenues</u></b>	\$ 1,129,102	\$ 1,618,150	\$ 774,654	\$ 1,146,526		\$ 1,563,959	\$ -	\$ 1,563,959	\$ -	\$ 1,563,959
LVGC Revenue	\$ 1,129,102	\$ 875,580	\$ 575,722	\$ 753,631		\$ 1,052,968	\$ -	\$ 1,052,968	\$ -	\$ 1,052,968
HLGC Revenue	\$ -	\$ 742,570	\$ 198,932	\$ 392,895		\$ 510,991	\$ -	\$ 510,991	\$ -	\$ 510,991
<u>Transfer from the Utility Fund</u>	\$ -	\$ 340,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
<u>Transfer to LVGC</u>		\$ 35,000					\$ -			
<u>Transfer to HLGC</u>		\$ 305,000					\$ -			
<u>Transfer from the General Fund</u>	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 260,000	\$ 260,000	\$ -	\$ 260,000
<u>Transfer to LVGC</u>		\$ -					\$ 45,000			
<u>Transfer to HLGC</u>		\$ -					\$ 215,000			
<b><u>Expenditures:</u></b>										
LVGC Pro Shop & Snack Bar	\$ 659,378	\$ 397,440	\$ 391,691	\$ 502,118		\$ 594,404	\$ -	\$ 594,404	\$ -	\$ 594,404
LVGC Maintenance	\$ 824,408	\$ 464,752	\$ 340,786	\$ 489,125		\$ 490,441	\$ -	\$ 490,441	\$ -	\$ 490,441
HLGC Pro Shop & Snack Bar	\$ -	\$ 285,550	\$ 179,920	\$ 260,383		\$ 270,517	\$ -	\$ 270,517	\$ -	\$ 270,517
HLGC Maintenance	\$ 93	\$ 444,874	\$ 332,477	\$ 491,891		\$ 444,555	\$ -	\$ 444,555	\$ -	\$ 444,555
Golf Course Fund Total Expenses	\$ 1,483,879	\$ 1,592,616	\$ 1,244,875	\$ 1,743,517		\$ 1,799,917	\$ -	\$ 1,799,917	\$ -	\$ 1,799,917
Surplus (deficit)	\$ (354,777)	\$ 365,534	\$ (470,222)	\$ (596,991)		\$ (235,958)	\$ 260,000	\$ 24,042	\$ -	\$ 24,042
Ending Fund Balance		\$ (611,369)		\$ (1,233,894)		\$ (1,469,852)	\$ 260,000	\$ (1,209,852)	\$ -	\$ (1,209,852)
<b><u>Utility Fund 30</u></b>										
Beginning Fund Balance		\$ 684,609		\$ 684,609		\$ 980,993	\$ -	\$ 980,993	\$ -	\$ 980,993
<b><u>Revenues</u></b>	\$ 4,636,498	\$ 4,791,415	\$ 3,442,637	\$ 4,551,667		\$ 5,344,581	\$ -	\$ 5,344,581	\$ -	\$ 5,344,581

**CONSOLIDATED STATEMENT**

	<u>Yr End Actual 09/30/15</u>	<u>Current Budget 2015-16</u>	<u>9 Months Actual YTD 06/30/16</u>	<u>Year End Estimated 09/30/16</u>	<u>Calculation</u>	<u>Base Budget 2016-17</u>	<u>Supplemental Budget Request</u>	<u>Total Budget Request 2016-17</u>	<u>Budget Cuts</u>	<u>Adopted Budget 2016-17</u>
<b>Expenditures:</b>										
Utility Administration	\$ 438,265	\$ 238,959	\$ 158,688	\$ 241,311		\$ 278,370	\$ 46,404	\$ 324,774	\$ -	\$ 324,774
General Fund Transfer	\$ 1,000,000	\$ 1,000,000	\$ 750,000	\$ 1,000,000		\$ 1,000,000	\$ 250,000	\$ 1,250,000	\$ -	\$ 1,250,000
Transfer To Debt Service	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology/Communi	\$ 209,719	\$ 239,889	\$ 143,783	\$ 226,317		\$ 236,317	\$ 37,000	\$ 273,317	\$ -	\$ 273,317
Public Works Administration	\$ 18	\$ 235,075	\$ 223,662	\$ 237,283		\$ 197,227	\$ 120,781	\$ 318,008	\$ -	\$ 318,008
Water Services	\$ 590,623	\$ 754,917	\$ 511,871	\$ 754,118		\$ 816,745	\$ 12,744	\$ 829,489	\$ -	\$ 829,489
Water Plant Number One	\$ 553,980	\$ 523,882	\$ 340,005	\$ 510,657		\$ 416,077	\$ -	\$ 416,077	\$ -	\$ 416,077
Water Plant Number Two	\$ 276,550	\$ 270,252	\$ 165,931	\$ 239,002		\$ 159,856	\$ -	\$ 159,856	\$ -	\$ 159,856
Water Plant Number Three	\$ 16,819	\$ 10,911	\$ 41,058	\$ 115,091		\$ 240,689	\$ -	\$ 240,689	\$ -	\$ 240,689
Sewer Services	\$ 390,308	\$ 450,114	\$ 290,600	\$ 404,883		\$ 393,653	\$ 7,578	\$ 401,231	\$ -	\$ 401,231
Waste Water Treatment Plant	\$ 337,632	\$ 330,411	\$ 240,015	\$ 302,845		\$ 314,236	\$ -	\$ 314,236	\$ -	\$ 314,236
Effluent Disposal	\$ 241,394	\$ 271,307	\$ 159,995	\$ 223,776		\$ 222,451	\$ -	\$ 222,451	\$ -	\$ 222,451
Transfer to Lago Vista Golf Course	\$ -	\$ 35,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Highland Lake Golf Co	\$ -	\$ 305,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Booster Pump Stations	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 101,267	\$ 101,267	\$ -	\$ 101,267
Lift Stations	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 172,077	\$ 172,077	\$ -	\$ 172,077
<b>Utility Fund Total Expenses</b>	<b>\$ 4,055,308</b>	<b>\$ 4,665,717</b>	<b>\$ 3,025,606</b>	<b>\$ 4,255,283</b>		<b>\$ 4,275,621</b>	<b>\$ 747,851</b>	<b>\$ 5,023,472</b>	<b>\$ -</b>	<b>\$ 5,023,472</b>
<b>Surplus (deficit)</b>	<b>\$ 581,189</b>	<b>\$ 125,698</b>	<b>\$ 417,031</b>	<b>\$ 296,384</b>		<b>\$ 1,068,960</b>	<b>\$ (747,851)</b>	<b>\$ 321,109</b>	<b>\$ -</b>	<b>\$ 321,109</b>
<b>Ending Fund Balance</b>		<b>\$ 810,307</b>		<b>\$ 980,993</b>		<b>\$ 2,049,953</b>	<b>\$ (747,851)</b>	<b>\$ 1,302,102</b>	<b>\$ -</b>	<b>\$ 1,302,102</b>
<b>TOTAL REVENUE:</b>										
GENERAL FUND	\$ 5,165,054	\$ 5,505,537	\$ 4,761,738	\$ 5,545,159		\$ 5,727,377	\$ 416,915	\$ 6,144,292	\$ -	\$ 6,144,292
GOLF COURSE FUND	\$ 1,129,102	\$ 1,958,150	\$ 774,654	\$ 1,146,526		\$ 1,563,959	\$ 260,000	\$ 1,823,959	\$ -	\$ 1,823,959
UTILITY FUND	\$ 4,636,498	\$ 4,791,415	\$ 3,442,637	\$ 4,551,667		\$ 5,344,581	\$ -	\$ 5,344,581	\$ -	\$ 5,344,581
<b>TOTAL</b>	<b>\$ 10,930,653</b>	<b>\$ 12,255,102</b>	<b>\$ 8,979,028</b>	<b>\$ 11,243,352</b>		<b>\$ 12,635,917</b>	<b>\$ 676,915</b>	<b>\$ 13,312,832</b>	<b>\$ -</b>	<b>\$ 13,312,832</b>
<b>TOTAL EXPENDITURES:</b>										
GENERAL FUND	\$ 4,984,778	\$ 5,308,552	\$ 3,844,956	\$ 5,227,146		\$ 5,463,973	\$ 643,248	\$ 6,107,221	\$ -	\$ 6,107,221
GOLF COURSE FUND	\$ 1,483,879	\$ 1,592,616	\$ 1,244,875	\$ 1,743,517		\$ 1,799,917	\$ -	\$ 1,799,917	\$ -	\$ 1,799,917
UTILITY FUND	\$ 4,055,308	\$ 4,665,717	\$ 3,025,606	\$ 4,255,283		\$ 4,275,621	\$ 747,851	\$ 5,023,472	\$ -	\$ 5,023,472

**CONSOLIDATED STATEMENT**

	Yr End Actual <u>09/30/15</u>	Current Budget <u>2015-16</u>	9 Months Actual YTD <u>06/30/16</u>	Year End Estimated <u>09/30/16</u>	<u>Calculation</u>	Base Budget <u>2016-17</u>	Supplemental Budget <u>Request</u>	Total Budget Request <u>2016-17</u>	Budget <u>Cuts</u>	Adopted Budget <u>2016-17</u>
TOTAL	\$ 10,523,965	\$ 11,566,885	\$ 8,115,437	\$ 11,225,946		\$ 11,539,511	\$ 1,391,099	\$ 12,930,610	\$ -	\$ 12,930,610
SURPLUS (DEFICIT)	\$ 406,689	\$ 688,217	\$ 863,591	\$ 17,406		\$ 1,096,406	\$ (714,184)	\$ 382,222	\$ -	\$ 382,222

**Hotel Occupancy Fund 11**

Beginning Fund Balance		\$ 325,475		\$ 325,475		\$ 325,475	\$ -	\$ 325,475	\$ -	\$ 325,475
Revenues	\$ 80,327	\$ 80,000	\$ 56,348	\$ 84,500		\$ 85,000	\$ -	\$ 85,000	\$ -	\$ 85,000
Transfer from Logic Investment	\$ -	\$ 60,000	\$ -	\$ 30,048		\$ 50,620	\$ -	\$ 50,620	\$ -	\$ 50,620
Bed Tax Interest Income	\$ 342	\$ 260	\$ 1,058	\$ 1,380		\$ 1,380	\$ -	\$ 1,380	\$ -	\$ 1,380
Expenditures	\$ 58,000	\$ 113,500	\$ 49,579	\$ 115,928		\$ 70,500	\$ 146,794	\$ 217,294	\$ -	\$ 217,294
Surplus (deficit)	\$ 22,669	\$ 26,760	\$ 7,827	\$ -		\$ 66,500	\$ (146,794)	\$ (80,294)	\$ -	\$ (80,294)
Ending Fund Balance		\$ 352,235		\$ 325,475		\$ 391,975	\$ (146,794)	\$ 245,181	\$ -	\$ 245,181

**Construction Fund 40**

Beginning Fund Balance		\$ (380,562)		\$ (380,562)		\$ (2,443,964)	\$ -	\$ (2,443,964)	\$ -	\$ (2,443,964)
New Proceeds/Interest	\$ 2,816,573	\$ -	\$ 3,782,905	\$ 4,067,484		\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Expenditures	\$ 7,868,340	\$ 4,229,869	\$ 5,777,299	\$ 6,130,886		\$ 4,027,608	\$ -	\$ 4,027,608	\$ -	\$ 4,027,608
Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (deficit)	\$ (5,051,767)	\$ (4,229,869)	\$ (1,994,394)	\$ (2,063,402)		\$ (4,012,608)	\$ -	\$ (4,012,608)	\$ -	\$ (4,012,608)
Ending Fund Balance		\$ (4,610,431)		\$ (2,443,964)		\$ (6,456,572)	\$ -	\$ (6,456,572)	\$ -	\$ (6,456,572)

**Impact Fee Fund 42**

Beginning Fund Balance		\$ 725,362		\$ 725,362		\$ 635,508	\$ -	\$ 635,508	\$ -	\$ 635,508
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**CONSOLIDATED STATEMENT**

	Yr End Actual <u>09/30/15</u>	Current Budget <u>2015-16</u>	9 Months Actual YTD <u>06/30/16</u>	Year End Estimated <u>09/30/16</u>	Calculation	Base Budget <u>2016-17</u>	Supplemental Budget <u>Request</u>	Total Budget Request <u>2016-17</u>	Budget Cuts	Adopted Budget <u>2016-17</u>
Revenues Impact Fees	\$ -	\$ 290,445	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues (Water Impact Fees)	\$ 175,865	\$ -	\$ 249,015	\$ 300,000		\$ 360,000	\$ -	\$ 360,000	\$ -	\$ 360,000
Revenues (Waste Water Impact F	\$ 134,810	\$ -	\$ 170,970	\$ 211,500		\$ 253,800	\$ -	\$ 253,800	\$ -	\$ 253,800
Interest Income	\$ 571	\$ 350	\$ 1,513	\$ 2,000		\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000
Transfer to Debt Service	\$ -	\$ 553,354	\$ 553,354	\$ 553,354		\$ -	\$ 393,126	\$ 393,126	\$ -	\$ 393,126
Expenditures	\$ -	\$ -	\$ -	\$ 50,000		\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
Surplus (deficit)	\$ 311,246	\$ (262,559)	\$ (131,856)	\$ (89,854)		\$ 615,800	\$ (443,126)	\$ 172,674	\$ -	\$ 172,674
Ending Fund Balance		\$ 462,803		\$ 635,508		\$ 1,251,308	\$ (443,126)	\$ 808,182	\$ -	\$ 808,182

**Debt Service Fund 50**

Beginning Fund Balance		\$ (13,349)		\$ (13,349)		\$ (11,550)	\$ -	\$ (11,550)	\$ -	\$ (11,550)
Revenues										
Ad Valorem Tax	\$ 1,943,270	\$ 1,767,755	\$ 1,750,731	\$ 1,767,755		\$ 1,971,499	\$ -	\$ 1,971,499	\$ -	\$ 1,971,499
Accumulated Interest	\$ 521	\$ 500	\$ 1,634	\$ 2,300		\$ 2,300	\$ -	\$ 2,300	\$ -	\$ 2,300
2010 Tax Note	\$ 725,023	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Debt Service Inter	\$ -	\$ 3,499	\$ -	\$ 3,499		\$ -	\$ -	\$ -	\$ -	\$ -
Buy Down of Debt	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Impact Fees	\$ -	\$ 553,354	\$ 553,354	\$ 553,354		\$ 393,126	\$ -	\$ 393,126	\$ -	\$ 393,126
Interest From Unspent Debt	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Golf Course	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Due to Due From	\$ (233,728)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 2,493,633	\$ 2,325,109	\$ 1,772,477	\$ 2,325,109		\$ 2,364,625	\$ -	\$ 2,364,625	\$ -	\$ 2,364,625
Surplus (deficit)	\$ (58,547)	\$ (1)	\$ 533,243	\$ 1,799		\$ 2,300	\$ -	\$ 2,300	\$ -	\$ 2,300
Ending Fund Balance		\$ (13,350)		\$ (11,550)		\$ (9,250)	\$ -	\$ (9,250)	\$ -	\$ (9,250)

**Park Fund 43**

Beginning Fund Balance		\$ 21,484		\$ 21,484		\$ 21,579	\$ -	\$ 21,579	\$ -	\$ 21,579
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**CONSOLIDATED STATEMENT**

	<u>Yr End Actual 09/30/15</u>	<u>Current Budget 2015-16</u>	<u>9 Months Actual YTD 06/30/16</u>	<u>Year End Estimated 09/30/16</u>	<u>Calculation</u>	<u>Base Budget 2016-17</u>	<u>Supplemental Budget Request</u>	<u>Total Budget Request 2016-17</u>	<u>Budget Cuts</u>	<u>Adopted Budget 2016-17</u>
Revenues	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Accumulated Interest	\$ 23	\$ 25	\$ 65	\$ 95		\$ 120	\$ -	\$ 120	\$ -	\$ 120
Expenditures	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (deficit)	\$ 23	\$ 25	\$ 65	\$ 95		\$ 120	\$ -	\$ 120	\$ -	\$ 120
Ending Fund Balance		\$ 21,509		\$ 21,579		\$ 21,699	\$ -	\$ 21,699	\$ -	\$ 21,699
<b>Total Revenues</b>	<b>\$ 16,574,252</b>	<b>\$ 15,011,290</b>	<b>\$ 15,546,621</b>	<b>\$ 18,267,267</b>		<b>\$ 15,770,762</b>	<b>\$ 676,915</b>	<b>\$ 16,447,677</b>	<b>\$ -</b>	<b>\$ 16,447,677</b>
<b>Total Expenditures</b>	<b>\$ 20,943,939</b>	<b>\$ 18,788,717</b>	<b>\$ 16,268,146</b>	<b>\$ 20,401,223</b>		<b>\$ 18,002,244</b>	<b>\$ 1,981,019</b>	<b>\$ 19,983,263</b>	<b>\$ -</b>	<b>\$ 19,983,263</b>
<b>Combined Surplus(Deficit)</b>	<b>\$ (4,369,687)</b>	<b>\$ (3,777,427)</b>	<b>\$ (721,525)</b>	<b>\$ (2,133,956)</b>		<b>\$ (2,231,482)</b>	<b>\$ (1,304,104)</b>	<b>\$ (3,535,586)</b>	<b>\$ -</b>	<b>\$ (3,535,586)</b>
<b>Surplus(Deficit) Verification</b>	<b>\$ (4,369,687)</b>	<b>\$ (3,777,427)</b>	<b>\$ (721,525)</b>	<b>\$ (2,133,956)</b>		<b>\$ (2,231,482)</b>	<b>\$ (1,304,104)</b>	<b>\$ (3,537,886)</b>	<b>\$ -</b>	<b>\$ (3,535,586)</b>

**MEETING DATE:** September 15, 2016

**AGENDA ITEM:** Ordinance No. 16-09-15-02

**Comments:**

Consider approval of Ordinance No. 16-09-15-02, An Ordinance of the City of Lago Vista, Texas levying Ad Valorem Taxes for use and support of the Municipal Government of the City for the Fiscal Year beginning October 1, 2016 and terminating September 30, 2017; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid.

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote:** Raley \_\_\_\_\_; Sullivan \_\_\_\_\_, Tidwell \_\_\_\_\_; R. Smith \_\_\_\_\_;

Mitchell \_\_\_\_\_; S. Smith \_\_\_\_\_; Bland \_\_\_\_\_

**Motion Carried:** Yes \_\_\_\_\_; No \_\_\_\_\_

**ORDINANCE NO. 16-09-15-02**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND TERMINATING SEPTEMBER 30, 2017; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.**

**Whereas**, the City Council of the City of Lago Vista, Texas, has approved the municipal budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017;

**Whereas**, it is necessary that an ordinance be passed levying an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Lago Vista, Texas in accordance with such budget and the Texas Tax Code;

**Whereas**, the proposed tax rate for the 2016/2017 fiscal year is \$0.65;

**Whereas**, the proposed tax rate is the same tax rate that was adopted for the 2015/2016 fiscal year;

**Whereas**, the proposed tax rate qualifies as a tax rate increase under state law because the proposed tax rate will increase the total property tax revenue received by the City (assuming all amounts levied are collected and received) due to an increase in property valuations in 2016;

**Whereas**, the portion of the \$0.65 proposed tax rate allocated for maintenance and operations is \$0.385, and is a decrease from last year's maintenance and operations portion of the tax rate (which was \$0.3923), and will not generate additional revenue to fund maintenance and operations this fiscal year; and

**Whereas**, the portion of the \$0.65 proposed tax rate allocated towards the interest and sinking is \$0.265, and is an increase from last year's interest and sinking fund portion of the rate (which was \$0.2577), and will generate \$209,034 or 11.992% less revenue compared to last year's budget;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:**

**Section 1.** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Lago Vista (herein the "City") and to provide an Interest and Sinking fund for the 2016/2017 fiscal year, upon all property, real, personal and mixed, within the corporate limits of said City on January 1, 2016 subject to taxation, a tax of \$0.65 on each \$100.00

valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

1. For the maintenance and support of the general government (General Fund), \$0.385 each \$100.00 valuation of property; and
2. For the interest and sinking fund, \$0.265 on each \$100.00 valuation of property.

**The following statements are included as required by Section 26.05, Texas Tax Code:**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY (0.0%) PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.**

**The Tax Rate is a combination of a maintenance and operation portion and an interest and sinking fund portion. While the maintenance and operation portion has decreased (from .3923 to .3850), the interest and sinking fund portion has increased (from .2577 to .2650).**

**Section 2.** That taxes levied under this ordinance shall be due October 1, 2016 and if not paid on or before January 1, 2017 shall immediately become delinquent.

**Section 3.** All taxes shall become a lien upon the property against which assessed, and the Travis County Tax Appraisal District as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.

**Section 4.** That this ordinance shall take effect and be in force from and after its passage.

**DULY PASSED AND APPROVED THIS THE \_\_\_\_ DATE OF SEPTEMBER, 2016.**

ATTEST:

**THE CITY OF LAGO VISTA, TEXAS**

\_\_\_\_\_  
Sandra Barton, City Secretary

\_\_\_\_\_  
Dale Mitchell, Mayor

On the following motion by Council Member \_\_\_\_\_: "I move that the property tax rate be increased by the adoption of a tax rate of \$.65 per \$100 valuation, which is effectively a 6.84 percent increase in the tax rate"; seconded by Council Member \_\_\_\_\_, the above and foregoing ordinance was passed and approved as follows: .

Mayor Mitchell	voted _____
Mayor Pro Tem Ron Smith	voted _____
Councilman Rich Raley	voted _____
Councilman Kevin Sullivan	voted _____
Councilman Ed Tidwell	voted _____
Councilwoman Stephanie Smith	voted _____
Councilwoman Suzanne Bland	voted _____



**AGENDA ITEM**

City of Lago Vista

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** David Harrell, AICP, Director

**Subject:** Ordinance 16-09-15-05, an Ordinance amending Appendix A, Fee Schedule, Article 4.000 Business Related Fees, Section 4.500 Health Department Inspection and Permitting Fees, Lago Vista Code of Ordinances; Providing a Savings Clause, Effective Date, and Open Meeting Clauses; and providing for Related Matters.

**Request:** Public Hearing Legal Document: Ordinance Legal Review:

**EXECUTIVE SUMMARY:**

This proposal will raise several of the rates as shown in the attached Ordinance. We have a contract with Quality Assurance to provide food and health related services through the Department. The rates have been in place since the company was awarded the contract back in 2006. Due to the rise in material costs required to provide those services, as well as the rise in economic costs of doing business, it is becoming difficult for them to provide the same services they were able to provide in 2006 dollars.

These rates are not paid by the City, but instead are covered by the establishment owners through these fees. If approved it will have no effect on the City's operating budget and would take effect in the new fiscal year starting October 1, 2016.

**Impact if Approved:**

**New fees will go into affect and establishment owners will fully cover costs associated with the process at no taxpayer cost.**

**Impact if Denied:**

**New fees will NOT go into affect and establishment owners will NOT fully cover costs associated with the process; this may result in taxpayers covering part of the cost.**

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**           

**Motion to:**           

**Motion to:**           

**Known As:**

**Ordinance 16-09-15-05, an Ordinance amending Appendix A, Fee Schedule, Article 4.000 Business Related Fees, Section 4.500 Health Department Inspection and Permitting Fees**

**Agenda Item Approved by City Manager**

**ORDINANCE NO. 16-09-15-04**

**AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS, AMENDING APPENDIX A, FEE SCHEDULE, ARTICLE 4.000 BUSINESS RELATED FEES, SECTION 4.500 HEALTH DEPARTMENT INSPECTION AND PERMIT FEES, LAGO VISTA CODE OF ORDINANCES; PROVIDING A SAVINGS CLAUSE, EFFECTIVE DATE, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.**

**Whereas**, Appendix A, Fee Schedule, Article 4.000, Business Related Fees, Section 4.500 Health Department Inspection and Permit Fees, City of Lago Vista Code of Ordinances (“Ordinances”) regulates application filing fees charged by Quality Assurance; and

**Whereas**, the City has operated under a contract with Quality Assurance since 2006 to provide food and health plan review and inspections and the City has not raised application filing fees during the term of such contract; and

**Whereas**, due to the rise in cost of materials required to provide these services as well as the rise in the overall economic costs of doing business over the past decade, it is becoming difficult to continue to provide the same services that Quality Assurance was able to provide according to 2006 economic standards; and

**Whereas**, the City, based upon the factors outlined above, desires to raise the filing fees.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:**

**Section 1. Findings of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact. The City Council hereby further finds and determines that the amending or addition of rules, regulations, terms, conditions, provisions and requirements of this ordinance are reasonable and necessary to protect the public health, safety and quality of life.

**Section 2. Appendix A, Fee Schedule, Article 4.000, Business Related Fees, Section 4.500 Health Department Inspection and Permit Fees, City of Lago Vista Code of Ordinances** is hereby amended to read as follows:

(a) Basic services:

(1) Food service inspections (2 per year)/permitting (includes: investigation of complaint and foodborne illness investigations): ~~\$350.00~~/year.

Deleted: 300

(2) New establishments:

(A) \*Inspection fee: \$250.00 or \$300.00/year;

(B) \*Plan review fee: \$125.00; or

Deleted: 100

(C) \*Remodel plan review fee: \$90.00.

Deleted: 50

(b) Additional services:

(1) Follow-up inspections/re-inspections: \$125.00.

Deleted: 100

(2) Plan review fee (includes: 1 resubmittal/opening inspection/alcohol license release): \$125.00.

Deleted: 100

(3) Remodel plan review fee (includes: 1 resubmittal/opening inspection/alcohol license release): \$90.00.

Deleted: 75

(4) Plan review/remodel plan review resubmittal fee: \$50.00.

Deleted: 30

(5) Change of ownership inspection (includes: 1 follow-up): \$100.00.

Deleted: 75

(6) Alcoholic beverage license release: \$25.00.

(7) Alcoholic beverage license release (if no inspection required): Free.

(8) Day care/foster care inspections: \$50.00.

Deleted: 40

(c) Optional services:

(1) Public/semipublic swimming pool/spa inspection (includes complaints): \$100.00.

(2) Pool plan review fee (includes: 1 resubmittal/opening inspection): \$75.00.

(3) Pool plan review resubmittal fee: \$30.00.

(4) Pool reinspection fee: \$50.00.

(5) Food handlers class (minimum of 5 people): \$25.00/per person.

(6) Temporary events: \$25.00/booth.

(7) Mobile food vendors inspection/licensing: \$75.00.

(8) Mobile food vendors reinspection fee: \$30.00.

(9) Bed and breakfast inspections (2 per year): \$250.00 or \$300.00 per year.

(10) Mobile food vendors inspection/licensing:

(A) Unrestricted unit: \$150.00.

(B) Restricted unit: \$100.00.

- (11) Farmers markets:
  - (A) Class A permit: \$100.00/year.
  - (B) Class B permit: \$150.00/year.
  - (C) Class C permit: \$200.00/year.

**Section 3. Amendment of Ordinances.** Appendix A, Fee Schedule, Article 4.000, Business Related Fees, Section 4.500 Health Department Inspection and Permit Fees are hereby amended in their entirety as provided in this Ordinance, and all ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the City, the terms and provisions of this Ordinance shall govern.

**Section 7. Savings Clause.** All rights and remedies of the City are expressly saved as to any and all violations of the provisions of any ordinances affecting animals, licensing and registration within the City 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 8. Effective Date.** This ordinance shall take effect October 1, 2016 and after its publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

**Section 9. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act.

**PASSED AND APPROVED** on this 15<sup>th</sup> day of September, 2016.

ATTEST:

**THE CITY OF LAGO VISTA, TEXAS**

\_\_\_\_\_  
Sandra Barton, City Secretary

\_\_\_\_\_  
Dale Mitchell, Mayor



**AGENDA ITEM**

City of Lago Vista

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** David Harrell, AICP, Director

**Subject:** Resolution 16-1662, a Resolution designating the City as "applicant"; designating certain officials as being responsible for, acting for, and on behalf of the applicant in dealing with the Texas Parks & Wildlife Dept. hereinafter referred to as "Department" for the purpose of participating in the local park grant program, hereinafter referred to as the "program"; certifying that the applicant is eligible to receive program assistance; certifying that the applicant matching share is readily available; and dedicating the proposed site for permanent public park and recreational uses.

**Request:** Business Item Legal Document: Resolution Legal Review:

**EXECUTIVE SUMMARY:**

This is the Resolution that was discussed in the Staff report and workshop on September 8th. This will authorize the City Manager to start the application process.

**Impact if Approved:**

**The City will start the process of applying for the matching 50-50 grant (\$500,000) for a new park.**

**Impact if Denied:**

**The City will cannot start the process of applying for the matching 50-50 grant (\$500,000) for a new park.**

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**           

**Motion to:**           

**Motion to:**           

**Known As:**

**Resolution 16-1662, a Resolution designating the City as "applicant"; designating certain officials as being responsible for, acting for, and on behalf of the applicant in dealing with the Texas Parks & Wildlife Dept. hereinafter referred to as "Department" for the purpose of participating in the local park grant program, hereinafter referred to as the "program"; certifying that the applicant is eligible to receive program assistance; certifying that the applicant matching share is readily available; and dedicating the proposed site for permanent public park and recreational uses.**

**Agenda Item Approved by City Manager**

CITY OF LAGO VISTA, TEXAS

RESOLUTION NO. 16-1662

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, DESIGNATING CERTAIN OFFICIALS AS BEING RESPONSIBLE FOR, ACTING FOR, AND ON BEHALF OF THE CITY IN DEALING WITH THE TEXAS PARKS & WILDLIFE DEPARTMENT FOR THE PURPOSE OF PARTICIPATING IN THE LOCAL PARK GRANT PROGRAM; CERTIFYING THAT THE CITY IS ELIGIBLE TO RECEIVE PROGRAM ASSISTANCE AND THAT THE MATCHING SHARE IS AVAILABLE; AND DEDICATING THE PROPOSED SITE FOR PERMANENT PUBLIC PARK AND RECREATIONAL USES.**

**WHEREAS**, the City of Lago Vista, Texas, a home-rule municipality, is an applicant in the Local Park Grant Program (“Program”) conducted by and through the Texas Parks and Wildlife Department (“Department”) and may be referred to as “City” or “Applicant”; and

**WHEREAS**, City is fully eligible to receive assistance under the Program; and

**WHEREAS**, the City is desirous of authorizing an official to represent and act for the City in dealing with the Department concerning the Program

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAGO VISTA, TEXAS:**

**Section 1:** That the Applicant hereby certifies that they are eligible to receive assistance under the Program, and that notice of the application has been posted according to public hearing requirements.

**Section 2:** That the Applicant hereby certifies that the matching share for this application is readily available at this time.

**Section 3:** That the Applicant hereby authorizes and directs the City Manager to act for the Applicant in dealing with the Department for the purposes of the Program, and that the City Manager is hereby officially designated as the representative in that regard.

**Section 4:** The Applicant hereby specifically authorizes the City Manager to make application to the Department concerning the site to be known as the “Lago Vista Park and Open Space Project” in the City of Lago Vista for use as a park site which is hereby dedicated for public park and recreation purposes in perpetuity.

**AND, IT IS SO RESOLVED**

PASSED & APPROVED this, the 15<sup>th</sup> day of September, 2016

\_\_\_\_\_  
Dale Mitchell, Mayor

**ATTEST:**

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above and foregoing instrument was passed and approved.



## Local Park Grant Program Applicant's Certification & Program Assurances

As the duly authorized representative of the sponsor designated in the Resolution Section 3, I certify that the sponsor.

1. Has complied with all pertinent local and state laws, and Local Parks Grants Program requirements regarding public hearings, including floodplain development, if appropriate.
2. Has the required proportionate share of funds available and sufficient for the project as required by Section 13.309 of the Parks and Wildlife Code.
3. Will maintain and operate areas acquired or developed with program assistance at sponsor expense as required by Section 13.309 of the Parks & Wildlife Code.
4. Will permanently dedicate for public park and recreation use all project area(s) which receive program assistance, as required by Chapter 640.1.2 of the *Local Park Grant Program Manual*.
5. Has the legal authority to apply for program assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.
6. Will give the State of Texas, hereafter referred to as "State," through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
7. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the Texas Parks & Wildlife Department, and will record any federal interest in the title of real property in accordance with U. S. Department of Interior directives.
8. Will dedicate and permanently maintain any property designated as a natural area, wetland, or open space to meet program guidelines.
11. Will comply with all provisions of the "Summary of Guidelines for Administration of Local Park Grant Acquisition & Development Projects."
12. Will comply with the requirements of the Department with regard to the drafting, review and approval of construction plans and specifications.
13. Will obtain all required state and/or federal permits related to project development.
14. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms to the approved plans and specifications.
15. Will furnish quarterly progress reports and such other information as may be required by the Department.
16. Will initiate and complete the work within the applicable time frame after receipt of approval from the Department.
17. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

## **Applicant's Certification & Program Assurances - Continued**

18. Will comply with all State and Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) any other non-discrimination provisions in the specific statute(s) under which application for program assistance is being made, and (f) the requirements of any other non-discrimination statute(s) which may apply to the application.
19. Will comply with the flood insurance purchase requirements of Section 4012(a) of the Flood Disaster Protection Act of 1973 which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in an amount at least equal to its development or project cost.
20. Will comply with environmental standards which may be prescribed to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S. C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
21. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
22. Will assist the Department in assuring compliance with the Texas Antiquities Code.
23. Will cause to be performed the required financial and compliance audits in accordance with the state or federal Single Audit requirements.
24. Will comply with all applicable requirements of all other State and Federal laws, regulations and policies governing this program.

City of Lago Vista Park and Open Space Project

Sponsor/ Project Name

\_\_\_\_\_  
Signature of Official Authorized in Resolution

Melissa Byrne-Vossmer, City Manager

Print Name and Title of Official

\_\_\_\_\_  
Date



**AGENDA ITEM**

**City of Lago Vista**

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** Melissa Byrne Vossmer, City Manager

**Subject:** Discussion, Consideration and Action if appropriate regarding Resolution #16-1663; City of Lago Vista Fiscal & Budgetary Policy Statements for FY16/17

**Request:** Business Item **Legal Document:** Resolution **Legal Review:**

**EXECUTIVE SUMMARY:**

On September 10, 2015, the City Council approved the consolidated and updated City of Lago Vista Fiscal & Budgetary Policy Statements for FY15/16. This was the first time in some time that policies were reviewed, updated and expanded to a set framework for the fiscal stewardship of the City.

The Purpose for producing these policies is stated as follows:

The City of Lago Vista is committed to transparent financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of the Fiscal and Budgetary Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

The scope of this policy generally spans areas of accounting and financial reporting, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting, and a system of internal controls. This is done in order to:

- A. Demonstrate to the citizens of Lago Vista, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- B. Provide precedents for future policy-makers and financial managers on common financial goals and strategies;

**C. Fairly present and fully disclose the financial position of the City in conformity to generally accepted accounting principles (GAAP);**

**D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates; and**

**E. Ensure full transparency in the governance of public funds entrusted to the City Council and City staff to manage and protect.**

**These policies will be reviewed and updated annually as part of the budget preparation process. Council members will separately adopt these policies through resolution.**

**This item is brought to Council for review and if appropriate, adopt through Resolution, for the coming fiscal year. As City Manager, I cannot emphasize enough the importance of having these policies in place that are essential to the daily operations, helping us look to the future and stating the manner in which the City of Lago Vista will be financially accountable and transparent to our residents.**

**When we first presented these to Council last year we concluded by stating:**

- 1. The City's strong fiscal policies are communicated clearly and followed the foundation for good financial health.**
- 2. The City's strong fiscal policies provide a transparent process to Council and the community on fiscal discipline.**

**Impact if Approved:**

**The City will have reviewed and updated, as appropriate, the FY16/17 Fiscal & Budgetary policies.**

**Impact if Denied:**

**The City will not have approved, updated FY16/17 Fiscal & Budgetary policies at this time. With direction from Council, these will be brought back at the next Council meeting.**

**Is Funding Required?**     Yes  No    **If Yes, Is it Budgeted?**     Yes  No  N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**

**Approve Resolution**

**Motion to:**

**Motion to:**

**Known As:**

**Resolution # \_\_\_\_\_ City of Lago Vista Fiscal & Budgetary Policy Statements for FY16/17.**

**Agenda Item Approved by City Manager**

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**CITY OF LAGO VISTA, TEXAS**

**RESOLUTION NO. 16-1663**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS ADOPTING FISCAL & BUDGETARY POLICY STATEMENTS FOR FY16/17.**

**WHEREAS**, the City of Lago Vista, Texas is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication; and

**WHEREAS**, the broad purpose of the Fiscal and Budgetary Policy Statements is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS THAT:**

The City Council of the City of Lago Vista, Texas hereby adopts the Fiscal & Budgetary Policy Statements for FY16/17, copy attached.

**AND, IT IS SO RESOLVED, PASSED AND APPROVED** this 15<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Dale Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above and foregoing instrument was passed and approved.

# **City of Lago Vista**

## **Fiscal & Budgetary Policy Statements**

Adopted by Lago Vista City Council September 15, 2016

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## REFERENCE TRACKING:

Original Adoption by Resolution # \_\_\_\_\_ on September 15, 2016

Modifications:

Date	Section	Comments (authority)

# City of Lago Vista

## Fiscal and Budgetary Policy

Statutory Authorization: The following document provides a framework for fiscal stewardship of the City. It operates within the confines of 1) federal and state law, 2) city charter, and 3) city code of ordinances. Any conflict herein will be subordinate to those legal authorities.

Governance: The City Manager serves as the Chief Financial Officer (CFO) of the City and appoints a Director of Finance/Treasurer or similar position to oversee the administration of these policies.

### I. PURPOSE

The City of Lago Vista is committed to transparent financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of the Fiscal and Budgetary Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

The scope of this policy generally spans areas of accounting and financial reporting, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting, and a system of internal controls. This is done in order to:

- A. Demonstrate to the citizens of Lago Vista, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;*
- B. Provide precedents for future policy-makers and financial managers on common financial goals and strategies;*
- C. Fairly present and fully disclose the financial position of the City in conformity to generally accepted accounting principles (GAAP);*
- D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates; and*
- E. Ensure full transparency in the governance of public funds entrusted to the City Council and City staff to manage and protect.*

These policies will be reviewed and updated annually as part of the budget preparation process. Council members will separately adopt these policies through resolution.

## A. Funds Governed

The budgeted funds for the City of Lago Vista include:

Governmental Funds: General Fund which accounts for all financial resources except those required to be accounted for in another fund, and include basic governmental services, such as Police, Public Works and Parks functions among others.

Special Revenue Funds (SRF): Account for specific revenues that are legally restricted for specified purposes. The City currently budgets three SRF type funds: Hotel Occupancy Tax, Impact Fees, and Parkland Dedication.

Debt Service Fund: Is used to account for the payment of general long-term debt principal and interest.

Capital Project Funds: Used to account for the acquisition or construction of major capital facilities other than those financed by enterprise activities. A variety of project funds will be created based on the nature of the projects and the sources of funding. The CIP program (Section VI) includes specific dedicated accounts such as Jonestown FM/Effluent and PID – Tessera Development.

Proprietary and Enterprise Funds: Include the City’s “business like” activities including utility and golf funds.

The City will also make use of sub-ledger ‘accounts’ as a basis for tracking restricted funds where administratively feasible. Those include:

- Court – City Truancy Prevention Fees, State Court Cost Fees, Building Security Fees, Court Technology Fees, City Judicial Fees, and Juvenile Case Management Fees
- Police – School Crossing Guard, LEOSE, CAPCO, Bulletproof Vest Development Services – Escrow accounts

## B. Basis of Accounting and Basis of Budgeting

Generally Accepted Accounting Principles (GAAP) are the rules established by the Governmental Accounting Standards Board. The City will follow the standards in their annual financial reports on or by the designated effective reporting date.

The City accounts and budgets for all Governmental Funds using the modified accrual basis of accounting. This basis means that revenue is recognized in the accounting period in which it becomes available and measurable, while expenditures are recognized in the accounting period in which they are incurred. Because the appropriated budget is used as the basis for control and comparison of budgeted and actual amounts, the basis for preparing the budget is the same as the basis of accounting. Exceptions to the modified accrual basis of accounting include:

- *Encumbrances, which are treated as expenditures in the year they are encumbered, not when expended;*
- *Grants, which are considered revenue received; and*
- *Principal and interest on long-term debt, which are recognized when paid.*

General government funds include the general fund, special revenue funds, debt service fund and general capital project funds.

Proprietary Funds, which include the Utility Fund are accounted for and budgeted using the full-accrual basis of accounting. Under this method, revenues are recognized when they are earned and measurable, while expenses are recognized when they are incurred regardless of timing or related cash flows. The basis for preparing the budget is the same as the basis of accounting except for the following:

- *Principal payments on long-term debt and capital outlay, which are treated as budgeted expenses;*
- *Depreciation which is not budgeted; and*
- *Non-budgeted accruals such as compensated absences.*

Year-end comparisons of budget to actual will appear in the financial statements of the City, at a minimum for those funds identified as major funds in the audit process.

## II. OPERATING BUDGET

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all of the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, and capital improvement funds of the City.

### A. Comprehensive/Strategic Planning

The Lago Vista “Comprehensive Plan” is the City’s comprehensive plan to preserve, promote and protect public health and general welfare, prevent overcrowding, ensure adequate transportation, availability of necessary utilities and services, and conserve and protect the City’s natural resources. The City’s budget is the Annual Operating Plan element of the Comprehensive Plan.

The Comprehensive Plan is founded on strategic objectives or "policy areas" that are reviewed at least every five years. Funding of City programs should be based upon the objectives set forth in the Master Plan.

The City Charter and the Comprehensive Master Plan describe the budget process as an integral planning tool, suggesting the City plan for both five and one year time horizons. They

recommend the budget be focused on these areas and significantly in consonance with the goals and objectives outlined in the comprehensive plan.

## B. Preparation

The Charter (Section 8.02) requires “The City Manager, prior to August first of each year, shall submit to the Council a proposed budget for the ensuing fiscal year and an accompanying budget message.” The budget shall provide “a complete financial plan for all City funds and activities for the ensuing fiscal year. It shall contain all items and contents required by State law. The total of proposed expenditures shall not exceed the total of estimated income plus any accumulated surplus.” The City Council shall, after holding public hearings as required by State law, adopt the budget by ordinance no later than the 30th day of September. If it fails to adopt the budget by September 30th, the budget as proposed by the City Manager shall go into effect until such time as the Council adopts a budget.

## C. Proposed Budget

A proposed budget shall be prepared by the City Manager with the participation of all City Department Heads that is within the provisions of the Charter and in consonance with the guidance contained in the Comprehensive Master Plan.

