



## **AGENDA**

### **CITY COUNCIL MEETING August 9, 2011 @ 6:00 P.M.**

Notice is hereby given the City Council for the City of Parker will meet in a Special Meeting on Tuesday, August 9, 2011 at 6:00 P.M. at Parker City Hall, 5700 E. Parker Road, Parker, Texas 75002.

#### **CALL TO ORDER – Roll Call and Determination of a Quorum**

#### **EXECUTIVE SESSION**

Pursuant to the provisions of Chapter 551, Texas Government Code, Vernon's Texas Codes Annotated the City Council may hold a closed meeting.

1. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN TEXAS GOVERNMENT CODE SECTION 551:
  - a) 551.074 GC; Personnel—consideration of replacement of the city administrator, terms of the appointment of the interim administrator, and terms and qualifications of a future permanent city administrator.
2. RECONVENE REGULAR MEETING.
3. CONSIDERATION AND/OR ANY ACTION REQUIRED AS A RESULT OF THE EXECUTIVE SESSION.

#### **PLEDGE OF ALLEGIANCE**

American Pledge: I pledge allegiance to the flag of the United States of America; and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

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

**PUBLIC COMMENTS** The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

## **INDIVIDUAL CONSIDERATION ITEMS**

4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FOR JULY 21, 2011.
5. CONSIDERATION AND ANY APPROPRIATE ACTION BY THE CITY ADOPTING BY RESOLUTION THE MARCH 2008 NTMWD MODEL DROUGHT AND CONSERVATION PLANS.
6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON STAGE 2 WATER RESTRICTIONS PURSUANT TO NORTH TEXAS MUNICIPAL WATER DISTRICT CONSERVATION AND DROUGHT CONTINGENCY PLAN REGULATIONS.
7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON APPOINTING A COUNCILMEMBER TO APPROVE MAYOR AND CITY COUNCIL TRAVEL AND EXPENSES PURSUANT TO RESOLUTION 2008-230.
8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MODIFICATION OF THE CITY BUDGET FOR TRAINING AND EDUCATION FOR MUNICIPAL PURPOSES.
9. CONSIDERATION AND/OR ANY APPROPRIATE ACTION AMENDING THE ROLE AND DUTIES OF THE PERSONNEL COMMITTEE.
10. CONSIDERATION AND/OR ANY APPROPRIATE ACTION TERMINATING THE CREDIT CARD OF A FORMER CITY EMPLOYEE, AND AUTHORIZING A CREDIT CARD FOR THE INTERIM CITY ADMINISTRATOR FOR MUNICIPAL USES.

## **ROUTINE ITEMS**

11. FUTURE AGENDA ITEM REQUESTS.
12. UPDATES
13. ADJOURN

In addition to any specifically identified Executive Sessions, Council may convene into Executive Session at any point during the open meeting to discuss any item posted on this Agenda. The Open Meetings Act provides specific exceptions that require that a meeting be open. Should Council elect to convene into Executive Session, those exceptions will be specifically identified and announced. Any subsequent action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this Notice of Meeting was posted on August 5, 2011 by 5:00 p.m. at the Parker City Hall, and as a courtesy, this Agenda is also posted to the City of Parker Website at [www.parkertexas.us](http://www.parkertexas.us).

Date Notice Removed

Carrie L. Smith, TRMC, CMC  
City Secretary

The Parker City Hall is Wheelchair accessible. Sign interpretations or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972 442 6811.

**Council Agenda Item**

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: City Secretary, Carrie Smith
Fund Balance-before expenditure:	Prepared by: C Smith
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	1) Proposed Minutes

**AGENDA SUBJECT**

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FROM JULY 21, 2011.

**SUMMARY**

Council tabled this item at the 8/2 meeting. Revisions to the Fire Department and Water Department sections were made. Revisions are underlined for your reference.

**POSSIBLE ACTION**

- Move to approve the minutes as written.
- Move to approve the minutes as amended.
- Move to table the minutes.

Inter - Office Use			
Approved by:	<i>Carrie D. Smith</i>	Date:	8/5/2011
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>W. Regier</i>	Date:	8-5-11

**MINUTES**  
**CITY COUNCIL MEETING**

**July 21, 2011**

**CALL TO ORDER – Roll Call and Determination of a Quorum**

Special Meeting on July 21, 2011 at 4:00 P.M. at South Fork Ranch, Dallas Palace Meeting Room, 3700 Hogge Road, Parker, Texas 75002.

Mayor Cordina called the meeting to order at 4:05 p.m. with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine present. A quorum was present.

Staff Present: Acting City Administrator Jeff Flanigan, City Secretary Carrie Smith, Finance/HR Manager Johnna Boyd, Police Chief Tony Fragoso, Police Sergeant Kenny Price, Fire Chief Mike Sheff and Court Clerk Lori Newton.

**PLEDGE OF ALLEGIANCE**

American Pledge: Mike Sheff led the pledge.

Texas Pledge: Tony Fragoso led the pledge.

**PUBLIC COMMENTS** The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

None

**WORK SESSION**

**1. ANNUAL BUDGET SESSION.**

Council and Staff reviewed the preliminary budget.

**Administration**

- Line items 1-10-6015 Printing is to be moved in the chart below 1-10-6030 Copy Machine Lease
- 1-10-6016 Printing Projects is to be used for out sourced projects
- 1-10-6017 Economic Development – PWC – Delete Line Item completely
- 1-10-6018 Economic Development – Other was reduced to \$0
- 1-10-6060 Election Notice - change title to Election Costs
- 1-10-6064 Newsletter Expenses – This line item includes printing costs of approximately \$2000 and postage of approximately \$600
- 1-10-6020 Computer upgrade and software – line item includes annual software for accounting

- 1-10-6090 Council food/supplies – budget reduced to \$2000 and the 2012 annual planning and budget sessions will be held at the municipal complex.
- 1-10-6035 Office Equipment was reduced to \$2,000
- 1-10-7400 Legal Fees was reduced to \$110,000 – includes outside legal service
- 1-10-7700 Codification Services was reduced to \$750
- 1-10-6930 Other was reduced to \$1000 – includes non-customary expenses
- 110-6920 Contingency was reduced to \$5,000
- 1-10-7905 Training (P&Z and Council) was reduced to \$10,000
- 1-10-7900 Staff Training was reduced to \$13,000
- PS Requests Ipads, monitors, modular front door, and Part-time records employee were deleted

#### Police Department

- 1-20-6410 Vehicle operation and maintenance was reduced to \$8,000
- PS Request new vehicles was approved with purchasing 1 at the beginning of the fiscal year and another in 6-months if revenue allows
- PS Requests thermal imaging, new employee, bullet proof glass, and traffic calming solution were deleted

#### Fire Department

- 1-40-6310 Medical Transport was increase to \$40,000. Chief Sheff will re-appropriate items to cover the increase.
- 1-40-6325 Reimbursement per call was reduced to \$25,000
- PS Request Concrete Pad 20 X 20 was removed
- PS Request Overhaul Engine 1 was removed
- PS Request Used Vehicle (PD) was reduced to \$2000

#### Building and Code Enforcement

- 1-50-7900 Training and Education was reduced to \$1500
- 1-50-6045 Memberships/Dues/Subscriptions was reduced to \$250
- 1-50-6910 Miscellaneous Supplies was reduced to \$500
- 1-50-6200 Vehicle fuel, oil, wash and tracking was reduced to \$3000

#### Parks and Recreation

- 1-55-6800 Dues and Memberships were reduced to \$0
- 1-55-6820 Consulting/Engineering was reduced to \$500
- 1-55-6870 Scouting Projects was reduced to \$2000

#### Public Works

- 1-60-6640 Drainage Expenses was reduced to \$25,000
- PS Request New Trucks was deleted
- PS Request Small Tractor was reduced to \$4000 and a tractor will be rented when needed

**Future Capital Improvements**

- 1-85-9220 Fire Truck/Heavy Equip Reserve, title was changed to Future Capital Improvements. This account is a reserve/savings account for future projects.

**Water Department**

- The water meter replacement project cost is \$375,000 and funds could be paid out of capital improvements to pay for the project in full. This item will be placed on a future Council agenda for action.

**INDIVIDUAL CONSIDERATION ITEMS**

**2. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON SCHEDULE FOR PUBLIC HEARINGS ON PROPOSED TAX RATE AND BUDGET.**

At Councils request Public Hearing 2 is to be rescheduled to August 29 so all Councilmembers are present. The record vote and schedule will be approved at the August 2 meeting.

**3. ADJOURN**

Mayor Cordina adjourned the meeting 9:01 pm.

APPROVED:

\_\_\_\_\_  
Joe Cordina  
Mayor

ATTESTED:

\_\_\_\_\_  
Carrie L. Smith, TRMC, CMC  
City Secretary

APPROVED on the 2nd of  
August, 2011

Exhibit A – Budget Session presentation

**Council Agenda Item**

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: Interim City Administrator Jeff Flanigan
Fund Balance-before expenditure:	Prepared by: J Flanigan
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	1) NTMWD Conservation Plan

**AGENDA SUBJECT**

CONSIDERATION AND ANY APPROPRIATE ACTION BY THE CITY ADOPTING BY RESOLUTION THE MARCH 2008 NTMWD MODEL DROUGHT AND CONSERVATION PLANS.

**SUMMARY**

As part of the contract with NTMWD dated March 28, 2002, Parker agrees to consider adoption of their Conservation plan. The adoption of their plan would resolve any confusion of which plan to use when NTMWD declares an emergency. The City of Parker's Water Emergency Ordinance #439 would remain in effect allowing the mayor and city administrator to declare a water emergency to protect health, safety, and welfare of our residents.

**POSSIBLE ACTION**

- Move to approve the City Attorney to prepare a Resolution adopting the North Texas Municipal Water Districts Conservation Plan dated March 2008.
- Move to table.
- Move to deny.

Inter - Office Use			
Approved by:			
Department Head:	Carrie A. Smith	Date:	8/5/11
City Attorney:		Date:	
City Administrator:	Tiffany Flanigan	Date:	8-5-11



**MODEL WATER  
CONSERVATION  
AND DROUGHT  
CONTINGENCY  
AND WATER  
EMERGENCY  
RESPONSE PLAN  
FOR NORTH TEXAS  
MUNICIPAL  
WATER DISTRICT  
MEMBER CITIES  
AND CUSTOMERS**

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THIS DOCUMENT WAS ORIGINALLY SIGNED,  
SEALED AND DATED BY:

AUTHORIZED BY: STEPHANIE W. GRIFFIN, P.E.  
TEXAS NO.: 88504  
ON DATE: MARCH 31, 2008

THIS ELECTRONIC FILE IS PROVIDED FOR  
INFORMATION ONLY AND IS NOT INTENDED  
FOR ANY USE WITHOUT AN ORIGINAL SEAL,  
SIGNATURE AND DATE.

---

Stephanie W. Griffin, P.E.

THIS DOCUMENT WAS ORIGINALLY SIGNED,  
SEALED AND DATED BY:

AUTHORIZED BY: THOMAS C. GOOCH, P.E.  
TEXAS NO.: 50668  
ON DATE: MARCH 31, 2008

THIS ELECTRONIC FILE IS PROVIDED FOR  
INFORMATION ONLY AND IS NOT INTENDED  
FOR ANY USE WITHOUT AN ORIGINAL SEAL,  
SIGNATURE AND DATE.

---

Thomas C. Gooch, P.E.

NTD06130  
WCF 06-4

**MARCH 2008**  
**Prepared for:**

**NORTH TEXAS  
MUNICIPAL WATER  
DISTRICT**

**Prepared by:**

**Freese and Nichols, Inc.**  
4055 International Plaza  
Suite 200  
Fort Worth, TX 76109  
817/735-7300

## FORWARD

This model water conservation and drought contingency and water emergency response plan was prepared by Freese and Nichols for the North Texas Municipal Water District (NTMWD). It is intended to be used as a guide by NTMWD Member Cities and Customers as they develop their own water conservation and drought contingency and water emergency response plans. The model plan was prepared pursuant to Texas Commission on Environmental Quality rules. Some material is based on the existing water conservation plans listed in Appendix A. To develop a regional approach, the conservation plans for the City of Fort Worth and the City of Dallas were consulted.

Questions regarding this model water conservation and drought contingency and water emergency response plan should be addressed to the following:

Tom Gooch, P.E.  
Freese and Nichols, Inc.  
(817) 735-7300  
[tcg@freese.com](mailto:tcg@freese.com)

Stephanie Griffin, P.E.  
Freese and Nichols, Inc.  
(817) 735-7300  
[swg@freese.com](mailto:swg@freese.com)

Denise Hickey  
North Texas Municipal  
Water District  
(972) 442-5405  
[dhickey@ntmwd.com](mailto:dhickey@ntmwd.com)

The model water conservation and drought contingency and water emergency response plan is based on the Texas Administrative Code in effect on August 31, 2007. The Texas Commission on Environmental Quality (TCEQ) is currently preparing additional regulations in compliance with the mandates of Senate Bill 3 and House Bill 4 enacted in 2007 by the 80<sup>th</sup> Texas Legislature. The draft regulations have been considered in the preparation of this plan. The following items are presented in the draft regulations and are not currently in the regulations:

- A definition for “best management practices” will be added.
- A copy of the plan must be submitted to the Executive Administrator of the Texas Water Development Board.
- An annual progress report will be required to be submitted to the Texas Water Development Board. (The annual report may be in a different format than the annual report included in Appendix I).
- Requirement that water suppliers providing service to 3,300 or more connections must prepare a water conservation plan.
- Enforcement authority in relation to violations of the rules regulating water conservation plans and annual report is provided to the Texas Water Development Board.

None of the proposed adjustments will cause this model plan to be obsolete. The most current annual report form should be obtained from TCEQ when preparing the annual report (Appendix I) to submit to the TCEQ. A copy of the annual report should be sent to the Texas Water Development Board as well as to the TCEQ.

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<b>APPENDIX B</b>	<b>Texas Commission on Environmental Quality Rules on Municipal Water Conservation and Drought Contingency Plans</b> <ul style="list-style-type: none"><li>• Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter A, Rule §288.1 – Definitions (Page B-1)</li><li>• Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter A, Rule §288.2 – Water Conservation Plans for Municipal Uses by Public Water Suppliers (Page B-4)</li><li>• Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter B, Rule §288.20 – Drought Contingency Plans for Municipal Uses by Public Water Suppliers (Page B-7)</li></ul>
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- Special Utility District Order Pertaining to Illegal Water Connections and Theft of Water
- Water Supply Corporation Resolution Pertaining to Illegal Water Connections and Theft of Water

**APPENDIX I**

**TCEQ Water Conservation Implementation Report**

## **Model Water Conservation and Drought Contingency and Water Emergency Response Plan for North Texas Municipal Water District Member Cities and Customers**

MARCH 2008

### **1. INTRODUCTION AND OBJECTIVES**

Water supply has always been a key issue in the development of Texas. In recent years, the growing population and economic development of North Central Texas has led to increasing demands for water supplies. At the same time, local and less expensive sources of water supply are largely developed. Additional supplies to meet higher demands will be expensive and difficult to develop. It is therefore important that NTMWD and its Member Cities and Customers make the most efficient use of existing supplies. This will delay the need for new supplies, minimize the environmental impacts associated with developing new supplies, and delay the high cost of additional water supply development.

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (TCEQ) has developed guidelines and requirements governing the development of water conservation and drought contingency plans for public water suppliers.<sup>1, 2</sup> TCEQ guidelines and requirements are included in Appendix B. The best management practices established by the Water Conservation Implementation Task Force<sup>3</sup>, established pursuant to SB1094 by the 78<sup>th</sup> Legislature, were also considered in the development of the water conservation measures. The North Texas Municipal Water District (NTMWD) has developed this model water conservation and drought contingency and water emergency response plan for its Member Cities and Customers following TCEQ guidelines and requirements. This model water conservation and drought contingency and water emergency response plan was developed in concert with the NTMWD's water conservation and drought contingency and water emergency response plan.<sup>4</sup> This model water conservation and drought contingency and water emergency response plan replaces the model plans dated August 2004 and April 2006.

The water conservation sections of this plan include measures that are intended to result in ongoing, long-term water savings. The drought contingency and water emergency response sections of this plan address strategies designed to temporarily reduce water use in response to specific conditions.

The objectives of this model water conservation plan are as follows:

- To reduce water consumption from the levels that would prevail without conservation efforts.
- To reduce the loss and waste of water.
- To improve efficiency in the use of water.

<sup>1</sup> Superscripted numbers match references listed in Appendix A.

- To document the level of recycling and reuse in the water supply.
- To extend the life of current water supplies by reducing the rate of growth in demand.