**1. Elements.** The budget shall include the following basic segments for review and evaluation:

- *Budget Message*
- *General Fund*
- *Utility Fund*
- *Capital Improvement Funds*
- *Hotel Occupancy Fund (HOT)*
- *Debt Service Fund & Investments*
- *Golf Fund*
- *Park Fund*
- *Water & Sewer Impact Fee Fund*
- *Section 8.04(b) requires itemized budget by department and agency*

**2. Review.** The budget review process will include provisions for City Council participation, including sufficient time to address policy and fiscal issues, and citizen input through the use of public hearings.

**3. Distribution.** A copy of the proposed budget will be filed with the City Secretary at the time it is submitted to the City Council. A copy will also be available at City Hall and the Public Library for citizen review. It will also be posted on the city website as required.

**4. Notifications.** Public notifications, distribution, including the language incorporated and the methods by which the public gains access to the budget will be governed by state law in effect at that time. State laws affecting the budget and the tax rate include provisions from both the Local Government Code, as well as the Tax Code.

#### D. Adoption

Prior to finalization of the budget appropriations, the City Council will hold at least one public hearing, and subsequently adopt the final budget as amended by Ordinance. The budget will be effective for the fiscal year beginning October 1st.

At the City Manager's discretion, the Annual Operating Plan document may be submitted to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Distinguished Budget Presentation Award.

#### E. Balanced Budget

The goal of the City is to balance the operating budget with current revenues, whereby, current revenues would match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years could be used for non-recurring (one-time only) expenditures/expenses or for capital outlay based upon the recommendation of the City Manager and determination by the Council.

#### F. Planning

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow City Council adequate time for consideration of appropriate decisions and analysis of financial impacts. A budget calendar will be submitted by the City Manager outlining the major steps in the process and the opportunities for City Council review and citizen input.

Outstanding encumbrances will expire if not spent in encumbered year and will have to be re-appropriated.

#### G. Reporting

Summary financial reports will be presented to the City Council on a monthly basis. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. Quarterly reports will also be provided as needed which contain updates on the status of projects and related financial goals set forth in the budget and if determined necessary, may also include appropriate budget amendment recommendations.

## H. Control and Accountability

Each Department Head, appointed by the City Manager, should be responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring of their portion of the budget for compliance with spending limitations. The City Manager may transfer any unencumbered funds within a departmental budget category (personnel costs, operations and maintenance or capital) and shall report such transfers to the Council in writing in a timely manner. All other transfers of appropriation or budget amendments require City Council approval as outlined in Section I.

## I. Budget Amendments

The Charter (Section 8.06) provides a method for budget amendments and emergency appropriations. The City Council may authorize, through a majority vote, an emergency expenditure as an amendment to the original budget. This may be done in cases of grave public necessity or to meet an unusual and unforeseen condition that was not known at the time the budget was adopted. In practice, this has been interpreted to include revenue-related expenses within the enterprise funds and timing differences on capital improvement projects. The following criteria will be used in evaluation of budget amendments:

- *Is the request necessary?*
- *Why was the item not budgeted in the normal budget process?*
- *Why can't a transfer be done within the budget to remedy the condition?*

The City Manager must certify availability of revenues or funding sources prior to adoption. The City will amend the budget at year end, if needed, for revenue based expenditures that exceeded budgeted amounts due to increased revenue and recognize any grant funded expenditures for grants received after the budget was adopted or last amended. The City Council may also amend the budget if necessary as part of the Mid-Year Review process for any capital project timing adjustments from prior year, as well as, any other known adjustments needed and approved at that time.

## J. Contingency Appropriations

The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year.

## K. Manager's Contingency Account

The budget may also include a set amount of contingency appropriations within the Administration Budget to be spent at the discretion of the City Manager. These funds may be

used to offset expenditures for unexpected purchases and other unanticipated expenses that might occur during the year. The specific amount of contingency funds included in the budget shall be set by the City Council through the adoption of the annual budget.

### III. REVENUE MANAGEMENT

#### A. Characteristics

The City will strive for the following optimum characteristics in its revenue system:

1. **Simplicity** – The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs for the taxpayer or service recipient.
2. **Certainty** – A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budget.
3. **Equity** – The City will make every effort to maintain equity in its revenue system; i.e., the City should seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customer classes.
4. **Revenue Adequacy** – The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
5. **Realistic and Conservative Estimates** - Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.
6. **Administration** – The benefits of a revenue source should exceed the cost of levying and collecting that revenue.
7. **Diversification and Stability** – A diversified revenue system with a stable source of income is preferred. This will help offset instabilities in revenue sources with large fluctuations due to the economy (sales tax) and variations in the weather (water sales, golf rounds).

## **B. Other Considerations**

The following considerations and issues should guide the City in its revenue policies concerning specific sources of funds:

**1. Cost/Benefit of Incentives for Economic Development** – The City will use due caution in the analysis of any incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as part of the evaluation.

**2. Non-Recurring Revenues** – One-time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.

**3. Property Tax Revenues** – All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on the current appraisal supplied by the Travis County Appraisal District. Conservative budgeted revenue estimates result in a projected ninety-eight percent (98%) budgeted collection rate for current ad valorem taxes. Two percent (2%) of the current ad valorem taxes will be projected as the budget for delinquent ad valorem tax collection. For budgeting purposes, the City will forecast the current year's effective tax rate at the current collection rate of 100%, unless directed otherwise.

**4. Interest Income** – Interest earned from investments will be distributed to the funds based on their allocated investments, unless otherwise required by statute or determined by the City Council.

**5. User-Based Fees and Service Charges** – The City Council will determine how much of the cost of a service should be recovered by fees and charges. A fee can be driven by a cost-recovery approach, such that a service is identified into one of the following categories:

- **Partial Cost Recovery** – only a stated portion of the direct costs of services will be recovered from fees. These are for such services as library, parks, public safety and other services where a general benefit ensues to the citizenry as a whole and specific users can not be easily ascertained or charged.
- **Direct Cost Recovery** – applies to all direct costs (operating and personnel) in the exchange for a service that is directly beneficial to a particular user. Such services as recreation classes, sports leagues, copying costs, etc. These services gain the benefit of building, facility, and capital use as well as overhead support that are not expected to be captured in a fee.
- **Full Cost Recovery** – applies to all direct operating costs, as well as administrative and capital overhead in the course of providing a service that is uniquely identifiable to a customer who exclusively benefits from that service. Those services would entail all utility programs, and related services. Full cost

would capture debt burden, capital costs, overhead fees, as well as personnel and operating expenses.

The City will review fees and charges no less than once every three years to ensure that fees provide adequate coverage for the cost of services.

**6. Enterprise Fund Rates** – The City has undertaken a seven year plan to review and adopt utility rates as needed to generate revenues required to attempt to cover operating expenses, meet the legal requirements of all applicable bond covenants, debt service, and provide for an adequate level of working capital for cash flows. Additionally, enterprise activity rates will consider transfers to other funds as follows:

a) General and Administrative Charges – Administrative costs should be charged to all funds for services of general overhead, such as administration, finance, customer billing, legal and other costs as appropriate. These charges will be determined through an indirect cost allocation following accepted practices and procedures.

b) In-Lieu-of-Franchise-Fee. This transfer, currently between 2% and 4% of operating revenues, is consistent with the franchise rates charged to investor owned utilities that are franchised to operate within the City.

**7. Intergovernmental Revenues** – All potential grants will be examined for matching requirements and must be approved by the City Manager prior to making application for the grant. It must be clearly understood that operational requirements (on-going costs) set up as a result of a grant program could be discontinued once the term and conditions of the program have been completed. The department filing the grant application will notify Finance at the point of application and will ensure that the grant is set up appropriately for reimbursement or award, depending on the nature of the grant.

**8. Revenue Monitoring** – Revenues as they are received will be regularly compared to budgeted revenues and any variances should be investigated. Any abnormalities will be included in the quarterly reports to the City Council.

## IV. EXPENDITURE POLICIES

### A. Appropriations

The point of budgetary control is at the department level budget for all funds. The Charter (Section 8.06) provides that any transfer of appropriation between funds must be approved by the City Council and that the City Manager, without City Council approval, is authorized to transfer appropriations within departments.

Further, the budget is controlled by the authorized positions in the adopted budget. No changes can be made to the number of authorized positions without City Council approval.

### B. Purchasing

All purchases of goods or services by the City will be made in accordance with state law and the following guidelines. All purchasing decisions shall be made in accordance with the Annual Budget or Capital Budget as approved by the City Council. The purchase of items not included in the Annual or Capital Budget less than \$40,000 shall require approval from the City Manager. The purchase of items not included in the Annual or Capital Budgets in excess of \$40,000 shall require the approval of the City Council. All contracts greater than \$40,000 shall be approved by the City Council. Emergency purchases in excess of \$40,000 will be limited to incidents that threaten public health, safety or damage to persons or property or in those situations in which inaction shall present a substantial financial loss to the City. All emergency purchases shall be submitted to the City Council for ratification. The following shows a summary of approval requirements for purchases.

#### APPROVAL REQUIREMENTS FOR PURCHASES:

1. The City Manager shall determine the purchasing authority limits of all Department Heads and other employees on a case-by-case basis; however, under no circumstances shall that authority exceed \$5,000.
2. Department Heads shall determine the purchasing authority of subordinate employees on a case-by-case basis; however, under no circumstances shall that authority exceed \$500.

### C. Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.

## D. Risk Management

The City will pursue every opportunity to provide for the public's and City employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs.

## V. BUDGET CONTINGENCY PLAN

This policy is designed to establish general guidelines for managing revenue shortfalls resulting from local and national economic downturns that adversely affect the City's revenue streams.

### A. Immediate Action

Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:

- *Freeze all new hire and vacant positions except those deemed to be a necessity by the City Manager;*
- *Review all planned capital expenditures; and/or*
- *Delay all "non-essential" spending or equipment replacement purchases.*

### B. Further Action

If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the variance. Any resulting service level reductions, including workforce reductions, will be determined by the City Council.

## VI. CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

The City's goal is to maintain City facilities and infrastructure in order to provide excellent services to the customers within the community, meet growth related needs, and comply with all state and federal regulations.

### A. Preparation

The City annually updates and adopts a five-year Capital Improvement Program (CIP) schedule as part of the operating budget adoption process. The plan is reviewed and adjusted annually as needed, and year one is adopted as the current year capital budget. The capital budget will include all capital projects, capital resources, and estimated operational impacts. Priorities for Capital Improvements should consider:

- *Needed capital improvements should be identified through system models, repair and maintenance records and growth demands.*
- *Economic development projects that have capital infrastructure needs should be reviewed and approved for funding by the City to be included in the CIP process or subsequent amendment.*
- *A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.*
- *Citizen involvement and participation may be solicited in formulating the capital budget through public hearings and other forums.*

In cases where CIP requirements vary, such as impact fees (with 10-year planning windows and a specialty review process), the City will abide by those requirements.

## B. Control

All capital project expenditures must be appropriated in the capital budget. Availability of resources must be identified before any CIP contract is presented to the City Council for approval.

## C. Financing Programs

Where applicable, assessments, impact fees, pro rata charges, or other fees should be used to fund capital projects which have a primary benefit to specific identifiable property owners.

Recognizing that long-term debt is usually a more expensive financing method, alternative-financing sources will be explored before debt is issued. See Sections X and XI. Short-term financing including Capital Leasing and other tax-supported obligations can be used to fund vehicles, computers and other operating equipment if the impact to the tax rate is minimal.

# VII. CAPITAL MAINTENANCE AND REPLACEMENT

The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of all individual funds with infrastructure should be budgeted each year to maintain the quality within each system.

## A. Infrastructure Maintenance

On-going maintenance costs are included as operating or capital expense within the departmental operating budgets. These costs are generally considered system repairs and are not capitalized for accounting purposes. They include such items as street seal coat, water line

repairs and other general system maintenance. Staff will prepare a street maintenance budget for Council's consideration during the budget process.

### **B. Internal Service Funds**

The City may utilize internal service funds to maintain and replace existing assets. Assessments are to be made to the "using" department for the use of current equipment and items to be purchased during the year. In this way, suitable funds should be accumulated and available for the purchase of operational assets with minimal issuance of debt. A systematic methodology will guide the calculation of the department charges.

## **VIII. ACCOUNTING, AUDITING AND FINANCIAL REPORTING**

### **A. Accounting**

The City is solely responsible for the recording and reporting of its financial affairs, both internally and externally. The City Manager is the City's Chief Financial Officer and is responsible for establishing the structure for the City's Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position.

### **B. Audit of Accounts**

In accordance with the City Charter, an independent audit of the City's accounts will be performed every year. The auditor may be recommended by the City Manager but is retained by and is accountable directly to the City Council.

### **C. Internal Reporting**

The Finance Department will prepare monthly internal financial reports, sufficient to plan, monitor and control the City's financial affairs.

### **D. External Reporting**

The Finance Department will be responsible for preparing the annual financial report by March 30 of each year [Charter IV(f)], or as timely thereafter as possible.

## IX. ASSET MANAGEMENT

### A. Cash Management and Investments

The City must comply with the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. A separate Investment Policy will be reviewed annually by the City Council and applies to all financial cash and investments held by the City.

**1. Statement of Cash Management Philosophy** - The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the prompt payment of obligations, and the prudent investment of idle funds in accordance with this policy.

- Cash handling procedures will be coordinated through the Finance Department and all personnel handling cash, checks, or customer payments will be required to take applicable training. Such training will cover PCI compliance and red flag rules as applicable.
- Financial Procedures will outline that bank reconciliations will be performed monthly immediately after statements are processed by the bank; discrepancies will be researched and corrected immediately.

**2. Objectives** – The City's investment program will be conducted as to accomplish the following, listed in priority order:

- *Safety of the principal invested*
- *Liquidity and availability of cash to pay obligations when due*
- *Receive the highest possible rate of return (yield) consistent with the City's investment policy.*

**3. Safekeeping and Custody** – Investments may only be purchased directly by the City or through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.

**4. Standard of Care and Reporting** – Investment will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The City Manager is responsible for the overall management of the City's investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.

## B. Fixed Assets & Inventory –

These assets will be reasonably safeguarded and properly accounted for, and prudently insured when required by law.

**1. Capitalization Criteria** – Capitalization is defined as the point at which an item gets recorded as an asset instead of expense. For purposes of budgeting and accounting classification assets meeting all of the following criteria must be capitalized:

- *The asset is owned by the City.*
- *The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.*
- *The original cost of the asset must be at least \$5,000.*
- *The asset must be tangible.*
- *On-going repairs and general maintenance are not capitalized.*

**2. New Purchases** – All costs associated with bringing the asset into working order should be capitalized as part of the asset cost. This may include start-up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase. The land will be recorded as a non-depreciable asset while improvements will be considered depreciable.

**3. Improvements and Replacement** – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of an asset's components will normally be expensed unless they are a significant nature and meet all the capitalization criteria.

**4. Contributed Capital** - Infrastructure assets received from developers or as a result of annexation or other dedications will be recorded as equity contributions when they are received and depreciated the same as city funded assets. The City will not accept dedications from homeowners association or other similar property owners without full review and consideration of the ongoing maintenance costs of those assets.

**5. Distributions Systems** - All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right of way acquisition.

**6. Reporting and Inventory** – The Finance department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's cash and fixed assets lies with the department supervisor or manager whose department has been assigned the asset.

**7. Inventory and Control** – The Finance department maintains an inventory with descriptions, dates and amounts and has the authority to conduct periodic inventory audits of any city assets, including equipment, cash or other city owned property. Assets assigned to individuals such as cars, computers, and phones must be itemized and returned to city control upon replacement or termination.

**8. Disposal** – City assets may be disposed if they are considered: too costly to repair, obsolete, or no longer functional. For any items with a residual value, the City will dispose of assets through public auction or sealed bid, either directly or through a cooperative effort. If an asset originally cost less than \$5,000, the manager may dispose of it through auction. If an asset cost more than \$5,000 or is being disposed of through a sealed bid, the City Council must approve it.

## X. DEBT MANAGEMENT

The City of Lago Vista recognizes that the primary purpose of capital facilities is to provide services to the community. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements.

In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay as you go” methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens, or the utility system expansion and upgrades and to allow it to fulfill its various purposes as a city.

### A. Usage of Debt

Long-term debt financing will be considered for non-continuous capital improvements of which future citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but are not limited to:

- *Grants*
- *Use of Reserve Funds*
- *Use of Current Revenues*
- *Contributions from developers and others*
- *Leases*
- *Impact Fees*

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

The City may utilize the benefits of short-term debt financing to purchase operating equipment provided the debt doesn't extend past the useful life of the asset, and the potential impact to the tax rate is within policy guidelines.

## B. Types of Debt

**1. General Obligation Bonds (GO's)** – Original issue General Obligation bonds must be authorized by a vote of the citizens of Lago Vista. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds within limits of state law for taxing authority. Conditions for issuance of general obligation debt include:

- *When the project will have a significant impact on the tax rate;*
- *When the project may be controversial even though it is routine in nature; or*
- *When the project falls outside the normal bounds of projects the City has typically done.*

As needed, the city will prepare Bond Propositions and the City Council will approve any election items and will set election dates in accordance with state law. The Finance Department will track all authorized propositions, the related debt issues and projects for those authorizations, and all remaining amounts approved but unissued.

**2. Revenue Bonds** – Revenue bonds may be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The final maturity of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issuance and will generally be limited to no more than twenty (20) years.

**3. Certificates of Obligation, Contract Obligations (CO's)** – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be paid either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both provided, however, that the I&S tax provides alternate security for the repayment of COs as required by State law. Typically, the City may issue CO's when the following conditions are met:

- *When the proposed debt will have minimal impact on future effective property tax rates;*
- *When the projects to be funded are within the normal bounds of city capital requirements, such as for roads, parks, various infrastructure and City facilities; and*
- *When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issuance.*

Certificates of obligation will be used with prudent care and judgment by the City Council. Notice of Intent to Issue COs will conform to state law requirements.

**4. Self-supporting General Obligation Debt** – Refers to general obligation debt issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes; however, the I & S tax is still pledged by law. The annual debt requirements are not included in the property tax calculation.

**5. Internal borrowing between City funds** – The City can authorize use of existing long-term reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within 18 months. The loan will be considered an investment of working capital reserves by the lending fund.

**6. Tax Notes** - In accordance with Chapter 1431 of the Texas Local Government Code the City may authorize the issuance of Tax Notes for construction of public works, the acquisition of land, buildings, equipment, machinery, and related professional services and operating expenses. The maximum term of such notes shall be 7 years except for operating expense which shall have a maximum term of 1 year.

### C. Method of Sale

The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issuance warrant a negotiated sale. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection process of the underwriter or direct purchaser.

### D. Disclosure & Federal Requirements

Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information for an anticipated bond issuance. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the

Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.

The City will maintain procedures to comply with its continuing disclosure requirements, through the MSRB “EMMA” program, as well as any arbitrage rebate and other Federal requirements.

The City can contract with an external service provider to assist with continuing disclosure requirements as well as rebate calculations due to the expertise required, the complexity of the law or calculation, and the magnitude of risk for non-compliance.

## F. Debt Structuring

The City will issue bonds with the final maturity not to exceed the useful life of the asset acquired. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long term debt instruments. Efforts will be made to minimize the effect of large deferrals or ‘balloon note’ type structures.

## G. I&S Accounting

City Charter section 8.12 requires a separate “account” for the City’s interest and sinking fund, referred to as the Debt Service account.

## H. Reimbursement Resolutions

The City will utilize reimbursement resolutions as a tool to manage its debt issues, due to arbitrage requirements and project timing (but not market driven reasons). In so doing, the City uses its capital reserve "cash" to delay bond, note and CO issues until such time when issuance is favorable and beneficial to the City. The City Council may authorize a reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds, notes and COs will be issued within the term of the existing City Council.

## I. Subject Matter Experts and Advisors

The City will select a financial bond advisor to assist with the issuance and monitoring of debt activities. The financial advisor will recommend other parties to use as bond counsel, rating agencies, paying agents, escrow agents and others involved in a transaction. The City will designate the financial advisor in such a manner to allow investors and underwriting firms to participate in a bond transaction, in accordance with the federal municipal advisor rule.

## **XI. OTHER FUNDING ALTERNATIVES**

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

### **A. Grants**

All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet that clearly identifies funding sources, outcomes and other relevant information will be approved by the City Manager prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

### **B. Use of Reserve Funds**

The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issuance. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the need for debt proceeds, or postpone a bond issuance until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond sale. Reserve funds used in this manner can be replenished upon issuance of the proposed debt provided a reimbursement resolution is promptly adopted.

### **C. Developer Contributions**

The City will require developers who negatively impact the City's utility capital plans to offset those impacts.

### **D. Leases**

The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.

### **E. Impact Fees**

The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every five years. All fees collected will fund projects identified within the Fee study and as required by state laws.

## XII. FINANCIAL CONDITIONS AND RESERVES

The City of Lago Vista will strive to maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

### A. Operational Coverage

The City's goal is to maintain operations coverage of 1.00-1.25, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.

### B. Operating Reserves

Operating Reserves are generally considered as the Unassigned Portion of Fund Balance for Governmental Funds. GASB #54 outlines the categories of Fund Balance and the appropriate definitions.

1. ***Non-Spendable Fund Balances*** are amounts of the City's fund balance that are:
  - i. not in a spendable form including inventory and prepaid items,
  - ii. cannot be converted to cash within the current period including long-term portion of loans receivable and non-financial assets held for resale, or
  - iii. are required to be maintained intact pursuant to legal or contractual requirements including an endowment or permanent fund.
2. ***Restricted Fund Balances*** are amounts of the City's fund balance that reflect resources that are subject to externally enforceable legal restrictions including those imposed by:
  - i. Creditors (through debt covenants),
  - ii. Grantors,
  - iii. Contributors, and
  - iv. Other government's legislation or regulations.

Restricted special revenue funds/accounts of the City include Public Safety & Courts, Hotel Occupancy (Bed Tax). Other restricted funds include all capital bond funds, impact fee funds, and the General Debt Service Fund.

3. ***Committed Fund Balances*** are the amounts of the City's fund balance that represent resources that are constrained by limitations of the City Council and that remain binding unless removed, modified, or rescinded by the City Council prior to the last day of the fiscal year for which the commitment is made. Committed funds include the Reserve Fund and Parks Fund.
4. ***Assigned Fund Balances*** are those amounts of the City's fund balance that reflect the government's intended use of resources. This would include any future appropriation amounts of fund balance. The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose but retains the power of final appropriation of those funds.

5. ***Unassigned Fund Balance*** are those amounts of the City's fund balance that are excess of what can properly be classified in one of the previous four categories. These funds are available for any purpose. Unassigned fund balance shall be held to mitigate financial risk that can occur from unforeseen revenues fluctuations and unanticipated expenditures, and provide cash flow for the City's general operations. Annual amounts may vary pending tolerable risk associated with volatility of the economy or exposure to natural risks. Fund unassigned balance should be used only for emergencies, major capital purchases or non-recurring expenditures that cannot be provided by savings in the current year.

The City targets operating reserves at 90 days (25%), but not to drop below 60 days (16.7%). Reserve requirements will be calculated as part of the annual budget process. In rare circumstances, the City will allow the reserves to fall below the target requirement providing a plan is in place to restore the funds and continue to maintain fiscally responsible levels that ensure a positive outlook in the bond ratings.

### C. Liabilities and Receivables

Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service.

Receivables that are protected by liens on properties will be aggressively pursued through county and state filing methods. Similarly, payments due from utility system customers will also be aggressively pursued, including cut-off procedures for delinquent accounts.

### D. Capital Project Funds

Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally, and may include internal costs of labor and equipment determined to be meet the requirements of a capital asset.

### E. General Debt Service Funds

Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The fund balance carried over from one fiscal year to the next should not exceed one month or 1/12th annual debt service requirements, in accordance with IRS guidelines.

## F. Investment of Reserve Funds

The reserve funds will be invested in accordance with the City's investment policy. Existing non-cash investment would be exempt through retirement of the investment.

## **XIII. INTERNAL CONTROLS**

### A. Written Procedures

Wherever possible, written procedures will be established and maintained by the City Manager for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

The City Manager designates the Finance Director to have access to any city records in order to perform duties of safekeeping and control of assets.

To ensure proper controls, the City will maintain a transition policy, coordinated through its Human Resources and Information Technology departments. This policy will cover safety-sensitive positions that have been assigned duties related to the management of city assets.

Within the Finance Department and areas with significant cash handling, all prudent measures will be taken to ensure proper segregation of duties, within the confines of staffing resources. Finance will work with customer departments, as well as the external audit team, to develop compensating controls and actions in areas where separation is limited.

### B. Department Head Responsibility

Each Department Head is responsible for ensuring that good internal controls are followed throughout their department, that all Management directives are implemented and that all independent auditor internal control recommendations are addressed. Departments will develop and periodically update written internal control procedures.



**AGENDA ITEM**

**City of Lago Vista**

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** Melissa Byrne Vossmer, City Manager

**Subject:** Discussion and Consideration of rescheduling the October 6, 2016 Special Called Meeting to October 13, 2016

**Request:** Business Item **Legal Document:** Resolution **Legal Review:**

**EXECUTIVE SUMMARY:**

The 3-day Annual Texas Municipal League (TML) Conference scheduled in Austin beginning October 5th conflicts with the Special Council Meeting on October 6, 2016. While there was some discussion about canceling the meeting, the general direction from Council was to hold the meeting as scheduled in order to keep projects / issues moving forward. As such, the meeting continued to be included on the Tentative Agenda Items Listing understanding the Mayor, City Manager and City Secretary were scheduled to attend the conference and would not be available for the meeting.

What wasn't discussed was the opportunity to stay with two meetings in October and keep the projects / issues moving forward by holding a Special Council Meeting on Thursday, October 13, 2016 instead. This item is placed on the agenda to afford Council the opportunity to meet both goals of keeping the projects / issues moving forward but also affording Councilmembers the opportunity to take advantage of the day and /or evening networking activities.

The Annual TML Conference presents an ideal opportunity to seek additional knowledge, learn from others and networking.

**Impact if Approved:**

**The October 6, 2016 Council Meeting would be rescheduled to October 13, 2016.**

**Impact if Denied:**

**The October 6, 2016 Council Meeting would be held as scheduled.**

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**

**Approve Resolution**

**Motion to:**

**Motion to:**

**Known As:**

**Resolution No. \_\_\_\_\_, a Resolution**

**Agenda Item Approved by City Manager**

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**MEETING DATE: September 15, 2016**

**AGENDA ITEM: CONSENT AGENDA**

**Comments:**

Approval of the following minutes:

April 7, 2016 Special called meeting;  
August 4, 2016 Special called meeting and  
August 18, 2016 Regular meeting

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote: Raley** \_\_\_\_\_ ; **Sullivan** \_\_\_\_\_ ; **Tidwell** \_\_\_\_\_ ; **R. Smith** \_\_\_\_\_ ;

**Mitchell** \_\_\_\_\_ ; **S. Smith** \_\_\_\_\_ ; **Bland** \_\_\_\_\_

**Motion Carried: Yes** \_\_\_\_\_ ; **No** \_\_\_\_\_

**OFFICIAL MINUTES OF THE CITY COUNCIL  
LAGO VISTA, TEXAS  
APRIL 7, 2016**

**BE IT REMEMBERED** that on the 7<sup>th</sup> day of April, A.D., 2016, the City Council held a Special Called Meeting at 6:31 p.m. at K-Oaks Clubhouse, 7000 Bar-K Ranch Road, Lago Vista, Texas, City Hall, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER, CALL OF ROLL and PLEDGE OF ALLEGIENCE**

Dale Mitchell	Mayor	Melissa Byrne Vossmer	City Manager
Ron Smith	Mayor Pro Tem	Danny Smith	Police Chief
Rich Raley	Council Member	David Harrell	Development Services Director
Ed Tidwell	Council Member	Sandra Barton	City Secretary
Stephanie Smith	Council Member	Starr Lockwood	Finance Director
Rodney Cox	Council Member	Barbara Boulware-Wells	City Attorney
Jason Shoumaker	Council Member	Chip Hamilton	Interim Golf Manager

Mayor Dale Mitchell called the Regular Meeting to order and recognized that all Council Members were present and led the Pledge of Allegiance.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**PUBLIC COMMENTS**

Jessica and Kasey Noack, 21505 Penn Cove, Lago Vista, appeared to request that the Council to consider allowing chickens in Lago Vista.

Larry Levy, 13710 Vinery Lane, Cypress, TX appeared to address the Council regarding the City assisting with a Development Plan, a separating strip and the American Girl Grill discrepancy. Mayor Mitchell advised Mr. Levy that the City attorneys are speaking directly with the American Girl Grill attorneys.

Seth Bershodsky, 7701 Turnback Ledge Trail, Lago Vista, asked Council is there were any plans to sell the golf course and if there is an exit strategy if it continues to lose money.

**PUBLIC HEARING**

1. Public Hearing concerning the proposed 2030 Lago Vista Comprehensive Plan.

Mayor Mitchell introduced the Comprehensive Plan Advisory Committee members present at this meeting.

Dan Sefco, Freese and Nichols provided an oral presentation of the proposed Comprehensive Plan and addressed questions from Council.

Carolina Hale, requested that hard copies of the proposed Comprehensive Plan be placed at City Hall and the Library. Staff will place copies at these locations.

George Pond, 6105 Camille Court said that he liked the protection of the Night Sky that was in the plan. He also stated that he would Tessera to be conscious of the lighting in the development that would protect the Night Sky.

Joan Davis, made comments regarding Dark Skies and complimented Chief Smith and Lago Vista police department for their assistance regarding a recent incident. She also would like more security at large events.

Diana Jackson, asked if there were any plans in the Comprehensive Plan regarding the strip mall and putting a Bealls or Khols in there.

Mayor Mitchell advised that the City is actively involved with retail recruitment through Buxton and that is one of the locations we are attempting to attract people to. The complex is for sale at this time.

2. Discussion and possible approval of ZON-1047 Conditional Use Permit.

David Harrell, provided a brief outline of the request and advised Council that the Planning and Zoning Commission recommended approval by a vote of 6-0 at their March 31, 2016 meeting.

On a motion by Rich Raley, seconded by Jason Shoumaker, the Council voted unanimously to approve the request for the ZON-1047 conditional use permit.

**ADDITIONAL DISCUSSION/ACTION ITEMS – GOLF COURSE**

3. Update on Highland Lakes and Lago Vista Golf Courses by Interim Golf Manager Chip Hamilton.

Melissa Byrne Vossmer, City Manager introduced Chip Hamilton, Interim Golf Manager. Chip Hamilton thanked City Staff for their assistance that they have provided to him.

He stated that the City has a contract with GolfNow who acts as a booking engine for tee times and marketing service to the City for both golf courses. Tee times are also booked through LagoVista.com. There have been issues with GolfNow where the computer would offer lower prices to the public, but there is an understanding with GolfNow and we set the prices ourselves. Since that has happened, the revenues have increased by 26%. GolfNow is also donating five computers to the City in order to utilize their programs on our courses. The maintenance crew has improved the conditions of the courses.

Chip also provided updates regarding tee times, having the Lago Vista High School play at the golf courses, employee uniforms and utilizing the Marshalls.

4. Discussion with the Golf Course Advisory Committee Concerning Operations and Future of City of Lago Vista Golf Courses.

Mayor Mitchell introduced the members of the Golf Course Advisory Committee and City Council Liaison.

Frank Robbins, Vice Chairman provided the Council with an update of their efforts and accomplishments. He stated that the Golf Course Advisory Committee and the City Council had a joint meeting in January and the Committee submitted a list of recommendations and Council accepted those recommendations.

Frank also stated based on their analysis with 2013 information that the City accrues an additional \$173,000 in value to the general fund from taxes based on the way property is appraised on the golf courses.

Councilwoman Smith asked Frank Robbins about the marketing plan and offered suggestions regarding making different membership package options.

David Fraza, commented on the improvements to the golf courses.

5. Discussion and possible action concerning Ordinance No. 2016-04-07-01; An Ordinance adopting a Budget Amendment/Golf Course Transfer from Utility Fund.

Mayor Pro Tem Ron Smith presented a power point for the Council and provided an oral overview and background of City debt and money previously transferred to the golf courses. Mayor Pro Tem stated that what he is attempting to do is to put the \$340,000 out of golf and put back in the utility side to pay the debt. He thinks that water needs to pay for water and golf needs to pay for golf.

The Council discussed and allowed comments from citizens.

Mayor Mitchell stated that in previous years the golf course fund was showing the budget as revenues equaling expenses, then we would go through the year and find out that we were running at a deficit and amend the budget at the end of the year by taking money out of the general fund and covering the deficit in the golf course fund. During budget preparation last fall, it was recognized that we were probably going to be operating in a deficit. So it was recognized that we should perhaps supplement it and be more transparent to the public showing that we might anticipate a \$340,000 deficit. And then, our auditor said, rather than show it from the general fund, which is primarily ad valorem taxes that we collect, it would be better to have it come from the utility fund because the utility fund is looked at as an enterprise fund just like the golf courses are looked at, as an enterprise fund. So it was the recommendation of the auditor that we take the money from the utility fund and move it over. There has been no funds moved from the utility fund during the course of this year.

Randy Kruger said regarding the debt on the Otwell house, it was fully anticipated that we would sell the house in less than a year, maybe a year and a half. He believes that the funding should come from the general fund.

On a motion by Mayor Pro Tem Smith, seconded by Councilwoman Smith, the Council voted 2 ayes (Ron Smith and Stephanie Smith) and 5 nays (Jason Shoumaker, Rich Raley, Ed Tidwell, Dale Mitchell and Rodney Cox) to approve Ordinance No. 2016-04-07-01 as presented. Motion failed.

6. Discussion and Possible Action on Making a Modification to the Utility Bill to reflect Funding in the Utility Fund in Support of the Golf Courses.

On a motion by Jason Shoumaker, seconded by Ed Tidwell, the Council voted 5 ayes (Rich Raley, Jason Shoumaker, Ed Tidwell, Mayor Mitchell and Rodney Cox) and 2 nays (Ron Smith and Stephanie Smith) to un-table this item. Motion passed.

On a motion by Jason Shoumaker, seconded by Ed Tidwell, the Council voted 5 ayes (Rich Raley, Jason Shoumaker, Ed Tidwell, Mayor Mitchell and Rodney Cox) and 2 nays (Ron Smith and Stephanie Smith) to remove this item from the agenda. Motion passed.

7. Discussion and Possible Action Concerning a Proposed Memorandum of Understanding with Jim Otwell for Highland Lakes Golf Course and Restaurant / Hotel & Conference Center.

On a motion by Rodney Cox, seconded by Rich Raley, the Council voted unanimously to un-table item #7. Motion passed.

On a motion Councilman Jason Shoumaker, seconded by Rodney Cox, the Council voted unanimously to withdraw item from the agenda.

Mayor Mitchell addressed Council and citizens with an itemized listing of how this agenda item was brought to the March 3 agenda.

8. Discussion and Possible Action Concerning a Proposed Memorandum of Understanding for the Relocation of the Highland Lakes Golf Course Temporary Pro Shop to the Clubhouse Building Only.

Jason Shoumaker, motioned to approved the proposed Memorandum of Understanding for the relocation of the Highland Lakes Golf Course Temporary Pro Shop to the Clubhouse Building only. Motion seconded by Rodney Cox.

The Council discussed, and heard comments from the City Attorney, Barbara Boulware-Wells who stated that items can be removed, substituted or added during the discussion.

Councilman Cox asked Frank Robbins if he testified earlier that the Golf Course Advisory Committee was for moving the Pro Shop back into that facility. Frank Robbins answered "yes".

Jim Otwell stated that the land swap paperwork was never signed. Melissa Vossmer stated that it was approved by Council in February and it was shared with him and it was ready for him to execute.

Lois Kruger, expressed her concerns regarding her support for Mr. Otwell in the past to open a restaurant, but then he closed it down. So what if he opens his restaurant again and we move the Pro Shop in there and he closes it down again, where are we taking the Pro Shop. Mayor Pro Tem asked Mr. Otwell if he planned to continue his approved Planned Development as is. Mr. Otwell responded with that the intent was to finish the hotel as the PDD was designed to do. Mr. Otwell stated that he was not going to spend another 5 or 6 million dollars in addition to what he has already spent to build this hotel.

Randy Kruger said that he thinks we should be very cautious in going forward with this and letting Mr. Otwell have the beer and wine license. He provided some history and information regarding the Bistro that Mr. Otwell previously had open and we gave up our beer and wine license then and the issues that ensued.

Bill McDaniel spoke about his concerns about Mr. Otwell not being able to sell beer on the golf course. He also asked about the length of the lease.

Jane Brunslick asked why we have to have this particular MOU to get started.

Larry Russell expressed his concerns with Councilman Shoumaker's whole objective on this and he has a motive with the land swap and wants it designated for something.

Curtis Woodlock expressed that he thinks we should get a solid concrete agreement when both sides can work it out before deciding on anything.

Richard Bohn addressed the Council and said they were duly elected to represent the citizens of Lago Vista without conflict of interests. He stated if we did the property swap with the cart barn and putting green, when the lease is taken away from us we are going to have to build a cart barn and to build a cart barn we will have to buy property.

Jason Shoumaker withdrew first motion and amended his motion to remove item #1 which does not relocate the Pro Shop to Alex's, remove item #3 which consists of the land swap, maintain #2 and keep #4, improving signage to the golf course. This motion was seconded by Rich Raley. Voting in favor; Rodney Cox, Jason Shoumaker and Rich Raley. Voting in opposition; Ed Tidwell, Ron Smith, Stephanie Smith and Mayor Dale Mitchell. Motion did not pass.

9. Discussion Concerning Operations of the Lago Vista Golf Course Restaurant.

Mayor Dale Mitchell motioned to un-table this item, seconded by Councilman Ed Tidwell. Voting in favor; Jason Shoumaker, Rich Raley, Ed Tidwell, Mayor Mitchell, Ron Smith and Rodney Cox. Not voting; Stephanie Smith. Motion passed.

Melissa Byrne Vossmer, City Manager provided a brief overview of the progress of the restaurant operation including challenges in the kitchen area and addressed questions from Council. She stated that the restaurant has been well received. She stated we have no recommendation but wanted to update Council. No action taken.

**This items taken out of order**

11. Discussion and direction concerning establishing Economic Development Incentives.

Melissa Byrne Vossmer provided some brief background information. Councilmembers Jason Shoumaker and Ed Tidwell volunteered to meet with the City Manager to discuss and bring back a recommendation for Council to take action on.

**FUTURE MEETINGS**

12. Consider schedule and items for future Council meetings.

Councilman Jason Shoumaker requested an agenda item regarding chickens on the April 21, City Council meeting.

Mayor Dale Mitchell suggested a work session on the Comprehensive Plan tentatively scheduled for Saturday April 16, at 11:30 a.m.

Councilman Rich Raley requested an item regarding an Ordinance for on premise signage.

Councilman Ed Tidwell requested the MOU discussion be placed on a work session.

**EXECUTIVE SESSION**

13. At 11:25 p.m. the Council convened into Executive Session pursuant to Sections 551.071 (Advice of Counsel), 551.072 (Real Property), 551,074 (Personnel), Texas Government Code and Section 1.05 Texas Disciplinary Rules of Professional Conduct regarding:

1. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.
2. Consultation with legal counsel regarding past and future contracts with vendor for Lago Vista Golf Course restaurant.
3. Consultation with legal counsel regarding Highland Lakes PDD, Highland Lakes Golf Course and possible issues and questions related to acquisition, sale or lease of property thereunder.
4. Consultation with Legal Counsel regarding alternative economic development programs or incentives for new business concerns.

5. Consideration of applicants for appointment to the CAPMETRO Study Committee.
14. At 12:23 a.m. the Council reconvened from Executive Session into open session to take action, as deemed appropriate in City Council's discretion, regarding:

1. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.

No action taken.

2. Consultation with legal counsel regarding past and future contracts with vendor for Lago Vista Golf Course restaurant.

On a motion by Councilman Jason Shoumaker, seconded by Rodney Cox, the Council voted unanimously to approve the motion that action be taken as discussed in Executive Session. Motion passed.

3. Consultation with legal counsel regarding Highland Lakes PDD, Highland Lakes Golf Course and possible issues and questions related to acquisition, sale or lease of property thereunder.

No action taken.

4. Consultation with Legal Counsel regarding alternative economic development programs or incentives for new business concerns.

No action taken

5. Consideration of applicants for appointment to the CAPMETRO Study Committee.

Action taken as shown below.

## **ACTION ITEMS**

10. Discussion and action concerning Resolution No. 16-1646 by the City Council of the City of Lago Vista, Texas Appointing Members and a Council Liaison to the CAPMetro Study Committee.

On a motion by Mayor Dale Mitchell, seconded by Rodney Cox, the Council voted unanimously to accept the following individuals that applied for the CAPMetro Study Committee: Karen Bowling, Ross Dewhurst, Caroline Hale, Brigham Seaver and Gary Zaleski. These five will join Clive Rutherford and Darren Webb that were already members. Councilman Ed Tidwell volunteered to serve as Council Liaison.

## **ADJOURNMENT**

Mayor Dale Mitchell adjourned the meeting at 12:27 a.m.

Respectfully submitted,

\_\_\_\_\_  
Dale Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Council Member \_\_\_\_\_, seconded by Council member \_\_\_\_\_  
the above and foregoing instrument was passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

DRAFT

**AGENDA  
CITY COUNCIL  
SPECIAL CALLED MEETING AND EXECUTIVE SESSION  
THURSDAY, AUGUST 4, 2016**

**BE IT REMEMBERED** that on the 4<sup>th</sup> day of August, A.D., 2016, the City Council held a Special Called Meeting and Executive Session beginning at 5:00 p.m. at City Hall, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER, CALL OF ROLL**

Dale Mitchell	Mayor	Melissa Byrne Vossmer	City Manager
Ron Smith	Mayor Pro Tem	Danny Smith	Police Chief
Kevin Sullivan	Council Member	David Harrell	Development Services Director
Ed Tidwell	Council Member	Sandra Barton	City Secretary
Stephanie Smith	Council Member	Barbara Boulware-Wells	City Attorney
Rich Raley	Council Member	Starr Lockwood	Finance Director

Mayor Dale Mitchell called the Regular Meeting to order and recognized that all Council Members were present.

**EXECUTIVE SESSION**

17. At 5:04 p.m. the Council convened into Executive Session pursuant to Sections 551.071 (Advice of Counsel), 551.072 (Real Property), 551,074 (Personnel), Texas Government Code and Section 1.05 Texas Disciplinary Rules of Professional Conduct regarding:  
Item A. only at this time. Mayor Mitchell advised that applicant Seth Bershadsky has withdrawn his application because of a personal surgery.

A. Consideration of applicants for filling the remaining term of Council Member Place 6 as follows:

5:00 p.m. Jimmy Lynam  
5:15 p.m. Michael Gray  
5:30 p.m. Seth Bershadsky  
5:45 p.m. David Williams  
6:00 p.m. Dave Lyons  
6:15 p.m. David Abendschein  
6:30 p.m. Suzanne Bland  
6:45 p.m. Eric Hutchins  
7:00 p.m. Michael Zaydel  
7:15 p.m. Catherine A. Knox

**ACTION ITEMS** (action and/or a vote may be taken on the following agenda items):

18. At 7:38 p.m. the Council reconvened from Executive Session into open session to take action as deemed appropriate in City Council's discretion regarding item A. only:

A. Consideration of applicants for filling the remaining term of Council Member Place 6.

On a motion by Councilman Raley, seconded by Councilwoman Smith, the Council voted unanimously to appoint Suzanne Bland to the open City Council Place 6 position.