The water conservation plan presented in this document is a model water conservation plan intended for adoption by the NTMWD Member Cities and Customers. In order to adopt this plan, each Member City and Customer will need to do the following:

- Complete the water utility profile (provided in Appendix C).
- Complete the annual water conservation implementation report (in Appendix I).
- Set five-year and ten-year goals for per capita water use.
- Adopt ordinance(s) or regulation(s) approving the model plan.

The water utility profile, goals, and ordinance(s) or regulations should be provided to NTMWD in draft form for review and comments. Final adopted versions should also be provided to NTMWD, as well as TCEQ.

This model plan includes all of the elements required by TCEQ. Some elements of this model plan go beyond TCEQ requirements. Any water supplier wishing to adjust elements of the plan should coordinate with NTMWD.

## **2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES**

### **2.1 Conservation Plans**

The TCEQ rules governing development of water conservation plans for public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code, which is included in Appendix B. For the purpose of these rules, a water conservation plan is defined as “A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water, and for preventing the pollution of water.”<sup>1</sup> The elements in the TCEQ water conservation rules covered in this conservation plan are listed below.

#### Minimum Conservation Plan Requirements

The minimum requirements in the Texas Administrative Code for Water Conservation Plans for Public Water Suppliers are covered in this report as follows:

- 288.2(a)(1)(A) – Utility Profile – Section 3 and Appendix C
- 288.2(a)(1)(B) – Specification of Goals – Section 4
- 288.2(a)(1)(C) – Specific, Quantified Goals – Section 4
- 288.2(a)(1)(D) – Accurate Metering – Sections 5.1 and 5.2
- 288.2(a)(1)(E) – Universal Metering – Section 5.2
- 288.2(a)(1)(F) – Determination and Control of Unaccounted Water – Section 5.4
- 288.2(a)(1)(G) – Public Education and Information Program – Section 6
- 288.2(a)(1)(H) – Non-Promotional Water Rate Structure – Section 7
- 288.2(a)(1)(I) – Reservoir System Operation Plan – Section 8.1
- 288.2(a)(1)(J) – Means of Implementation and Enforcement – Section 9
- 288.2(a)(1)(K) – Coordination with Regional Water Planning Group – Section 8.7 and Appendix F
- 288.2(c) – Review and Update of Plan – Section 10

#### Conservation Additional Requirements (Population over 5,000)

The Texas Administrative Code includes additional requirements for water conservation plans for drinking water supplies serving a population over 5,000:

- 288.2(a)(2)(A) – Leak Detection, Repair, and Water Loss Accounting – Sections 5.4, 5.5, and 5.6
- 288.2(a)(2)(B) – Record Management System – Section 5.3



- 288.2(a)(2)(C) – Requirement for Water Conservation Plans by Wholesale Customers – Section 8.6

#### Additional Conservation Strategies

The TCEQ requires that a water conservation implementation report be completed and submitted on an annual basis. This report is included in Appendix I.

In addition to the TCEQ required water conservation strategies, the NTMWD also requires the following strategy to be included in the Member City and Customer plans:

- 288.2(a)(3)(F) – Considerations for Landscape Water Management Regulations – Section 8.4 and Appendix E

TCEQ rules also include optional, but not required, conservation strategies, which may be adopted by suppliers. The NTMWD recommends that the following strategies be included in the Member City and Customer water conservation plans:

- 288.2(a)(3)(A) – Conservation Oriented Water Rates – Section 7
- 288.2(a)(3)(B) – Ordinances, Plumbing Codes or Rules on Water-Conserving Fixtures – Section 8.3
- 288.2(a)(3)(C) – Replacement or Retrofit of Water-Conserving Plumbing Fixtures – Section 8.5
- 288.2(a)(3)(D) – Reuse and Recycling of Wastewater – Section 8.2
- 288.2(a)(3)(F) – Considerations for Landscape Water Management Regulations – Section 8.5 and Appendix E
- 288.2(a)(3)(G) – Monitoring Method – Section 5.6
- 288.2(a)(3)(H) – Additional Conservation Ordinance Provisions – Section 8.5

## **2.2 Drought Contingency Plans**

The TCEQ rules governing development of drought contingency plans for public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 of the Texas Administrative Code, a current copy of which is included in Appendix B. For the purpose of these rules, a drought contingency and water emergency response plan is defined as “a strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.”<sup>2</sup>

### **3. WATER UTILITY PROFILE**

Appendix C to this model water conservation and drought contingency and water emergency response plan is a sample water utility profile based on the format recommended by the TCEQ. In adopting this model water conservation plan, each Member City and Customer will provide a draft water utility profile to NTMWD for review and comment. A final water utility profile will be provided to NTMWD.

#### **4. SPECIFICATION OF WATER CONSERVATION GOALS**

TCEQ rules require the adoption of specific water conservation goals for a water conservation plan. As part of plan adoption, each Member City and Customer must develop 5-year and 10-year goals for per capita municipal use. These goals should be submitted to NTMWD in draft form for review. The goals for this water conservation plan include the following:

- Maintain the per capita municipal water use below the specified amount in gallons per capita per day in a dry year, as shown in the completed Table 4.1.
- Maintain the level of unaccounted water in the system below 12 percent annually in 2008 and subsequent years, as discussed in Section 5.4. (The 12 percent goal for unaccounted water is recommended but is not required. Systems with long distances between customers may adopt a higher unaccounted water goal.)
- Implement and maintain a program of universal metering and meter replacement and repair, as discussed in Section 5.2.
- Increase efficient water usage through a water conservation ordinance, order or resolution as discussed in Section 8.4 and Appendix E. (This ordinance is required by the NTMWD.)
- Decrease waste in lawn irrigation by implementation and enforcement of landscape water management regulations, as discussed in Section 8.5. (These landscape water management regulations are recommended but are not required.)
- Raise public awareness of water conservation and encourage responsible public behavior by a public education and information program, as discussed in Section 6.
- Develop a system specific strategy to conserve water during peak demands, thereby reducing the peak use.

**Table 4.1  
Five-Year and Ten-Year Municipal Per Capita Water Use Goals (gpcd)**

<b>Description</b>	<b>Current Average (gpcd)</b>	<b>5-Year Goal (gpcd)</b>	<b>10-Year Goal (gpcd)</b>
Current 5-Year Average Per Capita Municipal Use with Credit for Reuse			
Expected Reduction due to Low-Flow Plumbing Fixtures			
Projected Reduction Due to Elements in this Plan			
<b>Water Conservation Goals (with credit for reuse)</b>			

## **5. METERING, WATER USE RECORDS, CONTROL OF UNACCOUNTED WATER, AND LEAK DETECTION AND REPAIR**

One of the key elements of water conservation is tracking water use and controlling losses through illegal diversions and leaks. It is important to carefully meter water use, detect and repair leaks in the distribution system and provide regular monitoring of unaccounted water.

### **5.1 Accurate Metering of Treated Water Deliveries from NTMWD**

Water deliveries from NTMWD are metered by NTMWD using meters with accuracy of  $\pm 2\%$ . These meters are calibrated on a monthly basis by NTMWD to maintain the required accuracy.

### **5.2 Metering of Customer and Public Uses and Meter Testing, Repair, and Replacement**

The provision of water to all customers, including public and governmental users, should be metered. In many cases, Member Cities and Customers already meter retail and wholesale water users. For those Member Cities and Customers who do not currently meter all internal water uses, as well as all subsequent users, these entities should implement a program to meter all water uses within the next three years.

Most Member Cities and Customers test and replace their customer meters on a regular basis. All customer meters should be replaced on a minimum of a 15-year cycle. Those who do not currently have a meter testing and replacement program should implement such a program over the next three years.

### **5.3 Record Management System**

As required by TAC Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2(a)(2)(B), a record management system should allow for the separation of water sales and uses into residential, commercial, public/institutional, and industrial categories. This information should be included in an annual water conservation report, as described in Section 5.6 below. Those entities whose record management systems do not currently comply with this requirement should move to implement such a system within the next five years.

### **5.4 Determination and Control of Unaccounted Water**

Unaccounted water is the difference between water delivered to Member Cities and Customers from NTMWD (and other supplies, if applicable) and metered water sales to customers plus authorized but unmetered uses. (Authorized but unmetered uses would include use for fire fighting, releases for flushing of lines, uses associated with new construction, etc.) Unaccounted water can include several categories:

- Inaccuracies in customer meters. (Customer meters tend to run more slowly as they age and under-report actual use.)
- Accounts which are being used but have not yet been added to the billing system.

- Losses due to water main breaks and leaks in the water distribution system.
- Losses due to illegal connections and theft. (Included in Appendix G.)
- Other.

Measures to control unaccounted water should be part of the routine operations of Member Cities and Customers. Maintenance crews and personnel should look for and report evidence of leaks in the water distribution system. A leak detection and repair program is described in Section 5.5 below. Meter readers should watch for and report signs of illegal connections, so they can be quickly addressed.

Unaccounted water should be calculated in accordance with the provisions of Appendix C. With the measures described in this plan, Member Cities and Customers should maintain unaccounted water below 12 percent in 2008 and subsequent years. If unaccounted water exceeds this goal, the Member City or Customer should implement a more intensive audit to determine the source(s) of and reduce the unaccounted water. The annual conservation report described below is the primary tool that should be used to monitor unaccounted water.

### **5.5 Leak Detection and Repair**

As described above, city crews and personnel should look for and report evidence of leaks in the water distribution system. Areas of the water distribution system in which numerous leaks and line breaks occur should be targeted for replacement as funds are available.

### **5.6 Monitoring of Effectiveness and Efficiency - Annual Water Conservation Report**

Appendix D is a form that should be used in the development of an annual water conservation report by Member Cities and Customers. This form should be completed by March 31 of the following year and used to monitor the effectiveness and efficiency of the water conservation program and to plan conservation-related activities for the next year. The form records the water use by category, per capita municipal use, and unaccounted water for the current year and compares them to historical values. The annual water conservation report should be sent to NTMWD, which will monitor NTMWD Member Cities' and Customers' water conservation trends.

### **5.7 Water Conservation Implementation Report**

Appendix I includes the TCEQ-required water conservation implementation report. The report is due to the TCEQ by May 1 of every year, starting in the year 2010. This report lists the various water conservation strategies that have been implemented, including the date the strategy was implemented. The report also calls for the five-year and ten-year per capita water use goals from the previous water conservation plan. The reporting entity must answer whether or not these goals have been met and if not, why not. The amount of water saved is also requested.

## **6. CONTINUING PUBLIC EDUCATION AND INFORMATION CAMPAIGN**

The continuing public education and information campaign on water conservation includes the following elements:

- Utilize the “Water IQ: Know Your Water” and other public education materials produced by the NTMWD.
- Insert water conservation information with water bills. Inserts will include material developed by Member Cities’ and Customers’ staff and material obtained from the TWDB, the TCEQ, and other sources.
- Encourage local media coverage of water conservation issues and the importance of water conservation.
- Notify local organizations, schools, and civic groups that Member City or Customer staff and staff of the NTMWD are available to make presentations on the importance of water conservation and ways to save water.
- Promote the *Texas Smartscape* web site ([www.txsmartscape.com](http://www.txsmartscape.com)) and provide water conservation brochures and other water conservation materials available to the public at City Hall and other public places.
- Make information on water conservation available on its website (if applicable) and include links to the “Water IQ: Know Your Water” website, *Texas Smartscape* website and to information on water conservation on the TWDB and TCEQ web sites and other resources.

## **7. WATER RATE STRUCTURE**

Member Cities and Customers should adopt, if they have not already done so, an increasing block rate water structure that is intended to encourage water conservation and discourage excessive use and waste of water upon completion of the next rate study or within five years. An example water rate structure is as follows:

### Residential Rates

1. Monthly minimum charge. This can (but does not have to) include up to 2,000 gallons water use with no additional charge.
2. Base charge per 1,000 gallons up to the approximate average residential use.
3. 2<sup>nd</sup> tier (from the average to 2 times the approximate average) at 1.25 to 2.0 times the base charge.
4. 3<sup>rd</sup> tier (above 2 times the approximate average) at 1.25 to 2.0 times the 2<sup>nd</sup> tier.
5. The residential rate can also include a lower tier for basic household use up to 4,000 gallons per month or a determined basic use.

### Commercial/Industrial Rates

Commercial/industrial rates should include at least 2 tiers, with rates for the 2<sup>nd</sup> tier at 1.25 to 2.0 times the first tier. Higher water rates for commercial irrigation use are encouraged, but not required.

## **8. OTHER WATER CONSERVATION MEASURES**

### **8.1 NTMWD System Operation Plan**

Member Cities and Customers of NTMWD purchase treated water from NTMWD and do not have surface water supplies for which to implement a system operation plan. NTMWD's permits do allow some coordinated operation of its water supply sources, and NTMWD is seeking additional water rights for coordinated operation to optimize its available water supplies.

### **8.2 Reuse and Recycling of Wastewater**

Most Member Cities and Customers do not own and operate their own wastewater treatment plants. Their wastewater is treated by NTMWD. NTMWD currently has the largest wastewater reuse program in the state. NTMWD has water rights allowing reuse of up to 71,882 acre-feet per year of this treated wastewater through Lake Lavon for municipal purposes. In addition, NTMWD has also developed the East Fork Raw Water Supply Project which can divert up to 157,393 acre-feet per year based on treated wastewater discharges by the NTMWD. When fully developed, these two reuse projects will provide up to 44 percent of the NTMWD's currently permitted water supplies. NTMWD also provides treated effluent from its wastewater treatment plants available for direct reuse for landscape irrigation and industrial use.

Those Member Cities and Customers who own and operate their own wastewater treatment plants should move toward reusing treated effluent for irrigation purposes at their plant site over the next three years. These entities should also seek other alternatives for reuse of recycled wastewater effluent.

### **8.3 Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures**

The state has required water-conserving fixtures in new construction and renovations since 1992. The state standards call for flows of no more than 2.5 gallons per minute (gpm) for faucets, 3.0 gpm for showerheads, and 1.6 gallons per flush for toilets. Similar standards are now required nationally under federal law. These state and federal standards assure that all new construction and renovations will use water-conserving fixtures. Optional rebate programs to encourage replacement of older fixtures with water conservation programs are discussed in Section 8.5.

### **8.4 Landscape Water Management Measures**

The following landscape water management measures are required by the NTMWD for this plan. These are the minimal measures that should be implemented and enforced in order to irrigate the landscape appropriately.

- Time of day restrictions prohibiting lawn irrigation watering from 10 AM to 6 PM beginning April 1 and ending October 31 of each year.



- Prohibition of watering of impervious surfaces. (Wind driven water drift will be taken into consideration.)
- Prohibition of outdoor watering during precipitation or freeze events.
- Lawn and landscape irrigation limited to twice per week.
- Prohibiting the use of treated water to fill or refill residential, amenity, and any other natural or manmade ponds. A pond is considered to be a still body of water with a surface area of 500 square feet or more.
- Rain and freeze sensors and/or ET or Smart controllers required on all new irrigation systems. Rain and freeze sensors and/or ET or Smart controllers must be maintained to function properly.
- “At home” car washing can be done only when using a water hose with a shut-off nozzle.
- Member Cities and Customers are responsible for developing regulations, ordinances, policies, or procedures for enforcement of water conservation guidelines.
- Prohibition of watering areas that have been overseeded with cool season grasses (such as rye grass or other similar grasses), except for golf courses and public athletic fields.

#### **8.5 Additional Water Conservation Measures (Not Required)**

The following water conservation measures are also included in this Plan as options to be considered by Member Cities and Customers:

- Additional landscape water management regulations
- Landscape ordinance
- Water audits
- Rebates

Appendix E is a summary of considerations for landscape water management regulations adopted as part of the development of this water conservation plan. These regulations are intended to minimize waste in landscape irrigation. Appendix E includes the required landscape water measures in 8.4. In addition, NTMWD recommends the following measures, but they are not required:

- Requirement that all existing irrigation systems be retrofitted with rain and freeze sensors and/or ET or Smart controllers capable of multiple programming. Rain and freeze sensors and/or ET or Smart controllers must be maintained to function properly.
- Prohibition of use of poorly maintained irrigation systems that waste water.
- Prohibition of planting cool season grasses (such as rye grass or other similar grasses) that intensify cool season water requirements, exception allowed for golf courses or public athletic fields.

- Requirement that all new athletic fields be irrigated by a separate irrigation system from surrounding areas.
- Implementation of other measures to encourage off-peak water use.