At 7:38 p.m., Mayor Mitchell called the Regular Meeting to order and led the Pledge of Allegiance.

**CITIZEN COMMENTS:** In accordance with the Open Meetings Act, Council is prohibited from acting or discussing (other than factual responses to specific questions) any items not on the agenda.

Helen and Bill Brown asked about the status of annexing Alfalfa Drive. Mayor advised that we will hopefully have the budget passed by the end of September and we will be looking at this.

1. City Secretary to administer the Statement of Officer and Oath of Office to newly appointed Council Member Place 6.  
City Secretary, Sandra Barton, administered the Statement of Officer and Oath of Office to newly appointed Council Member Suzanne Bland.

### **AGENDA ITEMS TAKEN OUT OF ORDER**

#### **ACTION ITEMS**

9. Discussion and consideration of Resolution No. 16-1660; A Resolution by The City Council of the City of Lago Vista, Texas, providing for a Public Hearing and Notice of Intent to issue General Obligation Refunding Bonds as required by the City's Home Rule Charter; providing an effective date; and containing other matters relating to the subject.

Melissa Byrne Vossmer, City Manager provided some background information to Council. Tom Lawrence, Financial Advisor appeared provide information on the process for a delegated pricing ordinance to refinance two tax notes. He stated this establishes parameters and if those parameters are satisfied, then the pricing officer can sign off on the ultimate financing. We basically have 6 months to complete it.

On a motion by Councilman Tidwell, seconded by Councilman Sullivan, the Council voted unanimously to approve Resolution No. 1660 as presented.

4. Discussion and possible action regarding Resolution No. 16-1659; A Resolution granting the Consent of The City of Lago Vista, Texas, to the creation of Travis County Emergency Services District No. 7.

Melissa Byrne Vossmer, City Manager provided some background information to Council and advised that ESD citizens presented a petition to ask consideration for Lago Vista in creating Travis County Emergency District No. 7.

Kelli Carlton, Attorney for North Lake Travis Firefighters Association who is the entity who is bringing the petition to create Travis County ESD No. 7. ESD No. 7 will be a direct overlay of ESD No. 1 with the same boundaries. The purpose of ESD No. 7 is to provide emergency medical services, first responder, higher level paramedic training as well as

transport. ESD No. 1 would provide the fire related services and ESD No. 7 would provide emergency services and ultimately transport. In order to create an ESD at all, they have to get the consent of the cities and ETJ's that are affected. This item will have to go on the November ballot.

Donnie Norman, Fire Chief also appeared in support of creating ESD No. 7.

Larry Levy asked a question regarding now having two taxing authorities and if there were any chance there would be more than two.

On a motion by Councilwoman Smith, seconded by Councilwoman Bland, the Council voted unanimously to adopt Resolution No. 16-1659 as presented.

## **PUBLIC HEARING AND ACTION**

2. **SUB 1117-** Consideration by the City Council of a replat for Lots 14-15, Block D, Tessera on Lake Travis Phase 1A from a total of two (2) existing lot to eleven (11) lots.

Barbara Boulware-Wells, City Attorney advised the Council that the Planning and Zoning Commission tabled this item at their meeting on July 28, so there is no recommendation to be made to Council, so Council cannot take under consideration at this time. However, public hearing notices were sent out so she encourages Council to go ahead and open the public hearing and leave it open so then on August 18, it can be continued. The Mayor opened the public hearing at 8:31 p.m.

On a motion by Councilman Raley, seconded by Councilman Tidwell, the Council voted unanimously to table this item until August 18, 2016.

3. **SUB 1093** – Consideration of the City Council of a re-plat in Highland Lakes Estates Section 16 Lots 16069-16072 from a total of four (4) existing lots to six (6) lots.

David Harrell, Development Services Director provided a brief overview and background information. He stated Staff does believe this replat does meet the City's Subdivision standards and Chapter 212 requirements of the Texas Local Government Code and recommends approval.

Greg Billings, the agent for Red Cardinal LLC, agent for the property owner answered some questions from Council regarding zoning and use.

The Mayor opened the public hearing at 8:46 p.m. and closed the public hearing at 8:47 p.m.

On a motion by Councilman Raley, seconded by Councilman Tidwell, the Council voted unanimously to approve the re-plat as requested.

5. Discussion and consideration of Ordinance No. 16-08-04-01; An Ordinance ordering and establishing procedures for the 2016 General Election in the City of Lago Vista to Elect Councilmembers for Place 2, Place 4 and Place 6; providing for notice of the Election; providing Election Precinct and polling places; providing for Early Voting; providing an effective date and Open Meetings clause; and providing for related matters.

City Secretary, Sandra Barton provided a brief outline of the contents of the proposed Ordinance for Council and advised Council of Travis County's intention of holding early voting at City Hall on November 3<sup>rd</sup> and 4<sup>th</sup>.

On a motion by Mayor Pro Tem Smith, seconded by Councilwoman Bland, the Council voted unanimously to approve Ordinance No. 16-08-04-01 as presented.

6. Discussion and consideration of Ordinance No. 16-08-04-02; An Ordinance of the City of Lago Vista, Texas calling a Special Election for November 8, 2016 concerning the City of Lago Vista's continued participation in Capital Metropolitan Transportation Authority; authorizing a Joint Election to be held with Travis County; making provision for the conduct of the Election; establishing procedures; resolving other matters incident and related to such Election; and providing an effective date.

Melissa Byrne Vossmer, City Manager advised that this is on the agenda because of the work of the CAPMETRO Advisory Committee who finalized their recommendations and provided to Council in June. She also provided additional background information and overview of the proposed Ordinance. She advised that the Committee voted 5-2 to recommend to the City Council to place this item on the November ballot.

If the CAPMETRO services are withdrawn, the City still has a net financial obligation, based on a formula, to CAPMETRO in the amount of \$974,054 which would take the City two and half years to pay off. The City would be certain of this amount before agreeing with it.

Sam Sargent, CAPMETRO representative appeared and answered questions from Council regarding alternate services.

Councilman Sullivan asked Committee members who were present at the meeting if they had known that the NFO was almost a million dollars, would that have impacted their decision.

Rambie Briggs, 22017 Redbird Drive voiced his appreciation to Capital Metro for nicely paved street. He expressed concerns about not having enough information to make an informed decision.

Greg Billings wanted to point out that since Cedar Park opted out, it greatly affected our desirability in ridership out here. He wants to make sure we know what the needs of the community are going to be in the coming years.

Jim Speckmann said that the City pays \$350,000 net dollars, Sam told us we were getting over \$500,000 worth of service; his personal opinion is that we are not to the point of withdrawing from Capital Metro.

Peggy Sharp has a 35 year old special needs son who rides Capital Metro to work every day.

Without that service, she and her husband would have to take off of work to take him places.

She agrees that we should have a say so in where they stop in Lago Vista.

Councilwoman Smith asked if the voters opt to stay with the service, can we renegotiate what we currently have. Sam Sargent answered yes. These are discussed in January, June and August.

On a motion by Councilman Tidwell, seconded by Councilman Raley, the Council voted unanimously to adopt Ordinance No. 16-08-04-02 as presented.

**The Council took a break at this time from 10:00 am – 10:08 p.m.**

7. Discussion and consideration of Ordinance No. 16-08-04-03; An Ordinance of The City of Lago Vista, Texas calling a Special Election for November 8, 2016 concerning two Propositions solely conditioned upon the voter rejection to continue participation in the Capital Metropolitan Transportation Authority – one Proposition to determine whether the citizens support creation of a Type B Community Development Corporation through the adoption of the local sales and use tax at the rate of one-half of one percent to be allocated to the Type B Community Development Corporation and the other Proposition to determine whether the citizens support authorization of the local sales and use tax at the rate of one-half of one percent to provide revenue for maintenance and repair of Municipal streets; authorizing

a Joint Election to be held with Travis County; making provision for the conduct of the election; establishing procedures; resolving other matters incident and related to such election; and providing an effective date.

Melissa Byrne Vossmer provided a brief overview of the proposed Ordinance and the reallocation of the 1 penny sales tax. One way is the establishment of a Type B Community Development Corporation Sales Tax at the rate of ½ of 1% and the establishment of a Street Maintenance Sales Tax at the rate of ½ of 1%.

Barbara Boulware-Wells, City Attorney answered legal questions from Council regarding the two options. Council discussed different options.

Councilwoman Smith asked if the Grill repairs could fall under one of these options. City Attorney said it could be a prospect.

On a motion by Mayor Mitchell, seconded by Councilman Sullivan, the Council voted unanimously to approve Ordinance No. 16-08-04-03 as presented.

8. Discussion and Direction Concerning a Full-Time Public Works / City Engineer.

Melissa Byrne Vossmer, City Manager advised Council that after the first of the year, Gary Graham, Interim Public Works Director will not be available to work with the City for the 20 hours a week as he does presently.

Council directed City Manager to begin advertising for this position.

10. Discussion and Direction Concerning the Close-Out of Completed Capital Improvement Projects and Movement of Project Fund Balances.

Melissa Byrne Vossmer, City Manager stated that we are in a position to close-out Capital Improvement Projects and move the fund balances. The amount that is available is \$677,903.84.

Gary Graham gave a brief overview of the Capital Improvement Projects that were completed. Staff recommends moving these funds to the reserve account.

On a motion by Mayor Mitchell, seconded by Councilwoman Smith, the Council voted unanimously to move the funds from the Capital Improvement Projects that we closed out and move into our reserve.

## **WORK SESSION**

12. Discussion of Comprehensive Plan Housing Goals & Incentives.

David Harrell, Development Services Director provided an overview of the proposed goals and incentives. David provided example from other cities as a reference.

Keith Billington, Silverton Custom Homes, made comments regarding the square footage costs of homes, areas in Lago Vista that do not have utilities, limiting the amount of homes built.

11. Three month report from Lago Vista Golf Manager.

Mark Cote spoke about his observations since he began. He spoke about the some changes he would like to implement such as creating junior programs, instituting kids play for free with

paying adult, super twilight play, instituting a birthday club and working on greens condition. Some of the challenges are course conditions, the irrigation system, personnel, overseeding and decreasing revenues. Some of the future opportunities include; working on membership study comparisons, getting a mixed beverage license and grill refurbishment, implementing military, police and fireman rate discounts, create collateral pieces for Chamber, builders, new residents, perspective outings and negotiate a news GolfNow agreement.

Councilman Sullivan asked Mark for the plan for revenue generations.

Mayor Mitchell told Mark that we have never had as good a professional golf course manager as him in Lago Vista and he has the expertise that we need.

Gary Graham addressed questions regarding effluent and reclaimed water on the golf courses.

### 13. Work session on Proposed FY 16/17 Budget.

Starr Lockwood, Financial Director advised the Council of several changes to the proposed budget since July 7<sup>th</sup>. According to the Texas County Tax Appraisal Office, the net taxable property tax values at \$742,240,361.

The seeding that was previously included in the Effluent Budget, but the Auditors moved it back to the golf courses as part of the audit.

Adjustments have been made to the utility fund following the presentation from Nelisa Heddin and Council's election to go with option 2. The rates presented that support that option have an increased potential for additional revenues for water in the amount of \$479,653 and for wastewater in the amount of \$64,261.

Additional marketing for the 2017 Lago Fest in the amount of \$4,000 has been added to the Hotel Occupancy Fund Budget for a total of \$10,000.

Council and staff discussed the new positions are in Water/Wastewater, the part-time position in Development Services and the part-time position to be shared by Finance, HR and utility billing.

Mayor Pro Tem Smith asked the City Manager if staff has been accommodated with all the technology and needs to perform their jobs. City Manager advised that she believes they have been.

### 14. Departmental Reports

A. Development Services

B. Financial Report

C. Library Report

D. Municipal Court Report

E. Police Department

F. Public Works Reports

a. Pool Revenue

b. Street Department

c. Utility Department (Water/Wastewater Services)

d. Water Loss Report - Mayor Mitchell had a question for Gary regarding terminology issues with effluent disposal and reclaim disposal.

e. Water/Wastewater Treatment - Mayor Pro Tem asked if WTP #3 was running. He was advised that it is. Mayor asked when the ribbon cutting will be.

15. Reports/Minutes from City Boards, Committees and Commissions

- A. May 26, 2016 Airport Plan Advisory Committee minutes – No comments
- B. June 14, 2016 Golf Course Advisory Committee minutes – No comments
- C. June 20, 2016 Parks and Recreation Advisory Committee minutes – No comments
- D. July 14, 2016 KLVB minutes – No comments

**FUTURE MEETINGS**

16. Consider schedule and items for future Council meetings.

Mayor asked that the Golf Course Advisory Committee give their Semi-annual report. Mayor Pro Tem requested the HR Handbook approval on August 18 and an item to consider abolishing the Golf Course Advisory Committee. Councilman Raley asked that the 10U All Star Team be recognized at the September 1 meeting.

**EXECUTIVE SESSION**

17. Convene into Executive Session pursuant to Sections 551.071 (Advice of Counsel), 551.072 (Real Property), 551,074 (Personnel), Texas Government Code and Section 1.05 Texas Disciplinary Rules of Professional Conduct regarding:

- B. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.
- C. Consultation with legal counsel regarding contractual claims or possible claims or charges, contractual modifications, and questions related thereto.
- D. Pending or threatened litigation pertaining to Cause No. D-1-GN-16-002483, *Brian Atlas v. City of Lago Vista*, Travis County 200<sup>th</sup> District Court.

Barbara Boulware-Wells offered that there is nothing on the Executive Session that require discussion.

**ACTION ITEMS** (action and/or a vote may be taken on the following agenda items):

18. Reconvene from Executive Session into open session to take action as deemed appropriate in City Council’s discretion regarding:

- B. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.
- C. Consultation with legal counsel regarding contractual claims or possible claims or charges, contractual modifications, and questions related thereto.
- D. Pending or threatened litigation pertaining to Cause No. D-1-GN-16-002483, *Brian Atlas v. City of Lago Vista*, Travis County 200<sup>th</sup> District Court.

**ADJOURNMENT**

Mayor Dale Mitchell adjourned the meeting at 12:59 a.m.

Respectfully submitted,

\_\_\_\_\_  
Dale Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the above and foregoing instrument was passed and approved this 15<sup>th</sup> day of September, 2016.

DRAFT

**OFFICIAL MINUTES OF THE CITY COUNCIL  
LAGO VISTA, TEXAS  
AUGUST 18, 2016**

**BE IT REMEMBERED** that on the 18th day of August, A.D., 2016, the City Council held a Regular Meeting at 6:30 p.m. at City Hall, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER, CALL OF ROLL and PLEDGE OF ALLEGIANCE**

Dale Mitchell	Mayor	Melissa Byrne Vossmer	City Manager
Ron Smith	Mayor ProTem	Sandra Barton	City Secretary
Rich Raley	Council Member	Barbara Boulware-Wells	City Attorney
Kevin Sullivan	Council Member	David Harrell	Dev. Services Dir.
Stephanie Smith	Council Member	Danny Smith	Police Chief
Ed Tidwell	Council Member	Mark Cote	Golf Course Manager
Suzanne Bland	Council Member	Gary Graham	Interim PW Director
		Starr Lockwood	Finance Director

Mayor Dale Mitchell called the Regular Meeting to order and recognized that all Council Members were present. Rev. Dale Chrisman, Trinity Anglican Church gave the Invocation and Mayor Mitchell led the Pledge of Allegiance.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**CITIZEN COMMENTS**

Jimmy Lynam, 6407 Lynn Lane to make comments regarding getting a warning from the Code Enforcement Officer for his water running after 10 o'clock at night, then the very next day he is driving down Dawn and the water is on at 11 o'clock in the morning. He also expressed concerns regarding this month's water bill being higher than his electric bill, and a question regarding the processing fee. Asked if the lead and copper levels have been on checked since 2012. (Mayor Mitchell explained the process). He also asked about access to the swimming pool at Tessera. (Melissa Vossmer explained the process).

**PUBLIC HEARING AND ACTION**

1. **SUB 1117-** Consideration by the City Council of a re-plat for Lots 14-15, Block D, Tessera on Lake Travis Phase 1A from a total of two (2) existing lot to eleven (11) lots.

Mayor Mitchell stated that the Public Hearing was opened at the last Council meeting on August 4 and was held open until this Council meeting.

David Harrell, Development Services Director provided a brief overview of the request and some background information. The Public Hearing was closed at 6:45 p.m.

On a motion by Councilman Raley, seconded by Mayor Mitchell, the Council voted unanimously to approve the re-plat as requested.

## ITEMS TAKEN OUT OF ORDER

### WORK SESSION

#### 5. Presentation of Tessera PID overview.

Melissa Byrne Vossmer gave a brief overview to Council.

Darlene Hines, provided an oral presentation and slide show of the project summary.

They currently have three production builders under contract. They have 43 homes completed to date and have sold 119 lots to builders.

Jeffries, Bond Underwriters also addressed Council to go over the PID bond basics and what they can finance. He stated the only obligation that the City has is that, if people don't pay their property taxes, and their special assessment, you have to foreclose on the property.

Councilman Raley asked if the administration costs are paid for through the bond? Jeffries representative said yes, the administration is paid for by the PID.

Robert Clemon, Attorney for Hines also was present to provide an overview of the PID and answer questions.

Mark Tippetts expressed his concerns regarding the special assessment plan.

#### 6. Presentation Tessera PID Bond Overview.

Jana Edwards, McCall, Parkhurst & Horton, Bond Counsel to the City, provided an overview of the PID Bond and explained the general concept and the benefits and risks.

Sheryl Speckmann asked if there was a time period that the improvement benefits must be implemented by.

#### 2. Discussion, Consideration and Action, if any, Regarding a Vote on Adoption of a Proposal to Set a 2016 Tax Rate of \$ .65 for the City of Lago Vista and Schedule Public Hearings and Take Necessary Action.

Barbara Boulware-Wells, City Attorney addressed questions regarding the maximum tax rate amount that can be set and explained that in order to effectively give notice of what your tax rate is, you set it at the highest amount that you would be authorized to, short of rollback.

After you have your public hearings then you can lower it to whatever you want to or you can keep it. If you find that your tax rate will go higher than what you have noticed, then you would have to notice it again and if it's over the rollback rate, then at that point, wherever you go above that, you are subject to rollback election.

On a motion by Councilman Tidwell, seconded by Councilman Sullivan, the Council voted unanimously to adopt the proposed 2016 tax rate of \$.65 for the City of Lago Vista and set hearings and take necessary action. The hearings will be set for September 1 and September 8, 2016.

Dave Williams asked a question, but could not be heard by City Secretary.

Marilyn Stanford asked is Council thought we would have the same issue with it being so packed. Mayor said that at last year's budget process, we did not have any great audience as we went through this budget process.

3. **\*PUBLIC HEARING\***: Pursuant to the Texas Local Government Code, Chapter 102, notice is hereby given that the City Council of the City of Lago Vista, Texas will conduct a Public Hearing to receive citizen comments and views regarding the proposed City of Lago Vista budget for the Fiscal Year 2016/2017 commencing October 1, 2016 and ending September 30, 2017.

**A copy of the proposed budget is available for viewing between 8:00 A.M. and 5:00 P.M. on weekdays at the Lago Vista City Hall, 5803 Thunderbird and the Lago Vista Library at the Lago Vista Public Library, 5803 Thunderbird, Suite 40, Lago Vista, Texas 78645 and may be found on the City's website: <http://www.lagovistatexas.org>.**

If adopted by the Lago Vista City Council, the FY 2016/2017 Budget will raise more total property taxes than last year's budget by an estimated \$ 391,330 or 8.85% and of this amount \$ 126,917 is tax revenue to be raised from new property added to the tax roll in January 2015/2016.

The Public Hearing was opened at 7:50 p.m.

Jane Brunclik asked a question but could not be heard by City Secretary.

Jimmy Lynam asked if the Golf Course Manager has any ideas on how to make up the shortfall, if so, he would like to hear them. Mayor said that at the last meeting, Mark Cote, the Golf Manager gave the Council some updates of his three months on the job and this is a concern for everybody.

At this time, the Mayor left the public hearing opened and moved to item #9 on the agenda. Councilman Sullivan expressed that he would like us to have a plan with very specific things and we are going to execute that plan to build revenues.

Melissa Byrne Vossmer advised that we have two interns from Texas A&M to do a road survey for us. They have finished all the road evaluations except for Lohman, Boggy Ford and Bark-K. After putting all the information into a model, the model will show recommendations on how we will move forward with street improvements.

After hearing discussion on item #9, the public hearing was closed at 9:05 p.m.

9. Presentation and Discussion of the Golf Course Advisory Committee Bi-Annual Report.

Kevin Jackson, Golf Course Advisory Committee Chair gave an overview of the Bi-Annual Report and addressed questions. He addressed the status of the courses physical condition, financial status, summary of Sub-Committee activities and recommendations and a proposed program for the next six months and addressed questions.

Mark Cote made comments regarding the grass conditions on the courses. He also spoke about the list of ideas that he spoke about at the last meeting and addressed questions.

Councilman Raley asked Mark how much of his day is spent explaining that the golf course is still losing money as opposed to trying to turn the golf course around.

Mark said he is working everything that he's got to try and turn the golf courses around, so he doesn't dwell on that.

Councilwoman Bland asked how the Committee refocusing and what are their objectives moving forward.

Melissa advised that she and Mark had a conversation with a company to talk about the golf course and the economic impact that they have as a whole to the City. They will send us a scope of services of what the impact analysis would actually look at.

Mayor Pro Tem Smith asked if anybody has ever looked at cutting expenses at the golf course.

Councilwoman Bland suggested that the Council direct the Golf Course Advisory Committee direct their energies towards driving events, driving activities to generate revenue for the golf courses, also go out and get some federal grants.

Kevin Jackson also expressed that he would like Mark to decide what he wants and needs out of the Golf Course Committee, when they need to meet and where they can help.

#### 10. Discussion and Possible Direction Concerning the Golf Course Advisory Committee.

Mayor Pro Tem Smith gave some background information of how the Committee came to be and thinks the Committee has run its course and thinks we need to let Mark run the golf courses.

Councilwoman Smith thanked the Committee and is in concurrence and said this is why we hired Mark and he shouldn't have to go through anyone.

Councilman Sullivan also said that this is why we hired Mark and let him do his job.

Mayor asked why do we continue to have advisory committees for the Library and the Airport if we have Department Heads like the Librarian who is qualified to run the Library.

They get involved with reaching plans and were involved in the extension of the library. They meet quarterly.

Sheryl Speckmann said the question is conceptual, does the concept of any advisory council have meaning to you all. Are they helping you? If they are, let's keep them, if they are not, then do away with them.

The Golf Course Advisory Committee will meet with Mark Cote and develop a plan going forward.

### **CONSENT AGENDA**

All matters listed under Consent Agenda, are to be considered routine by the City Council and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

#### 4. Approval of the following minutes:

July 7, 2016 Special Called meeting;

On a motion by Mayor Pro Tem Smith, seconded by Councilman Sullivan the Council voted five (5) ayes (Ron Smith, Ed Tidwell, Kevin Sullivan, Dale Mitchell and Stephanie Smith) to approve the minutes from July 7 as presented.

July 18, 2016 Special Called meeting and

On a motion by Councilman Tidwell, seconded by Councilwoman Smith, the Council voted five (5) ayes (Ed Tidwell, Dale Mitchell, Rich Raley, Kevin Sullivan and Stephanie Smith) to approve the minutes from July 18 as presented.

July 21, 2016 Regular meeting

On a motion by Councilman Sullivan, seconded by Councilwoman Smith the Council voted four (4) ayes (Rich Raley, Kevin Sullivan, Dale Mitchell and Stephanie Smith) to approve the minutes from July 21 as presented.

7. Discussion regarding potential Rezoning in areas north of the Airport.

David Harrell, Development Service Director provided a brief overview of the future land use map that approved when the 2030 Comprehensive Plan was approved by Council. The Planning and Zoning Commission recommended rezoning areas which mostly border the following roadways: Rolling Hills to Rawhide to Running Brook, to City limits, back to Rolling Hills to administrative rezoning. Council directed Staff to proceed.

11. Update on Camille/Dawn Drive Traffic issues.

Gary Graham, City Engineer provided an oral presentation regarding options and a brief review from the meeting in March.

None of the four alternatives that were presented were acceptable.

He checked with both Alliance Transportation Group and HDR Engineers regarding utilizing mirrors and was advised that they could not place mirrors on a public street as a traffic control device. TXDOT also advised that mirrors were not recognized by the Manual of Uniform Traffic Control Devices and legally could not be used as a traffic control device.

Susan Nelson commented regarding issues with that intersection and doesn't want signs put up. She would like the City to do something.

Gary will look into putting up stop signs and look into changing the speed limit, and sensors and bring back the first meeting of October.

8. Discussion on appointed of Council Liaisons to Boards, Commissions and Committees.

Melissa Byrne Vossmer advised Council that currently we do have a Council Liaison vacancy on the Airport Advisory Board since Rodney Cox's resignation.

Council Sullivan and Councilwoman Bland have discussed and agree that Councilwoman Bland would like to be the Parks and Recreation Advisory Committee Council Liaison and Councilman Sullivan will be the Airport Advisory Board Council Liaison. The only change is that the Parks and Recreation Advisory Committee now meets on the second Wednesday of each month.

12. Departmental Reports

A. Airport Report

B. Development Services – Mayor Pro Tem Smith commented that we had 96 permitted homes. Melissa Byrne Vossmer stated that actually we have issued 105 permits.

C. Financial Report

D. Golf Course Report

E. Library Report

F. Municipal Court Report

G. Police Department

- H. Public Works Reports
  - a. Street Department
  - b. Water Loss Report
  - c. Water/Wastewater Treatment
  - d. Utility Department (Water/Wastewater Services)
  - e. Swimming Pool Report – Mayor Pro Tem commented that about 60 people a day visit the pool and higher than he thought it was. Melissa said the pool will need to be replastered real soon and we are now taking bids.

Council Sullivan asked about the effluent disposal for Cedar Breaks. It is so small that it does not register.

Mayor Pro Tem Smith asked when we will add WTP #3 to the charts on the monthly reports. Gary said it should be next month.

### 13. Reports/Minutes from City Boards, Committees and Commissions

- a. May 25, 2016 Airport Advisory Board meeting minutes
- b. June 23, 2016 Planning and Zoning Commission minutes
- c. June 23, 2016 Airport Plan Advisory Committee minutes
- d. August 11, 2016 KLVV minutes

No comments

### **FUTURE MEETINGS**

#### 14. Consider schedule and items for future Council meetings.

September 15 – Report from Mark Cote, Chickens, Budget adoption, Kelly Purkey, Balcones Refuge Manager

October 6 – Camille/Dawn Drive

### **EXECUTIVE SESSION**

#### 15. At 10:35 p.m. the Council convened into Executive Session pursuant to Sections 551.071 (Advice of Counsel), 551.072 (Real Property), 551,074 (Personnel), Texas Government Code and Section 1.05 Texas Disciplinary Rules of Professional Conduct regarding:

- A. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.
- B. Consultation with legal counsel regarding contractual claims or possible claims or charges, contractual modifications, and questions related thereto.
- C. Pending or threatened litigation pertaining to Cause No. D-1-GN-16-002483, *Brian Atlas v. City of Lago Vista*, Travis County 200<sup>th</sup> District Court.
- D. Consultation with legal counsel regarding upcoming election measures.

**ACTION ITEMS** (action and/or a vote may be taken on the following agenda items):

16. At 11:30 p.m. the Council reconvened from Executive Session into open session to take action as deemed appropriate in City Council's discretion regarding:

A. Consultation with legal counsel regarding real property and possible issues and questions related to acquisition, sale or lease.

No action

B. Consultation with legal counsel regarding contractual claims or possible claims or charges, contractual modifications, and questions related thereto.

No action

C. Pending or threatened litigation pertaining to Cause No. D-1-GN-16-002483, *Brian Atlas v. City of Lago Vista*, Travis County 200<sup>th</sup> District Court.

No action

D. Consultation with legal counsel regarding upcoming election measures.

No action

**ADJOURNMENT**

Mayor Dale Mitchell adjourned the meeting at 11:31 p.m.

Respectfully submitted,

\_\_\_\_\_  
Dale Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above and foregoing instrument was passed and approved this 15<sup>th</sup> day of September, 2016.



**AGENDA ITEM**

# City of Lago Vista

**To:**  **Council Meeting:**

**From:**

**Subject:**

**Request:**  **Legal Document:**  **Legal Review:**

**EXECUTIVE SUMMARY:**

**Presentation will inform the City Council of the methodology used to develop the Pavement Management System for the City. The presentation will provide the information developed on the condition of the City's streets and the strategies that will be recommended to improve them based on their age and condition. Presentation of the final report is expected to be made on October 20, 2016.**

**Impact if Approved:**

N/A

**Impact if Denied:**

**Is Funding Required?**     Yes     No    **If Yes, Is it Budgeted?**     Yes     No     N/A

**Indicate Funding Source:**

N/A

**Suggested Motion/Recommendation/Action**

**Motion to:**

Approve Item

**Motion to:**

**Motion to:**

**Known As:**

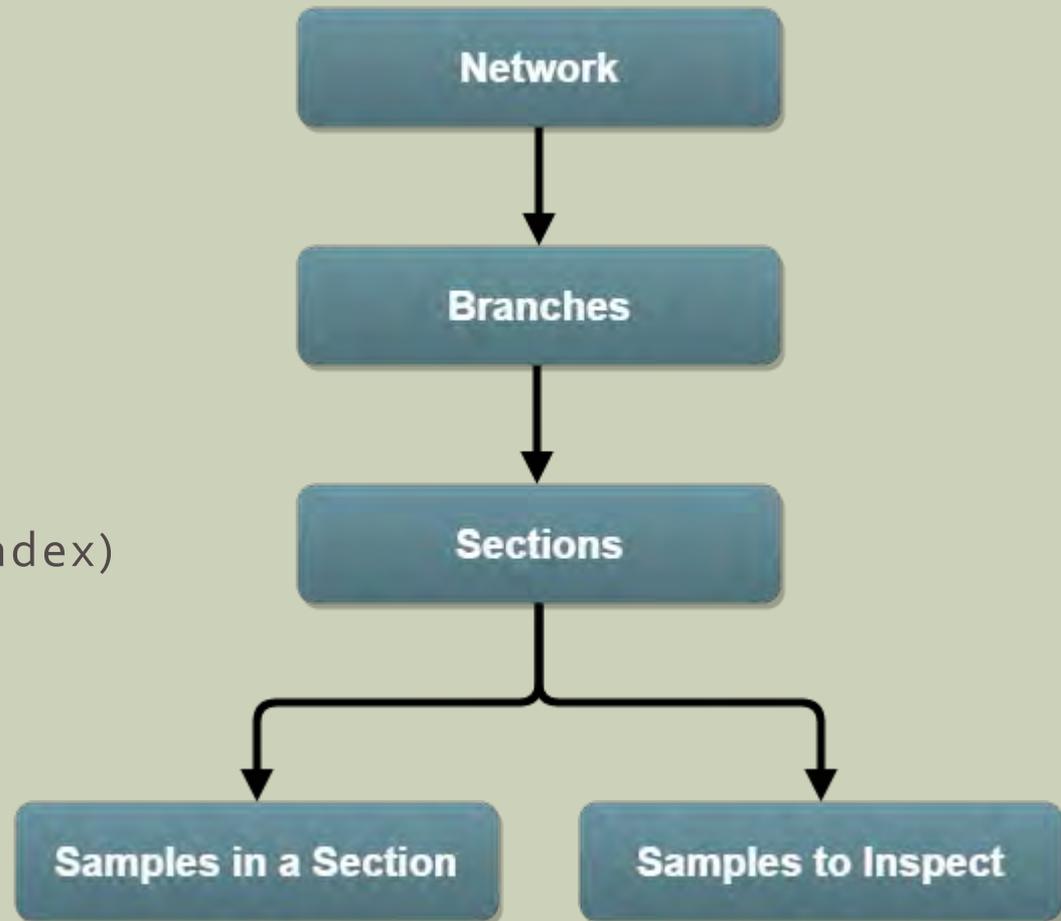
**Agenda Item Approved by City Manager**

CITY OF LAGO VISTA  
CITY COUNCIL MEETING  
SEPTEMBER 15, 2016

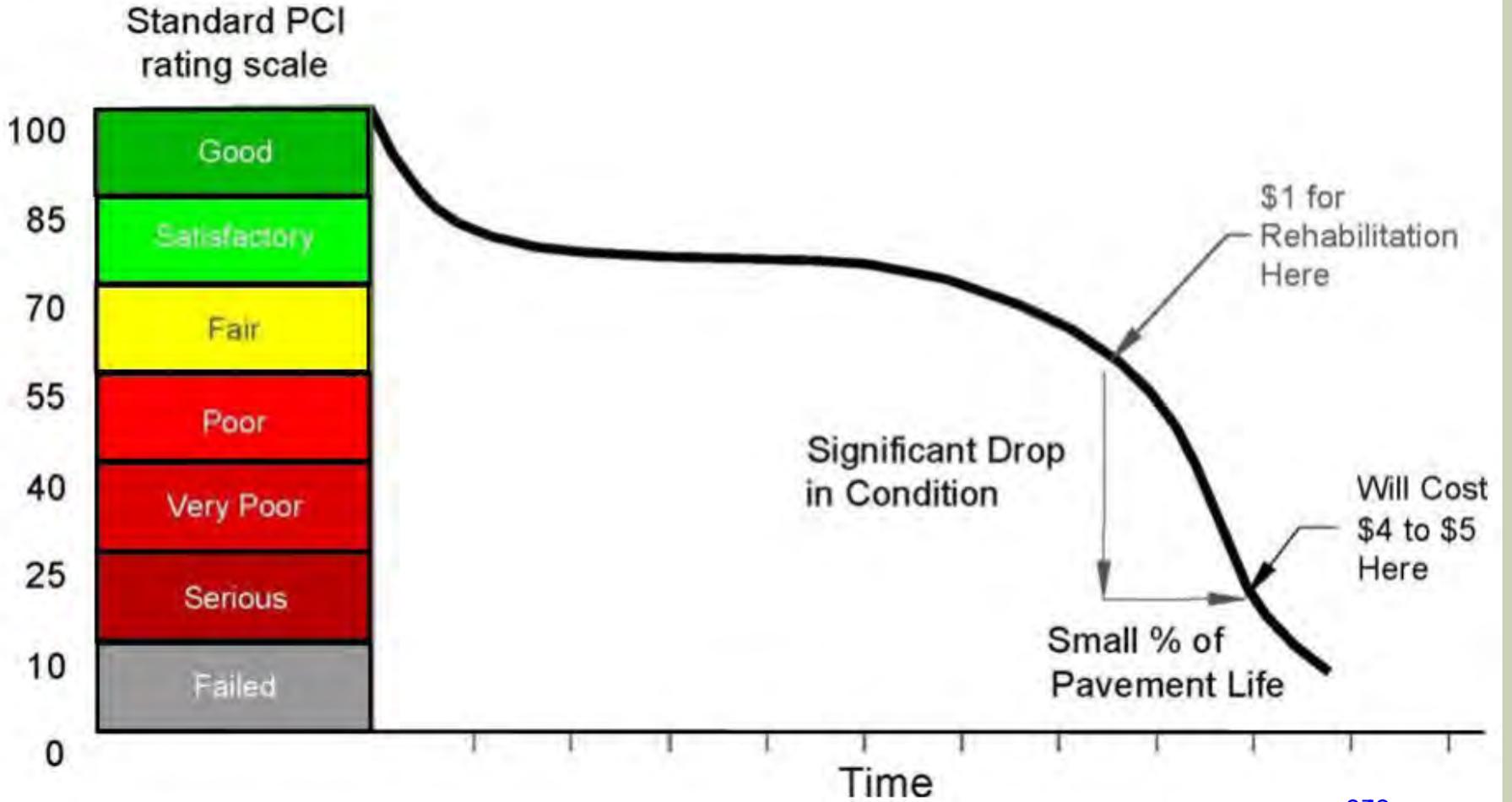
Lago Vista  
Paving Master  
Plan

# METHODOLOGY

- PAVER™ Program
  - Pavement Database
- PAVER™ Field Inspector
  - Pavement Distresses
  - Distress Severity
- PCI (Pavement Condition Index) Extrapolation



# PCI RATING



# "GOOD" PCI RATING

PCI = 100-85

■ Tessera



# "SATISFACTORY" PCI RATING

PCI = 85-70

■ Diamond Trail



# "FAIR" PCI RATING

PCI = 70-55

■ Northland Drive



# "POOR" PCI RATING

PCI = 55-40

■ Peacemaker



# "VERY POOR" PCI RATING

PCI = 40-25

■ Spanish Oak



# "SERIOUS" PCI RATING

PCI = 25-10

■ Red Bird Drive



# "FAILED" PCI RATING

## PCI = 10-0

■ Una Mas



# CURRENT ROAD CONDITIONS

- **33%** of residential roads and cul-de-sacs have a PCI rating of 40 or less
- **18%** of arterial and collector roads have a PCI rating of 40 or less
- **28%** of all Lago Vista roads have a PCI rating of 40 or less



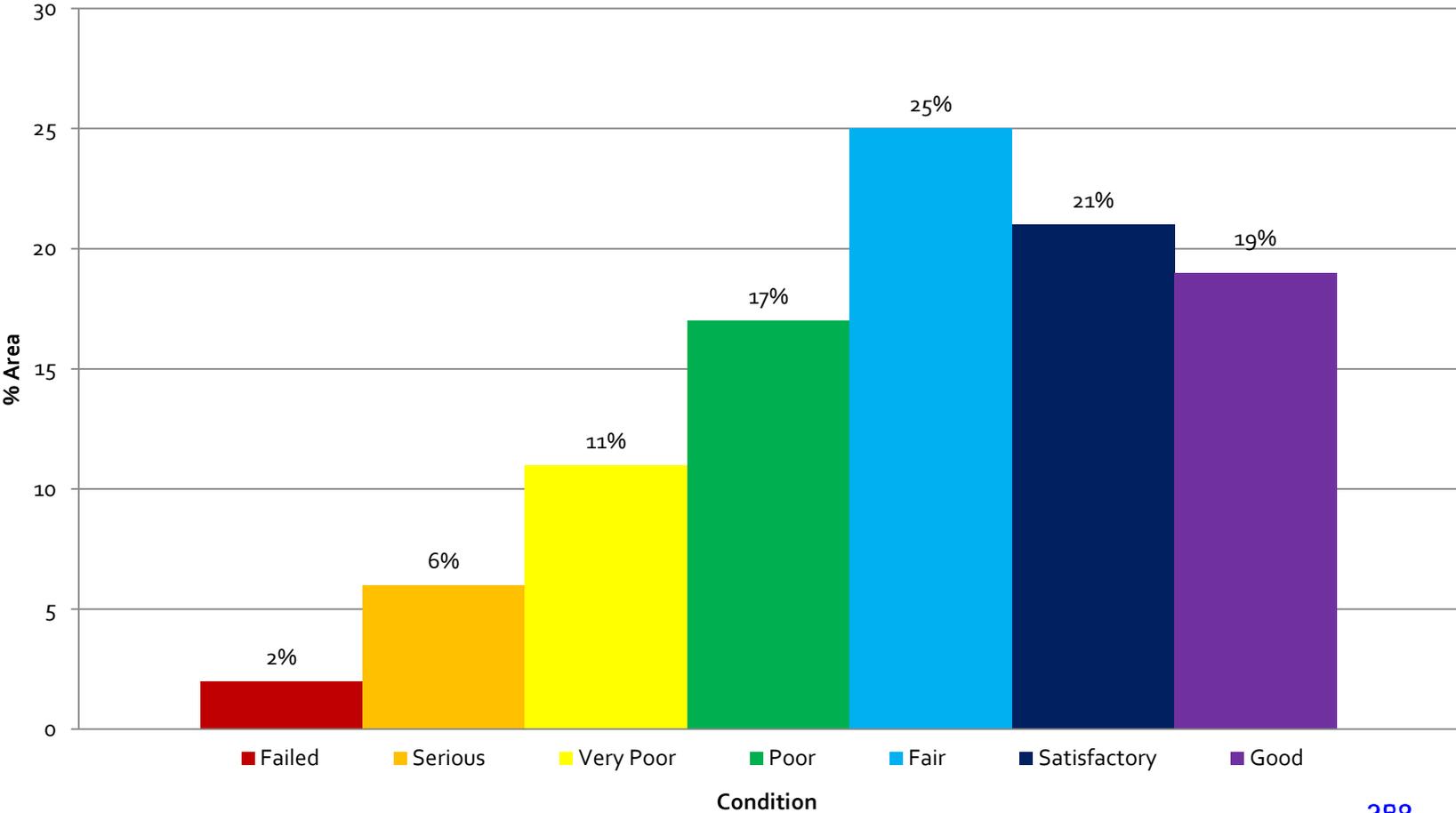
# CURRENT ROAD CONDITIONS

- 149 centerline total miles of road in Lago Vista
- 137 centerline miles of road surveyed
- 22 centerline miles of Arterial & Collector roads
- 19% area of surveyed roads have a PCI rating of 40 or less
- Current Total Road Asset:
  - \$75,628,547
  - Based on \$40.50 per square yard PAVER™ assumption