Landscape ordinances are developed by cities to guide developers in landscaping requirements for the city. NTMWD recommends that the following measures be included in the entity's landscape ordinance:

- Requirement that all new irrigation systems be in compliance with state design and installation regulations (TAC Title 30, Part 1, Chapter 344).
- Native, drought tolerant, or adaptive plants should be encouraged.
- Drip irrigation systems should be promoted.
- Evapotranspiration (ET) / Smart controllers that only allow sprinkler systems to irrigate when necessary should be promoted.

Water audits are useful in finding ways in which water can be used more efficiently at a specific location. NTMWD recommends that Member Cities and Customers offer water audits to customers.

In addition to the conservation measures described above, the NTMWD considers the following water conservation incentive programs as options that might be included in the plan:

- Low-flow toilet replacement and rebate programs,
- Rebates for rain/freeze sensors and/or ET or Smart controllers,
- Low-flow showerhead and sink aerators replacement programs or rebates,
- ET/Smart irrigation controller rebates,
- Water efficient clothes washer rebates,
- Pressure reducing valve installation programs or rebates,
- Rain barrel rebates,
- On-demand hot water heater rebates, or
- Other water conservation incentive programs.

#### **8.6 Requirement for Water Conservation Plans by Wholesale Customers**

Every contract for the wholesale sale of water by Member Cities and/or Customers that is entered into, renewed, or extended after the adoption of this water conservation plan will include a requirement that the wholesale customer and any wholesale customers of that wholesale customer develop and implement a water conservation plan meeting the requirements of Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code.<sup>1</sup> The requirement will also extend to each successive wholesale customer in the resale of the water.

## **8.7 Coordination with Regional Water Planning Group and NTMWD**

Appendix F includes a letter sent to the Chair of the Region C water planning group with this model water conservation plan. Each Member City and Customer will send a copy of their draft ordinance(s) or regulation(s) implementing the plan and their water utility profile to NTMWD for review and comment. The adopted ordinance(s) or regulation(s) and the adopted water utility profile will be sent to the Chair of the Region C Water Planning Group and to NTMWD.

## **9. IMPLEMENTATION AND ENFORCEMENT OF THE WATER CONSERVATION PLAN**

Appendix G contains a copy of an ordinance, order, or resolution which may be tailored to meet Member or Customer City needs and be adopted by the City Council or governing board regarding the model water conservation plan. The ordinance, order, or resolution designates responsible officials to implement and enforce the water conservation plan. Appendix E, the considerations for landscape water management regulations, also includes information about enforcement. Appendix H includes a copy of an ordinance, order, or resolution that may be adopted related to illegal connections and water theft.

## **10. REVIEW AND UPDATE OF WATER CONSERVATION PLAN**

TCEQ requires that the water conservation plans be updated prior to May 1, 2009. The plans are required to be updated every five years thereafter. The plan will be updated as required and as appropriate based on new or updated information.

## **11. DROUGHT CONTINGENCY AND WATER EMERGENCY RESPONSE PLAN**

### **11.1 Introduction**

The purpose of this model drought contingency and water emergency response plan is as follows:

- To conserve the available water supply in times of drought and emergency
- To maintain supplies for domestic water use, sanitation, and fire protection
- To protect and preserve public health, welfare, and safety
- To minimize the adverse impacts of water supply shortages
- To minimize the adverse impacts of emergency water supply conditions.

The NTMWD supplies treated water to its Member Cities and Customers. This model plan was developed by NTMWD in consultation with its Member Cities. In order to adopt this model plan, each NTMWD Member City and Customer will need to adopt ordinance(s) or regulation(s) implementing the plan, including the determination of fines and enforcement procedures. The model plan calls for Member Cities and Customers to adopt drought stages initiated by NTMWD during a drought or water supply emergency. Member Cities and Customers may also adopt more stringent drought or water emergency response stages than NTMWD if conditions warrant.

A drought is defined as an extended period of time when an area receives insufficient amounts of rainfall to replenish the water supply, causing water supply sources, in this case reservoirs, to be depleted. In the absence of drought response measures, water demands tend to increase during a drought due to the need for additional outdoor irrigation. The severity of a drought depends on the degree of depletion of supplies and on the relationship of demand to available supplies. The NTMWD considers a drought to end when all of its supply reservoirs refill to the conservation storage pool.

### **11.2 State Requirements for Drought Contingency and Water Emergency Response Plans**

This model drought contingency and water emergency response plan is consistent with Texas Commission on Environmental Quality guidelines and requirements for the development of drought contingency plans for public water suppliers, contained in Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 of the Texas Administrative Code.<sup>2</sup> This rule is contained in Appendix B.

#### Minimum Requirements

TCEQ's minimum requirements for drought contingency plans are addressed in the following subsections of this report:

- 288.20(a)(1)(A) – Provisions to Inform the Public and Provide Opportunity for Public Input – Section 11.3
- 288.20(a)(1)(B) – Provisions for Continuing Public Education and Information – Section 11.4
- 288.20(a)(1)(C) – Coordination with the Regional Water Planning Group – Section 11.9
- 288.20(a)(1)(D) – Criteria for Initiation and Termination of Drought Stages – Section 11.5
- 288.20(a)(1)(E) – Drought and Emergency Response Stages – Section 11.6
- 288.20(a)(1)(F) – Specific, Quantified Targets for Water Use Reductions – Section 11.6
- 288.20(a)(1)(G) – Water Supply and Demand Management Measures for Each Stage – Section 11.6
- 288.20(a)(1)(H) – Procedures for Initiation and Termination of Drought Stages – Section 11.5
- 288.20(a)(1)(I) - Procedures for Granting Variances – Section 11.7
- 288.20(a)(1)(J) - Procedures for Enforcement of Mandatory Restrictions – Section 11.8
- 288.20(a)(3) – Consultation with Wholesale Supplier – Sections 1, 11.1, 11.5, and 11.6
- 288.20(b) – Notification of Implementation of Mandatory Measures – Section 11.5
- 288.20(c) – Review and Update of Plan – Section 11.10

### **11.3 Provisions to Inform the Public and Opportunity for Public Input**

Member Cities and Customers will provide opportunity for public input in the development of this drought contingency and water emergency response plan by the following means:

- Providing written notice of the proposed plan and the opportunity to comment on the plan by newspaper, posted notice, and notice on the supplier's web site (if available).
- Making the draft plan available on the supplier's web site (if available).
- Providing the draft plan to anyone requesting a copy.
- Holding a public meeting.

### **11.4 Provisions for Continuing Public Education and Information**

Member Cities and Customers will inform and educate the public about the drought contingency and water emergency response plan by the following means:

- Preparing a bulletin describing the plan and making it available at city hall and other appropriate locations.

- Making the plan available to the public through the supplier's web site (if available).
- Including information about the drought contingency and water emergency response plan on the supplier's web site (if available).
- Notifying local organizations, schools, and civic groups that staff are available to make presentations on the drought contingency and water emergency response plan (usually in conjunction with presentations on water conservation programs).

At any time that the drought contingency and water emergency response plan is activated or the drought stage or water emergency response stage changes, Member Cities and Customers will notify local media of the issues, the drought response stage or water emergency response stage (if applicable), and the specific actions required of the public. The information will also be publicized on the supplier's web site (if available). Billing inserts will also be used as appropriate.

## **11.5 Initiation and Termination of Drought or Water Emergency Response Stages**

### Initiation of a Drought or Water Emergency Response Stage

The City Manager, General Manager, Mayor, Chief Executive, or official designee may order the implementation of a drought or water emergency response stage when one or more of the trigger conditions for that stage is met. The following actions will be taken when a drought or water emergency response stage is initiated:

- The public will be notified through local media and the supplier's web site (if available) as described in Section 3.2.
- Wholesale customers (if any) and the NTMWD will be notified by e-mail with a follow-up letter or fax that provides details of the reasons for initiation of the drought/water emergency response stage.
- If any mandatory provisions of the drought contingency and water emergency response plan are activated, Member Cities and Customers will notify the Executive Director of the TCEQ and the Executive Director of the NTMWD within 5 business days.

Drought contingency/water emergency response stages imposed by NTMWD action must be initiated by Member Cities and Customers. For other trigger conditions internal to a city or water supply entity, the City Manager, General Manager, Mayor, Chief Executive, or official designee may decide not to order the implementation of a drought response stage or water emergency even though one or more of the trigger criteria for the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision should be documented.