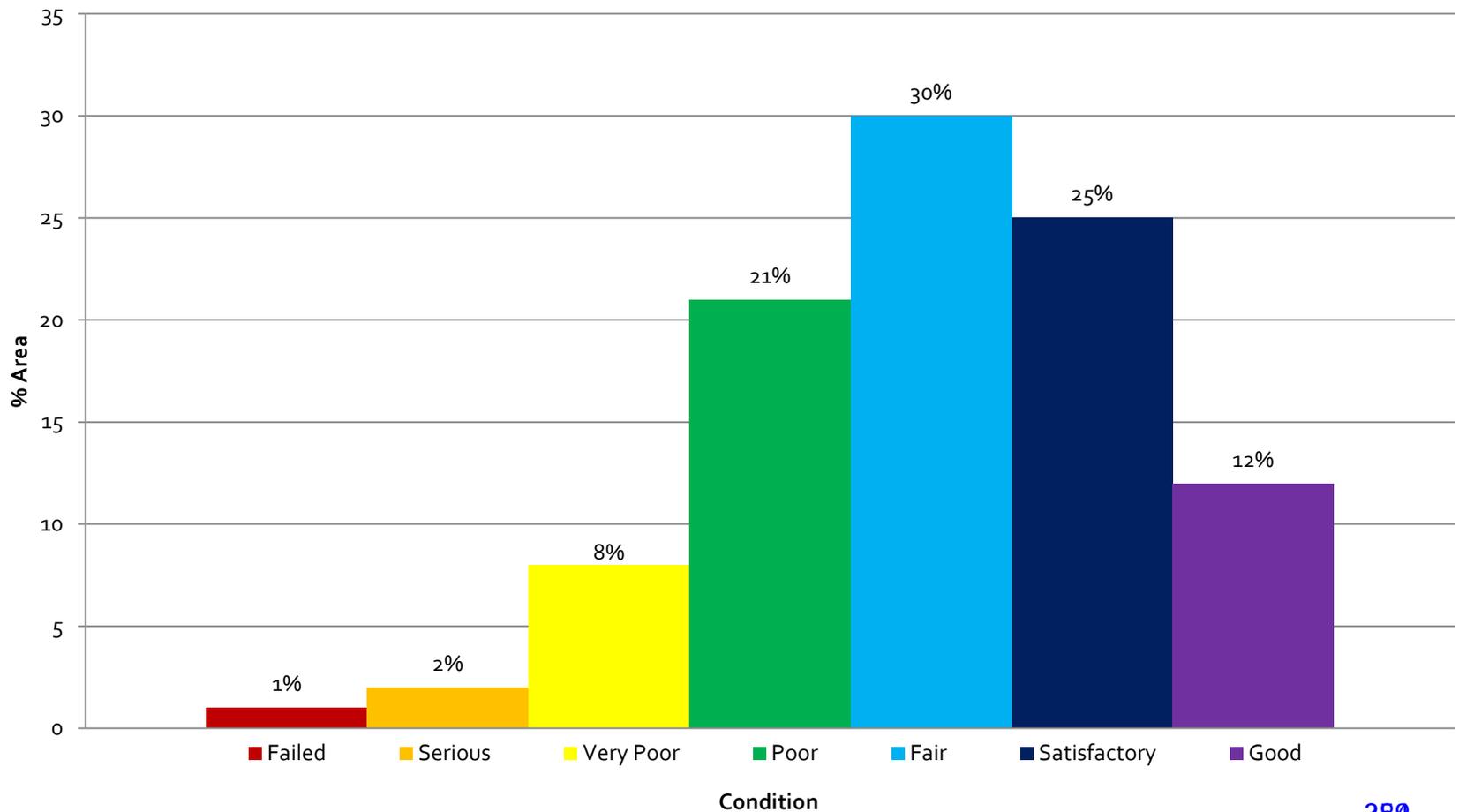
# ALL SURVEYED ROADS CONDITION

## All Surveyed Roads Condition



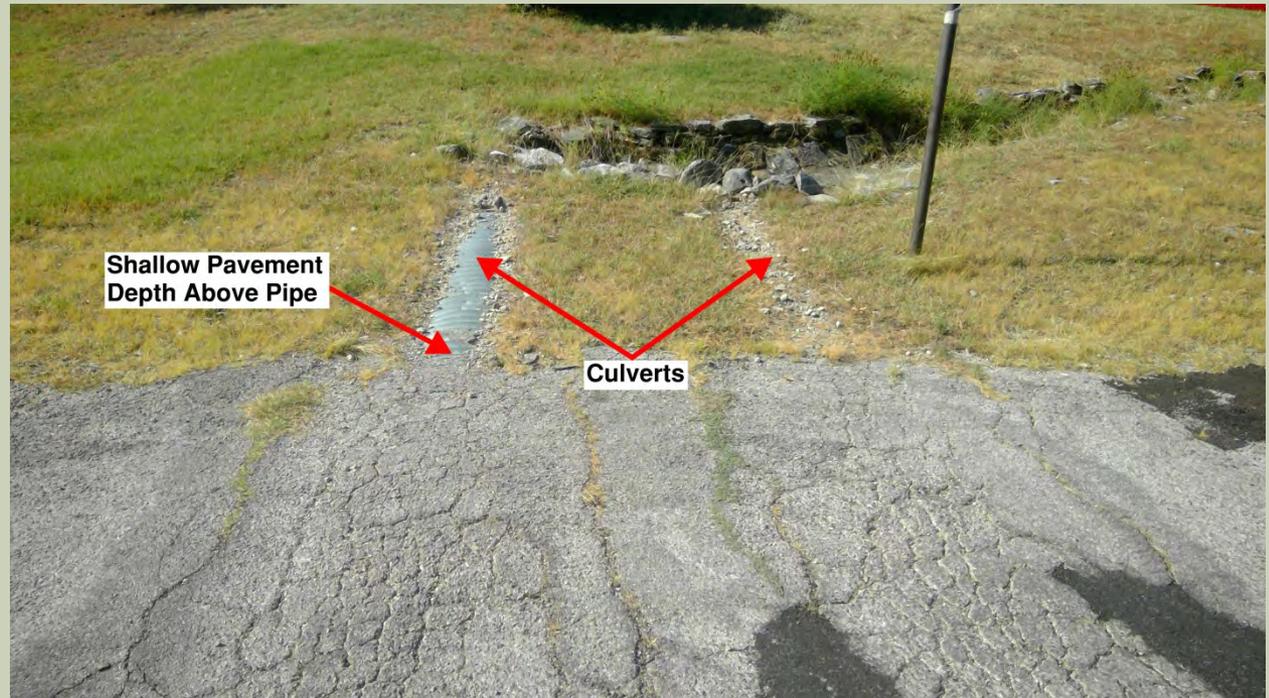
# ARTERIAL & COLLECTOR ROADS CONDITION

## Arterial & Collector Roads Condition

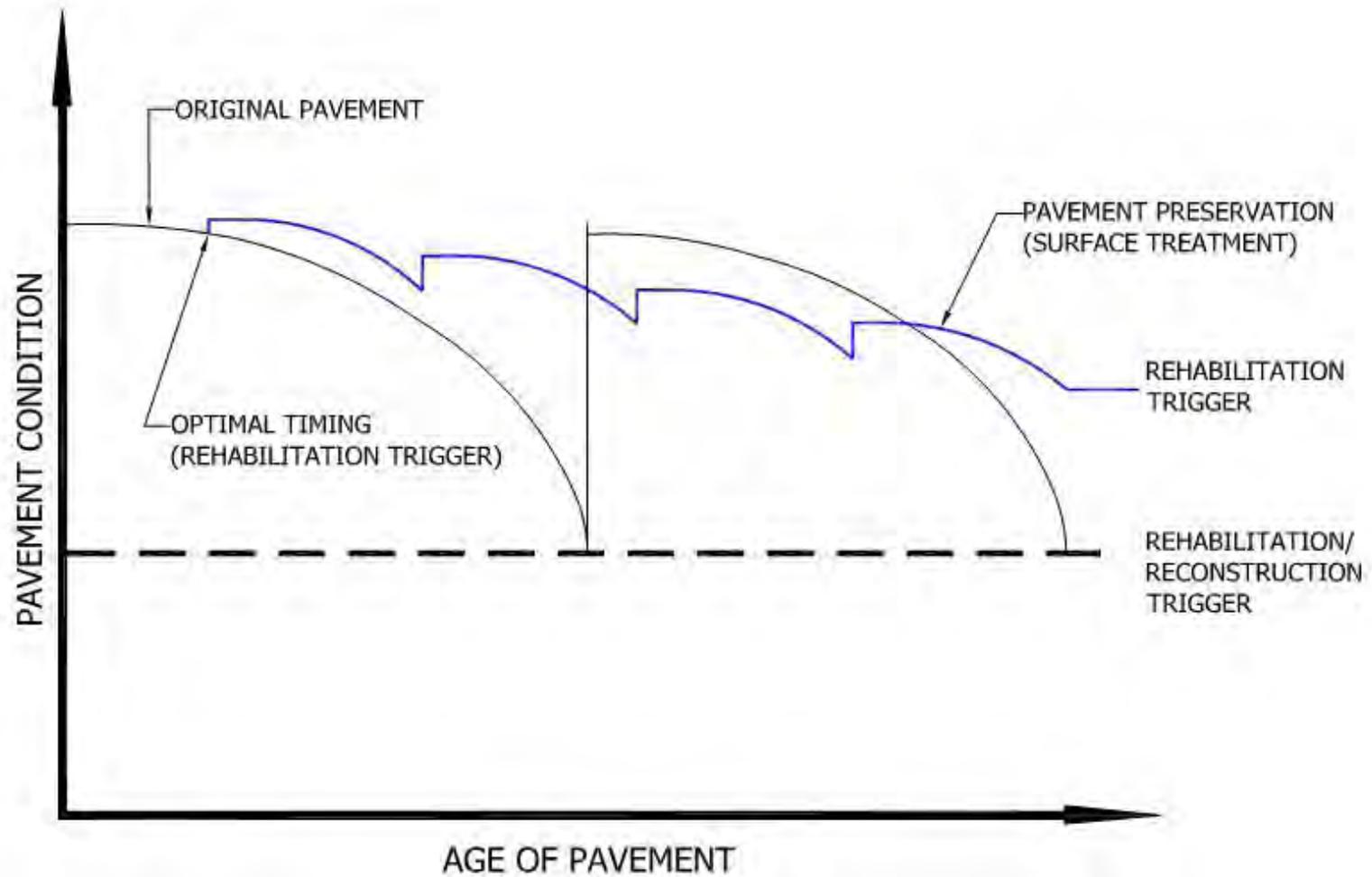


# CURRENT FACTORS AFFECTING ROADS

- Drainage
- Curbs
- Culvert depth
- Age
- Improper maintenance



# MAINTENANCE & REPAIR PLANS



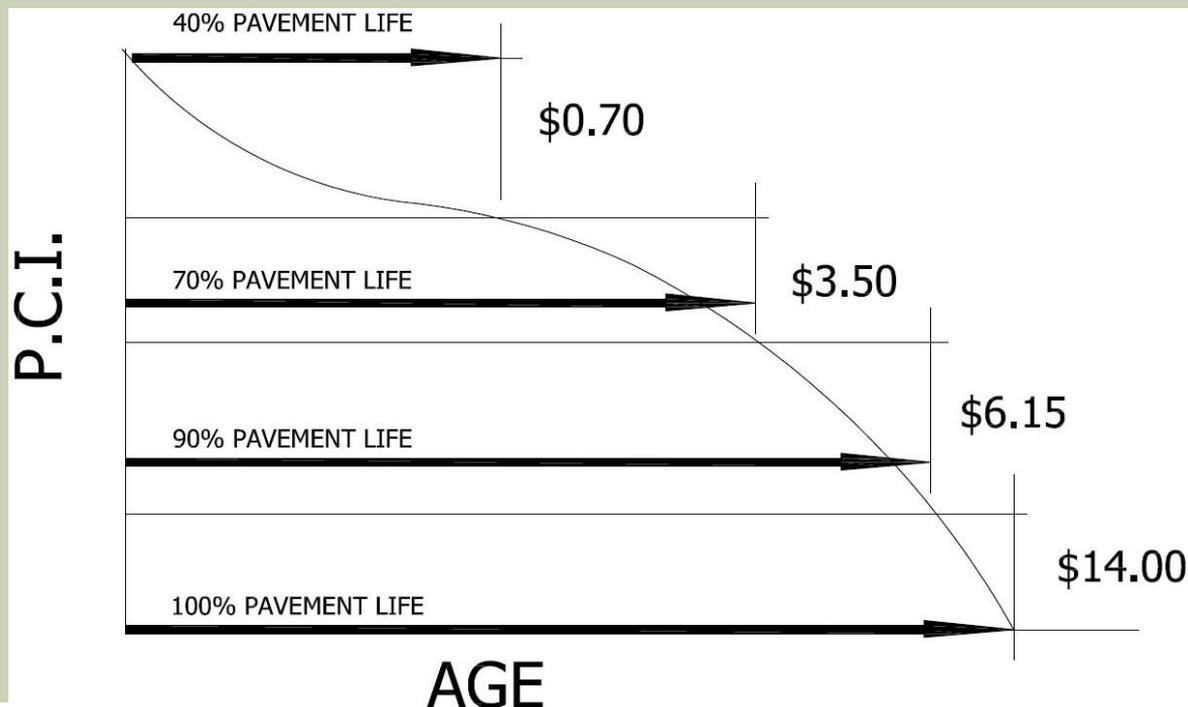
# PRIORITIZING THE BUDGET

- Network Level Analysis:
  - Identify maintenance & rehab needs
  - Determine funds needed for work
  - Prioritize Projects to be Funded
  - Forecast Impacts of Funding Choices
- Prioritize rank and condition to distribute work

BUDGET PRIORITY MATRIX EXAMPLE				
	PCI Range			
Pavement Rank	100-80	80-60	60-40	<40
B (Arterial)	2	4	7	1
C (Collector)	3	6	9	11
E (Local)	5	8	10	12
I (Cul-de-Sac)	13	14	15	16

# ROAD DETERIORATION

- Rehab cost increases as maintenance is delayed
- Good roads cost less than poor roads IF preventative measures taken
- Retain good roads while repairing poor roads



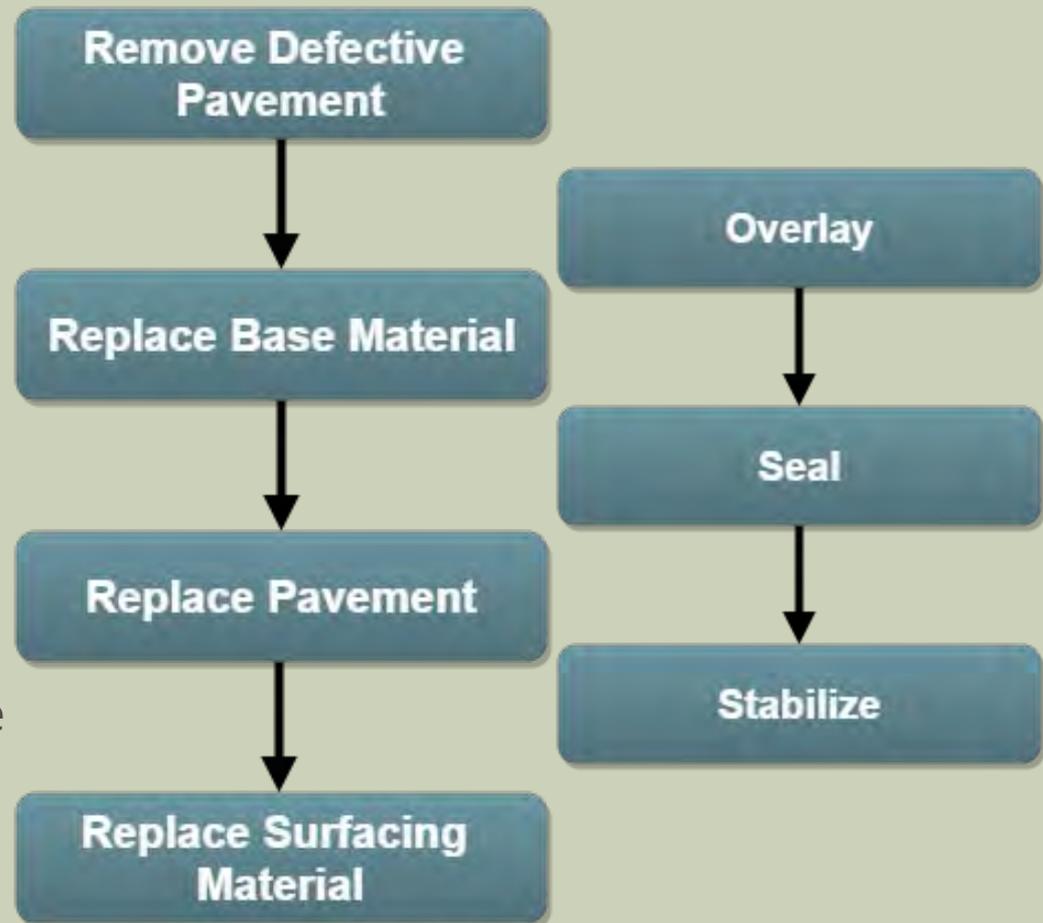
# TYPE OF TREATMENT

- Patching
- Crack Sealing
- Fog Seal
- Rejuvenating  
Reclamite
- Slurry Seal
- Chip Seal
- Reconstruction



# PATCHING

- Preventative Maintenance
- Types:
  - Leveling
  - Shallow
  - Deep
- Options:
  - Remove & Replace
  - Overlay & Seal
- 1 to 2 year treatment cycle
- \$10.80 to \$63.00/SY



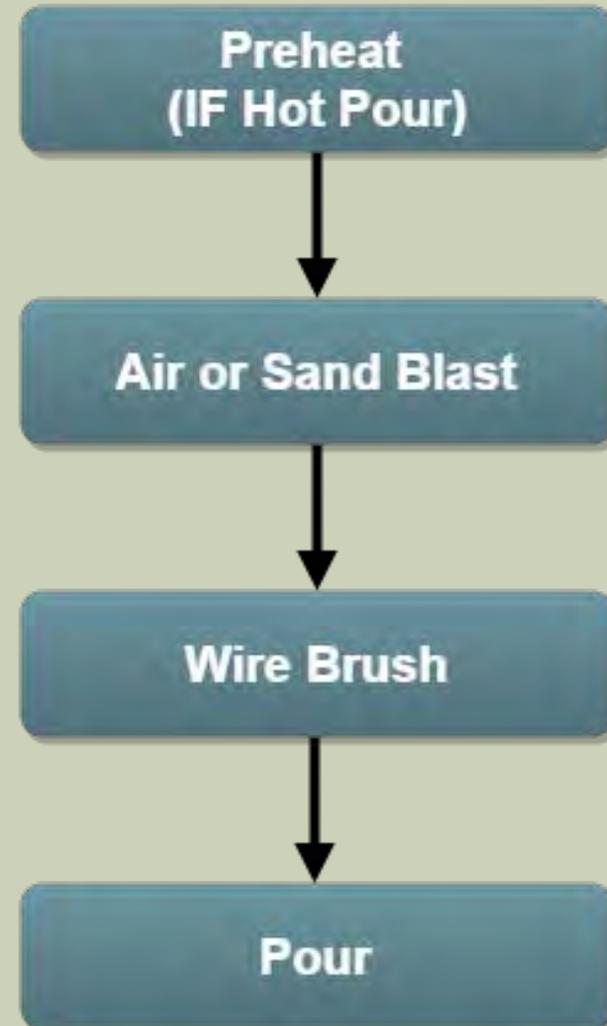






# CRACK SEALING

- Preventative Maintenance
- Apply during cool conditions
- Cold vs Hot Pour
- 1 to 2 year treatment cycle
- \$9.00/SY







# FOG SEAL

- Preventative Maintenance
- Low cost
- Low-volume roads
- Restores flexibility
- 3 to 5 year treatment cycle
- \$0.90/SY

**Heat Asphalt Emulsion**



**Spray Emulsion**



**Break & Set  
4-6 Hours**



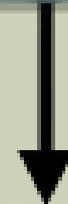




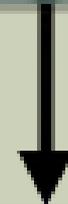
# RECLAMITE

- Preventative Maintenance
- Penetrates the binder
- Eliminates construction variables that cause premature aging
- Delays pavement aging
- 5 to 7 year treatment cycle
- **\$1.80/SY**

**Mix Asphalt Emulsion**



**Spray Emulsion**



**Break & Set  
4-6 Hours**



# SLURRY SEAL

- Preventative Maintenance
- Preparatory treatment OR wearing coarse
- Contains aggregate
- Relies on evaporation to break
- Used for low to moderate distresses
- 5 to 7 year treatment cycle
- **\$3.15/SY**





14160

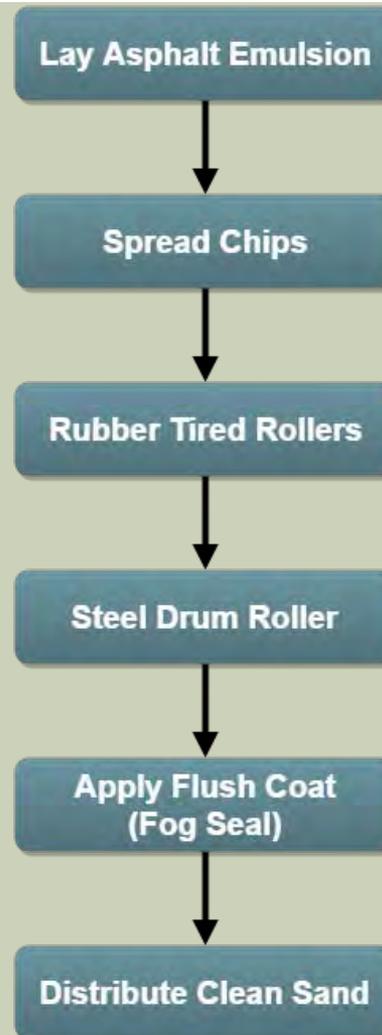




SAME ROAD  
1.5 HOURS LATER

# CHIP SEAL

- Major Maintenance
- Used as a wearing coarse, cape seal, or interlayer
- Used to seal moderate alligator cracking
- Break & Set 6 to 8 hours
- 7 to 10 year treatment cycle
- \$4.50/SY









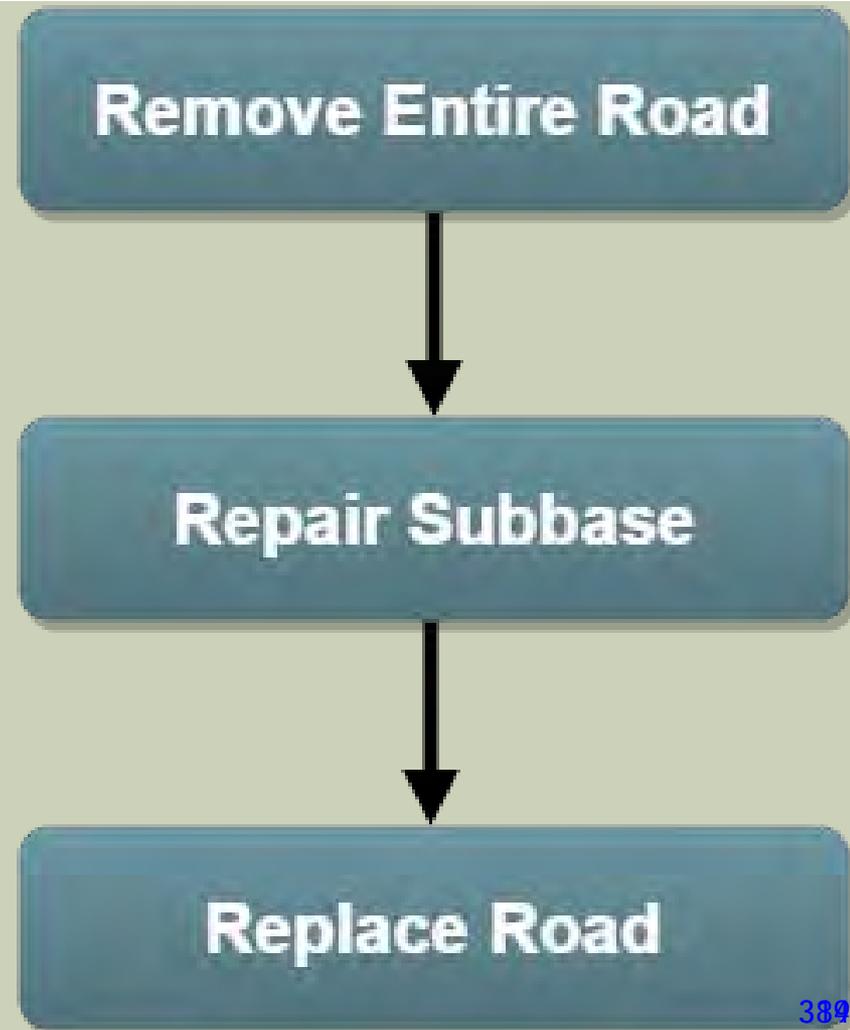






# RECONSTRUCTION

- Major Maintenance
- Remove and replace
- 20 year treatment cycle
- \$58.50/SY



# REHABILITATION SUMMARY

REHAB TYPE	COST PER SY*	TREATMENT CYCLE	MAINTENANCE TYPE	ADVANTAGES	DISADVANTAGES
Patching	\$10.80 to \$63.00	1 to 2 years	Preventative	Low Cost; Easy Installment	Unightly; Weak
Crack Seal	\$9.00	1 to 2 years	Preventative	Low Cost; Easy Installment	Unightly
Fog Seal	\$0.90	3 to 5 years	Preventative	Low Cost	Traffic Management for 4 to 6 hours
Reclamite	\$1.80	5 to 7 years	Preventative	Controls Pavement Aging	Traffic Management for 4 to 6 hours
Slurry Seal	\$3.15	5 to 7 years	Preventative	Contains Aggregate to Fix Minor Defects	Traffic Management for 4 to 6 hours
Chip Seal	\$4.50	7 to 10 years	Major	Seals Moderate Alligator Cracking	Traffic Management for 4 to 6 hours
Reconstruction	\$58.50	20 years	Major	Renews the lifespan of the road	Expensive

\*Unit costs assumed by PAVER™ Program

# ACKNOWLEDGEMENTS

- Tom Freeman
  - Pavement Management
  - Texas A&M Transportation Institute
- Caitlin Schmidt
  - Walker Partners Summer 2016 Intern
  - Texas A&M Class of 2017
- Hannah Finley
  - Walker Partners Summer 2016 Intern
  - Texas A&M Class of 2017

# QUESTIONS? COMMENTS?

- We want your feedback!





**AGENDA ITEM**

City of Lago Vista

**To:** Mayor & City Council Council Meeting: September 15, 2016

**From:** Gary Graham, Public Works Director

**Subject:** Report and Request for Action on recommendation for Dawn Dr. & Camille Ct intersection.

**Request:** Business Item Legal Document: Other Legal Review:

**EXECUTIVE SUMMARY:**

Attached Exhibit shows removal of the "bull nose" to improve sight distance from Camille down Dawn. A small amount of additional ROW would need to be acquired. I am requesting City Council approval to acquire this additional ROW and remove the "bull nose" sight obstruction. Estimated cost for the work is \$100,000 if a retaining wall is required. Field conditions will dictate if a retaining wall is required.

**Impact if Approved:**

**Action to improve the intersection sight distance.**

**Impact if Denied:**

**Project would not move forward.**

**Is Funding Required?**     **Yes**     **No**    **If Yes, Is it Budgeted?**     **Yes**     **No**     **N/A**

**Indicate Funding Source:**

**This project is included in the Proposed FY16/17 CIP. Once approved by Council, those funds won't be available prior to December / January timeframe. If Council desires, this project can be included in a Reimbursement Resolution which once approved would allow the project to move forward utilizing reserves as necessary. Once funding was in place, the City would pay back the reserve fund in the amount expended.**

**Suggested Motion/Recommendation/Action**

**Motion to:**           

**Motion to:**           

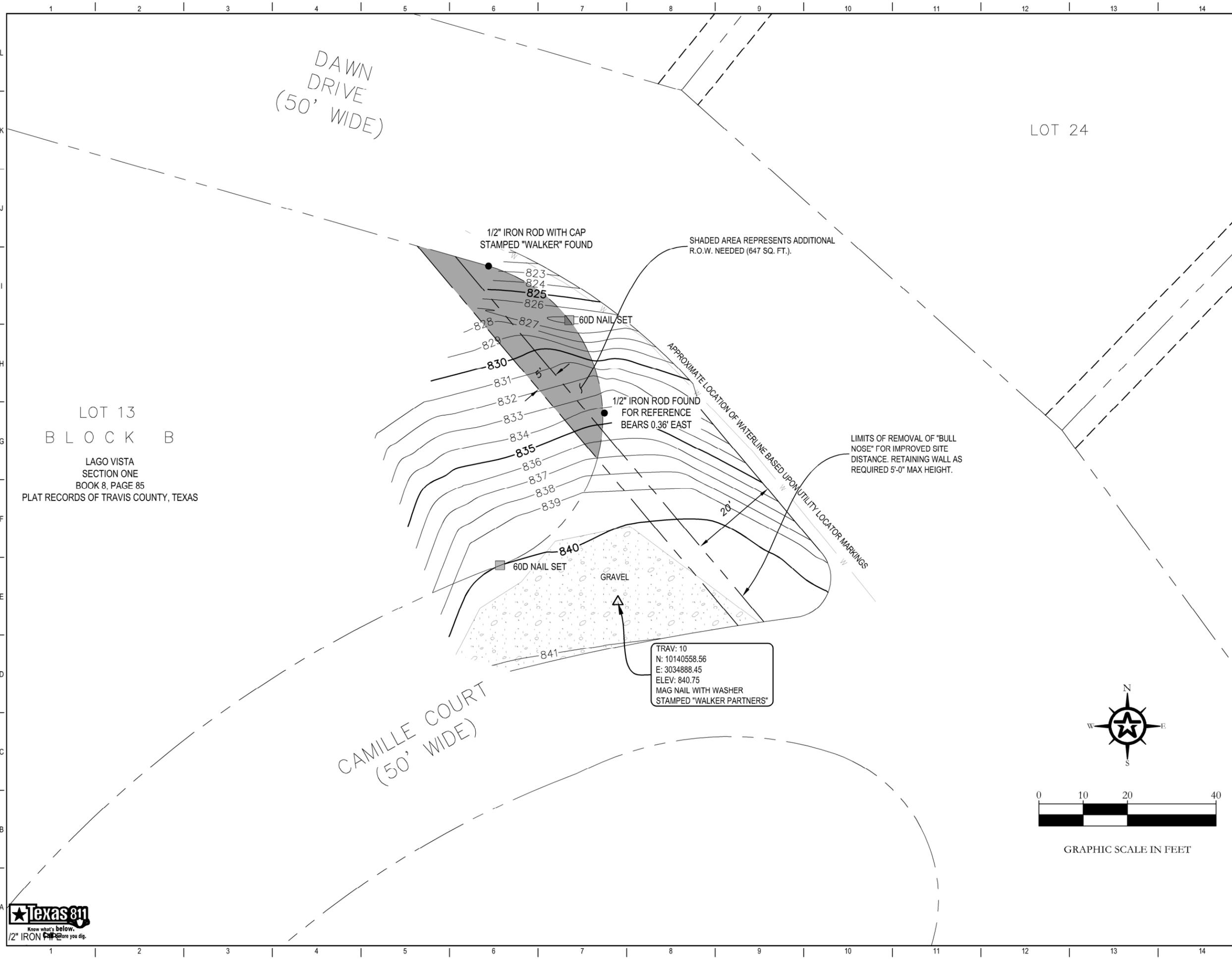
**Motion to:**           

**Known As:**

**Action on recommended improvements for the Dawn Dr. & Camille Ct intersection.**

**Agenda Item Approved by City Manager**

C:\USERS\WPARNELL\APPDATA\LOCAL\MICROSOFT\WINDOWS\TEMPORARY INTERNET FILES\CONTENT.OUTLOOK\KSWHH4YZ\3-00553MSTR.DAWN CAMILLE.DWG, LAYOUT1, 9/9/2016 1:32:22 PM, wparnell



- W — = WATER LINE
- /// = ASPHALT EDGE
- [Pattern] = GRAVEL
- △ = SURVEY CONTROL POINT

LOT 13  
BLOCK B  
LAGO VISTA  
SECTION ONE  
BOOK 8, PAGE 85  
PLAT RECORDS OF TRAVIS COUNTY, TEXAS

TRAV: 10  
N: 10140558.56  
E: 3034888.45  
ELEV: 840.75  
MAG NAIL WITH WASHER  
STAMPED "WALKER PARTNERS"



GRAPHIC SCALE IN FEET

REV.	DESCRIPTION	DATE



CITY OF LAGO VISTA

SITE TRIANGLE STUDY

PRELIMINARY FOR REVIEW ONLY

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF PROFESSIONAL ENGINEER GARY C. GRAHAM, JR. #52080 ON THE DATE SHOWN ON THE DATE STAMP, IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.	DESIGNED	GG
	DRAFTED	WILL
	CHECKED	WILL
	PROJECT NO.	-
DRAWING NO.		396



**MEETING DATE: September 15, 2016**

**AGENDA ITEM: WORK SESSION** (no action may be taken on the following agenda items):

**Comments:**

Departmental Reports

- A. Airport Report
- B. Development Services
- C. Golf Course Report
- D. Municipal Court
- E. Police Department
- F. Public Works Reports
  - a. Water/Wastewater Treatment
  - b. Water Loss Report
  - c. Utility Department (Water/Wastewater Services)
  - d. Street Department

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote: Raley** \_\_\_\_\_ ; **Sullivan** \_\_\_\_\_ ; **Tidwell** \_\_\_\_\_ ; **R. Smith** \_\_\_\_\_ ;

**Mitchell** \_\_\_\_\_ ; **S. Smith** \_\_\_\_\_ ; **Bland** \_\_\_\_\_

**Motion Carried: Yes** \_\_\_\_\_ ; **No** \_\_\_\_\_

P. 1 of 2  
8-25-2016

The Airport Report  
To: The City Manager  
of Lago Vista, Texas,  
Melissa Byrne Vossmer

P 2 of 2  
8-25-2016  
A/P Report

James will cut the grass in a few days. It is growing fast after all the rain.

All the lights are good around the runway. The beacon tower and the A.W.O.S. tower lights are good. The A.W.O.S. is reporting the weather on radio & telephone.

The runway and taxiways are clear. The run up and turn around areas are clear. The Anderson Annex taxiways are clear.

The wind sock is still laying beside the beacon house. We need it relocated and erected. We need more aircraft parking space.

Have a good day,  
Horace Miller  
Airport Manager



## Permits By Type

### Lago Vista

From: 08/01/2016

To: 08/31/2016

Description	Permit Number	Contractor	Address	Type	Issued Date	Square Footage	Construction Cost
Residential Permits	2723	Fulford Builders	3938 Outpost Trace	Residential Single Family	8/3/2016	2829	\$179000.00
	2718	TodCo LLC	21409 Surrey Lane	Residential Single Family	8/3/2016	1972	\$110000.00
	2714	Dream Finders Homes	4704 Thunderbird	Residential Single Family	8/4/2016	3402	\$374220.00
	2731	Highland Homes, LLC	7816 Turnback Ledge Trail	Residential Single Family	8/11/2016	2821	\$340130.00
	2732	Highland Homes, LLC	7809 Turnback Ledge Trail	Residential Single Family	8/11/2016	2944	\$349765.00
	2711	Dream Finders Homes	21001 Nantucket	Residential Single Family	8/11/2016	2644	\$190000.00
	2713	Dream Finders Homes	5206 Arrowhead Drive	Residential Single Family	8/11/2016	2518	\$276210.00
	2712	Dream Finders Homes	2813 Hancock Ave	Residential Single Family	8/11/2016	2644	\$290840.00
	2719	SI Builders LLC	3709 Rock Terrace Dr	Residential Single Family	8/11/2016	2786	\$230000.00
	2722	S&S Ventures	20601 Branding Iron	Residential Single Family	8/11/2016	3309	\$215000.00
	2716	Homeowner	20517 Highland Lake Drive	Residential Single Family	8/12/2016	3405	\$180000.00
	2739	Vista Verde Custom	21100 Buena Vista	Residential Single Family	8/23/2016	2949	\$280000.00
	2742	Highland Homes, LLC	7308 Tessera Parkway	Residential Single Family	8/29/2016	3966	\$412915.00
	2746	MHI	7426 Pace Ravine Drive	Residential Single Family	8/31/2016	4755	\$257394.00
	2754	Highland Homes, LLC	7300 Tessera Parkway	Residential Single Family	8/31/2016	4559	\$440690.00
						<b>47503</b>	<b>\$4126164.00</b>

Homes permitted in Tessera



## Permits By Type

### Lago Vista

From: 08/01/2016

To: 08/31/2016

Description	Permit Number	Contractor	Address	Type	Issued Date	Contstruction Cost
Miscellaneous Permits	2717	Homeowner	3000 Constitution Dr	Driveway	8/1/2016	\$2500.00
	2730	Homeowner	20407 Sunset Strip	Fence	8/5/2016	\$1000.00
	2728	Eco Irrigation	20100 Lee Lane	Sprinkler System	8/9/2016	\$1000.00
	2724	Homeowner	20301 Rock Park Lane	Pool Permit	8/11/2016	\$1000.00
	2733	Homeowner	21403 Mount View Drive	Deck	8/15/2016	\$500.00
	2743	Elite Stone	20900 Northland Drive	Remodel	8/16/2016	\$20000.00
	2734	Homeowner	21403 Mount View Drive	Accessory Structure	8/17/2016	\$1500.00
	2606	Statewide Remodeling	20703 Deede Rd	Room Addition	8/19/2016	\$16680.00
	2606	Statewide Remodeling	20703 Deede Rd	Patio Cover	8/19/2016	\$16680.00
	2745	Canyon Builders	3600 High Mountain Drive	Remodel	8/22/2016	\$20000.00
	2736	Wake Addiction	20404 Gilbert Cove	Home Occupation Permit	8/23/2016	NA
	2737	Storm Guard Restoration	20900 Waterside Drive	Fence	8/29/2016	\$15000.00
	2751	Able LLC	21201 Palimino	Remodel	8/29/2016	\$1000.00
	2753	Best of Texas	7207 Pace Ravine Drive	Sprinkler System	8/30/2016	\$3000.00
	2758	Homeowner	8809 Bar K Ranch	Driveway	8/30/2016	\$4176.00



# Permits By Type

## Lago Vista

From: 08/01/2016

To: 08/31/2016

Description	Permit	Contractor	Address	Type	Issued Date
<b>Electrical Trade Permits</b>	2708	ITNJ Electric	6200 Pokealong Path	Residential Electrical	8/3/2016
	2718	ITNJ Electric	21409 Surrey Lane	Residential Electrical	8/3/2016
	2640	Specialty Electric Services	9414 Rolling Hills Trail	Commercial Electrical	8/5/2016
	2493	Homeowner	2206 American Drive	Minor Electrical Repairs	8/5/2016
	2659	Amptech Electric	20705 Fawn Circle	Residential Electrical	8/8/2016
	2707	Canyon Electric	3708 Stillwod Lane	Residential Electrical	8/9/2016
	2632	Powerhouse Electric	7500 Pace Ravine Drive	Residential Electrical	8/9/2016
	2686	Specialty Electric Services	1919 Owens Ln	Residential Electrical	8/11/2016
	2687	Specialty Electric Services	1921 Owens Lane	Residential Electrical	8/11/2016
	2745	Canyon Electric	3600 High Mountain Drive	Minor Electrical Repairs	8/16/2016
	2731	IES Residential	7816 Turnback Ledge Trail	Residential Electrical	8/17/2016
	2732	IES Residential	7809 Turnback Ledge Trail	Residential Electrical	8/17/2016
	2601	Canyon Electric	21104 Dawn Drive	Residential Electrical	8/23/2016
	2733	Powers Electric	21403 Mount View Drive	Minor Electrical Repairs	8/29/2016
	2690	Martinez Electric	20504 Bear Rd	Residential Electrical	8/30/2016
	2706	TMC Electric	21677 High Drive	Residential Electrical	8/30/2016
	2570	Powerhouse Electric	8200 Cannon Court	Residential Electrical	8/31/2016
	2746	Powerhouse Electric	7426 Pace Ravine Drive	Residential Electrical	8/31/2016
<b>Mechanical Trade Permits</b>	2464	Bowein Heat & Air	6703 Avenida Ann	Residential Mechanical	8/2/2016
	2576	DR Services	4024 Outpost Trace	Residential Mechanical	8/11/2016
	2738	ACA Appliance & AC	2702 Truman Cove	Minor Mechancial Repairs	8/11/2016
	2133	Capital One	7800 Bronco Lane	Commercial Mechancial	8/15/2016
	2683	Texas Comfort Air	21203 Ridgeview	Residential Mechanical	8/15/2016
	2708	Texas Comfort Air	6200 Pokealong Path	Residential Mechanical	8/15/2016
	2718	Texas Comfort Air	21409 Surrey Lane	Residential Mechanical	8/15/2016



# Permits By Type

## Lago Vista

From: 08/01/2016

To: 08/31/2016

	2595	Casa Mechanical	21400 Sierra Trail	Residential Mechanical	9/1/2016
Plumbing Trade Permits	2676	Mustang Plumbing	7820 Turnback Ledge Trail	Residential Plumbing	8/1/2016
	2573	Casa Mechanical (Plumbing)	7504 Pace Ravine Drive	Residential Plumbing	8/1/2016
	2729	Patterson Plumbing	20521 Highland Lake Drive	Minor Plumbing Repairs	8/2/2016
	2727	Roto	3404 American Dr	Minor Plumbing Repairs	8/3/2016
	2608	Casa Mechanical (Plumbing)	8113 Cannon Court	Residential Plumbing	8/4/2016
	2686	Pennington's Plumbing	1919 Owens Ln	Residential Plumbing	8/4/2016
	2687	Pennington's Plumbing	1921 Owens Lane	Residential Plumbing	8/4/2016
	2642	Austin Plumbing & Underground	21302 Choctaw Cove	Residential Plumbing	8/8/2016
	2643	Austin Plumbing & Underground	21306 Choctaw Cove	Residential Plumbing	8/8/2016
	2644	Austin Plumbing & Underground	21308 Choctaw Cove	Residential Plumbing	8/8/2016
	2708	Texas Comfort Air	6200 Pokealong Path	Residential Plumbing	8/11/2016
	2659	Victory Plumbing	20705 Fawn Circle	Residential Plumbing	8/12/2016
	2707	A, K & J Plumbing	3708 Stillwod Lane	Residential Plumbing	8/15/2016
	2133	Signature Plumbing	7800 Bronco Lane	Commerical Plumbing	8/16/2016
	2740	Amigos Plumbing	21402 Mount View Drive	Minor Plumbing Repairs	8/17/2016
	2689	Lantz's Lakeside Plumbing	3907 Clinton Lane	Residential Plumbing	8/25/2016
	2752	Fairway Installation	4028 Outpost Trace	Minor Plumbing Repairs	8/26/2016
	1984	Plumbing	19129 Camelot Woods Cove	Residential Plumbing	8/29/2016
	1986	Plumbing	19001 Veranda Walk	Residential Plumbing	8/29/2016
	2021	Plumbing	19005 Veranda Walk	Residential Plumbing	8/29/2016
	2632	Casa Mechanical (Plumber)	7500 Pace Ravine Drive	Residential Plumbing	
	2735	Lantz's Lakeside Plumbing	9214 Rolling Hills Trail	Minor Plumbing Repairs	8/29/2016
2690	E-R Plumbing	20504 Bear Rd	Residential Plumbing	8/29/2016	
2756	Pipe Down Services	2901 Macarthur Avenue	Minor Plumbing Repairs	8/29/2016	



## Permits By Type

### Lago Vista

From: 08/01/2016

To: 08/31/2016

	2745	A, K & J Plumbing	3600 High Mountain Drive	Minor Plumbing Repairs	8/30/2016
	2716	Lantz's Lakeside Plumbing	20517 Highland Lake Drive	Residential Plumbing	9/1/2016
	2718	Central Texas Plumbing	21409 Surrey Lane	Residential Plumbing	9/1/2016



## Certificate of Occupancy Report

Permit Number	Cert. Of Occupancy	Owner Name	Location	Permit Type	Contract Value
1747	08/05/2016	Homeowner	5312 Mira Lago Lago Vista TX 78645	Residential Single Family	\$822,000.00
2392	08/26/2016	Homeowner	20007 Columbus Lane Lago Vista TX 78645	Residential Single Family	\$425,000.00
2463	08/05/2016	Fulford Builders	3936 Outpost Trace Lago Vista TX 78645	Residential Single Family	\$180,000.00
2469	08/26/2016	Highland Homes-Austin, LLC	7505 Turnback Ledge Trail Lago Vista TX 78645	Residential Single Family	\$340,685.00
2515	08/12/2016	Homeowner	21003 Nantucket Cove Lago Vista TX 78645	Residential Single Family	\$274,000.00
2628	08/12/2016	TodCo LLC	8020 Flintlock Circle Lago Vista TX 78645	Residential Single Family	\$115,000.00

Homes completed in Tessera



# Zoning and Subdivision Report

## Lago Vista

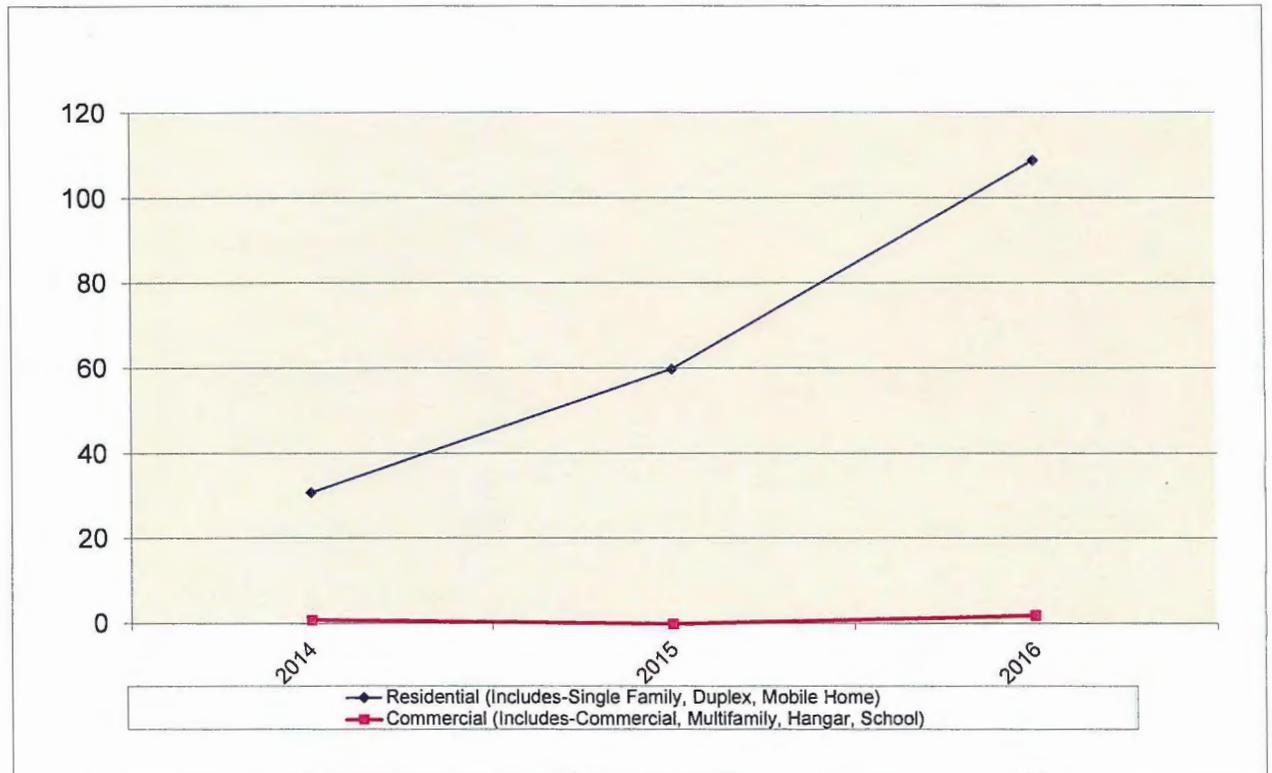
From: 08/01/2016

To: 08/31/2016

Description	Permit Number	Address	Type	Creation Date
Platting	SUB-1132	3805 & 3807 Cedar Glen	Amending Plat Application	08/09/2016
	SUB-1133	21518 Patton & 2611 American Drive	Amending Plat	08/23/2016
Zoning	ZON-1061	Tessera (2, 2A, 1B1, 1B2)	PDD Modification	08/15/2016
	ZON-1062	21603 Falcon Lane	Short Tem Occupancy	08/15/2016

**Development Services  
Fiscal Year to Date Three Year Comparison  
New Residential and Commercial Building Permits  
October-August**

Fiscal Year to Date Three Year Comparison October-August			
Permit Type	2014	2015	2016
Residential	31	60	109
Commercial	1		2
Totals	32	60	111



# Code Enforcement Cases by Date

8/1/2016 to 8/31/2016

Generated 9/8/2016

District	Type	Permit Number	Address	Issued Date	Expiration Date	Status
District 1	All other miscellaneous violations	CE-5440	6107 Cimmaron Trail	8/15/2016	8/24/2016	Open
		CE-5456	20509 Paseo De Vaca	8/17/2016	8/24/2016	Open
		CE-5457	6612 Avenida Ann	8/17/2016	8/24/2016	Open
		CE-5462	6904 Deepwood Dr.	8/17/2016	8/24/2016	Open
		CE-5463	7300 Bar K Ranch Rd. #B	8/17/2016	8/24/2016	Closed
		CE-5469	20604 Dawn Dr.	8/18/2016	8/26/2016	Open
		CE-5473	21203 Bluff Ridge Cove	8/18/2016	8/26/2016	Closed
		CE-5474	8700 Blue Sky Lane	8/18/2016	8/26/2016	Open
		CE-5475	7625 White Oak Dr.	8/18/2016	8/26/2016	Open
		CE-5530	7909 Arbor Knoll Ct.	8/26/2016	8/26/2016	Open
		10				
	Construction w/o permit	CE-5418	7201 Deepwood Dr.	8/11/2016	8/30/2016	Open
		CE-5495	8803 El Cajon Lane	8/19/2016	8/26/2016	Open
		CE-5506	21201 Palomino Cove	8/24/2016	8/29/2016	Open
		CE-5581	7201 Deepwood Dr.	8/31/2016	9/20/2016	Open
			4			
	Dead Tree on Improved Lot	CE-5436	21604 Coyote Trail	8/12/2016	8/28/2016	Open
		CE-5500	20602 Dawn Dr.	8/22/2016	9/3/2016	Open
			2			
	Dead Tree on Unimproved Lot	CE-5581	7201 Deepwood Dr.	8/31/2016	9/20/2016	Open
			1			
	Disconnected Water Service Delinquent	CE-5498	316 Flightline Rd.	8/22/2016	8/29/2016	Open
			1			
	High Grass/Weeds on Improved Lot	CE-5333	6203 Pokealong Path	8/1/2016	8/11/2016	Open
		CE-5335	20501 Sunset Strip	8/1/2016	8/11/2016	Open
		CE-5363	6510 Deer Run	8/5/2016	8/19/2016	Closed
		CE-5372	7207 Comstock Cove	8/5/2016	8/15/2016	Open
		CE-5519	6326 La Mesa St.	8/26/2016	9/5/2016	Open
		CE-5522	21471 Coyote Trail #8B	8/26/2016	9/5/2016	Open
		CE-5554	21203 Little Loop	8/29/2016	9/8/2016	Open
		CE-5563	21513 Coyote Trail #B	8/30/2016	9/9/2016	Open
		CE-5564	21532 Coyote Trail	8/30/2016	9/9/2016	Open
			9			
	Illegal Dumping Violation Unimproved Lot	CE-5504	21457 Coyote Trail	8/23/2016	8/29/2016	Open
		CE-5581	7201 Deepwood Dr.	8/31/2016	9/20/2016	Open
			2			
	Junked Vehicle On Improved Lot	CE-5345	6311 La Mesa St.	8/3/2016	8/20/2016	Open
		CE-5373	21525 Horseshoe Loop	8/5/2016	8/25/2016	Open
		CE-5499	20602 Dawn Dr.	8/22/2016	9/4/2016	Open
			3			
	Lot Clearing	CE-5581	7201 Deepwood Dr.	8/31/2016	9/20/2016	Open
			1			
	Mandatory Water Rationing Violation Allow Water Runoff	CE-5530	7909 Arbor Knoll Ct.	8/26/2016	8/26/2016	Open
			1			
	Mandatory Water Rationing Violation Wrong Day	CE-5361	20402 Dawn Dr.	8/5/2016	8/5/2016	Closed
			1			
	Other Sign violations	CE-5378	7204 Crossbow Trail	8/8/2016	8/9/2016	Open
		CE-5437	7606 Bar K Ranch Rd.	8/12/2016	8/12/2016	Closed
		CE-5438	7804 Bar K Ranch Rd.	8/12/2016	8/12/2016	Open

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		3				
Property Maintenance violation	CE-5372	7207 Comstock Cove	8/5/2016	8/15/2016	Open	
		1				
Short Term Occupancy Violation No Permit	CE-5505	21203 Little Loop	8/24/2016	8/31/2016	Open	
		1				
Solid Waste Container Violation In Late	CE-5366	6321 La Mesa St.	8/5/2016	8/5/2016	Closed	
	CE-5370	21019 Ridgeview Loop	8/5/2016	8/5/2016	Closed	
	CE-5432	21455 Coyote Trail	8/12/2016	8/12/2016	Open	
	CE-5433	21405 Coyote Trail	8/12/2016	8/12/2016	Open	
	CE-5434	7300 Cowboy Cove	8/12/2016	8/12/2016	Open	
	CE-5435	21409 Choctaw Cove	8/12/2016	8/12/2016	Open	
	CE-5436	21604 Coyote Trail	8/12/2016	8/12/2016	Open	
	CE-5439	20312 Dawn Dr.	8/12/2016	8/12/2016	Open	
	CE-5481	7309 Cowboy Cove	8/19/2016	8/19/2016	Open	
	CE-5482	21459 Coyote Trail #A4	8/19/2016	8/19/2016	Open	
	CE-5483	7207 Comstock Cove	8/19/2016	8/19/2016	Open	
	CE-5486	6801 Pinto Cove	8/19/2016		Open	
	CE-5488	20906 Northland Dr.	8/19/2016	8/19/2016	Open	
	CE-5489	20805 Northland Dr.	8/19/2016	8/19/2016	Open	
	CE-5518	6326 La Mesa St.	8/26/2016	8/26/2016	Open	
	CE-5523	21473 Coyote Trail #6A	8/26/2016	8/26/2016	Closed	
	CE-5524	21473 coyote Trail	8/26/2016	8/26/2016	Open	
	CE-5525	21608 Coyote Trail	8/26/2016	8/26/2016	Open	
	CE-5527	7802 Pueblo Cove	8/26/2016	8/27/2016	Open	
	CE-5528	21202 Diamond Cove	8/26/2016	8/27/2016	Open	
		20				
Solid Waste Container Violation Out Early	CE-5379	7200 Bar K Ranch Rd. #B	8/8/2016	8/9/2016	Open	
	CE-5448	21103 Little Loop	8/15/2016	8/19/2016	Open	
	CE-5521	21471 Coyote Trail	8/26/2016	8/26/2016	Open	
	CE-5553	7618 White Oak Dr.	8/29/2016	8/31/2016	Open	
		4				
Solid Waste Container Violation Recycle In Late	CE-5366	6321 La Mesa St.	8/5/2016	8/5/2016	Closed	
	CE-5368	21013 Ridgeview Loop	8/5/2016	8/5/2016	Closed	
	CE-5370	21019 Ridgeview Loop	8/5/2016	8/5/2016	Closed	
	CE-5411	7316 Crossbow Trail	8/10/2016	8/10/2016	Open	
	CE-5412	7315 Crossbow Trail	8/10/2016	8/10/2016	Open	
	CE-5413	21526 Coyote Trail #A	8/10/2016	8/10/2016	Open	
	CE-5416	7300 Bar K Ranch Rd. #B	8/10/2016	8/10/2016	Closed	
	CE-5439	20312 Dawn Dr.	8/12/2016	8/12/2016	Open	
	CE-5481	7309 Cowboy Cove	8/19/2016	8/19/2016	Open	
	CE-5488	20906 Northland Dr.	8/19/2016	8/19/2016	Open	
	CE-5489	20805 Northland Dr.	8/19/2016	8/19/2016	Open	
	CE-5518	6326 La Mesa St.	8/26/2016	8/26/2016	Open	
		12				
Solid Waste Container Violation Recycle Out Early	CE-5380	7200 Bar K Ranch Rd. #B	8/8/2016	8/8/2016	Open	
	CE-5408	21412 Coyote Trail	8/10/2016	8/10/2016	Open	
	CE-5409	7102 Crossbow Trail	8/10/2016	8/10/2016	Open	
	CE-5414	21526 Coyote Trail #B	8/10/2016	8/10/2016	Open	
	CE-5415	21603 Coyote Trail	8/10/2016	8/10/2016	Open	
	CE-5417	7200 Bar K Ranch #A	8/10/2016	8/10/2016	Open	
	CE-5448	21103 Little Loop	8/15/2016	8/19/2016	Open	

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	CE-5507	21515 Coyote Trail	8/24/2016	8/24/2016	Open
	CE-5508	7304 Bar K Ranch Rd. #B	8/24/2016	8/24/2016	Open
	CE-5509	7304 Bar K Ranch Rd. #A	8/24/2016	8/24/2016	Open
	CE-5510	21413 Coyote Trail	8/24/2016	8/24/2016	Open
	CE-5511	21434 Coyote Trail	8/24/2016	8/24/2016	Open
	CE-5512	21459 Coyote Trail #B2	8/24/2016	8/24/2016	Open
	CE-5513	21465 Coyote Trail #C	8/24/2016	8/24/2016	Open
	CE-5514	21465 Coyote Trail #A	8/24/2016	8/24/2016	Open
	CE-5515	21465 Coyote Trail	8/24/2016	8/24/2016	Open
	CE-5516	21465 Coyote Trail #D	8/24/2016	8/24/2016	Open
	CE-5517	7202 Crossbow Trail	8/24/2016	8/25/2016	Open
	CE-5529	21203 Diamond cove	8/26/2016	8/26/2016	Open
	<b>19</b>				
<b>Stop Work Order No Permit</b>	CE-5581	7201 Deepwood Dr.	8/31/2016	9/20/2016	Open
	<b>1</b>				
<b>Trailer Parked On Improved Lot</b>	CE-5384	6109 La Mesa St.	8/8/2016	8/9/2016	Open
	CE-5487	6802 Pinto Cove	8/19/2016	8/21/2016	Open
	CE-5536	21105 Northland Dr.	8/26/2016	8/29/2016	Open
	<b>3</b>				
<b>Two Solid Waste Containers</b>	CE-5531	6001 La Mesa St.	8/26/2016	9/2/2016	Open
	CE-5532	6306 La Mesa St.	8/26/2016	9/2/2016	Open
	CE-5331	6308 La Mesa St.	8/26/2016	9/2/2016	Closed
	CE-5565	7306 Cowpoke Trail	8/30/2016	9/9/2016	Open
	CE-5578	7302 Crossbow Trail	8/31/2016	9/7/2016	Open
	CE-5579	21403 Surrey Lane	8/31/2016	9/7/2016	Open
	CE-5580	21127 Northland Dr.	8/31/2016	9/7/2016	Open
	<b>7</b>				
<b>Vehicle for Sale Improved Lot</b>	CE-5336	6311 Lohman Ford Rd.	8/1/2016	8/1/2016	Closed
	<b>1</b>				
<b>Vehicle Parked On Improved Lot</b>	CE-5331	6308 La Mesa St.	8/1/2016	8/1/2016	Closed
	CE-5334	6110 Pokealong Path	8/1/2016	8/2/2016	Closed
	CE-5332	7508 Bar K Ranch Rd.	8/1/2016	8/2/2016	Closed
	CE-5367	21485 Coyote Trail	8/5/2016	8/5/2016	Open
	CE-5369	21013 Ridgeview Loop	8/5/2016	8/8/2016	Closed
	CE-5382	6106 La Mesa St.	8/8/2016	8/10/2016	Open
	CE-5383	6106 La Mesa St.	8/8/2016	8/10/2016	Open
	CE-5448	21103 Little Loop	8/15/2016	8/19/2016	Open
	CE-5449	21107 Ridgeview Rd.	8/15/2016	8/19/2016	Open
	CE-5451	6308 La Mesa St.	8/15/2016	8/22/2016	Open
	CE-5452	20707 Ridgeview Rd.	8/16/2016	8/19/2016	Open
	CE-5485	21304 Paddock Cove	8/19/2016	8/21/2016	Open
	CE-5493	19501 Alfalfa Dr.	8/19/2016	8/22/2016	Open
	CE-5526	21532 Coyote Trail	8/26/2016	8/28/2016	Open
	CE-5535	7318 White Oak Dr.	8/26/2016	8/29/2016	Open
	CE-5566	21514 Coyote Trail	8/30/2016	9/5/2016	Open
	CE-5567	21514 Coyote Trail	8/30/2016	9/5/2016	Open
	<b>17</b>				
<b>Vehicle Parked On Unimproved Lot</b>	CE-5503	21457 Coyote Trail	8/23/2016	8/29/2016	Open
	<b>1</b>				
<b>Vehicle repair in residential zone violation</b>	CE-5337	21315 Choctaw Cove	8/2/2016	8/4/2016	Open
	<b>1</b>				
<b>Total</b>	<b>126</b>				

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<b>District 2</b>	<b>All other miscellaneous violations</b>	CE-5423	1203 Fawn Park	8/11/2016	8/15/2016	Open
		CE-5424	21913 Mockingbird St.	8/12/2016	8/22/2016	Open
		CE-5443	2903 Hancock Ave	8/15/2016	8/22/2016	Open
		CE-5444	20569 Highland Lake Dr.	8/15/2016	8/22/2016	Open
		CE-5445	20567 Highland Lake Dr.	8/15/2016	8/22/2016	Closed
		CE-5446	20036 Continental Dr.	8/15/2016	8/22/2016	Open
		CE-5447	20500 Highland Lake Dr.	8/15/2016	8/22/2016	Open
		CE-5466	5705 Thunderbird St. #A	8/18/2016	8/25/2016	Open
		CE-5470	5601 Thunderbird St. #B	8/18/2016	8/26/2016	Open
		CE-5472	21113 High Dr.	8/18/2016	8/26/2016	Open
		CE-5471	22008 Beacon Point Cove	8/18/2016	8/26/2016	Closed
		<b>11</b>				
	<b>Banner Violation No Permit</b>	CE-5559	6004 Lohman Ford Rd.	8/30/2016	9/2/2016	Open
			<b>1</b>			
	<b>Boat Parked On Improved Lot</b>	CE-5343	3206 American Dr.	8/2/2016	8/5/2016	Open
			<b>1</b>			
	<b>Construction w/o permit</b>	CE-5358	2502 American Dr. #B	8/3/2016	8/3/2016	Closed
			<b>1</b>			
	<b>Dead Tree on Unimproved Lot</b>	CE-5465	20913 Nimitz Ave.	8/18/2016	10/22/2016	Open
			<b>1</b>			
	<b>Disconnected Water Service Delinquent</b>	CE-5496	5009 Thunderbird St.	8/22/2016	8/29/2016	Open
		CE-5497	21105 Santa Ana Cove #B	8/22/2016	8/29/2016	Open
			<b>2</b>			
	<b>Garage/Estate Sale Sign Violation in ROW</b>	CE-5364	20206 Bryan Cove	8/5/2016	8/5/2016	Closed
			<b>1</b>			
	<b>High Grass/Weeds on Improved Lot</b>	CE-5551	21127 Northland Dr.	8/29/2016	9/8/2016	Open
		CE-5552	7625 White Oak Dr.	8/29/2016	9/8/2016	Open
		CE-5560	4200 Rockwood Dr.	8/30/2016	9/9/2016	Open
		CE-5561	3925 Outpost Trace	8/30/2016	9/9/2016	Open
		CE-5562	21446 Lakefront Dr.	8/30/2016	9/9/2016	Open
		CE-5573	5002 Sundown St.	8/31/2016	9/10/2016	Open
		<b>6</b>				
	<b>Home Occupation Violation Permitted</b>	CE-5556	4001 Constitution Dr.	8/30/2016	9/9/2016	Open
			<b>1</b>			
	<b>Illegal Sign Violation Snipe Sign</b>	CE-5342	4201 Cooper Lane	8/2/2016	8/2/2016	Closed
		CE-5476	2706 Colt Cove	8/18/2016	8/19/2016	Open
		CE-5501	21109 Twisting Trail	8/23/2016	8/23/2016	Closed
			<b>3</b>			
	<b>Living In Trailer on Improved Lot</b>	CE-5425	4202 Hillside Dr.	8/12/2016	8/17/2016	Open
			<b>1</b>			
	<b>Mandatory Water Rationing Violation Allow Water Runoff</b>	CE-5339	21206 High Dr.	8/2/2016	8/2/2016	Closed
		CE-5360	3801 Congress Ave.	8/3/2016	8/4/2016	Closed
		CE-5420	20510 Highland Lake Dr.	8/11/2016	8/11/2016	Closed
			<b>3</b>			
	<b>Mandatory Water Rationing Violation Wrong Day</b>	CE-5339	21206 High Dr.	8/2/2016	8/2/2016	Closed
		CE-5374	4120 Rimrock Dr.	8/8/2016	8/8/2016	Closed
		CE-5388	4201 Rimrock Dr.	8/9/2016	8/9/2016	Closed
		CE-5393	4081 Outpost Trace	8/9/2016	8/9/2016	Closed
		CE-5394	5609 Club House Dr.	8/9/2016	8/9/2016	Closed
			<b>5</b>			
	<b>Mandatory Water Rationing Violation</b>	CE-5339	21206 High Dr.	8/2/2016	8/2/2016	Closed
		CE-5359	2903 Hancock Ave.	8/3/2016	8/3/2016	Closed

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<b>Wrong Time</b>	CE-5394	5609 Club House Dr.	8/9/2016	8/9/2016	Closed	
	CE-5393	4081 Outpost Trace	8/9/2016	8/9/2016	Closed	
	CE-5404	3709 Alamo Cove	8/10/2016	8/10/2016	Closed	
	CE-5420	20510 Highland Lake Dr.	8/11/2016	8/11/2016	Closed	
	CE-5468	3608 Parliament Cove	8/18/2016	8/18/2016	Closed	
	<b>7</b>					
	<b>Other Building Violations</b>	CE-5344	18305 Austin Blvd	8/2/2016	8/15/2016	Open
		<b>1</b>				
	<b>Other Sign violations</b>	CE-5342	4201 Cooper Lane	8/2/2016	8/2/2016	Closed
		CE-5346	20603 National Dr.	8/3/2016	8/4/2016	Open
		CE-5347	4201 Cooper Lane	8/3/2016	8/4/2016	Open
		CE-5391	21500 Twain Cove #A	8/9/2016	8/9/2016	Closed
		CE-5398	4201 Cooper Lane	8/10/2016	8/12/2016	Open
		CE-5419	2701 Jefferson Cove	8/11/2016	8/11/2016	Open
		CE-5419	2701 Jefferson Cove	8/11/2016	8/11/2016	Open
		CE-5421	20649 Highland Lake Dr.	8/11/2016	8/12/2016	Open
		CE-5454	20605 Highland Lake Dr.	8/16/2016	8/16/2016	Closed
		CE-5467	22004 Beacon Point Cove	8/18/2016	8/18/2016	Closed
		CE-5476	2706 Colt Cove	8/18/2016	8/19/2016	Open
		<b>11</b>				
	<b>Other Zoning violations</b>	CE-5422	20204 Highalnd Lake Dr.	8/11/2016	8/12/2016	Open
		CE-5450	21334 Mount View Dr.	8/15/2016	8/19/2016	Open
		CE-5577	21703 Crystal Way	8/31/2016	9/5/2016	Unfounded
		<b>3</b>				
	<b>Property Maintenance violation</b>	CE-5423	1203 Fawn Park	8/11/2016	8/22/2016	Open
		CE-5479	20617 Oak Ridge	8/19/2016	8/22/2016	Open
		CE-5537	20617 Oak Ridge	8/29/2016	8/31/2016	Open
<b>3</b>						
<b>Real Estate Off Premise Sign</b>	CE-5540	2901 Davis Cove	8/29/2016	8/29/2016	Closed	
	CE-5549	20649 Highland Lake Loop	8/29/2016	8/29/2016	Open	
	<b>2</b>					
<b>Real Estate Sign Violation Open House</b>	CE-5346	20603 National Dr.	8/3/2016	8/4/2016	Open	
	CE-5375	20500 Greeley Cove	8/8/2016	8/9/2016	Open	
	<b>2</b>					
<b>Solid Waste Container Violation In Late</b>	CE-5353	3107 Mac Arthur Ave	8/3/2016	8/3/2016	Closed	
	CE-5354	3209 Mac Arthur Ave. #A	8/3/2016	8/4/2016	Closed	
	CE-5356	21100 Santa Ana Cv #B	8/3/2016	8/3/2016	Closed	
	CE-5399	3505 Boone Dr.	8/10/2016	8/10/2016	Open	
	CE-5400	3817 Capitol Ave	8/10/2016	8/11/2016	Open	
	CE-5401	21003 Boggy Ford Rd. #A	8/10/2016	8/10/2016	Open	
	CE-5403	21015 Nimitz Ave	8/10/2016	8/10/2016	Open	
	CE-5427	5800 Thunderbird St. #1	8/12/2016	8/12/2016	Open	
	CE-5429	5800 Thunderbird St. #1	8/12/2016	8/12/2016	Open	
	CE-5430	20700 Bonanza St. #C	8/12/2016	8/12/2016	Open	
	CE-5442	5800 Thunderbird St.	8/15/2016	8/16/2016	Open	
	CE-5459	21105 Newport Cove	8/17/2016	8/17/2016	Open	
	CE-5460	2734 Cody Ave.	8/17/2016	8/17/2016	Open	
	CE-5461	20912 Boggy Ford Rd.	8/17/2016	8/17/2016	Closed	
	CE-5490	21006 Boggy Ford Rd.	8/19/2016	8/19/2016	Open	
	CE-5494	5100 country Club Dr.	8/19/2016	8/22/2016	Open	
	CE-5520	5601 Thunderbird St. #B	8/26/2016	8/26/2016	Open	
	CE-5574	4010 Consitution Dr.	8/31/2016	8/31/2016	Open	
	CE-5576	2801 Mac Arthur Ave.	8/31/2016	8/31/2016	Open	

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		<b>19</b>				
<b>Solid Waste Container Violation Out Early</b>	CE-5340	21629 High Dr.	8/2/2016	8/2/2016	Open	
	CE-5341	21639 High Dr.	8/2/2016	8/2/2016	Closed	
	CE-5396	21540 Paine Ave	8/9/2016	8/11/2016	Open	
	CE-5431	5100 Country Club Dr.	8/12/2016	8/12/2016	Open	
	CE-5441	5100 Country Club Dr.	8/15/2016	8/16/2016	Open	
	CE-5538	20617 Oak Ridge	8/29/2016	8/31/2016	Open	
			<b>6</b>			
<b>Solid Waste Container Violation Recycle In Late</b>	CE-5349	19801 Cabot Cove	8/3/2016	8/4/2016	Open	
	CE-5350	3505 Boone Dr.	8/3/2016	8/3/2016	Closed	
	CE-5357	2502 American Dr. #B	8/3/2016	8/4/2016	Closed	
	CE-5397	20817 Highland Lake Dr.	8/10/2016	8/10/2016	Closed	
	CE-5399	3505 Boone Dr.	8/10/2016	8/10/2016	Open	
	CE-5400	3817 Capitol Ave	8/10/2016	8/11/2016	Open	
	CE-5402	21102 Boggy Ford Rd. #4	8/10/2016	8/10/2016	Open	
	CE-5403	21015 Nimitz Ave	8/10/2016	8/10/2016	Open	
	CE-5430	20700 Bonanza St. #C	8/12/2016	8/12/2016	Open	
	CE-5484	21405 Horseshoe Loop	8/19/2016	8/19/2016	Open	
	CE-5490	21006 Boggy Ford Rd.	8/19/2016	8/19/2016	Open	
		<b>11</b>				
<b>Solid Waste Container Violation Recycle Out Early</b>	CE-5351	20503 Highland Lake Dr.	8/3/2016	8/4/2016	Open	
	CE-5355	2912 Norton Ave.	8/3/2016	8/3/2016	Closed	
	CE-5376	20223 Travis Dr. #3	8/8/2016	8/8/2016	Closed	
	CE-5377	20223 Travis Dr. #4	8/8/2016	8/9/2016	Closed	
	CE-5396	21540 Paine Ave	8/9/2016	8/10/2016	Open	
	CE-5407	21422 Coyote Trail	8/10/2016	8/10/2016	Open	
	CE-5458	19801 Cabot Cove	8/17/2016	8/18/2016	Open	
	CE-5480	5403 Hitching Post	8/19/2016	8/19/2016	Open	
	CE-5539	20617 Oak Ridge	8/29/2016	8/30/2016	Open	
	CE-5541	20805 McCormick Cove	8/29/2016	8/30/2016	Open	
	CE-5542	3103 Norton Ave	8/29/2016	8/30/2016	Open	
	CE-5543	21637 Boggy Ford Rd. #B	8/29/2016	8/30/2016	Open	
	CE-5544	21635 Boggy Ford Rd. #B	8/29/2016	8/30/2016	Open	
	CE-5545	21635 Boggy Ford Rd. #A	8/29/2016	8/30/2016	Open	
	CE-5546	21633 Boggy Ford Rd. #B	8/29/2016	8/30/2016	Open	
	CE-5547	21633 Boggy Ford Rd. #A	8/29/2016	8/30/2016	Open	
	CE-5550	2804 Cornell Cove	8/29/2016	8/30/2016	Open	
	CE-5568	5601 Thunderbird St. #A	8/31/2016	8/31/2016	Open	
	CE-5569	5505 Thunderbird #B	8/31/2016	8/31/2016	Closed	
	CE-5570	5705 Thunderbird St. #A	8/31/2016	8/31/2016	Open	
	CE-5571	5705 Thunderbird St. #B	8/31/2016	8/31/2016	Open	
	CE-5572	5002 Sundown St.	8/31/2016	8/31/2016	Open	
	CE-5576	2801 Mac Arthur Ave.	8/31/2016	8/31/2016	Open	
	CE-5548	21631 Boggy Ford Rd. #A	8/29/2016	8/30/2016	Open	
		<b>24</b>				
<b>Trailer Parked On Improved Lot</b>	CE-5348	4001 Constitution Dr.	8/3/2016	8/3/2016	Closed	
	CE-5389	4110 Rimrock Dr.	8/9/2016	8/10/2016	Open	
	CE-5453	3108 Patriot Dr.	8/16/2016	8/22/2016	Open	
	CE-5491	20904 High Dr.	8/19/2016	8/22/2016	Open	
	CE-5557	4001 Constitution Dr.	8/30/2016	9/3/2016	Open	
	CE-5558	3104 Burnside Cir.	8/30/2016	9/4/2016	Open	
	CE-5561	3925 Outpost Trace	8/30/2016	9/2/2016	Open	
	CE-5575	20105 Breeds Cove	8/31/2016	9/3/2016	Open	

# Code Enforcement Cases by Date

8/1/2016 to 8/31/2016

Generated 9/8/2016

		<b>8</b>					
	<b>Trailer Parked On Unimproved Lot</b>	CE-5385	5106 Country Club Dr.	8/8/2016	8/10/2016	Open	
		CE-5387	4104 Rimrock Dr.	8/8/2016	8/12/2016	Open	
		CE-5426	2900 Davis Cove	8/12/2016	8/19/2016	Open	
		CE-5450	21334 Mount View Dr.	8/15/2016	8/19/2016	Open	
		CE-5464	21102 Blackfoot Cove	8/17/2016	8/24/2016	Open	
			<b>5</b>				
	<b>Two Solid Waste Containers</b>	CE-5533	3932 Outpost Trace	8/26/2016	9/2/2016	Open	
		CE-5534	21559 Lakefront Dr.	8/26/2016	9/2/2016	Open	
		CE-5555	3101 Constitution Dr.	8/29/2016	9/7/2016	Open	
			<b>3</b>				
	<b>Vehicle Parked On Improved Lot</b>	CE-5352	3702 Alamo Cove	8/3/2016	8/3/2016	Closed	
		CE-5371	5505 Thunderbird St. #A	8/5/2016	8/8/2016	Closed	
		CE-5390	4110 Rimrock Dr.	8/9/2016	8/10/2016	Open	
		CE-5392	2701 American Dr.	8/9/2016	8/10/2016	Open	
		CE-5405	20604 Ridgeview Rd.	8/10/2016	8/10/2016	Open	
CE-5455		5505 Thunderbird St. #A	8/17/2016	8/22/2016	Open		
CE-5492		21313 Boggy Ford Rd.	8/19/2016	8/20/2016	Open		
CE-5502		5505 Thunderbird St. #B	8/23/2016	8/23/2016	Open		
CE-5558		3104 Burnside Cir.	8/30/2016	9/4/2016	Open		
		<b>9</b>					
<b>Vehicle Parked On Unimproved Lot</b>	CE-5386	4104 Rimrock Dr.	8/8/2016	8/12/2016	Open		
			<b>1</b>				
	<b>Total</b>	<b>152</b>					
<b>Total</b>		<b>278</b>					

September 8<sup>th</sup>, 2016

Monthly Golf Operational report

Lago Vista GC & Highland Lakes GC

I have been on the job here at Lago Vista and Highland Lakes for 4 months.

In the month of August the golf courses received at least 16 + inches of rain over the course of 14 days. Although this rain was nice from a coverage stand point it did create issues. We had a fungus outbreak out on the Lago golf course called Bermuda decline. We did spray 2 fungicide applications to control and eliminate at both courses. We also had an outbreak of army worms on the greens which were also treated.

We have had numerous breaks in our irrigation piping, we have tried to address as promptly as possible as we could kill or severely hurt our greens if we are not aggressive with repairs. In spite of this we still have many leaks and breaks. We have also started to spray our greens, fairways and tees with different herbicide and plan on fertilizing so that we can have healthy Bermuda going into winter.

I am currently reviewing tournaments, memberships, short term rentals, snowbirds and working on supporting collateral pieces. I am also working on our website. We have a complimentary upgrade and we are using it.

We have moved our Tuesday night junior golf clinics to Saturday due to school and upcoming time change.

We will have the grill open for Monday Night Football from 5 pm to 10 pm. We will have food and drink specials.

We will be hosting a glow ball tournament on Saturday October 15<sup>th</sup>. We will play 9 holes during the day, have dinner and then play 9 holes of night golf. Should be a great time. It all starts at 3 PM. The last event in 2014 produced 96 players.

We have aerified and top dressed all 38 greens. The Highland greens aerification went extremely well especially with the timing of the rain in conjunction with the aerification. The Lago aerification had delays due to rain and challenges due to soft greens conditions and wet sand. They are on their way to looking good again.

I have started to market the golf courses with bulk emailing to our email data base. We have 6000 total emails so far in both course databases. I hope to grow this to a weekly email blast with upcoming golf news and events promotions. We have instituted kids play for free after 3 program, super twilight after 4, Birthday club and Wednesday night 9 hole scramble mixer.

The golf courses generated \$83,987.96 in total revenue in August. This is \$40,000 less than last August due to heavy August rainfall. The Lago Vista Grill generated \$8,173.93 (this is included in total revenue). Membership dollars collected for both courses was \$30,540 (this is included in total revenue). Rounds played for the month at Highlands were 947 including 416 outside rounds. Rounds played at Lago Vista were 1457 including 847 outside rounds.

Upcoming goals for the month include greens maintenance, weed control, fertilization of tees and fairways, working on collateral pieces, implementing new programs for beginners, ladies and seniors, identifying local businesses and hotels, employee programs, and getting off property to make new contacts.

Will also be counting on volunteers to help pursue golf course markers and score card sponsorships. I will be looking in recruiting volunteers to explore grant money for clubhouse electric and irrigation system and will be looking for volunteers to help coordinate special events for the course such as holiday live music concerts.

As always, please feel free to contact me should you have any ideas, comments or concerns.

Hope to you all on the links!

Regards,

Mark Côté

PGA / CMAA

General Manager / Director of Golf



**LAGO VISTA MUNICIPAL COURT MONTHLY REPORT - FY 2015/2016**

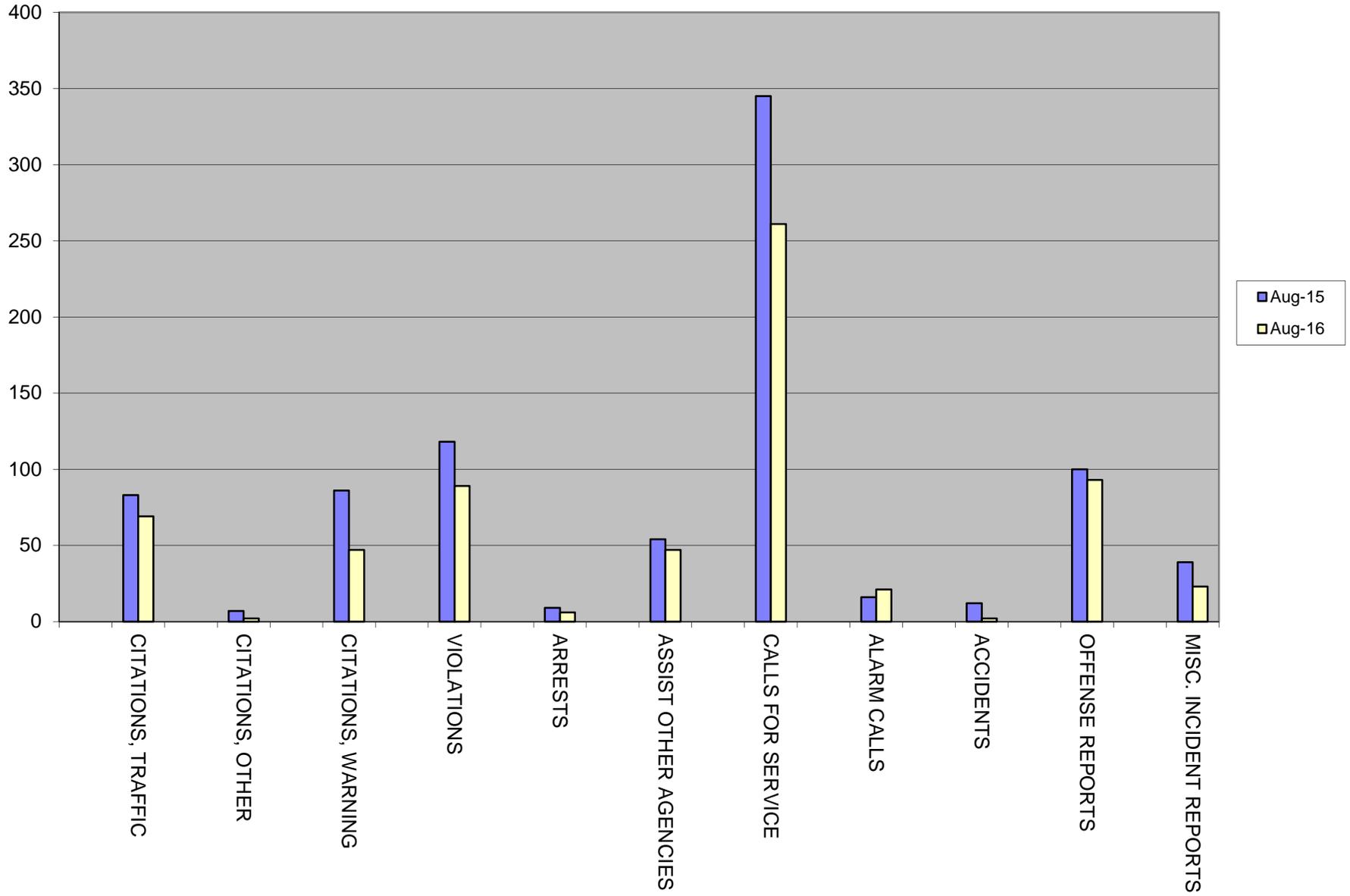
	Oct	Nov	Dec	Jan	**Feb	**Mar
<b>VIOLATIONS</b>	144	133	103	97	91	82
<b>GROSS REVENUE</b>	\$ 13,055.06	\$ 13,530.24	\$ 12,386.46	\$ 11,741.38	\$ 15,669.42	\$ 20,975.68
<b>PORTION OF REVENUE FROM WARRANTS</b>	\$ 3,254.50	\$ -	\$ 1,296.60	\$ 1,037.60	\$ 4,031.25	\$ 8,700.80
<b>LESS TO STATE</b>	\$ 4,502.53	\$ 4,721.04	\$ 4,803.91	\$ 4,268.11	\$ 5,540.02	\$ 6,803.35
<b>REVENUE TO CITY</b>	\$ 8,552.53	\$ 8,809.20	\$ 7,582.55	\$ 7,473.27	\$ 10,129.40	\$ 14,172.33
<b>COMMUNITY SERVICE HOURS SERVED</b>	0	0	0	0	59.75	12.1
<b>BUILDING SECURITY FUND</b>	\$ 147.65	\$ 181.50	\$ 185.01	\$ 161.99	\$ 221.03	\$ 238.75

\*\* WARRANT ROUND-UP

	Apr	May	Jun	Jul	Aug	Sep
<b>VIOLATIONS</b>	101	79	154	151	74	
<b>GROSS REVENUE</b>	\$ 14,915.91	\$ 11,360.70	\$ 13,204.43	\$ 9,731.38	\$ 11,938.72	
<b>PORTION OF REVENUE FROM WARRANTS</b>	\$ 4,333.70	\$ 1,208.50	\$ 1,135.10	\$ 1,157.50	\$ 860.53	
<b>LESS TO STATE</b>	\$ 5,323.85	\$ 4,154.13	\$ 5,364.50	\$ 3,810.16	\$ 4,721.97	
<b>REVENUE TO CITY</b>	\$ 9,592.06	\$ 7,206.57	\$ 7,839.93	\$ 5,921.22	\$ 7,216.75	
<b>COMMUNITY SERVICE HOURS SERVED</b>	64.5	75.5	20	0	39.75	
<b>BUILDING SECURITY FUND</b>	\$ 208.98	\$ 152.05	\$ 210.00	\$ 148.96	\$ 180.50	

	Year-to-Date	Previous Year
<b>VIOLATIONS</b>	1209	1118
<b>GROSS REVENUE</b>	\$ 148,509.38	\$ 126,398.88
<b>PORTION OF REVENUE FROM WARRANTS</b>	\$ 27,016.08	\$ 29,353.58
<b>LESS TO STATE</b>	\$ 54,013.57	\$ 51,552.58
<b>REVENUE TO CITY</b>	\$ 94,495.81	\$ 74,846.30
<b>COMMUNITY SERVICE SERVED</b>	271.6	253.5
<b>BUILDING SECURITY FUND</b>	\$ 2,036.42	\$ 1,924.98