### Termination of a Drought/Water Emergency Response Stage

The City Manager, General Manager, Mayor, Chief Executive, or official designee may order the termination of a drought or water emergency response stage when the conditions for termination are met or at their discretion. The following actions will be taken when a drought or emergency response stage is terminated:

- The public will be notified through local media and the supplier's web site (if available) as described in Section 3.2.
- Wholesale customers (if any) and the NTMWD will be notified by e-mail with a follow-up letter or fax.
- If any mandatory provisions of the drought contingency and water emergency response plan that have been activated are terminated, Member Cities and Customers will notify the Executive Director of the TCEQ and the Executive Director of the NTMWD within 5 business days.

The City Manager, General Manager, Mayor, Chief Executive, or official designee may decide not to order the termination of a drought or water emergency response stage even though the conditions for termination of the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the continuation of the drought stage. The reason for this decision should be documented.

## **11.6 Drought Contingency and Water Emergency Response Stages and Measures**

### **Stage 1**

#### Initiation and Termination Conditions for Stage 1

- The NTMWD has initiated Stage 1, which may be initiated due to one or more of the following:
  - The NTMWD Executive Director, with the concurrence of the NTMWD Board of Directors, finds that conditions warrant the declaration of Stage 1.
  - Water demand is projected to approach the limit of the permitted supply.
  - The storage in Lavon Lake is less than 65 percent of the total conservation pool capacity.
  - NTMWD's storage in Jim Chapman Lake is less than 65 percent of NTMWD's total conservation pool capacity.
  - The Sabine River Authority has indicated that its Upper Basin water supplies used by NTMWD (Lake Tawakoni and/or Lake Fork) are in a Mild drought.
  - NTMWD has concern that Lake Texoma, the East Fork Raw Water Supply Project, or some other NTMWD source may be limited in availability in the next 6 months.

- NTMWD water demand exceeds 90 percent of the amount that can be delivered to customers for three consecutive days.
- Water demand for all or part of NTMWD's delivery system approaches delivery capacity because delivery capacity is inadequate.
- NTMWD's supply source becomes contaminated.
- NTMWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's water demand exceeds 90 percent of the amount that can be delivered to customers for three consecutive days.
- Supplier's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
- Supply source becomes contaminated.
- Supplier's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's individual plan may be implemented if other criteria dictate.

Stage 1 may terminate when NTMWD terminates its Stage 1 condition or when the circumstances that caused the initiation of Stage 1 no longer prevail.

#### Goal for Use Reduction and Actions Available under Stage 1

Stage 1 is intended to raise public awareness of potential drought or water emergency problems. The goal for water use reduction under Stage 1 is a two percent reduction in the amount of water produced by NTMWD. The City Manager, General Manager, Mayor, Chief Executive, or official designee may order the implementation of any of the actions listed below, as deemed necessary:

- Request voluntary reductions in water use by the public and by wholesale customers.
- Notify wholesale customers of actions being taken and request implementation of similar procedures.
- Increase public education efforts on ways to reduce water use.
- Review the problems that caused the initiation of Stage 1.
- Intensify efforts on leak detection and repair.
- Reduce non-essential city government water use. (Examples include street cleaning, vehicle washing, operation of ornamental fountains, etc.)
- Notify major water users and work with them to achieve voluntary water use reductions.
- Reduce city government water use for landscape irrigation.
- Ask the public to follow voluntary landscape watering schedules.

## **Stage 2**

### Initiation and Termination Conditions for Stage 2

- The NTMWD has initiated Stage 2, which may be initiated due to one or more of the following:
  - The NTMWD Executive Director, with the concurrence of the NTMWD Board of Directors, finds that conditions warrant the declaration of Stage 2.
  - Water demand is projected to approach the limit of the permitted supply.
  - The storage in Lavon Lake is less than 55 percent of the total conservation pool capacity.
  - NTMWD's storage in Jim Chapman Lake is less than 55 percent of NTMWD's total conservation pool capacity.
  - The Sabine River Authority has indicated that its Upper Basin water supplies used by NTMWD (Lake Tawakoni and/or Lake Fork) are in a Mild drought.
  - NTMWD has concern that Lake Texoma, the East Fork Raw Water Supply Project, or some other NTMWD source may be limited in availability in the next 3 months.
  - NTMWD water demand exceeds 95 percent of the amount that can be delivered to customers for three consecutive days.
  - NTMWD water demand for all or part of the delivery system equals delivery capacity because delivery capacity is inadequate.
  - NTMWD's supply source becomes contaminated.
  - NTMWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's water demand exceeds 95 percent of the amount that can be delivered to customers for three consecutive days.
- Supplier's water demand for all or part of the delivery system equals delivery capacity because delivery capacity is inadequate.
- Supply source becomes contaminated.
- Supplier's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's individual plan may be implemented if other criteria dictate.

Stage 2 may terminate when NTMWD terminates its Stage 2 condition or when the circumstances that caused the initiation of Stage 2 no longer prevail.

### Goal for Use Reduction and Actions Available under Stage 2

The goal for water use reduction under Stage 2 is a five percent reduction in the amount of water produced by NTMWD. If circumstances warrant or if required by NTMWD, the City

Manager, General Manager, Mayor, Chief Executive, or official designee can set a goal for greater water use reduction. The City Manager, General Manager, Mayor, Chief Executive, or official designee may order the implementation of any of the actions listed below, as deemed necessary. Measures described as “requires notification to TCEQ” impose mandatory requirements on customers. The supplier must notify TCEQ and NTMWD within five business days if these measures are implemented:

- Continue or initiate any actions available under Stage 1.
- Notify wholesale customers of actions being taken and request them to implement similar procedures.
- Initiate engineering studies to evaluate alternatives should conditions worsen.
- Further accelerate public education efforts on ways to reduce water use.
- Halt non-essential city government water use. (Examples include street cleaning, vehicle washing, operation of ornamental fountains, etc.)
- Encourage the public to wait until the current drought or emergency situation has passed before establishing new landscaping.
- **Requires Notification to TCEQ** – Limit landscape watering with sprinklers or irrigation systems to no more than two days per week. An exception is allowed for landscape associated with new construction that may be watered as necessary for 30 days from the date of the certificate of occupancy. An exemption is also allowed for registered and properly functioning ET/Smart irrigation systems and drip irrigation systems, which do not have restrictions to the number of days per week of operation.
- **Requires Notification to TCEQ** – Restrict landscape and lawn irrigation from 10 AM to 6 PM beginning April 1 through October 31 of each year.
- **Requires Notification to TCEQ** – Prohibit planting of cool season grasses (such as rye grass or other similar grasses) that intensify cool season water requirements.

### **Stage 3**

#### Initiation and Termination Conditions for Stage 3

- The NTMWD has initiated Stage 3, which may be initiated due to one or more of the following:
  - The NTMWD Executive Director, with the concurrence of the NTMWD Board of Directors, finds that conditions warrant the declaration of Stage 3.
  - Water demand is projected to approach or exceed the limit of the permitted supply.
  - The storage in Lavon Lake is less than 45 percent of the total conservation pool capacity.

- NTMWD's storage in Jim Chapman Lake is less than 45 percent of NTMWD's total conservation pool capacity.
- The Sabine River Authority has indicated that its Upper Basin water supplies used by NTMWD (Lake Tawakoni and/or Lake Fork) are in a Moderate drought. (Measures required by SRA under a Moderate drought designation are similar to those under NTMWD's Stage 3.)
- The supply from Lake Texoma, the East Fork Raw Water Supply Project, or some other NTMWD source has become limited in availability.
- NTMWD water demand exceeds 98 percent of the amount that can be delivered to customers for three consecutive days.
- NTMWD water demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- NTMWD's supply source becomes contaminated.
- NTMWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's water demand exceeds 98 percent of the amount that can be delivered to customers for three consecutive days.
- Supplier's water demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- Supply source becomes contaminated.
- Supplier's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's individual plan may be implemented if other criteria dictate.

Stage 3 may terminate when NTMWD terminates its Stage 3 condition or when the circumstances that caused the initiation of Stage 3 no longer prevail.

#### Goals for Use Reduction and Actions Available under Stage 3

The goal for water use reduction under Stage 3 is a reduction of ten percent in the amount of water obtained from NTMWD. If circumstances warrant or if required by NTMWD, the City Manager, General Manager, Mayor, Chief Executive, or official designee can set a goal for a greater water use reduction.

The City Manager, General Manager, Mayor, Chief Executive, or official designee must implement any action(s) required by NTMWD. In addition, the City Manager, General Manager, Mayor, Chief Executive, or official designee may order the implementation of any of the actions listed below, as deemed necessary. Measures described as "requires notification to TCEQ" impose mandatory requirements on customers. The supplier must notify TCEQ and NTMWD within five business days if these measures are implemented:

- Continue or initiate any actions available under Stages 1 and 2.