AUGUST  
COMPARISONS  
2015-2016  
LAGO VISTA POLICE DEPARTMENT





LAGO VISTA POLICE DEPARTMENT													
MONTHLY REPORT - 2016													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>CITATIONS</b>													
Traffic	74	35	51	56	82	70	70	69					
Animal	5	6	2	2	2	1	1	1					
Other	16	5	20	8	3	9	19	1					
Warning	76	90	85	78	72	71	84	47					
Total Citations	171	136	158	144	159	151	174	118					
<b>VIOLATIONS</b>													
Traffic	82	43	61	67	99	87	83	87					
Other	24	18	28	11	7	12	23	2					
Total Violations	106	61	89	78	106	99	106	89					
<b>ARRESTS</b>													
	31	15	28	18	10	20	14	6					
<b>ASSIST OTHER AGENCIES</b>													
EMS	35	25	23	29	38	37	37	31					
NLTRF	3	7	8	6	10	7	7	7					
Other Law Enforcement	3	7	7	6	5	5	7	6					
Utility Dept	2	6	3	3	6	0	5	3					
Total Assist Other Agencies	43	45	41	44	59	49	56	47					
<b>CALLS FOR SERVICE</b>													
	277	258	264	273	325	256	266	261					
<b>ALARM CALLS</b>													
	20	15	15	12	13	10	15	21					
<b>FALSE ALARMS</b>													
	20	15	15	12	13	10	15	21					
<b>ANIMAL CONTROL</b>													
Animal Calls	16	22	23	12	21	17	9	13					
Animal Impounds	*4	*10	*6	*5	*7	*6	*2	*7					
<b>ACCIDENTS</b>													
	6	8	11	9	8	7	6	2					
<b>OFFENSE REPORTS</b>													
	80	86	76	82	86	67	79	93					
<b>MISC. INCIDENT REPORTS</b>													
	24	22	22	38	47	25	23	23					
<b>TOTAL MILES PATROLLED</b>													
	10,682	8,585	10,703	7,580	9,423	9,764	11,799	8,191					
Taken to PAWS: 0 Dogs 0 Cats Taken to Vets: 0 Dogs 0 Cats													
*Kept at P.D. *7 Dogs 0 Cats													
Returned to Owner: 6 Dogs 0 Cats													
Taken to Town Lake 0 Dogs 0 Cats													
Adopted:/Fostered 0 Dogs 0 Cats													
Taken to Williamson Co Humane: 0 Dogs 0 Cats													
Still at P.D. Impound 1 Dog 0 Cats													

LAGO VISTA POLICE DEPARTMENT													
COMPARISONS BY YEAR, BY MONTH													
2015-2016													
		JULY		AUG		SEPT		OCT		NOV		DEC	
		<u>2015</u>	<u>2016</u>										
CITATIONS, TRAFFIC		110	70	83	69								
CITATIONS, OTHER		17	20	7	2								
CITATIONS, WARNING		76	84	86	47								
VIOLATIONS		151	106	118	89								
ARRESTS		21	14	9	6								
ASSIST OTHER AGENCIES		45	56	54	47								
CALLS FOR SERVICE		327	266	345	261								
ALARM CALLS		6	15	16	21								
ACCIDENTS		9	6	12	2								
OFFENSE REPORTS		104	79	100	93								
MISC. INCIDENT REPORTS		38	23	39	23								
TOTAL MILES PATROLED		10,249	11,799	9,098	8,191								

STREET DEPARTMENT 2015-16 ACTIVITY REPORT													
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS
<b>STREET PATCHING</b>													
Tons of Asphalt Used	2	19	10	37	23	57	34	19	18	21	18		257
Number of Patches	40	220	377	333	224	165	441	142	177	129	141		2,389
Square Feet of Patches	127	1,576	786	3,946	2,437	6,098	3,544	2,081	1,967	2,280	1,409		26,251
Tons of Base Material Used	6	0	0	22	25	19	16	4	0	13	0		105
Repaint Intersections	6	0	0	0	28	0	0	0	0	0	23		57
Replace Reflective Buttons	0	0	0	0	0	0	0	0	0	0	0		0
<b>CRACK SEAL PROGRAM</b>													
Linear Feet of Crack Sealing	4,333	0	0	0	0	0	0	0	0	0	0		4,333
<b>LANDSCAPING ACTIVITIES</b>													
Worker Hours	241	96	64	32	64	384	224	168	288	264	208		2,033
<b>ROADSIDE MOWING</b>													
Miles Mowed	144	88	0	0	0	0	24	130	160	70	0		616
<b>TRAFFIC CONTROL</b>													
New Signs Installed	0	0	4	0	0	0	0	0	0	0	2		6
Signs Replaced	7	12	6	4	11	19	8	9	7	6	15		104
<b>DRAINAGE MAINTENANCE</b>													
Projects Completed	0	1	0	0	0	1	1	2	0	1	1		7
Linear Feet of Ditches Cleared	0	0	0	0	0	454	225	450	0	687	250		2,066
Culverts Cleared	0	0	0	0	0	2	3	11	0	7	2		25
<b>MISCELLANEOUS ACTIVITIES</b>													
Worker Hours on City Clean Up	232	0	0	0	0	0	614	0	0	0	64		910
Worker Hours on Burn Day	0	0	0	0	0	0	128	0	0	0	0		128
Worker Hours on Park Maint.	0	0	0	184	64	0	0	0	0	0	0		248
Worker Hours on X-Mas Lights	56	534	288	176	0	0	0	0	0	0	0		1,054
Worker Hours on Tree Trimming	41	32	296	128	160	128	48	60	264	352	128		1,637
Deer Pick Ups	13	17	8	6	8	3	4	9	17	11	13		109
Bldg. Maintenance Requests	3	2	3	3	6	6	3	4	1	2	6		39
Pool Operation & Maintenance (hrs)	0	0	0	12	0	0	216	56	0	0	0		284
Airport Maintenance (hrs)	96	4	32	0	0	0	96	0	96	8	32		364
Mowing Bar K Golf Course (hrs)	0	0	0	0	0	0	0	0	0	0	0		0
Assist Utility Department (hrs)	0	0	0	0	0	160	0	0	0	24	48		232
Assist CIP Projects (hrs)	0	0	0	0	0	0	0	0	128	0	0		128
Assist Plant Operations (hrs)	0	0	0	0	0	0	0	0	0	0	0		0
Assist Library (hrs)	6	0	1	0	2	2	0	10	0	0	0		21
Assist Effluent Department (hrs)	0	0	0	0	0	0	0	0	0	0	0		0
Assist Golf Courses (hrs)	248	96	152	0	36	8	0	0	64	0	0		604
Assist LVPD (hrs)	32	0	0	0	0	4	6	14	0	0	96		152
KLVB Projects (hrs)	16	0	0	0	0	2	0	9	0	0	0		27
Special Events (hrs)	0	0	126	0	320	128	0	443	344	308	0		1,669
<b>RECYCLE CENTER</b>													
Loads of Brush Collected	68	66	85	72	99	160	98	102	94	68	156		1,068
Wood Chipping (hrs)	96	0	88	128	96	128	0	140	64	128	288		1,156
Loads of Mulch Picked Up	14	14	7	18	34	49	41	38	15	17	36		283
Trash/Metal Collection (hrs)	16	10	8	12	16	32	96	16	16	24	36		282

Special Comments

**City Of Lago Vista**  
**City Council Water & Wastewater Report**  
**July 2016**



Combined Water Production	Month Summary
Raw Water Total	49.915 MG
Production Total	46.734 MG
Efficiency	94%
Highest Daily Production	2.318 MGD
Average Daily Production	1.508 MGD
Lowest Daily Production	0.744 MGD
Water Plant 1	Month Summary
Raw Water Total	34.777 MG
Production Total	32.414 MG
Efficiency	93%
Highest Daily Production	1.771 MGD
Average Daily Production	1.046 MGD
Lowest Daily Production	0.319 MGD
Water Plant 2	Month Summary
Raw Water Total	15.138 MG
Production Total	14.320 MG
Efficiency	95%
Highest Daily Production	0.676 MGD
Average Daily Production	0.462 MGD
Lowest Daily Production	0.336 MGD
Water Plant 3	Month Summary
Raw Water Total	
Production Total	
Efficiency	
Highest Daily Production	
Average Daily Production	
Lowest Daily Production	
Waste Water Treatment Plant	Month Summary
Treated Total	13.346 MG
Highest Daily Treated	0.765 MGD
Average Daily Treated	0.431 MGD
Lowest Daily Treated	0.339 MGD
Effluent Disposal	Month Summary
WWTP Total Permit Disposal	13.097 MG
- Lago Vista Golf Course Permit	13.097 MG
- Cedar Breaks Permit	0.000 MG
- Bar-K Golf Course Permit	0.000 MG
210 Total Permit Disposal (Highland Lakes Golf Course)	11.346 MG
Lake Water To Pond 17	0.000 MG
Lago Vista Golf Course Usage	13.097 MG

**City Of Lago Vista**  
**City Council Water & Wastewater Report**  
**July 2016**



Combined Water Production	12 Month Summary
Raw Water Total	477.785 MG
Production Total	458.422 MG
Efficiency	96%
Highest Daily Production	2.318 MGD
Average Daily Production	1.253 MGD
Lowest Daily Production	0.546 MGD
Water Plant 1	12 Month Summary
Raw Water Total	353.351 MG
Production Total	341.763 MG
Efficiency	97%
Highest Daily Production	1.771 MGD
Average Daily Production	0.934 MGD
Lowest Daily Production	0.319 MGD
Water Plant 2	12 Month Summary
Raw Water Total	124.434 MG
Production Total	116.659 MG
Efficiency	94%
Highest Daily Production	0.676 MGD
Average Daily Production	0.319 MGD
Lowest Daily Production	0.079 MGD
Water Plant 3	12 Month Summary
Raw Water Total	
Production Total	
Efficiency	
Highest Daily Production	
Average Daily Production	
Lowest Daily Production	
Waste Water Treatment Plant	12 Month Summary
Treated Total	142.434 MG
Highest Daily Treated	0.815 MGD
Average Daily Treated	0.389 MGD
Lowest Daily Treated	0.150 MGD
Effluent Disposal	12 Month Summary
WWTP Total Permit Disposal	118.394 MG
- Lago Vista Golf Course Permit	96.941 MG
- Cedar Breaks Permit	21.453 MG
- Bar-K Golf Course Permit	0.000 MG
210 Total Permit Disposal (Highland Lakes Golf Course)	45.632 MG
Lake Water To Pond 17	0.000 MG
Lago Vista Golf Course Usage	96.942 MG

## TCEQ WATER QUALITY STATUS 2016

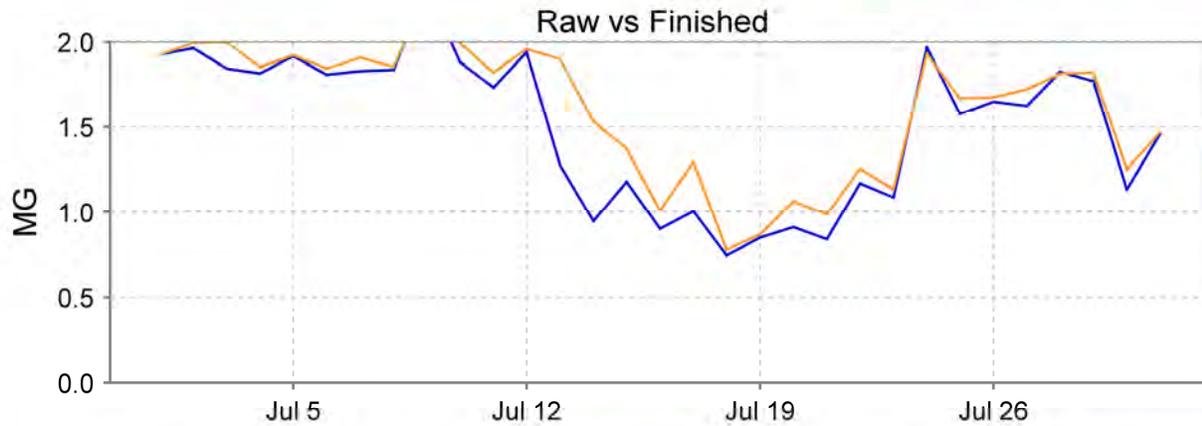
	COMPLIANT WITH TCEQ (Y/N)		TCEQ VIOLATIONS (IF ANY)	
	WATER	SEWER	WATER	WASTEWATER
<b>Feb-16</b>	YES	YES	0	0
<b>Mar-16</b>	YES	YES	0	0
<b>Apr-16</b>	YES	YES	0	1*
<b>May-16</b>	YES	YES	0	0
<b>Jun-16</b>	YES	YES	0	0
<b>Jul-16</b>	YES	YES	0	0
<b>Aug-16</b>	YES	YES	0	0
<b>Sep-16</b>				

\*DRIVING RANGE LIFT STAION OVERFLOW APRIL 23, 2016.

# July 2016

## Combined Water Production

## Month Details



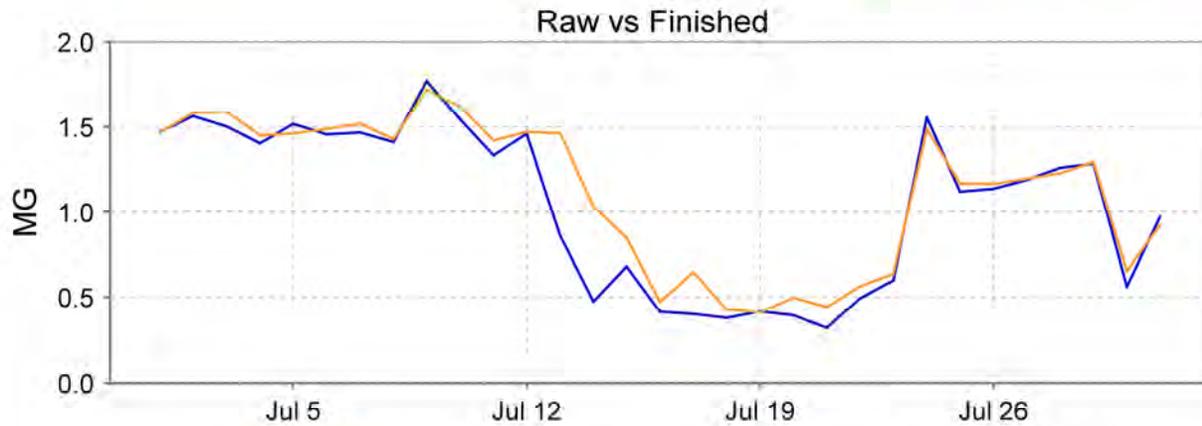
Date	WP1 Raw	WP2 Raw	Combined Raw	WP1 Finished	WP2 Finished	Combined Finished
07/01/16	1.467	0.460	1.927	1.471	0.455	1.926
07/02/16	1.586	0.408	1.994	1.564	0.400	1.964
07/03/16	1.588	0.412	2.000	1.502	0.343	1.845
07/04/16	1.450	0.403	1.853	1.404	0.412	1.816
07/05/16	1.461	0.463	1.924	1.518	0.399	1.917
07/06/16	1.488	0.357	1.845	1.456	0.353	1.809
07/07/16	1.519	0.389	1.908	1.468	0.362	1.830
07/08/16	1.429	0.428	1.857	1.411	0.426	1.837
07/09/16	1.720	0.565	2.285	1.771	0.547	2.318
07/10/16	1.621	0.372	1.993	1.546	0.336	1.882
07/11/16	1.420	0.402	1.822	1.332	0.402	1.734
07/12/16	1.472	0.487	1.959	1.460	0.479	1.939
07/13/16	1.463	0.437	1.900	0.861	0.415	1.276
07/14/16	1.033	0.500	1.533	0.474	0.472	0.946
07/15/16	0.847	0.524	1.371	0.680	0.499	1.179
07/16/16	0.473	0.536	1.009	0.412	0.488	0.900
07/17/16	0.646	0.650	1.296	0.399	0.604	1.003
07/18/16	0.426	0.351	0.777	0.378	0.366	0.744
07/19/16	0.409	0.458	0.867	0.415	0.433	0.848
07/20/16	0.496	0.568	1.064	0.393	0.516	0.909
07/21/16	0.442	0.545	0.987	0.319	0.521	0.840
07/22/16	0.564	0.692	1.256	0.493	0.676	1.169
07/23/16	0.637	0.497	1.134	0.599	0.489	1.088
07/24/16	1.486	0.444	1.930	1.554	0.414	1.968
07/25/16	1.169	0.500	1.669	1.121	0.456	1.577
07/26/16	1.167	0.509	1.676	1.139	0.512	1.651
07/27/16	1.199	0.525	1.724	1.191	0.435	1.626
07/28/16	1.230	0.585	1.815	1.262	0.565	1.827
07/29/16	1.295	0.527	1.822	1.285	0.486	1.771
07/30/16	0.653	0.598	1.251	0.563	0.571	1.134
07/31/16	0.921	0.546	1.467	0.970	0.488	1.458

Total (MG)	34.777	15.138	49.915	32.414	14.320	46.734
High (MG)	1.720	0.692	2.285	1.771	0.676	2.318
Avg (MG)	1.122	0.488	1.610	1.046	0.462	1.508
Low (MG)	0.409	0.351	0.777	0.319	0.336	0.744

# July 2016

## Water Plant 1

## Month Details



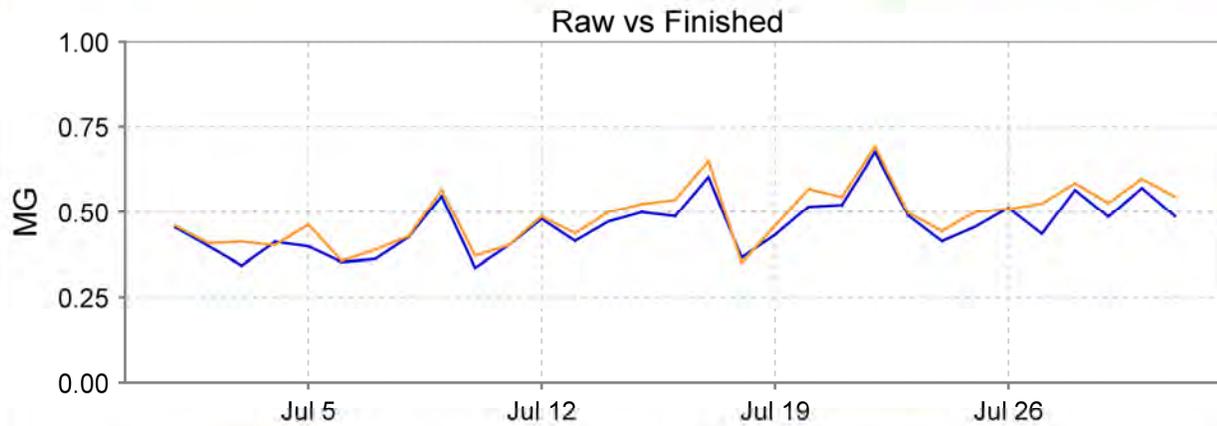
Date	WP1 Raw	WP1 Clarifier A	WP1 Clarifier B	WP1 Finished	WP1 Process Loss	Efficiency
07/01/16	1.467	0.804	0.663	1.471	-0.004	100%
07/02/16	1.586	0.900	0.686	1.564	0.022	99%
07/03/16	1.588	0.888	0.699	1.502	0.085	95%
07/04/16	1.450	0.808	0.642	1.404	0.046	97%
07/05/16	1.461	0.790	0.670	1.518	-0.057	104%
07/06/16	1.488	0.807	0.681	1.456	0.032	98%
07/07/16	1.519	0.826	0.693	1.468	0.051	97%
07/08/16	1.429	0.777	0.652	1.411	0.017	99%
07/09/16	1.720	0.937	0.783	1.771	-0.051	103%
07/10/16	1.621	0.885	0.736	1.546	0.075	95%
07/11/16	1.420	0.778	0.642	1.332	0.088	94%
07/12/16	1.472	0.790	0.681	1.460	0.011	99%
07/13/16	1.463	0.748	0.715	0.861	0.603	59%
07/14/16	1.033	0.332	0.702	0.474	0.559	46%
07/15/16	0.847	0.310	0.537	0.680	0.167	80%
07/16/16	0.473	0.002	0.471	0.412	0.060	87%
07/17/16	0.646	0.046	0.600	0.399	0.247	62%
07/18/16	0.426	0.001	0.425	0.378	0.048	89%
07/19/16	0.409	0.000	0.409	0.415	-0.006	101%
07/20/16	0.496	0.015	0.482	0.393	0.103	79%
07/21/16	0.442	0.059	0.383	0.319	0.123	72%
07/22/16	0.564	0.243	0.321	0.493	0.071	87%
07/23/16	0.637	0.130	0.507	0.599	0.038	94%
07/24/16	1.486	0.754	0.732	1.554	-0.068	105%
07/25/16	1.169	0.593	0.577	1.121	0.048	96%
07/26/16	1.167	0.592	0.574	1.139	0.028	98%
07/27/16	1.199	0.610	0.589	1.191	0.008	99%
07/28/16	1.230	0.625	0.605	1.262	-0.031	103%
07/29/16	1.295	0.658	0.637	1.285	0.010	99%
07/30/16	0.653	0.331	0.322	0.563	0.090	86%
07/31/16	0.921	0.466	0.455	0.970	-0.049	105%

Total (MG)	34.777	16.504	18.273	32.414	2.363	93%
High (MG)	1.720	0.937	0.783	1.771		
Avg (MG)	1.122	0.532	0.589	1.046		
Low (MG)	0.409	0.000	0.321	0.319		

# July 2016

Water Plant 2

Month Details

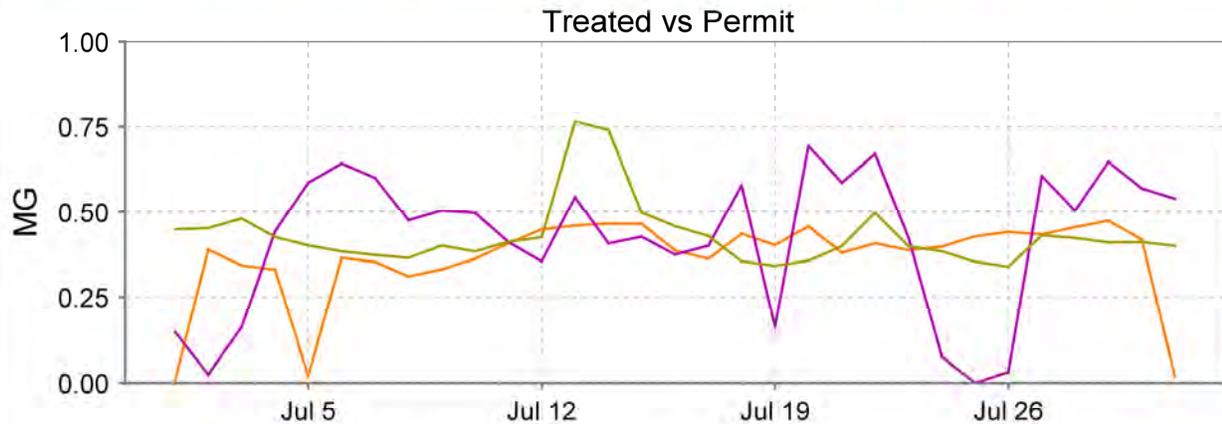


Date	WP2 Raw	To Lohmans	To Golfball	From Golfball	WP2 Finished	WP2 Process Loss	Efficiency
07/01/16	0.460	0.455	0.000	0.000	0.455	0.005	99%
07/02/16	0.408	0.400	0.000	0.000	0.400	0.008	98%
07/03/16	0.412	0.342	0.001	0.000	0.343	0.069	83%
07/04/16	0.403	0.412	0.000	0.000	0.412	-0.009	102%
07/05/16	0.463	0.399	0.000	0.000	0.399	0.064	86%
07/06/16	0.357	0.353	0.000	0.000	0.353	0.004	99%
07/07/16	0.389	0.362	0.000	0.000	0.362	0.027	93%
07/08/16	0.428	0.425	0.001	0.000	0.426	0.002	100%
07/09/16	0.565	0.547	0.000	0.000	0.547	0.018	97%
07/10/16	0.372	0.336	0.000	0.000	0.336	0.036	90%
07/11/16	0.402	0.402	0.000	0.000	0.402	0.000	100%
07/12/16	0.487	0.483	0.001	0.005	0.479	0.008	98%
07/13/16	0.437	0.415	0.000	0.000	0.415	0.022	95%
07/14/16	0.500	0.472	0.000	0.000	0.472	0.028	94%
07/15/16	0.524	0.499	0.000	0.000	0.499	0.025	95%
07/16/16	0.536	0.488	0.000	0.000	0.488	0.048	91%
07/17/16	0.650	0.603	0.001	0.000	0.604	0.046	93%
07/18/16	0.351	0.366	0.000	0.000	0.366	-0.015	104%
07/19/16	0.458	0.440	0.001	0.008	0.433	0.025	95%
07/20/16	0.568	0.516	0.001	0.001	0.516	0.052	91%
07/21/16	0.545	0.534	0.000	0.013	0.521	0.024	96%
07/22/16	0.692	0.676	0.000	0.000	0.676	0.016	98%
07/23/16	0.497	0.494	0.001	0.006	0.489	0.008	98%
07/24/16	0.444	0.426	0.000	0.012	0.414	0.030	93%
07/25/16	0.500	0.455	0.001	0.000	0.456	0.044	91%
07/26/16	0.509	0.512	0.000	0.000	0.512	-0.003	101%
07/27/16	0.525	0.443	0.001	0.009	0.435	0.090	83%
07/28/16	0.585	0.564	0.001	0.000	0.565	0.020	97%
07/29/16	0.527	0.486	0.000	0.000	0.486	0.041	92%
07/30/16	0.598	0.571	0.000	0.000	0.571	0.027	95%
07/31/16	0.546	0.487	0.001	0.000	0.488	0.058	89%

Total (MG)	15.138	14.363	0.011	0.054	14.320	0.818	95%
High (MG)	0.692	0.676	0.001	0.013	0.676		
Avg (MG)	0.488	0.463	0.000	0.002	0.462		
Low (MG)	0.351	0.336	0.000	0.000	0.336		

# July 2016

**Waste Water Treatment Plant**    **Effluent Disposal**    **Month Details**



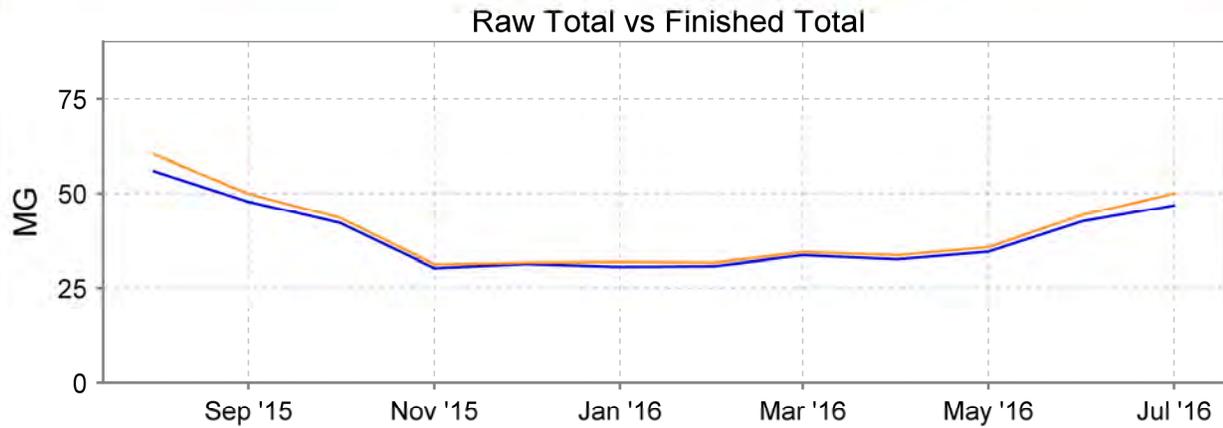
Date	WWTP Treated	Lake Water To Pond 17	Lago Golf Usage	Lago Golf Permit	Cedar Breaks Permit	Bar K Golf Permit	WWTP Permit Total	210 Permit Total
07/01/16	0.449	0.000	0.148	0.148	0.000	0.000	0.148	0.006
07/02/16	0.452	0.000	0.024	0.024	0.000	0.000	0.024	0.389
07/03/16	0.480	0.000	0.162	0.162	0.000	0.000	0.162	0.343
07/04/16	0.426	0.000	0.443	0.443	0.000	0.000	0.443	0.331
07/05/16	0.402	0.000	0.587	0.587	0.000	0.000	0.587	0.020
07/06/16	0.384	0.000	0.643	0.643	0.000	0.000	0.643	0.365
07/07/16	0.374	0.000	0.601	0.601	0.000	0.000	0.601	0.354
07/08/16	0.365	0.000	0.476	0.476	0.000	0.000	0.476	0.311
07/09/16	0.401	0.000	0.504	0.504	0.000	0.000	0.504	0.332
07/10/16	0.384	0.000	0.497	0.497	0.000	0.000	0.497	0.363
07/11/16	0.412	0.000	0.411	0.411	0.000	0.000	0.411	0.408
07/12/16	0.425	0.000	0.355	0.355	0.000	0.000	0.355	0.448
07/13/16	0.765	0.000	0.544	0.544	0.000	0.000	0.544	0.460
07/14/16	0.741	0.000	0.408	0.408	0.000	0.000	0.408	0.466
07/15/16	0.498	0.000	0.427	0.427	0.000	0.000	0.427	0.465
07/16/16	0.458	0.000	0.374	0.374	0.000	0.000	0.374	0.387
07/17/16	0.429	0.000	0.401	0.401	0.000	0.000	0.401	0.363
07/18/16	0.355	0.000	0.579	0.579	0.000	0.000	0.579	0.436
07/19/16	0.342	0.000	0.163	0.163	0.000	0.000	0.163	0.402
07/20/16	0.357	0.000	0.694	0.694	0.000	0.000	0.694	0.457
07/21/16	0.399	0.000	0.587	0.587	0.000	0.000	0.587	0.380
07/22/16	0.497	0.000	0.671	0.671	0.000	0.000	0.671	0.407
07/23/16	0.399	0.000	0.424	0.424	0.000	0.000	0.424	0.388
07/24/16	0.384	0.000	0.076	0.076	0.000	0.000	0.076	0.399
07/25/16	0.354	0.000	0.000	0.000	0.000	0.000	0.000	0.428
07/26/16	0.339	0.000	0.032	0.032	0.000	0.000	0.032	0.441
07/27/16	0.431	0.000	0.606	0.606	0.000	0.000	0.606	0.434
07/28/16	0.423	0.000	0.504	0.504	0.000	0.000	0.504	0.455
07/29/16	0.410	0.000	0.648	0.648	0.000	0.000	0.648	0.474
07/30/16	0.411	0.000	0.570	0.570	0.000	0.000	0.570	0.418
07/31/16	0.400	0.000	0.540	0.540	0.000	0.000	0.540	0.018

Total (MG)	13.346	0.000	13.097	13.097	0.000	0.000	13.097	11.346
High (MG)	0.765	0.000	0.694	0.694	0.000	0.000	0.694	0.474
Avg (MG)	0.431	0.000	0.422	0.422	0.000	0.000	0.422	0.366
Low (MG)	0.339	0.000	0.000	0.000	0.000	0.000	0.000	0.006

# July 2016

## Combined Water Production

## 12 Month Details

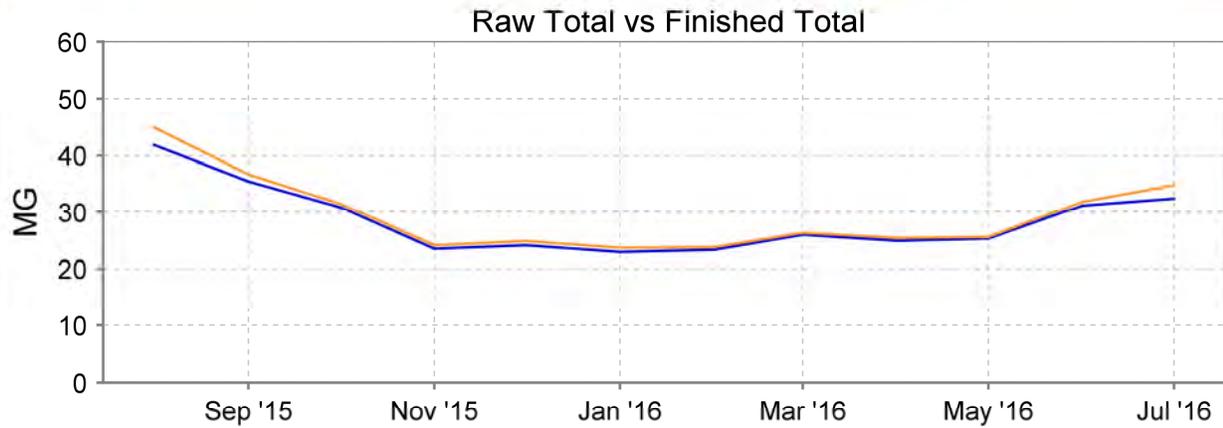


Date	WP1 Raw	WP2 Raw	Combined Raw	WP1 Finished	WP2 Finished	Combined Finished
Aug, 2015	44.907	15.401	60.308	41.828	14.052	55.880
Sep, 2015	36.644	13.257	49.901	35.449	12.332	47.781
Oct, 2015	31.535	11.960	43.495	30.918	11.194	42.112
Nov, 2015	24.094	7.134	31.228	23.470	6.764	30.234
Dec, 2015	24.846	6.787	31.633	24.105	7.201	31.305
Jan, 2016	23.659	8.149	31.808	22.955	7.603	30.558
Feb, 2016	23.778	7.873	31.651	23.332	7.338	30.670
Mar, 2016	26.305	8.096	34.401	25.955	7.615	33.570
Apr, 2016	25.379	8.169	33.548	24.891	7.606	32.497
May, 2016	25.585	10.034	35.619	25.284	9.202	34.486
Jun, 2016	31.843	12.436	44.279	31.162	11.432	42.594
Jul, 2016	34.777	15.138	49.915	32.414	14.320	46.734
<b>Total (MG)</b>	<b>353.351</b>	<b>124.434</b>	<b>477.785</b>	<b>341.763</b>	<b>116.659</b>	<b>458.422</b>
<b>High (MG)</b>	<b>44.907</b>	<b>15.401</b>	<b>60.308</b>	<b>41.828</b>	<b>14.320</b>	<b>55.880</b>
<b>Avg (MG)</b>	<b>29.446</b>	<b>10.370</b>	<b>39.815</b>	<b>28.480</b>	<b>9.722</b>	<b>38.202</b>
<b>Low (MG)</b>	<b>23.659</b>	<b>6.787</b>	<b>31.228</b>	<b>22.955</b>	<b>6.764</b>	<b>30.234</b>

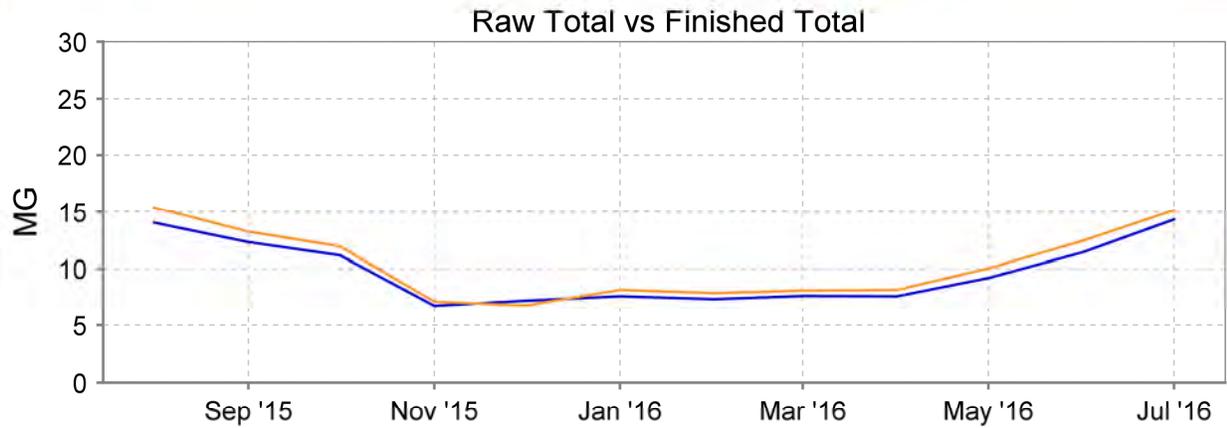
# July 2016

Water Plant 1

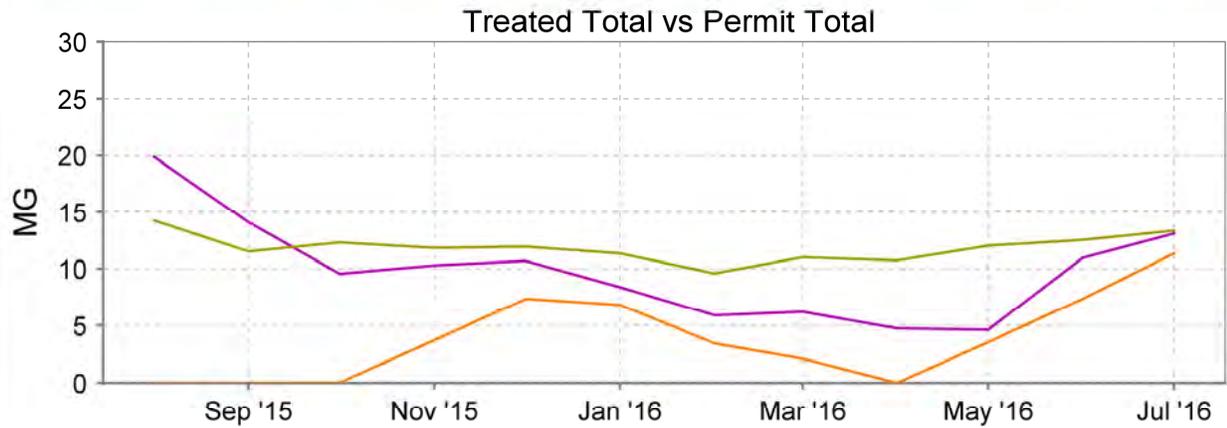
12 Month Details



Date	WP1 Raw	WP1 Clarifier A	WP1 Clarifier B	WP1 Finished	WP1 Process Loss	Efficiency
Aug, 2015	44.907	22.601	22.306	41.828	3.079	93%
Sep, 2015	36.644	18.341	18.303	35.449	1.195	97%
Oct, 2015	31.535	15.656	15.878	30.918	0.617	98%
Nov, 2015	24.094	12.466	11.627	23.470	0.624	97%
Dec, 2015	24.846	12.856	11.991	24.105	0.742	97%
Jan, 2016	23.659	12.305	11.355	22.955	0.704	97%
Feb, 2016	23.778	12.372	11.406	23.332	0.445	98%
Mar, 2016	26.305	13.274	13.031	25.955	0.350	99%
Apr, 2016	25.379	12.886	12.492	24.891	0.488	98%
May, 2016	25.585	13.259	12.326	25.284	0.301	99%
Jun, 2016	31.843	16.662	15.181	31.162	0.680	98%
Jul, 2016	34.777	16.505	18.273	32.414	2.363	93%
<b>Total (MG)</b>	<b>353.351</b>	<b>179.183</b>	<b>174.168</b>	<b>341.763</b>	<b>11.588</b>	<b>97%</b>
High (MG)	44.907	22.601	22.306	41.828		
Avg (MG)	29.446	14.932	14.514	28.480		
Low (MG)	23.659	12.305	11.355	22.955		

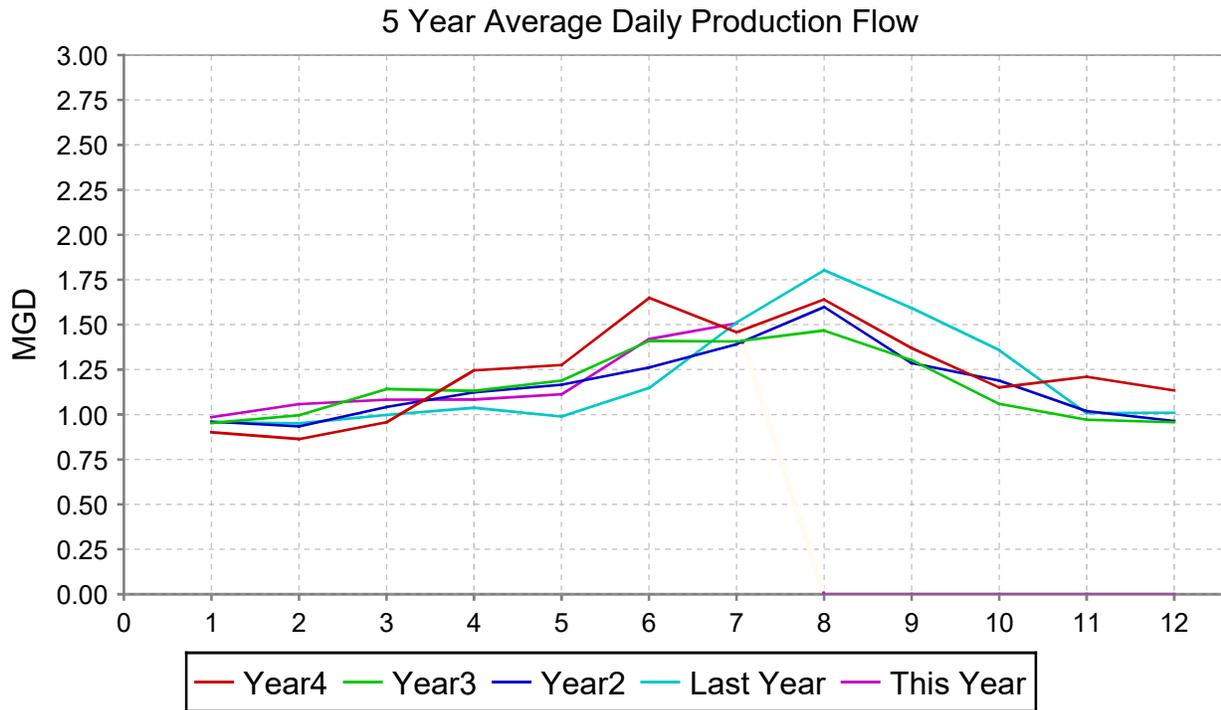


Date	WP2 Raw	To Lohmans	To Golfball	From Golfball	WP2 Finished	WP2 Process Loss	Efficiency
Aug, 2015	15.401	14.847	0.019	0.814	14.052	1.349	91%
Sep, 2015	13.257	12.560	0.012	0.240	12.332	0.925	93%
Oct, 2015	11.960	11.408	0.010	0.224	11.194	0.766	94%
Nov, 2015	7.134	7.417	0.012	0.665	6.764	0.370	95%
Dec, 2015	6.787	7.769	0.003	0.571	7.201	-0.414	106%
Jan, 2016	8.149	7.607	0.004	0.008	7.603	0.546	93%
Feb, 2016	7.873	7.376	0.004	0.042	7.338	0.535	93%
Mar, 2016	8.096	7.686	0.004	0.075	7.615	0.481	94%
Apr, 2016	8.169	7.672	0.005	0.071	7.606	0.563	93%
May, 2016	10.034	9.264	0.009	0.071	9.202	0.832	92%
Jun, 2016	12.436	11.421	0.012	0.001	11.432	1.004	92%
Jul, 2016	15.138	14.363	0.011	0.054	14.320	0.818	95%
<b>Total (MG)</b>	<b>124.434</b>	<b>119.390</b>	<b>0.105</b>	<b>2.836</b>	<b>116.659</b>	<b>7.775</b>	<b>94%</b>
High (MG)	15.401	14.847	0.019	0.814	14.320		
Avg (MG)	10.370	9.949	0.009	0.236	9.722		
Low (MG)	6.787	7.376	0.003	0.001	6.764		



Date	WWTP Treated	Lake Water To Pond 17	Lago Golf Usage	Lago Golf Permit	Cedar Breaks Permit	Bar K Golf Permit	WWTP Permit Total	210 Permit Total
Aug, 2015	14.227	0.000	14.899	14.899	4.966	0.000	19.865	<N/A>
Sep, 2015	11.534	0.000	14.096	14.096	0.000	0.000	14.096	<N/A>
Oct, 2015	12.295	0.000	9.557	9.557	0.000	0.000	9.557	0.017
Nov, 2015	11.831	0.000	4.462	4.462	5.835	0.000	10.297	3.687
Dec, 2015	11.952	0.000	4.022	4.022	6.672	0.000	10.694	7.354
Jan, 2016	11.356	0.000	4.397	4.397	3.980	0.000	8.377	6.817
Feb, 2016	9.578	0.000	5.885	5.885	0.000	0.000	5.885	3.415
Mar, 2016	11.022	0.000	6.190	6.190	0.000	0.000	6.190	2.109
Apr, 2016	10.749	0.000	4.737	4.737	0.000	0.000	4.737	0.009
May, 2016	12.021	0.000	4.634	4.634	0.000	0.000	4.634	3.546
Jun, 2016	12.523	0.000	10.963	10.963	0.000	0.000	10.963	7.333
Jul, 2016	13.346	0.000	13.097	13.097	0.000	0.000	13.097	11.346
Total (MG)	142.434	0.000	96.942	96.941	21.453	0.000	118.394	45.632
High (MG)	14.227	0.000	14.899	14.899	6.672	0.000	19.865	11.346
Avg (MG)	11.870	0.000	8.078	8.078	1.788	0.000	9.866	3.803
Low (MG)	9.578	0.000	4.022	4.022	0.000	0.000	4.634	0.009

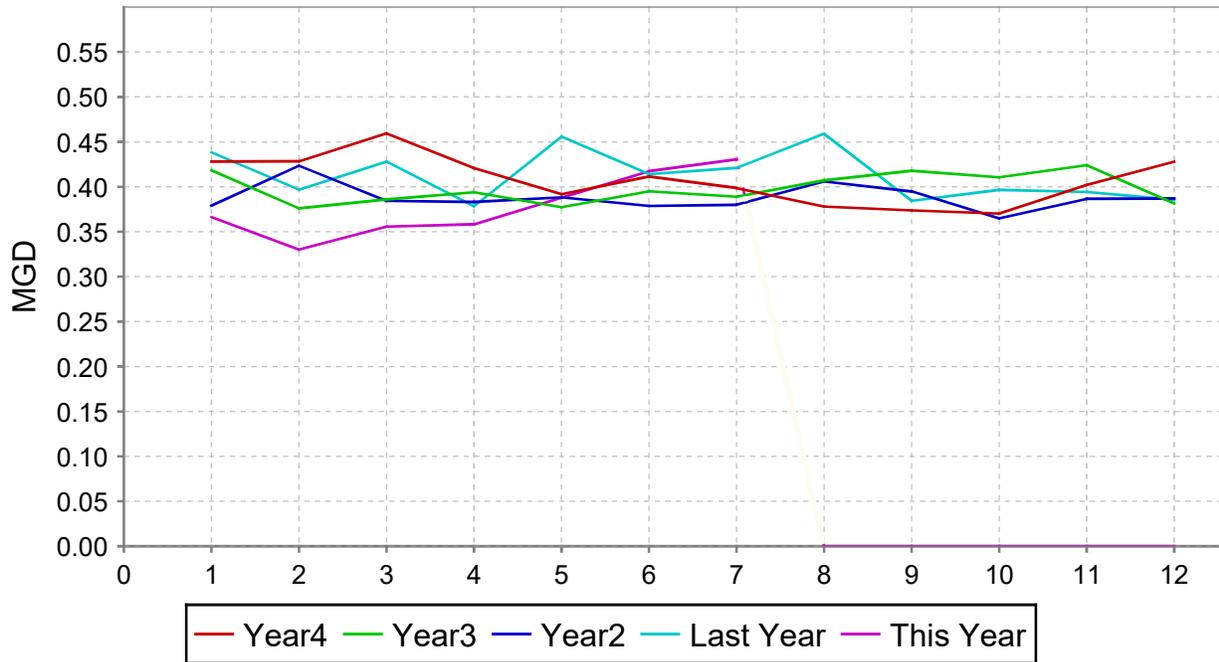




Month	Year - 4	Year - 3	Year - 2	Last Year	This Year
1	0.901	0.952	0.960	0.957	0.986
2	0.864	0.996	0.934	0.951	1.058
3	0.957	1.142	1.041	0.997	1.083
4	1.245	1.131	1.123	1.037	1.083
5	1.275	1.188	1.165	0.988	1.112
6	1.649	1.409	1.261	1.147	1.420
7	1.458	1.407	1.391	1.511	1.508
8	1.640	1.467	1.598	1.803	<N/A>
9	1.369	1.303	1.286	1.593	<N/A>
10	1.151	1.059	1.189	1.358	<N/A>
11	1.210	0.972	1.019	1.008	<N/A>
12	1.134	0.957	0.964	1.010	<N/A>

High (MGD)	1.649	1.467	1.598	1.803	1.508
Avg (MGD)	1.238	1.165	1.161	1.197	
Low (MGD)	0.864	0.952	0.934	0.951	0.986

5 Year Average Daily Effluent Flow



Month	Year - 4	Year - 3	Year - 2	Last Year	This Year
1	0.428	0.418	0.379	0.438	0.366
2	0.428	0.376	0.423	0.397	0.330
3	0.459	0.386	0.384	0.428	0.356
4	0.421	0.394	0.383	0.378	0.358
5	0.392	0.377	0.388	0.456	0.388
6	0.411	0.395	0.379	0.414	0.417
7	0.399	0.389	0.380	0.421	0.431
8	0.378	0.407	0.406	0.459	<N/A>
9	0.374	0.418	0.395	0.384	<N/A>
10	0.370	0.411	0.365	0.397	<N/A>
11	0.402	0.424	0.387	0.394	<N/A>
12	0.428	0.381	0.387	0.386	<N/A>

High (MGD)	0.459	0.424	0.423	0.459	0.431
Avg (MGD)	0.408	0.398	0.388	0.413	
Low (MGD)	0.370	0.376	0.365	0.378	0.330

# CITY OF LAGO VISTA WATER & WASTEWATER REPORT

August 2016



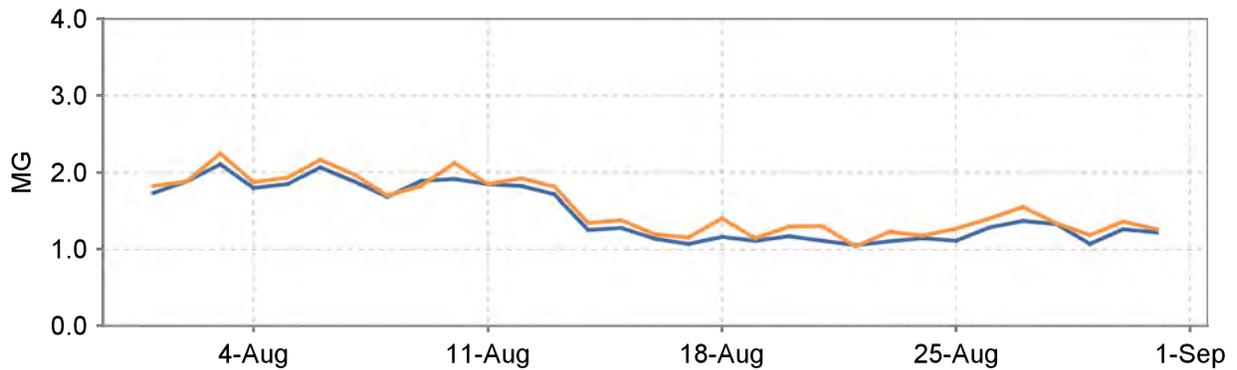
Water Production						
This Month			Total Production - 45.492 MG			
	Raw Water	Production	Efficiency	Highest Day	Average Day	Lowest Day
Water Plant 1	25.610 MG	24.470 MG	95.5%	1.311 MG	0.789 MG	0.246 MG
Water Plant 2	13.786 MG	13.041 MG	94.6%	0.614 MG	0.421 MG	0.215 MG
Water Plant 3	8.814 MG	7.981 MG	90.6%	0.596 MG	0.257 MG	0.000 MG
Combined	48.210 MG	45.492 MG	94.4%	2.108 MG	1.467 MG	1.061 MG
Past 12 Months			Total Production - 459.407 MG			
	Raw Water	Production	Efficiency	Highest Day	Average Day	Lowest Day
Water Plant 1	334.054 MG	324.405 MG	97.1%	1.771 MG	0.886 MG	0.246 MG
Water Plant 2	122.819 MG	115.648 MG	94.2%	0.676 MG	0.316 MG	0.079 MG
Water Plant 3	21.281 MG	19.354 MG	90.9%	1.511 MG	0.387 MG	0.000 MG
Combined	478.153 MG	459.407 MG	96.1%	2.457 MG	1.255 MG	0.546 MG

Waste Water Treatment				
This Month		Total Treated - 13.974 MG		
	Treated	Highest Day	Average Day	Lowest Day
Waste Water Treatment Plant	13.974 MG	0.777 MG	0.451 MG	0.364 MG
Past 12 Months		Total Treated - 142.181 MG		
	Treated	Highest Day	Average Day	Lowest Day
Waste Water Treatment Plant	142.181 MG	0.815 MG	0.388 MG	0.150 MG

Effluent Disposal				
This Month		WWTP Plant Permit Total - 9.970 MG		
	Total	Highest Day	Average Day	Lowest Day
Lago Vista Golf Course Permit	7.924 MG	0.723 MG	0.256 MG	0.017 MG
Cedar Breaks Permit	2.047 MG	0.177 MG	0.066 MG	0.000 MG
WWTP Plant Permit Total	9.970 MG	0.827 MG	0.322 MG	0.019 MG
210 Permit	4.886 MG	0.461 MG	0.158 MG	0.000 MG
Past 12 Months		WWTP Plant Permit Total - 108.500 MG		
	Total	Highest Day	Average Day	Lowest Day
Lago Vista Golf Course Permit	89.966 MG	0.766 MG	0.246 MG	0.000 MG
Cedar Breaks Permit	18.534 MG	0.229 MG	0.051 MG	0.000 MG
WWTP Plant Permit Total	108.500 MG	0.827 MG	0.296 MG	0.000 MG
210 Permit	31.258 MG	0.476 MG	0.085 MG	0.000 MG

## Combined Water Production

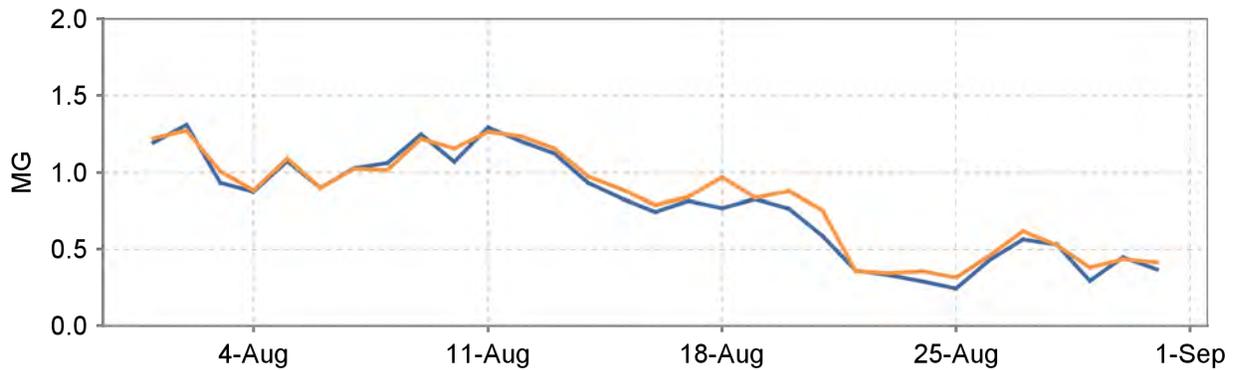
This Month



Date	WP1 Raw	WP2 Raw	WP3 Raw	Combined Raw	WP1 Finished	WP2 Finished	WP3 Finished	Combined Finished
08/01/16	1.222	0.557	0.043	1.822	1.193	0.539	0.000	1.732
08/02/16	1.272	0.529	0.080	1.880	1.311	0.504	0.070	1.884
08/03/16	1.006	0.603	0.641	2.249	0.934	0.578	0.596	2.108
08/04/16	0.883	0.544	0.446	1.873	0.875	0.524	0.400	1.798
08/05/16	1.091	0.513	0.328	1.933	1.075	0.493	0.278	1.846
08/06/16	0.899	0.656	0.610	2.164	0.897	0.587	0.577	2.061
08/07/16	1.022	0.584	0.364	1.970	1.026	0.544	0.313	1.883
08/08/16	1.014	0.562	0.120	1.696	1.061	0.530	0.086	1.677
08/09/16	1.219	0.427	0.181	1.826	1.246	0.437	0.208	1.891
08/10/16	1.156	0.640	0.323	2.120	1.068	0.614	0.235	1.917
08/11/16	1.264	0.529	0.054	1.847	1.292	0.552	0.000	1.844
08/12/16	1.236	0.608	0.081	1.925	1.204	0.546	0.071	1.821
08/13/16	1.155	0.464	0.194	1.812	1.123	0.434	0.160	1.717
08/14/16	0.972	0.349	0.023	1.344	0.932	0.324	0.000	1.256
08/15/16	0.891	0.481	0.013	1.385	0.831	0.452	0.000	1.283
08/16/16	0.790	0.390	0.020	1.200	0.746	0.396	0.000	1.142
08/17/16	0.840	0.247	0.071	1.158	0.816	0.215	0.041	1.071
08/18/16	0.970	0.370	0.063	1.403	0.770	0.344	0.055	1.169
08/19/16	0.838	0.297	0.013	1.148	0.829	0.285	0.000	1.114
08/20/16	0.880	0.321	0.100	1.301	0.767	0.307	0.104	1.177
08/21/16	0.759	0.288	0.256	1.303	0.592	0.268	0.258	1.117
08/22/16	0.358	0.328	0.355	1.041	0.361	0.313	0.387	1.061
08/23/16	0.345	0.331	0.559	1.235	0.333	0.304	0.468	1.105
08/24/16	0.358	0.339	0.482	1.178	0.291	0.336	0.520	1.146
08/25/16	0.318	0.335	0.620	1.273	0.246	0.343	0.525	1.114
08/26/16	0.464	0.534	0.405	1.403	0.433	0.419	0.439	1.291
08/27/16	0.620	0.415	0.519	1.555	0.568	0.389	0.413	1.369
08/28/16	0.529	0.341	0.467	1.337	0.534	0.321	0.475	1.330
08/29/16	0.385	0.363	0.446	1.194	0.296	0.336	0.442	1.075
08/30/16	0.439	0.425	0.503	1.367	0.449	0.419	0.398	1.266
08/31/16	0.415	0.416	0.435	1.266	0.372	0.388	0.463	1.223
<b>Total (MG)</b>	<b>25.610</b>	<b>13.786</b>	<b>8.814</b>	<b>48.210</b>	<b>24.470</b>	<b>13.041</b>	<b>7.981</b>	<b>45.492</b>
Highest	1.272	0.656	0.641	2.249	1.311	0.614	0.596	2.108
Average	0.826	0.445	0.284	1.555	0.789	0.421	0.257	1.467
Lowest	0.318	0.247	0.013	1.041	0.246	0.215	0.000	1.061

## Water Plant 1 Water Production

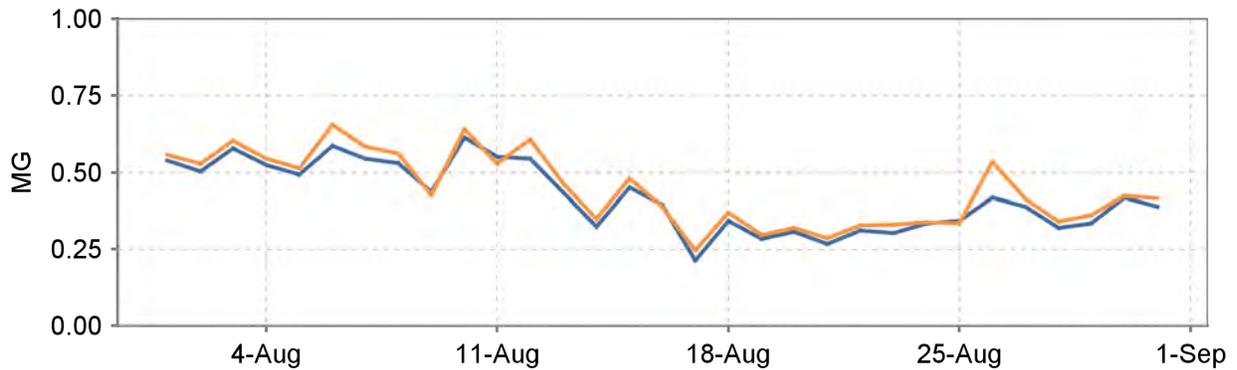
This Month



Date	WP1 Raw	WP1 Clarifier A	WP1 Clarifier B	WP1 Finished	WP1 Process Loss	WP1 Efficiency
08/01/16	1.222	0.619	0.603	1.193	0.029	98%
08/02/16	1.272	0.645	0.627	1.311	-0.039	103%
08/03/16	1.006	0.507	0.498	0.934	0.072	93%
08/04/16	0.883	0.431	0.452	0.875	0.008	99%
08/05/16	1.091	0.533	0.558	1.075	0.016	98%
08/06/16	0.899	0.438	0.461	0.897	0.001	100%
08/07/16	1.022	0.499	0.523	1.026	-0.004	100%
08/08/16	1.014	0.494	0.520	1.061	-0.047	105%
08/09/16	1.219	0.594	0.625	1.246	-0.027	102%
08/10/16	1.156	0.561	0.596	1.068	0.089	92%
08/11/16	1.264	0.619	0.645	1.292	-0.028	102%
08/12/16	1.236	0.605	0.631	1.204	0.032	97%
08/13/16	1.155	0.565	0.578	1.123	0.031	97%
08/14/16	0.972	0.482	0.484	0.932	0.040	96%
08/15/16	0.891	0.454	0.442	0.831	0.060	93%
08/16/16	0.790	0.395	0.400	0.746	0.044	94%
08/17/16	0.840	0.425	0.416	0.816	0.025	97%
08/18/16	0.970	0.485	0.486	0.770	0.200	79%
08/19/16	0.838	0.417	0.414	0.829	0.009	99%
08/20/16	0.880	0.439	0.437	0.767	0.113	87%
08/21/16	0.759	0.382	0.381	0.592	0.167	78%
08/22/16	0.358	0.051	0.306	0.361	-0.003	101%
08/23/16	0.345	0.000	0.346	0.333	0.012	96%
08/24/16	0.358	0.000	0.358	0.291	0.067	81%
08/25/16	0.318	0.010	0.318	0.246	0.072	77%
08/26/16	0.464	0.000	0.464	0.433	0.031	93%
08/27/16	0.620	0.000	0.610	0.568	0.053	91%
08/28/16	0.529	0.000	0.530	0.534	-0.005	101%
08/29/16	0.385	0.000	0.384	0.296	0.088	77%
08/30/16	0.439	0.006	0.442	0.449	-0.010	102%
08/31/16	0.415	0.000	0.416	0.372	0.043	90%
<b>Total (MG)</b>	<b>25.610</b>	<b>10.657</b>	<b>14.951</b>	<b>24.470</b>	<b>1.140</b>	<b>-</b>
Highest	1.272	0.645	0.645	1.311	-	-
Average	0.826	0.344	0.482	0.789	-	96%
Lowest	0.318	0.000	0.306	0.246	-	-

## Water Plant 2 Water Production

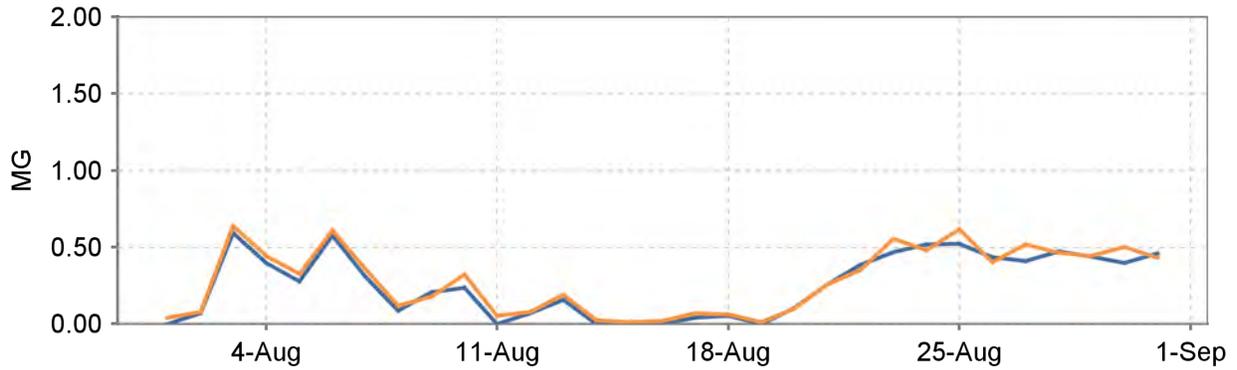
This Month



Date	WP2 Raw	To Lohmans	To Golfball	From Golfball	WP2 Finished	WP2 Process Loss	WP2 Efficiency
08/01/16	0.557	0.539	0.000	0.000	0.539	0.018	97%
08/02/16	0.529	0.504	0.000	0.000	0.504	0.025	95%
08/03/16	0.603	0.577	0.001	0.000	0.578	0.025	96%
08/04/16	0.544	0.524	0.000	0.000	0.524	0.020	96%
08/05/16	0.513	0.492	0.001	0.000	0.493	0.020	96%
08/06/16	0.656	0.587	0.000	0.000	0.587	0.069	89%
08/07/16	0.584	0.544	0.000	0.000	0.544	0.040	93%
08/08/16	0.562	0.530	0.000	0.000	0.530	0.032	94%
08/09/16	0.427	0.440	0.001	0.004	0.437	-0.010	102%
08/10/16	0.640	0.611	0.000	-0.003	0.614	0.026	96%
08/11/16	0.529	0.555	0.000	0.003	0.552	-0.023	104%
08/12/16	0.608	0.548	0.001	0.003	0.546	0.062	90%
08/13/16	0.464	0.434	0.000	0.000	0.434	0.030	94%
08/14/16	0.349	0.324	0.000	0.000	0.324	0.025	93%
08/15/16	0.481	0.452	0.000	0.000	0.452	0.029	94%
08/16/16	0.390	0.396	0.000	0.000	0.396	-0.006	102%
08/17/16	0.247	0.215	0.000	0.000	0.215	0.032	87%
08/18/16	0.370	0.343	0.001	0.000	0.344	0.026	93%
08/19/16	0.297	0.285	0.000	0.000	0.285	0.012	96%
08/20/16	0.321	0.307	0.000	0.000	0.307	0.014	96%
08/21/16	0.288	0.268	0.000	0.000	0.268	0.020	93%
08/22/16	0.328	0.313	0.000	0.000	0.313	0.015	95%
08/23/16	0.331	0.303	0.001	0.000	0.304	0.027	92%
08/24/16	0.339	0.336	0.000	0.000	0.336	0.003	99%
08/25/16	0.335	0.343	0.000	0.000	0.343	-0.008	102%
08/26/16	0.534	0.439	0.002	0.022	0.419	0.115	78%
08/27/16	0.415	0.389	0.000	0.000	0.389	0.026	94%
08/28/16	0.341	0.326	0.001	0.006	0.321	0.020	94%
08/29/16	0.363	0.336	0.000	0.000	0.336	0.027	93%
08/30/16	0.425	0.419	0.000	0.000	0.419	0.006	99%
08/31/16	0.416	0.388	0.000	0.000	0.388	0.028	93%
<b>Total (MG)</b>	<b>13.786</b>	<b>13.067</b>	<b>0.009</b>	<b>0.035</b>	<b>13.041</b>	<b>0.745</b>	<b>-</b>
Highest	0.656	0.611	0.002	0.022	0.614	-	-
Average	0.445	0.422	0.000	0.001	0.421	-	95%
Lowest	0.247	0.215	0.000	-0.003	0.215	-	-

## Water Plant 3 Water Production

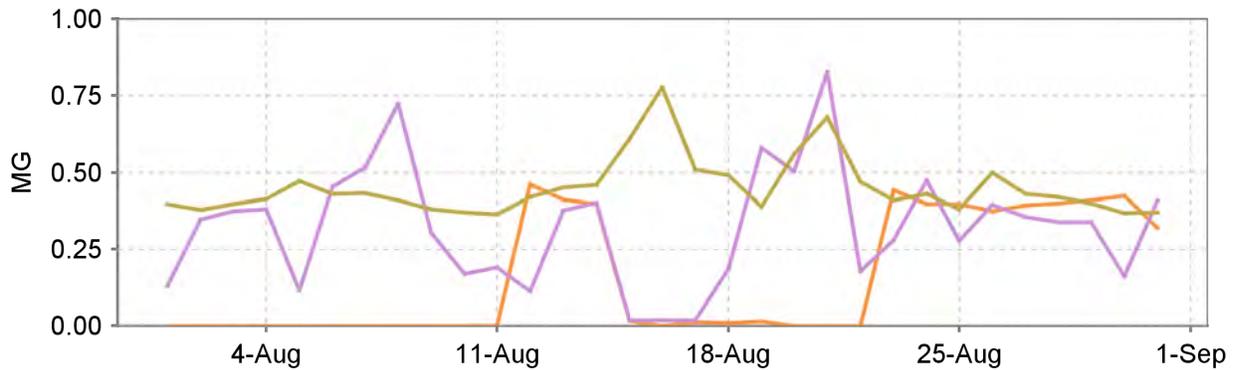
This Month



Date	WP3 Raw	WP3 Unit 1	WP3 Decant	WP3 Backwash	WP3 Finished	WP3 Process Loss	WP3 Efficiency
08/01/16	0.043	0.000	0.000	0.000	0.000	0.043	0%
08/02/16	0.080	0.046	0.000	0.000	0.070	0.010	87%
08/03/16	0.641	0.663	0.049	0.024	0.596	0.044	93%
08/04/16	0.446	0.428	0.022	0.000	0.400	0.047	90%
08/05/16	0.328	0.301	0.017	0.000	0.278	0.050	85%
08/06/16	0.610	0.622	0.050	0.025	0.577	0.033	95%
08/07/16	0.364	0.324	0.000	0.000	0.313	0.051	86%
08/08/16	0.120	0.102	0.010	0.000	0.086	0.034	72%
08/09/16	0.181	0.144	0.007	0.000	0.208	-0.027	115%
08/10/16	0.323	0.314	0.022	0.027	0.235	0.088	73%
08/11/16	0.054	0.040	0.020	0.000	0.000	0.054	0%
08/12/16	0.081	0.073	0.011	0.000	0.071	0.010	88%
08/13/16	0.194	0.162	0.000	0.000	0.160	0.034	83%
08/14/16	0.023	0.000	0.000	0.000	0.000	0.023	0%
08/15/16	0.013	0.000	0.003	0.000	0.000	0.013	0%
08/16/16	0.020	0.000	0.004	0.000	0.000	0.020	0%
08/17/16	0.071	0.065	0.018	0.000	0.041	0.030	57%
08/18/16	0.063	0.057	0.017	0.000	0.055	0.008	88%
08/19/16	0.013	0.000	0.003	0.000	0.000	0.013	0%
08/20/16	0.100	0.107	0.028	0.000	0.104	-0.004	104%
08/21/16	0.256	0.261	0.030	0.000	0.258	-0.001	100%
08/22/16	0.355	0.346	0.019	0.000	0.387	-0.032	109%
08/23/16	0.559	0.585	0.055	0.028	0.468	0.090	84%
08/24/16	0.482	0.471	0.017	0.000	0.520	-0.038	108%
08/25/16	0.620	0.638	0.052	0.027	0.525	0.095	85%
08/26/16	0.405	0.429	0.052	0.027	0.439	-0.033	108%
08/27/16	0.519	0.494	0.016	0.000	0.413	0.107	79%
08/28/16	0.467	0.452	0.020	0.000	0.475	-0.008	102%
08/29/16	0.446	0.476	0.054	0.028	0.442	0.004	99%
08/30/16	0.503	0.473	0.010	0.000	0.398	0.105	79%
08/31/16	0.435	0.406	0.010	0.000	0.463	-0.028	106%
<b>Total (MG)</b>	<b>8.814</b>	<b>8.477</b>	<b>0.614</b>	<b>0.185</b>	<b>7.981</b>	<b>0.833</b>	<b>-</b>
Highest	0.641	0.663	0.055	0.028	0.596	-	-
Average	0.284	0.273	0.020	0.006	0.257	-	91%
Lowest	0.013	0.000	0.000	0.000	0.000	-	-

**Waste Water Treatment**

This Month

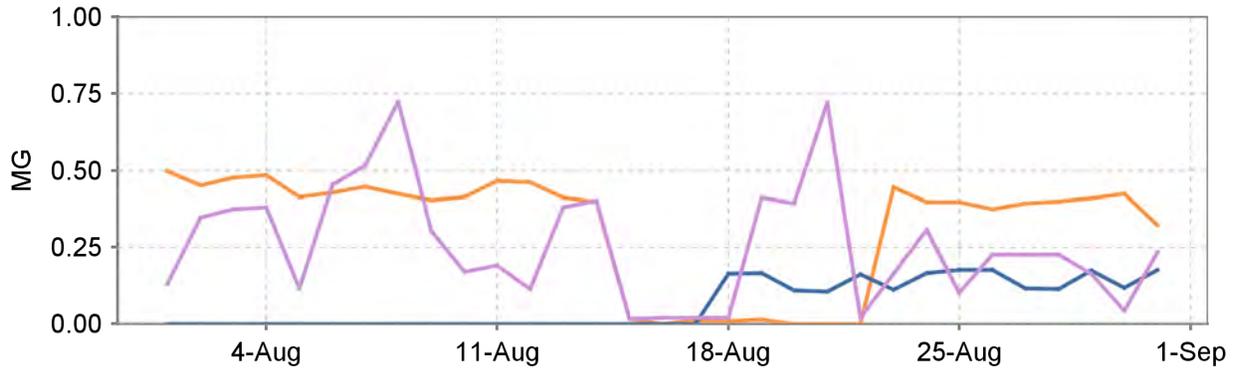


Date	WWTP Treated	LVGC Permit	Cedar Breaks Permit	WWTP Permit	210 Permit
08/01/16	0.398	0.132	0.000	0.132	0.000
08/02/16	0.379	0.347	0.000	0.347	0.000
08/03/16	0.397	0.374	0.000	0.374	0.000
08/04/16	0.413	0.381	0.000	0.381	0.000
08/05/16	0.472	0.116	0.000	0.116	0.000
08/06/16	0.431	0.453	0.000	0.453	0.000
08/07/16	0.433	0.517	0.000	0.517	0.000
08/08/16	0.409	0.723	0.000	0.723	0.000
08/09/16	0.380	0.304	0.000	0.304	0.000
08/10/16	0.370	0.171	0.000	0.171	0.000
08/11/16	0.364	0.191	0.000	0.191	0.000
08/12/16	0.420	0.115	0.000	0.115	0.461
08/13/16	0.452	0.380	0.000	0.376	0.412
08/14/16	0.460	0.401	0.000	0.402	0.398
08/15/16	0.610	0.017	0.000	0.019	0.016
08/16/16	0.777	0.020	0.000	0.019	0.000
08/17/16	0.510	0.020	0.000	0.019	0.013
08/18/16	0.490	0.020	0.164	0.187	0.010
08/19/16	0.390	0.415	0.168	0.580	0.014
08/20/16	0.560	0.392	0.111	0.504	0.000
08/21/16	0.681	0.720	0.106	0.827	0.000
08/22/16	0.470	0.020	0.163	0.179	0.000
08/23/16	0.410	0.165	0.112	0.280	0.444
08/24/16	0.430	0.307	0.167	0.475	0.397
08/25/16	0.380	0.102	0.177	0.279	0.397
08/26/16	0.500	0.226	0.177	0.396	0.375
08/27/16	0.430	0.226	0.117	0.355	0.393
08/28/16	0.420	0.226	0.116	0.339	0.400
08/29/16	0.400	0.164	0.175	0.340	0.410
08/30/16	0.368	0.043	0.119	0.162	0.425
08/31/16	0.370	0.236	0.177	0.410	0.321

Total (MG)	13.974	7.924	2.047	9.970	4.886
Highest	0.777	0.723	0.177	0.827	0.461
Average	0.451	0.256	0.066	0.322	0.158
Lowest	0.364	0.017	0.000	0.019	0.000

**Effluent Disposal**

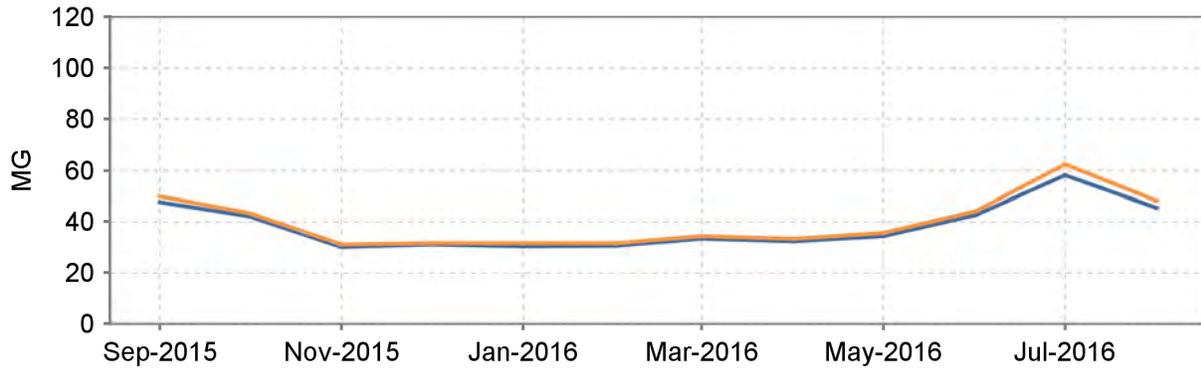
This Month



Date	LVGC Usage	LVGC Permit	Cedar Brks. Usage	Cedar Brks. Permit	HLGC Usage	210 Permit	LVGC Lake Water	HLGC Lake Water
08/01/16	0.132	0.132	0.000	0.000	0.496	0.000	0.000	0.496
08/02/16	0.347	0.347	0.000	0.000	0.450	0.000	0.000	0.450
08/03/16	0.374	0.374	0.000	0.000	0.476	0.000	0.000	0.476
08/04/16	0.381	0.381	0.000	0.000	0.485	0.000	0.000	0.485
08/05/16	0.116	0.116	0.000	0.000	0.415	0.000	0.000	0.415
08/06/16	0.453	0.453	0.000	0.000	0.429	0.000	0.000	0.429
08/07/16	0.517	0.517	0.000	0.000	0.447	0.000	0.000	0.447
08/08/16	0.723	0.723	0.000	0.000	0.425	0.000	0.000	0.425
08/09/16	0.304	0.304	0.000	0.000	0.403	0.000	0.000	0.403
08/10/16	0.171	0.171	0.000	0.000	0.414	0.000	0.000	0.414
08/11/16	0.191	0.191	0.000	0.000	0.466	0.000	0.000	0.466
08/12/16	0.115	0.115	0.000	0.000	0.461	0.461	0.000	0.000
08/13/16	0.380	0.380	0.000	0.000	0.412	0.412	0.000	0.000
08/14/16	0.401	0.401	0.000	0.000	0.398	0.398	0.000	0.000
08/15/16	0.017	0.017	0.000	0.000	0.016	0.016	0.000	0.000
08/16/16	0.020	0.020	0.000	0.000	0.000	0.000	0.000	0.000
08/17/16	0.020	0.020	0.000	0.000	0.013	0.013	0.000	0.000
08/18/16	0.020	0.020	0.164	0.164	0.010	0.010	0.000	0.000
08/19/16	0.413	0.415	0.168	0.168	0.014	0.014	0.000	0.000
08/20/16	0.392	0.392	0.111	0.111	0.000	0.000	0.000	0.000
08/21/16	0.722	0.720	0.106	0.106	0.000	0.000	0.000	0.000
08/22/16	0.020	0.020	0.163	0.163	0.000	0.000	0.000	0.000
08/23/16	0.165	0.165	0.112	0.112	0.444	0.444	0.000	0.000
08/24/16	0.307	0.307	0.167	0.167	0.397	0.397	0.000	0.000
08/25/16	0.102	0.102	0.177	0.177	0.397	0.397	0.000	0.000
08/26/16	0.226	0.226	0.177	0.177	0.375	0.375	0.000	0.000
08/27/16	0.226	0.226	0.117	0.117	0.393	0.393	0.000	0.000
08/28/16	0.226	0.226	0.116	0.116	0.400	0.400	0.000	0.000
08/29/16	0.164	0.164	0.175	0.175	0.410	0.410	0.000	0.000
08/30/16	0.043	0.043	0.119	0.119	0.425	0.425	0.000	0.000
08/31/16	0.236	0.236	0.177	0.177	0.321	0.321	0.000	0.000
Total (MG)	7.924	7.924	2.047	2.047	9.793	4.886	0.000	4.906
Highest	0.723	0.723	0.177	0.177	0.496	0.461	0.000	0.496
Average	0.256	0.256	0.066	0.066	0.316	0.158	0.000	0.158
Lowest	0.017	0.017	0.000	0.000	0.000	0.000	0.000	0.000

## Combined Water Production

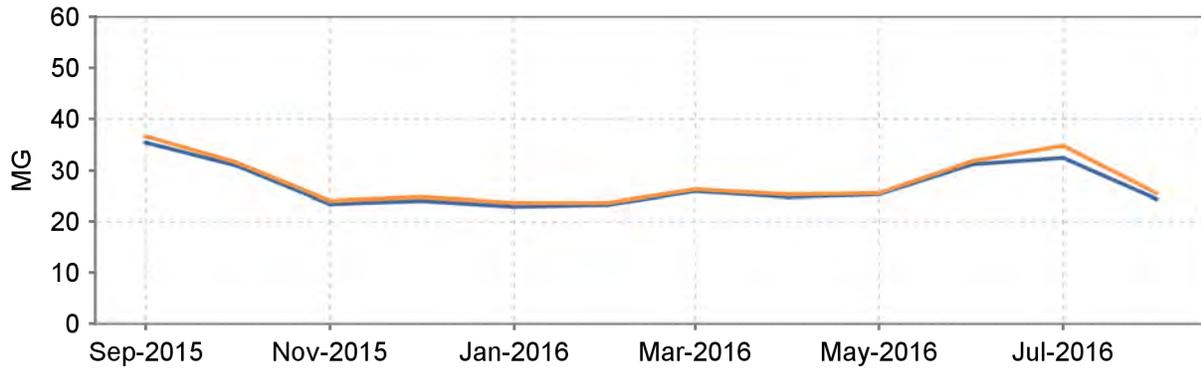
Past 12 Months



Date	WP1 Raw	WP2 Raw	WP3 Raw	Combined Raw	WP1 Finished	WP2 Finished	WP3 Finished	Combined Finished
Sep, 2015	36.644	13.257	---	49.901	35.449	12.332	---	47.781
Oct, 2015	31.535	11.960	---	43.495	30.918	11.194	---	42.112
Nov, 2015	24.094	7.134	---	31.228	23.470	6.764	---	30.234
Dec, 2015	24.846	6.787	---	31.633	24.105	7.201	---	31.305
Jan, 2016	23.659	8.149	---	31.808	22.955	7.603	---	30.558
Feb, 2016	23.778	7.873	---	31.651	23.332	7.338	---	30.670
Mar, 2016	26.305	8.096	---	34.401	25.955	7.615	---	33.570
Apr, 2016	25.379	8.169	---	33.548	24.891	7.606	---	32.497
May, 2016	25.585	10.034	---	35.619	25.284	9.202	---	34.486
Jun, 2016	31.843	12.436	---	44.279	31.162	11.432	---	42.594
Jul, 2016	34.777	15.138	12.466	62.382	32.414	14.320	11.373	58.107
Aug, 2016	25.610	13.786	8.814	48.210	24.470	13.041	7.981	45.492
Total (MG)	334.054	122.819	21.281	478.153	324.405	115.648	19.354	459.407
Highest	36.644	15.138	12.466	62.382	35.449	14.320	11.373	58.107
Average	27.838	10.235	10.640	39.846	27.034	9.637	9.677	38.284
Lowest	23.659	6.787	8.814	31.228	22.955	6.764	7.981	30.234