- Notify wholesale customers of actions being taken and request them to implement similar procedures.
- Implement viable alternative water supply strategies.
- **Requires Notification to TCEQ** – Initiate mandatory water use restrictions as follows:
  - Prohibit hosing of paved areas, buildings, or windows. (Pressure washing of impervious surfaces is allowed.)
  - Prohibit operation of all ornamental fountains or other amenity impoundments to the extent they use treated water.
  - Prohibit washing or rinsing of vehicles by hose except with a hose end cutoff nozzle.
  - Prohibit using water in such a manner as to allow runoff or other waste.
- **Requires Notification to TCEQ** – Limit landscape watering with sprinklers or irrigation systems at each service address to once every seven days. Exceptions are as follows:
  - Foundations, new landscaping, new plantings (first year) of shrubs, and trees may be watered for up to 2 hours on any day by a hand-held hose, a soaker hose, or a dedicated zone using a drip irrigation system.
  - Golf courses may water greens and tee boxes without restrictions.
  - Public athletic fields used for competition may be watered twice per week.
  - Locations using other sources of water supply for irrigation may irrigate without restrictions.
  - Registered and properly functioning ET/Smart irrigation systems and drip irrigation systems may irrigate without restrictions.
- **Requires Notification to TCEQ** – Limit landscape watering with sprinklers or irrigation systems between November 1 and March 31 to once every two weeks. An exception is allowed for landscape associated with new construction that may be watered as necessary for 30 days from the date of the certificate of occupancy, temporary certificate of occupancy, or certificate of completion.
- **Requires Notification to TCEQ** – Prohibit hydroseeding, hydromulching, and sprigging.
- **Requires Notification to TCEQ** – Existing swimming pools may not be drained and refilled (except to replace normal water loss).
- **Requires Notification to TCEQ** - Initiate a rate surcharge as requested by NTMWD.
- **Requires Notification to TCEQ** - Initiate a rate surcharge for all water use over a certain level.
- **Requires Notification to TCEQ** – If NTMWD has imposed a reduction in water available to Member Cities and Customers, impose the same percent reduction on wholesale customers.

- **Requires Notification to TCEQ** – Prohibit watering of golf courses using treated water, except as needed to keep greens and tee boxes alive.

#### **Stage 4**

##### Initiation and Termination Conditions for Stage 4

- The NTMWD has initiated Stage 4, which may be initiated due to one or more of the following:
  - The NTMWD Executive Director, with the concurrence of the NTMWD Board of Directors, finds that conditions warrant the declaration of Stage 4.
  - Water demand is projected to approach or exceed the limit of the permitted supply.
  - The storage in Lavon Lake is less than 35 percent of the total conservation pool capacity.
  - NTMWD's storage in Jim Chapman Lake is less than 35 percent of NTMWD's total conservation pool capacity.
  - The Sabine River Authority has indicated that its Upper Basin water supplies used by NTMWD (Lake Tawakoni and/or Lake Fork) are in a Severe drought or Emergency.
  - The supply from Lake Texoma, the East Fork Raw Water Supply Project, or some other NTMWD source has become severely limited in availability.
  - NTMWD water demand exceeds the amount that can be delivered to customers.
  - NTMWD water demand for all or part of the delivery system seriously exceeds delivery capacity because the delivery capacity is inadequate.
  - NTMWD's supply source becomes contaminated.
  - NTMWD's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's water demand exceeds the amount that can be delivered to customers.
- Supplier's water demand for all or part of the delivery system seriously exceeds delivery capacity because the delivery capacity is inadequate.
- Supply source becomes contaminated.
- Supplier's water supply system is unable to deliver water due to the failure or damage of major water system components.
- Supplier's individual plan may be implemented if other criteria dictate.

Stage 4 may terminate when NTMWD terminates its Stage 4 condition or when the circumstances that caused the initiation of Stage 4 no longer prevail.

##### Goals for Use Reduction and Actions Available under Stage 4

The goal for water use reduction under Stage 4 is a reduction of whatever amount is necessary in the amount of water obtained from NTMWD. If circumstances warrant or if required by NTMWD, the City Manager, General Manager, Mayor, Chief Executive, or official designee can set a goal for a greater water use reduction.

The City Manager, General Manager, Mayor, Chief Executive, or official designee must implement any action(s) required by NTMWD. In addition, the City Manager, General Manager, Mayor, Chief Executive, or official designee may order the implementation of any of the actions listed below, as deemed necessary. Measures described as “requires notification to TCEQ” impose mandatory requirements on member cities and customers. The supplier must notify TCEQ and NTMWD within five business days if these measures are implemented.

- Continue or initiate any actions available under Stages 1, 2, and 3.
- Notify wholesale customers of actions being taken and request them to implement similar procedures.
- Implement viable alternative water supply strategies.
- **Requires Notification to TCEQ** – Prohibit the irrigation of new landscaping using treated water.
- **Requires Notification to TCEQ** – Prohibit washing of vehicles except as necessary for health, sanitation, or safety reasons.
- **Requires Notification to TCEQ** – Prohibit commercial and residential landscape watering, except that foundations and trees may be watered for 2 hours on any day with a hand-held hose, a soaker hose, or a dedicated zone using a drip irrigation system. ET/Smart irrigation systems are not exempt from this requirement.
- **Requires Notification to TCEQ** – Prohibit golf course watering with treated water except for greens and tee boxes.
- **Requires Notification to TCEQ** – Prohibit the permitting of private pools. Pools already permitted may be completed and filled with water. Existing private and public pools may add water to maintain pool levels but may not be drained and refilled.
- **Requires Notification to TCEQ** – Require all commercial water users to reduce water use by a percentage established by the City Manager, General Manager, Mayor, Chief Executive, or official designee.
- **Requires Notification to TCEQ** – If NTMWD has imposed a reduction in water available to Member Cities and Customers, impose the same percent reduction on wholesale customers.
- **Requires Notification to TCEQ** - Initiate a rate surcharge for all water use over normal rates for all water use.



### **11.7 Procedures for Granting Variances to the Plan**

The City Manager, General Manager, Mayor, Chief Executive, or official designee may grant temporary variances for existing water uses otherwise prohibited under this drought contingency and water emergency response plan if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person or entity requesting the variance.
- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variances shall be granted or denied at the discretion of the City Manager, General Manager, Mayor, Chief Executive, or official designee. All petitions for variances should be in writing and should include the following information:

- Name and address of the petitioners
- Purpose of water use
- Specific provisions from which relief is requested
- Detailed statement of the adverse effect of the provision from which relief is requested
- Description of the relief requested
- Period of time for which the variance is sought
- Alternative measures that will be taken to reduce water use
- Other pertinent information.

### **11.8 Procedures for Enforcing Mandatory Water Use Restrictions**

Mandatory water use restrictions may be imposed in Stage 2, Stage 3 and Stage 4 drought contingency and water emergency response stages. The penalties associated with the mandatory water use restrictions will be determined by each entity.

Appendix G contains potential ordinances, resolutions, and orders that may be adopted by the city council, board, or governing body approving the drought contingency plan and water response plan, including enforcement of same.

### **11.9 Coordination with the Regional Water Planning Groups**

Appendix F includes a copy of a letter sent to the Chair of the Region C water planning group with this model drought contingency and water emergency response plan.

The suppliers will send a draft of its ordinance(s) or other regulation(s) implementing this plan to NTMWD for their review and comment. The supplier will also send the final ordinance(s) or other regulation(s) to NTMWD.

**11.10 Review and Update of Drought Contingency and Water Emergency Response Plan**

As required by TCEQ rules, Member Cities and Customers must review the drought contingency and water emergency response plan every five years. The plan will be updated as appropriate based on new or updated information.

**Council Agenda Item**

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: Interim City Administrator Jeff Flanigan
Fund Balance-before expenditure:	Prepared by: J Flanigan
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	1) Press Release

**AGENDA SUBJECT**

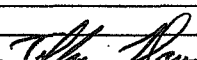
CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON STAGE 2 WATER RESTRICTIONS PURSUANT TO NORTH TEXAS MUNICIPAL WATER DISTRICT CONSERVATION AND DROUGHT CONTINGENCY PLAN REGULATIONS.

**SUMMARY**

The staff recommends adopting stage 2 water conservation measures. We also anticipate stage 3 water conservation with-in the next 8 weeks unless major change in rainfall or lake levels.