## Water Plant 1 Water Production

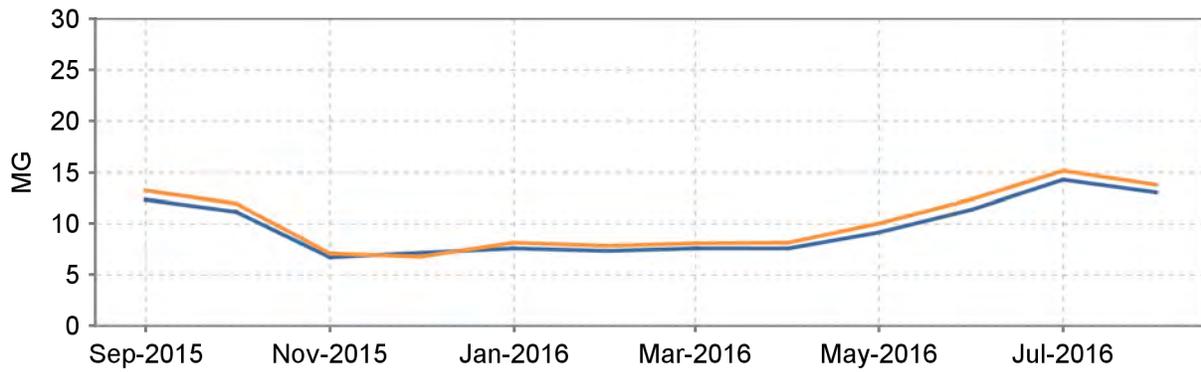
Past 12 Months



Date	WP1 Raw	WP1 Clarifier A	WP1 Clarifier B	WP1 Finished	WP1 Process Loss	WP1 Efficiency
Sep, 2015	36.644	18.341	18.303	35.449	1.195	97%
Oct, 2015	31.535	15.656	15.878	30.918	0.617	98%
Nov, 2015	24.094	12.466	11.627	23.470	0.624	97%
Dec, 2015	24.846	12.856	11.991	24.105	0.742	97%
Jan, 2016	23.659	12.305	11.355	22.955	0.704	97%
Feb, 2016	23.778	12.372	11.406	23.332	0.445	98%
Mar, 2016	26.305	13.274	13.031	25.955	0.350	99%
Apr, 2016	25.379	12.886	12.492	24.891	0.488	98%
May, 2016	25.585	13.259	12.326	25.284	0.301	99%
Jun, 2016	31.843	16.662	15.181	31.162	0.680	98%
Jul, 2016	34.777	16.505	18.273	32.414	2.363	93%
Aug, 2016	25.610	10.657	14.951	24.470	1.140	96%
Total (MG)	334.054	167.239	166.813	324.405	9.649	-
Highest	36.644	18.341	18.303	35.449	-	-
Average	27.838	13.937	13.901	27.034	-	97%
Lowest	23.659	10.657	11.355	22.955	-	-

## Water Plant 2 Water Production

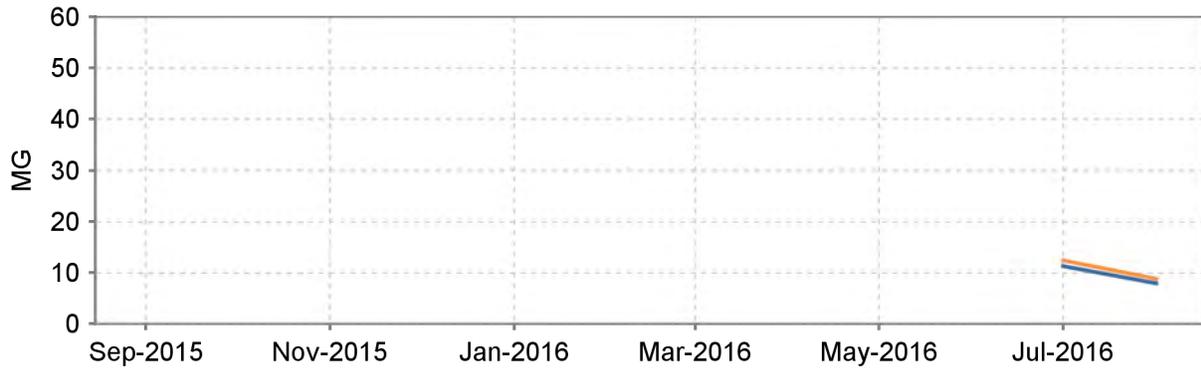
Past 12 Months



Date	WP2 Raw	To Lohmans	To Golfball	From Golfball	WP2 Finished	WP2 Process Loss	WP2 Efficiency
Sep, 2015	13.257	12.560	0.012	0.240	12.332	0.925	93%
Oct, 2015	11.960	11.408	0.010	0.224	11.194	0.766	94%
Nov, 2015	7.134	7.417	0.012	0.665	6.764	0.370	95%
Dec, 2015	6.787	7.769	0.003	0.571	7.201	-0.414	106%
Jan, 2016	8.149	7.607	0.004	0.008	7.603	0.546	93%
Feb, 2016	7.873	7.376	0.004	0.042	7.338	0.535	93%
Mar, 2016	8.096	7.686	0.004	0.075	7.615	0.481	94%
Apr, 2016	8.169	7.672	0.005	0.071	7.606	0.563	93%
May, 2016	10.034	9.264	0.009	0.071	9.202	0.832	92%
Jun, 2016	12.436	11.421	0.012	0.001	11.432	1.004	92%
Jul, 2016	15.138	14.363	0.011	0.054	14.320	0.818	95%
Aug, 2016	13.786	13.067	0.009	0.035	13.041	0.745	95%
<b>Total (MG)</b>	<b>122.819</b>	<b>117.610</b>	<b>0.095</b>	<b>2.057</b>	<b>115.648</b>	<b>7.171</b>	<b>-</b>
Highest	15.138	14.363	0.012	0.665	14.320	-	-
Average	10.235	9.801	0.008	0.171	9.637	-	94%
Lowest	6.787	7.376	0.003	0.001	6.764	-	-

## Water Plant 3 Water Production

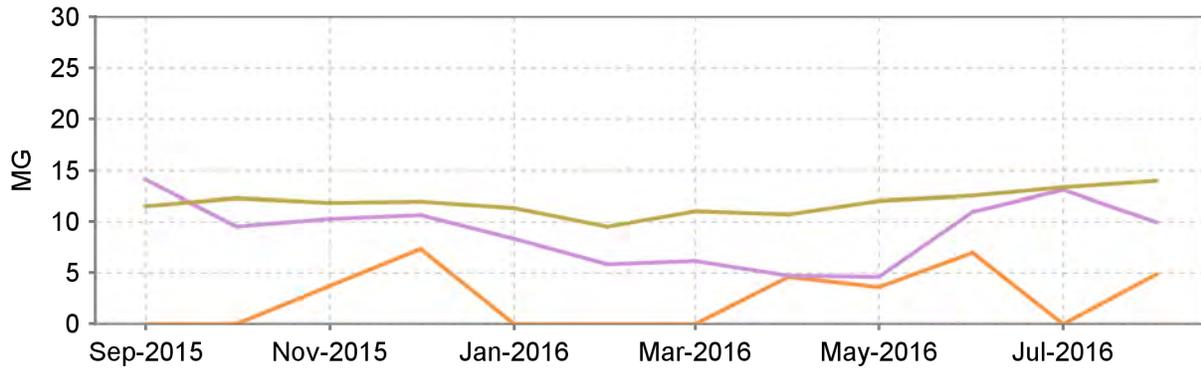
Past 12 Months



Date	WP3 Raw	WP3 Unit 1	WP3 Decant	WP3 Backwash	WP3 Finished	WP3 Process Loss	WP3 Efficiency
Sep, 2015	---	---	---	---	---	---	---%
Oct, 2015	---	---	---	---	---	---	---%
Nov, 2015	---	---	---	---	---	---	---%
Dec, 2015	---	---	---	---	---	---	---%
Jan, 2016	---	---	---	---	---	---	---%
Feb, 2016	---	---	---	---	---	---	---%
Mar, 2016	---	---	---	---	---	---	---%
Apr, 2016	---	---	---	---	---	---	---%
May, 2016	---	---	---	---	---	---	---%
Jun, 2016	---	---	---	---	---	---	---%
Jul, 2016	12.466	12.583	0.703	0.225	11.373	1.094	91%
Aug, 2016	8.814	8.477	0.614	0.185	7.981	0.833	91%
Total (MG)	21.281	21.061	1.316	0.410	19.354	1.927	-
Highest	12.466	12.583	0.703	0.225	11.373	-	-
Average	10.640	10.530	0.658	0.205	9.677	-	91%
Lowest	8.814	8.477	0.614	0.185	7.981	-	-

## Waste Water Treatment

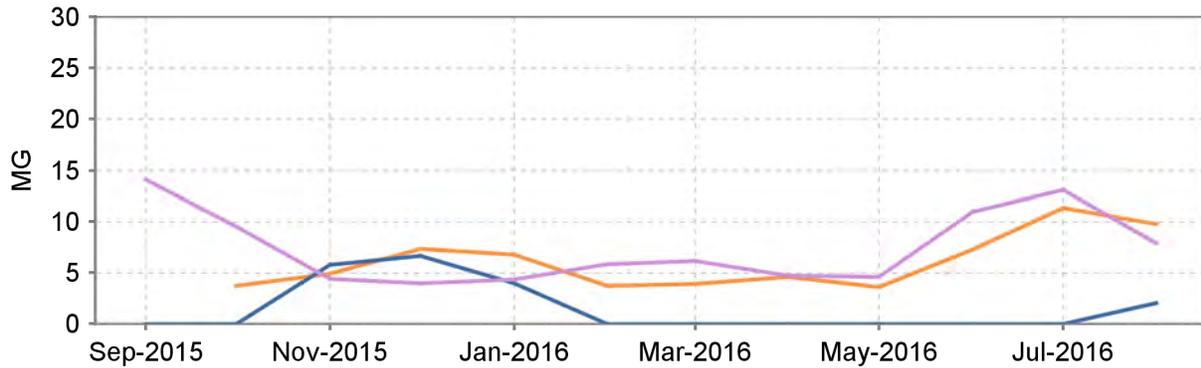
Past 12 Months



Date	WWTP Treated	LVGC Permit	Cedar Breaks Permit	WWTP Permit	210 Permit
Sep, 2015	11.534	14.096	0.000	14.096	0.000
Oct, 2015	12.295	9.557	0.000	9.557	0.000
Nov, 2015	11.831	4.462	5.835	10.297	3.770
Dec, 2015	11.952	4.022	6.672	10.694	7.354
Jan, 2016	11.356	4.397	3.980	8.377	0.000
Feb, 2016	9.578	5.885	0.000	5.885	0.000
Mar, 2016	11.022	6.190	0.000	6.190	0.000
Apr, 2016	10.749	4.737	0.000	4.737	4.647
May, 2016	12.021	4.634	0.000	4.634	3.615
Jun, 2016	12.523	10.963	0.000	10.963	6.986
Jul, 2016	13.346	13.097	0.000	13.097	0.000
Aug, 2016	13.974	7.924	2.047	9.970	4.886
Total (MG)	142.181	89.966	18.534	108.500	31.258
Highest	13.974	14.096	6.672	14.096	7.354
Average	11.848	7.497	1.545	9.042	2.605
Lowest	9.578	4.022	0.000	4.634	0.000

## Effluent Disposal

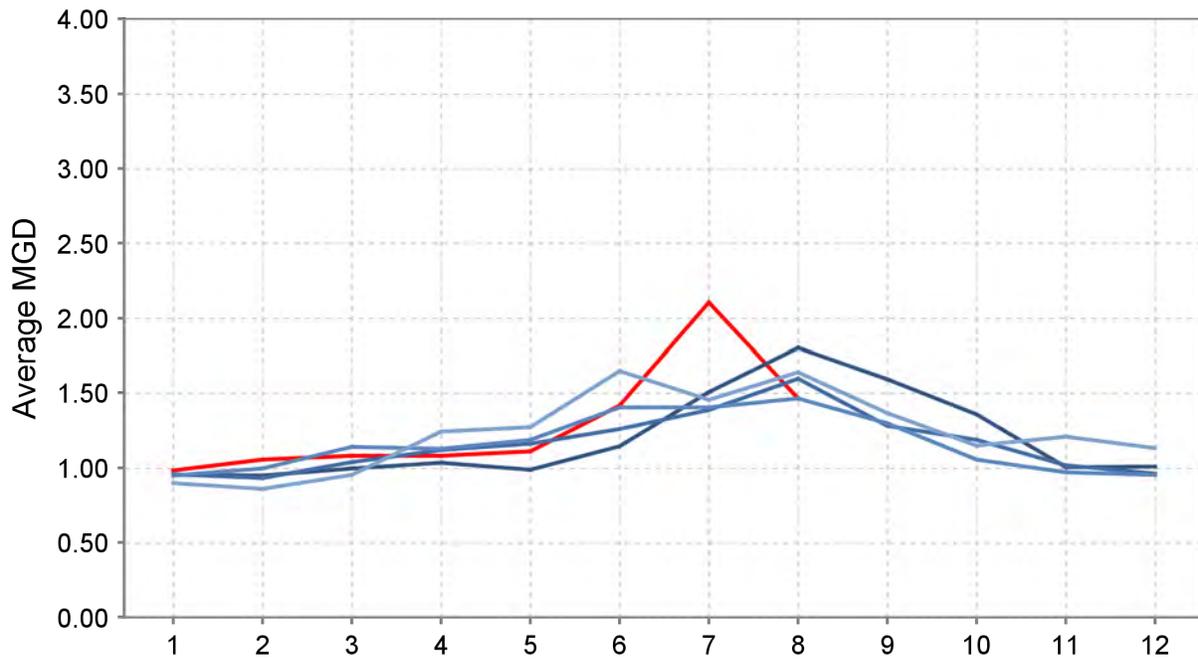
Past 12 Months



Date	LVGC Usage	LVGC Permit	Cedar Brks. Usage	Cedar Brks. Permit	HLGC Usage	210 Permit	LVGC Lake Water	HLGC Lake Water
Sep, 2015	14.096	14.096	0.000	0.000	---	0.000	0.000	---
Oct, 2015	9.557	9.557	0.000	0.000	3.746	0.000	0.000	4.600
Nov, 2015	4.462	4.462	5.835	5.835	4.919	3.770	0.000	0.392
Dec, 2015	4.022	4.022	6.672	6.672	7.354	7.354	0.000	0.000
Jan, 2016	4.397	4.397	3.980	3.980	6.817	0.000	0.000	6.815
Feb, 2016	5.885	5.885	0.000	0.000	3.756	0.000	0.000	3.766
Mar, 2016	6.190	6.190	0.000	0.000	3.921	0.000	0.000	4.067
Apr, 2016	4.737	4.737	0.000	0.000	4.650	4.647	0.000	0.328
May, 2016	4.634	4.634	0.000	0.000	3.615	3.615	0.000	0.000
Jun, 2016	10.963	10.963	0.000	0.000	7.333	6.986	0.000	0.297
Jul, 2016	13.097	13.097	0.000	0.000	11.346	0.000	0.000	10.260
Aug, 2016	7.924	7.924	2.047	2.047	9.793	4.886	0.000	4.906
<b>Total (MG)</b>	<b>89.967</b>	<b>89.966</b>	<b>18.534</b>	<b>18.534</b>	<b>67.250</b>	<b>31.258</b>	<b>0.000</b>	<b>35.431</b>
Highest	14.096	14.096	6.672	6.672	11.346	7.354	0.000	10.260
Average	7.497	7.497	1.545	1.545	6.114	2.605	0.000	3.221
Lowest	4.022	4.022	0.000	0.000	3.615	0.000	0.000	0.000

## Combined Water Production

### 5 Year Average Daily Production

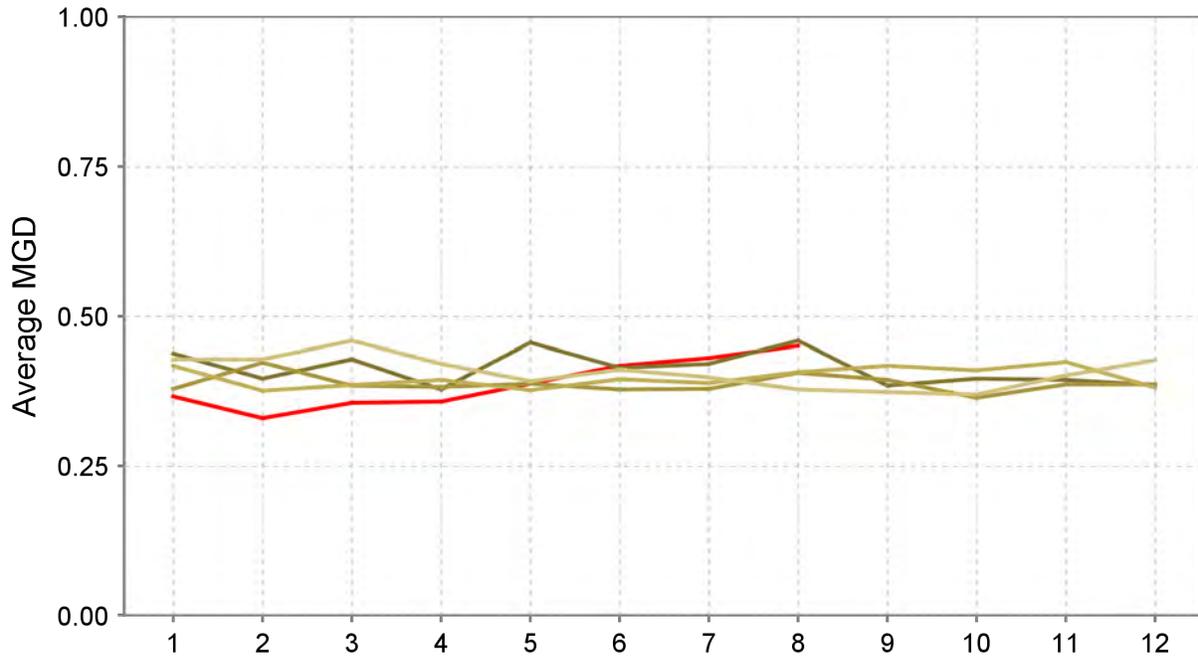


Month	Year - 4	Year - 3	Year - 2	Last Year	This Year
Jan	0.901	0.952	0.960	0.957	0.986
Feb	0.864	0.996	0.934	0.951	1.058
Mar	0.957	1.142	1.041	0.997	1.083
Apr	1.245	1.131	1.123	1.037	1.083
May	1.275	1.188	1.165	0.988	1.112
Jun	1.649	1.409	1.261	1.147	1.420
Jul	1.458	1.407	1.391	1.511	2.106
Aug	1.640	1.467	1.598	1.803	1.467
Sep	1.369	1.303	1.286	1.593	---
Oct	1.151	1.059	1.189	1.358	---
Nov	1.210	0.972	1.019	1.008	---
Dec	1.134	0.957	0.964	1.010	---

Highest	1.649	1.467	1.598	1.803	2.106
Average	1.238	1.165	1.161	1.197	1.289
Lowest	0.864	0.952	0.934	0.951	0.986

## Waste Water Treatment

### 5 Year Average Daily Treated



Month	Year - 4	Year - 3	Year - 2	Last Year	This Year
Jan	0.428	0.418	0.379	0.438	0.366
Feb	0.428	0.376	0.423	0.397	0.330
Mar	0.459	0.386	0.384	0.428	0.356
Apr	0.421	0.394	0.383	0.378	0.358
May	0.392	0.377	0.388	0.456	0.388
Jun	0.411	0.395	0.379	0.414	0.417
Jul	0.399	0.389	0.380	0.421	0.431
Aug	0.378	0.407	0.406	0.459	0.451
Sep	0.374	0.418	0.395	0.384	---
Oct	0.370	0.411	0.365	0.397	---
Nov	0.402	0.424	0.387	0.394	---
Dec	0.428	0.381	0.387	0.386	---

Highest	0.459	0.424	0.423	0.459	0.451
Average	0.408	0.398	0.388	0.413	0.387
Lowest	0.370	0.376	0.365	0.378	0.330

**MEETING DATE: September 15, 2016**

**AGENDA ITEM: WORK SESSION** (no action may be taken on the following agenda items):

**Comments:**

- 13. Reports/Minutes from City Boards, Committees and Commissions
  - a. July 20, 2016 DRAFT Golf Course Advisory Committee minutes
  - b. July 25, 2016 Parks and Rec Advisory Committee minutes
  - c. July 27, 2016 Planning and Zoning Commission SCM minutes
  - d. July 28, 2016 Planning and Zoning Commission SCM minutes
  - e. August 9, 2016 DRAFT Golf Course Advisory Committee minutes
  - f. August 15, 2016 DRAFT Parks and Rec Advisory Committee minutes

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote: Raley** \_\_\_\_\_ ; **Sullivan** \_\_\_\_\_ ; **Tidwell** \_\_\_\_\_ ; **R. Smith** \_\_\_\_\_ ;

**Mitchell** \_\_\_\_\_ ; **S. Smith** \_\_\_\_\_ ; **Bland** \_\_\_\_\_

**Motion Carried: Yes** \_\_\_\_\_ ; **No** \_\_\_\_\_

**OFFICIAL MINUTES OF THE GOLF COURSE ADVISORY COMMITTEE  
LAGO VISTA, TEXAS  
JULY 20, 2016**

**BE IT REMEMBERED** that on the 20<sup>th</sup> day of July, A.D., 2016, the Golf Course Advisory Committee held a Regular Meeting at 6:00 p.m. in the Council Chambers, City Municipal Building, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER**

Kevin Jackson	Committee Chair	Mark Cote	Golf Manager
Frank Robbins	Committee Vice Chair	Sandra Barton	City Secretary
Jim Speckmann	Committee Member	Rich Raley	Council Liaison
Mike Everett	Committee Member	Stephanie Smith	Council Member
Gina Williams	Committee Member		
Chip Hamilton	Committee Member		

Committee Chairman, Kevin Jackson called the regular meeting to order and recognized that all members were present.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**PUBLIC COMMENTS: Citizens who wish to address the Committee on any agenda and/or non-agenda item will have three (3) minutes to express their position.**

None

**CONSENT AGENDA**

All matters listed under Consent Agenda, are to be considered routine by the Committee and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Approval of the following minutes: June 14, 2016 regular meeting.

On a motion by Jim Speckmann and seconded by Frank Robbins, the Committee voted unanimously to approve the minutes from June 14, 2016 regular meeting as presented.

**BUSINESS ITEMS**

2. Update on Golf Operations from Golf Manager/Director of Golf

- A. YTD financial performance of golf courses

Mark Cote provided the Committee with the monthly snapshot. He stated that right now the financials are showing a \$26,637 loss for the month of June. A lot of play has been in the morning due to the high temperature during the day.

The Committee and Staff discussed GolfNow and rounds being played. Mark advised that the GolfNow contract will be up August 1, 2017 and they must be given a thirty day notice to terminate which he fully intends to do.

B. Junior clinics and camps

Mark Cote stated that he held the second clinic, the first one was rained out and had 12 kids attend. He now has access to the Facebook account to post more things. He will hold a camp next week and has about 10 kids signed up.

Gina Williams mentioned that we should look into putting advertisements on the golf carts.

C. Marketing update

Mark provided a list of 16 proposed marketing items that he will be working on and a revenue forecast 2016 vs 2017.

The Committee and Staff discussed providing builders information on our golf courses. Gina Williams said it should not be just for new homes but to anybody. Mark agreed, and said we need to be as consistent as we can.

D. LV Grill performance

After speaking with the Council, and because of the repairs to the Clubhouse, it was decided to hold off until the repairs were done before making a final decision on whether to keep it internally or to get request for proposals. We are currently waiting on an structural engineer to submit plans to Gary Graham.

E. Highland Lakes GC update (Cart barn, land swap, parking, etc.)

Mark stated that we moved out about three weeks ago, they are looking at temporary fencing to secure 10-15 carts.

The parking is still good for 3-31/2 years under the existing rental agreement.

The land swap is complete.

F. Additional Updates

Mark informed the Committee of water in the cart barn near the electrical breaker boxes. He had an electrician come look at it and he mentioned that he had been there years ago and had given a bid to do some repairs to that and the repairs were never done. There are definitely electrical issues with the building. They are looking into the repairs.

3. Discussion, consideration, action, if any concerning July 4<sup>th</sup> event hosted by Lago Vista Golf Course.

Kevin Jackson said he found out about the event on Facebook, that it did not get communicated to them at all and asked Mark how it went.

Mark stated that it went as well as it was expected to go. There was a lot of people that worked hard to make it successful. Mark gave an overview of the events of the day. He stated that there were issues regarding parking.

4. Discussion, consideration, action, if any concerning planning sub-committee update.

- a. Review of 2016-17 Golf Courses Physical Improvement Recommendations and Five Year Plan

Frank Robbins summarized the recommendations to the Council. He stated that the Sub-Committee is not recommending anything in addition to what the Council has already decided to get into which is the collapsing floor in the kitchen and Highland Lakes cart barns and parking. Implicit in that recommendation, is the numbers that Mark talked about that he is going to increase revenue which totals over \$400,000 will not go to improvements but will go to the courses' bottom line. They also developed a five year plan, the first priority will be the Highland Lakes cart paths. They are recommending that there be a dedicated fund for improvements be put together from some source. The Committee and Staff also discussed the status of approved projects. On a motion by Gina Williams, seconded by Chip Hamilton, the Committee voted unanimously to send this information to Council with the amended corrections as addressed by Frank Robbins.

5. Discussion, consideration, action, if any concerning capital improvements fund and additional revenue generating options.  
Chip advised that he spoke with Mark and they discussed options to generate funds such as a sur charge on every round of golf, or trail fees or additional cart fees. Chip will bring this back to the agenda next month.
6. Discussion, consideration, action, if any concerning August City Council meeting.  
Kevin Jackson stated that the 6-month report was going to be presented to Council initially in July, but there were several members gone so the City Manager decided to put it on the August 4 Council meeting.

#### **FUTURE AGENDA ITEMS**

7. Consider schedule and items for future Committee meetings.  
Information flow  
Irrigation on golf courses
8. Adjournment. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
Kevin Jackson, Chair person

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Committee Member \_\_\_\_\_, seconded by Committee Member \_\_\_\_\_, the above and foregoing instrument was passed and approved this the 13<sup>th</sup> day of September, 2016.

**OFFICIAL MINUTES OF THE PARKS AND RECREATION ADVISORY COMMITTEE  
LAGO VISTA, TEXAS  
JULY 25, 2016**

**BE IT REMEMBERED** that on the 25th day of July, A.D., 2016, the Parks And Recreation Advisory Committee held a Regular Meeting at 6:30 p.m. at the Lago Vista Library Meeting Room, 5803 Thunderbird, Suite 40, in said City, there being present and acting the following:

**CALL TO ORDER**

Ross Dewhurst	Committee Member	Melissa Byrne Vossmer	City Manager
Carolina Hale	Committee Member	Kevin Sullivan	Council Member - Liaison
Michael Panter	Committee Member	Belinda Kneblick	Assistant City Secretary
Sheryl Speckmann	Committee Member	Laura Fowler	Parks and Recreation Manager
Travis Wilhow	Committee Member		
David White	Committee Member		

Sheryl Speckmann called the Regular Meeting to order at 6:35 p.m. Hubbard Helm was absent and Ross Dewhurst excused himself from the meeting at 7:30 p.m.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**PUBLIC COMMENTS**

Dick Bohn, Chair of Veteran's Memorial Advisory Committee, appreciative of having the Parks and Recreation Committee returning. Would like attention to Veteran's park, some pines need attention, who owns the sidewalks; sidewalks and bench need to be power washed; gazebo needs attention and which group pays for repairs and up keep.

Liam Panter requesting baseball fields for the 12U to be able to host and play the all-star season locally. Also would like to see a bike/skate board park.

**BUSINESS ITEMS**

1. Approval of the following minutes: June 20, 2016 regular meeting. On a motion by Committee Member David White, seconded by Committee Member Travis Wilhow, the Committee voted unanimously to approve the minutes as presented.
2. Discussed roles and responsibilities of Parks and Recreation Advisory Committee according to Ordinance 16-04-21-01 and Resolution 16-1653.
3. Discussed and reviewed the comprehensive plan to specify action items to initiate in year 1.
4. Discussed other entities that have an impact on the City of Lago Vista Parks and Recreation Advisory Committee; POA, LV ISD (there is an inter-local agreement in place), PEC, new developers, Travis County, Texas Recreation and Park Society in Jonestown and KLVB. Look at park ordinance PID with Tessera. Look in to if a fee could be added to new home permits to

be dedicated to a park fund.

5. Discussed developing a work plan. Prioritize; use year one activities to get prioritization list started. Work on smaller projects first to complete and remove from list to able to focus on larger projects. Funds for a feasibility study is included in next year's budget, to create a master plan developed for parks and recreation to present to other entities for assistance in developing. Reach out to LVISD to access facilities. Locate people to form task force to talk with POA. Need to have grant plans in place for submission. Recreation center would be a great addition.
6. Presentation of Arkansas Bend Park, renovations are 60% complete with design.

#### **FUTURE AGENDA ITEMS**

7. Grants  
Master plan research  
Sub- committees  
Update/report on old master plan

#### **ADJOURNMENT**

Sheryl Speckmann adjourned the meeting at 8:35 P.M.

Respectfully submitted,

  
Sheryl Speckmann, Chair

ATTEST:

  
Belinda Kneblick, Assistant City Secretary

On a motion by Committee Member David White, seconded by Committee Member Carolina Hale, the above and foregoing instrument was passed and approved this 15<sup>th</sup> day of August, 2016.

MINUTES  
Thursday, July 27, 2016 Special Meeting  
Planning and Zoning Commission  
City of Lago Vista

Chair Tara Griffin called the meeting to order at 7:00 P.M. in the Council Chambers, City Hall, 5803 Thunderbird St., Lago Vista, Texas. Members present were Tara Griffin, Jim Moss, Vernon Reher (left meeting at 9:35 P.M.), Gary Zaleski, Andy White, and Richard Brown. Paul Smith was absent. City Attorney Barbara Boulware-Wells, Development Services Director David Harrell, and Administrative Assistant Sherry McCurdy were also present.

**Citizen Comments for Non-Hearing Related Items**

There were no citizen comments.

**Public Meeting/Workshop**

**1. Repeal and replacement of Chapter 10, Code of Ordinances (Subdivision Standards).**

David Harrell gave a brief staff report where he went through the proposed changes in a line by line format.

There was discussion between the Staff, Commission, and the City Attorney as they worked their way through the Ordinance and proposed changes. They discussed through electronic page 37 of the proposed Subdivision Standards as denoted in the packet.

The Commission decided to continue the discussion at the regularly scheduled meeting on 7/28/2016.

**Adjournment**

On a motion by Tara Griffin and seconded by Andy White the Commission voted unanimously to adjourn at 10:13 PM.

 *Jim Moss* Vice Chair for  
Tara Griffin, Chair

\_\_\_\_\_  
Sherry McCurdy, Development Services Admin. Assist.

On a motion by Richard Brown, seconded by Vernon Reher, the foregoing instrument was passed and approved this 25<sup>th</sup> Day of August 2016.

MINUTES  
Thursday, July 28, 2016 Regular Meeting  
Planning and Zoning Commission  
City of Lago Vista

Chair Tara Griffin called the meeting to order at 7:00 P.M. in the Council Chambers, City Hall, 5803 Thunderbird St., Lago Vista, Texas. Members present were Tara Griffin, Jim Moss, Vernon Reher, Gary Zaleski, Andy White and Richard Brown. Member Paul Smith was absent. City Attorney Barbara Boulware-Wells, Development Services Director David Harrell and Administrative Assistant Sherry McCurdy were also present.

**Citizen Comments for Non-Hearing Related Items**

There were no citizen comments.

**Consider the Minutes of June 23, 2016.**

On a motion by Jim Moss, seconded by Tara Griffin, the Commission unanimously approved the Minutes. Voting members were Gary Zaleski, Jim Moss, Andy White and Tara Griffin.

**Public Hearing**

**1. SUB-1117 - Recommendation of a re-plat for lots 14-15, Block D, Tessera on Lake Travis Phase 1A from a total of two (2) existing lots to eleven (11) lots.**

David Harrell gave the staff report. He explained the plat had met all State and City requirements and that staff recommends approval.

Applicant David Carroll stated he was available for any questions. He stated builders were not committed to the subject lots at time of the Preliminary Plat and were not sure what size lots were needed at that time. They now have a custom builder that is committed to build homes on these specific lots.

The Public Hearing was opened at 7:05 P.M.

Dan Lathrop, 22105 Cross Timbers Bend, Lago Vista, TX spoke in opposition of the re-plat; he submitted a petition in protest containing 20 signatures. Mr. Lathrop gave the petition to David Harrell. Mr. Harrell passed the petition to the Chair who shared it with the other members of the Commission.

Donnie Norman, 22109 Cross Timbers Bend, Lago Vista, TX spoke in opposition of the re-plat.

Kent Rohrer, 22107 Cross Timbers Bend, Lago Vista, TX spoke in opposition of the re-plat.

The Public Hearing was closed at 7:09 P.M.

The Planning and Zoning members, David Harrell, Barbara Boulware-Wells, David Carroll, and Jack Garner (professional engineer representing Tessera), discussed the original plat, 200 foot notifications, intended use of original two lots, approved uses and citizen concerns of obstruction of views. They also discussed the flood plain, topography, additional citizen concerns, timing of request, plat requirements, Preliminary Plat, and the Concept Plan.

Jack Garner explained the two lots in question were set at the beginning of the development in a way that was planned to break them up in the future. There was not a custom builder interested at the time the lots were configured. He explained the grading plan showed these lots in 2013. He also explained room was left when platting these lots for trail connectivity and followed the city recommendation that they be platted as two large lots at the time the development was being platted. He stated they were deliberately platted as two large lots with the intent they would be changed into smaller lots in the future.

Vernon Reher made a motion, Gary Zaleski seconded, to recommending a re-plot for lots 14-15, Block D, Tessera on Lake Travis Phase 1A from a total of two (2) existing lots to eleven (11) lots to the City Council.

The City Attorney Barbara Boulware-Wells requested the Commission to enter an Executive Session at 7:52 P.M pursuant to Section 551.071, State Statute for advice of counsel.

The Planning and Zoning Commission reconvened their regular meeting at 8:12 P.M.

Vernon Reher motioned his previous motion be withdrawn, Gary Zaleski seconded the motion.

On a motion by Vernon Reher, seconded by Andy White, the Commission voted unanimously to table SUB-1117.

**2. Repeal and Replacement of Chapter 10, Code of Ordinances (Subdivision Standards). Ordinance repealing and replacing Chapter 10, (subdivision standards) Code of Ordinances; providing a savings clause; providing a severability clause; and, providing an effective date.**

Members of the Planning and Zoning Commission, David Harrell, and Barbara Boulware-Wells began the discussion at Section 2.16 F where the discussion had left off in the 7/27/2016 meeting.

The Commission began at recess at 9:07 P.M and reconvened at 9:18 P.M.

The Commission resumed their discussion regarding the Subdivision Ordinance.

The Public Hearing was opened at 10:20 P.M. The Public Hearing remained open until the next scheduled meeting.

The Commission decided to schedule a future meeting(s) to continue the discussion regarding the Subdivision Ordinance.

**Ordinance**

Recommendation of an Ordinance to the City Council of the City of Lago Vista, Texas, an Ordinance repealing and replacing Chapter 10, (subdivision standards) Code of Ordinances; providing a savings clause; providing a severability clause; and, providing an effective date.

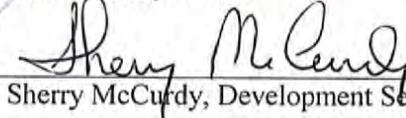
No action taken

**Future Agenda Items**

David Harrell stated the Overlay Districts and Zoning Ordinance would be placed on a future agenda.

On a motion by Tara Griffin, seconded by Gary Zaleski, the Commission voted unanimously to adjourn at 10:21 P.M.

  
Tara Griffin, Chair

  
Sherry McCurdy, Development Services Admin. Assist.

On a motion by Richard Brown, seconded by Vernon Reher,  
the foregoing instrument was passed and approved this 25<sup>th</sup> day of August 2016.

**OFFICIAL MINUTES OF THE GOLF COURSE ADVISORY COMMITTEE  
LAGO VISTA, TEXAS  
AUGUST 9, 2016**

**BE IT REMEMBERED** that on the 9th day of August, A.D., 2016, the Golf Course Advisory Committee held a Regular Meeting at 6:02 p.m. in the Council Chambers, City Municipal Building, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER**

Kevin Jackson	Committee Chair	Mark Cote	Golf Manager
Frank Robbins	Committee Vice Chair	Sandra Barton	City Secretary
Jim Speckmann	Committee Member	Rich Raley	Council Liaison
Mike Everett	Committee Member	Melissa Byrne Vossmer	City Manager
Gina Williams	Committee Member		
Chip Hamilton	Committee Member		

Committee Chairman, Kevin Jackson called the regular meeting to order and recognized that all members were present.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**PUBLIC COMMENTS: Citizens who wish to address the Committee on any agenda and/or non-agenda item will have three (3) minutes to express their position.**

None

**BUSINESS ITEMS**

1. Update on Golf Operations from Golf Manager/Director of Golf

A. YTD financial performance of golf courses

Mark Cote, Golf Course Manager stated that he has been working on a rate study, the website, email blasting and spraying the greens.

Mark stated that the green fees, since March have gone down significantly each month and so he is trying to improve the course conditions. The Committee and staff discussed over seeding and effluent.

B. Update to City Council on 8/4/2016

Mark Cote provided a list of his 3 month observations/comments to the Committee.

The courses currently have \$470,222 in losses combines for the year.

Revenues are \$774,654 for the year combined. The lowest revenue producing months are November, December and January.

C. Action plan current and immediate future

D. Current condition of golf courses

Mark Cote stated there a number of watering issues including unreliable irrigation system and outbreak of goose grass, crab grass and kyllinga and lack of fertility program for fairways, tees and roughs.

Gina Williams made comments regarding how the grass is cut and losing balls on the fairway.

E. Fall/winter over-seeding of golf courses

Mark Cote recommends not over-seeding.

F. Crystal Falls visit and comparison

Mark Cote stated that their rate plans are very close to ours. Their course conditions and the clubhouse was impressive.

G. New programs implemented

Mark Cote stated that he is beginning new kids programs such as super twilight play. He said they want to try doing new items on the weekends like live music.

H. Proposed 2016/2017 golf course budget

No discussion.

2. Discussion, consideration, action, if any concerning Highland Lakes GC and pending sale of Otwell property.

Melissa Byrne Vossmer gave a brief update. Keith spend time with Mark talking about the future of the golf course.

Jim Speckmann said that they have expressed that they would like to see the Pro Shop in the facility, if that is an option.

3. Discussion, consideration, action, if any concerning finance sub-committee update.

A. Ways to generate additional revenues

Chip Hamilton commented that there are not a great deal of additional things that can be done to generate revenue other than people playing golf. They did come up with some suggestions. trail fees on private carts of \$300 yearly, super twilight play, kids play free after 3 p.m., birthday special, raise price of cart rentals, have hole sponsorships with markers and hold annual tournaments.

4. Discussion, consideration, action, if any concerning planning sub-committee submitted projects.

a. Highland Lakes GC bridge on #14

Gary Graham is reviewing this item and will make recommendations to Mark.

b. Lago GC tee box leveling

Mark is going to borrow a slicer this winter from John Deere at no charge and borrow a roller as well and roll all the tee boxes.

- c. Directional signage  
No discussion
  - d. Sand to grass bunkers at Highlands  
Mark will also work on this during the winter months.
  - e. Entrances to Lago club house  
Gary Graham was going to look into this item as well as well as a handicapped ramp.
  - f. Removing various stumps  
Frank Robbins and Jim Speckmann have volunteered to look into this.
5. Discussion, consideration, action, if any concerning effluent water permit and usage at Lago Vista GC, Highland Lakes GC, and cedar break.  
Gary Graham will provide information.
  6. Discussion, consideration, action, if any concerning commissioning outside consultant to generate analysis on impact of golf courses to city.  
On a motion by Kevin Jackson, seconded by Jim Speckmann the Committee voted unanimously to submit a proposal to engage a consultant to generate an impact analysis of the golf courses.

**FUTURE AGENDA ITEMS**

7. Consider schedule and items for future Committee meetings.  
Effluent information
8. Adjournment. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

\_\_\_\_\_  
Kevin Jackson, Chair person

ATTEST:

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Committee Member \_\_\_\_\_, seconded by Committee Member \_\_\_\_\_, the above and foregoing instrument was passed and approved this the 13<sup>th</sup> day of September, 2016.

**OFFICIAL MINUTES OF THE PARKS AND RECREATION ADVISORY COMMITTEE  
LAGO VISTA, TEXAS  
AUGUST 15, 2016**

**BE IT REMEMBERED** that on the 15th day of August, A.D., 2016, the Parks And Recreation Advisory Committee held a Regular Meeting at 6:30 p.m. at the Lago Vista Library Meeting Room, 5803 Thunderbird, Suite 40, in said City, there being present and acting the following:

**CALL TO ORDER**

Carolina Hale	Committee Member	Melissa Byrne Vossmer	City Manager
Michael Panter	Committee Member	Kevin Sullivan	Council Member - Liaison
Sheryl Speckmann	Committee Member	Belinda Kneblick	Assistant City Secretary
David White	Committee Member	David Harrell	Director Development Services
		Suzanne Bland	Council Member

Sheryl Speckmann called the Regular Meeting to order at 6:30 p.m. Hubbard Helm, Ross Dewhurst and Travis Wilhow were absent.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**PUBLIC COMMENTS**

None

**BUSINESS ITEMS**

1. Approval of the following minutes: July 25, 2016 regular meeting. On a motion by Committee Member David White, seconded by Committee Member Carolina Hale, the Committee voted unanimously to approve the minutes as presented.
2. Presentation by Gandolf Burrus of Texas Grants. Melissa stated to move forward on the grant writing process. Committee Member Michael Panter motioned to make a presentation on requesting grants for parks at the City Council meeting September 1<sup>st</sup> to get direction and discuss, seconded by Committee Member David White, the Committee voted unanimously, motion passed.
3. David Harrell presented the sections of the comprehensive plan that specified plans and standards to parks and trails.
4. Reviewed map of City-Owned land.
5. Sub committees were established; sub committees and members are as follows:  
Partners & Funding – Speckmann and White  
Recreation Funding – Panter  
Parks Planning – Hale

Trails Planning - Hale

6. Carolina Hale presented a concept plan for Hancock Ave / Hamilton Ave / Henry Ave area park.

**FUTURE AGENDA ITEMS**

7. Committee has decided to move the meetings to the second Wednesday of each month; next scheduled meeting being Wednesday, September 14, 2016. With topics as follows:  
Update master plan  
Trails  
POA task force  
Add sub-committee report to agendas

**ADJOURNMENT**

Sheryl Speckmann adjourned the meeting at 8:40 P.M.

Respectfully submitted,

ATTEST:

\_\_\_\_\_  
Sheryl Speckmann, Chair

\_\_\_\_\_  
Sandra Barton, City Secretary

On a motion by Committee Member \_\_\_\_\_, seconded by Committee Member \_\_\_\_\_, the above and foregoing instrument was passed and approved this 14<sup>th</sup> day of September, 2016.

**MEETING DATE:** September 15, 2016

**AGENDA ITEM:** Consider schedule and items for future Council meetings.

**Comments:**

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Content of Motion:** \_\_\_\_\_

\_\_\_\_\_

**Vote:** Raley \_\_\_\_\_; Sullivan \_\_\_\_\_; Tidwell \_\_\_\_\_; R. Smith \_\_\_\_\_;

Mitchell \_\_\_\_\_; S. Smith \_\_\_\_\_; Bland \_\_\_\_\_

**Motion Carried:** Yes \_\_\_\_\_; No \_\_\_\_\_