**POSSIBLE ACTION**

- Move to approve
- Move to table.
- Move to deny.

Inter - Office Use			
Approved by:			
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:		Date:	8-5-11

**City of Parker Initiates Stage 2 Water Conservation Measures Today**  
***Residents are urged to continue water reduction efforts as NTMWD reaches record water usage***

(August 9, 2011) Parker city officials announced that Stage 2 City of Parker measures go into effect today. Under Stage 2, the city will accelerate efforts to reduce water use by 5%, and urge residents to conserve every drop of water.

The implementation of Stage 2 comes at the request of the North Texas Municipal Water District (NTMWD), the city's water supplier. NTMWD initiated Stage 2 of the *NTMWD Water Conservation and Drought Contingency and Water Emergency Response Plan, March 2008*, as a result of the temporary loss of 22.5% of the Lake Texoma raw water supply due to invasive zebra mussels, the continued drought conditions with NTMWD's Lake Chapman water supply capacity at 47% and peak water usage of 554 million gallons per day.

"The only perfect storm happening in North Texas is the drought affecting our water supply," said Jim Parks, executive director of NTMWD. "Not only are we facing one of the driest summers in recent years, but with the zebra mussels cutting off our Texoma supply, the need for Stage 2 restrictions is immediate.

"We've already exceeded last year's peak which was not reached until late August of 2010," added Parks. "We have just entered what is traditionally the hottest month of the year so it is imperative to conserve every drop and limit watering your lawns to no more than two days a week."

The NTMWD board action requests that Member Cities and Customers implement the following water conservation strategies:

- Initiate Stage 2 of the Member Cities and Customers drought contingency and water emergency response plans immediately.
- Limit landscape watering with sprinklers or irrigation systems to no more than two day per week.
- Restrict landscape and lawn irrigation from 10 AM to 6 PM. and wait until the current drought has passed before establishing new landscaping.
- Accelerate public education efforts on ways to reduce water usage by 5%.
- Halt non-essential city government water use including street cleaning, vehicle washing, operation of ornamental fountains, etc.
- Initiate engineering studies to evaluate alternatives should conditions worsen.

Since Lake Texoma represents almost a quarter of the North Texas raw water supply, NTMWD continues to work with all state and federal agencies involved to safely restore the Texoma water supply while minimizing the transfer of zebra mussels into Lake Lavon and the Trinity River Basin. Although zebra mussels are not harmful to humans and do not contaminate the water, they do attach to water facilities and pipes that pump water causing increased operating and maintenance costs.

Extending the NTMWD's water supply during Stage 2 through the efficient use of existing water resources is crucial to meeting the long-term water needs of the NTMWD's Member Cities and Customers.

More information and tips on water conservation can be found at [www.wateriq.org](http://www.wateriq.org) and [www.ntmwd.com](http://www.ntmwd.com).

**Council Agenda Item**

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: C Smith
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	

**AGENDA SUBJECT**

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON APPOINTING A COUNCILMEMBER TO APPROVE MAYOR AND CITY COUNCIL TRAVEL AND EXPENSES PURSUANT TO RESOLUTION 2008-230.

**SUMMARY**

Council agreed, at the August 2 meeting, that a Councilmember needed to be appointed to approve travel and expenses. Mayor Pro-tem recommended Councilmember Evans as she is an authorized signor for checks.

**POSSIBLE ACTION**

- Move to approve appointment of Councilmember \_\_\_\_\_.
- Move to table.

Inter - Office Use			
Approved by:	<i>Carrie A. Smith</i>	Date:	<i>8/5/2011</i>
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Jeff Payer</i>	Date:	<i>8-5-11</i>



## Council Agenda Item

Budget Account Code:	1-10-7905	Meeting Date:	August 9, 2011
Budgeted Amount:	\$9,500.00	Department/ Requestor:	Interim City Administrator Flanigan
Fund Balance-as of 8/4	\$11,118.36	Prepared by:	J Flanigan
Pending Costs: TML Training	\$2,653.70	Date Prepared:	August 4, 2011
Exhibits:	1) spreadsheet		

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MODIFICATION OF THE CITY BUDGET FOR TRAINING AND EDUCATION FOR MUNICIPAL PURPOSES.

### SUMMARY

In our current fiscal year we are over budget on council training, with more expenditures forthcoming. Staff's recommendation is to transfer funds from Administrator's contingency to training line item.

### POSSIBLE ACTION

- Move to approve the transfer of \$\_\_\_\_\_ from Administration Contingency to Council/P&Z Training.
- Move to table.
- Move to deny.

Inter - Office Use			
Approved by:	<i>Carrie A. Smith</i>	Date:	<i>8/5/2011</i>
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>J. Flanigan</i>	Date:	<i>8-5-11</i>

**City of Parker**  
**Budget Line Item - Training (Council & P&Z)**  
**2010 / 2011 Budget Year**

Current Year Budget:	\$9,500.00
Current Balance YTD	<u>\$11,118.36</u>
<b>Amount Over Budget</b>	<b>(\$1,618.36)</b>

Pending Costs: (Estimated)

Registrations (\$170 each)	\$340.00
Hotel - 2 rooms for 2 nights	\$500.00
Mileage - 1 vehicle (217 mi each way @ .55)	\$238.70
Meals - Dinner only	\$100.00
TML Registrations - 5 @ \$295	<u>\$1,475.00</u>
<b>Total Pending Costs</b>	<b>(\$2,653.70)</b>

<b>Total Amount to Cover</b>	<b><u>(\$4,272.06)</u></b>
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**Adjust Budget to use:**

Administration Contingency Budget	\$10,000.00
Current Balance YTD	<u>\$5,120.47</u>
Remaining Balance	<u><u>\$4,879.53</u></u>

<b>Difference</b>	<b>\$607.47</b>
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Pending Training Expenses			
Name	Training Description	Location	Dates
Joe Cordina	Newly Elected Officials	Austin	08/5/11 to 08/6/11
Dave Leamy	Newly Elected Officials	Austin	08/5/11 to 08/6/11
5 Attendees	TML Annual Conference - Registrations	Houston	October, 2011





## Council Agenda Item

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: Mayor Cordina
Fund Balance-before expenditure:	Prepared by: C Smith
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION AMENDING THE ROLE AND DUTIES OF THE PERSONNEL COMMITTEE.

### SUMMARY

### POSSIBLE ACTION

- Move to approve
- Move to table.
- Move to deny.

Inter - Office Use			
<b>Approved by:</b>			
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:		Date:	



## Council Agenda Item

Budget Account Code:	Meeting Date: August 9, 2011
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: C Smith
Estimated Cost:	Date Prepared: August 4, 2011
Exhibits:	1) Resolution 2009-251

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION TERMINATING THE CREDIT CARD OF A FORMER CITY EMPLOYEE, AND AUTHORIZING A CREDIT CARD FOR THE INTERIM CITY ADMINISTRATOR FOR MUNICIPAL USES.

### SUMMARY

Currently the City has two credit cards with American National Bank. One card is in Dena Daniel's name with a credit limit of \$5000, and the second card is in Carrie Smith's name with a credit limit of \$2000, as directed by Resolution 2009-251.

### POSSIBLE ACTION

- Move to approve
- Move to table.
- Move to deny.

Inter - Office Use			
Approved by:	<i>Carrie A. Smith</i>	Date:	8/5/2011
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Tuff Ray</i>	Date:	8-5-11

**RESOLUTION NO. 2009-251**

*(American National Bank of Texas Credit Card Agreement & Disclosure Statement)*

**A RESOLUTION OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS, FOR THE APPROVAL OF A CREDIT CARD AGREEMENT & DISCLOSURE STATEMENT WITH THE CITY DEPOSITORY BANK, AMERICAN NATIONAL BANK OF TEXAS, FOR CREDIT CARD SERVICES.**

WHEREAS, the City of Parker has determined a credit card agreement with the City Depository Bank is desirable for the efficiency of the City's finances.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PARKER, COLLIN COUNTY, TEXAS:

**SECTION 1.** The terms of the Credit Card Agreement & Disclosure Statement for credit card services with American National Bank attached hereto as Exhibit A are approved.

**SECTION 2.** The City Council has determined that two credit cards shall be issued to City Personnel as follows:

City Administrator - \$5,000.00 credit limit  
City Secretary - \$2,000.00 credit limit

**SECTION 3.** This resolution shall be effective upon its passage.

APPROVED AND ADOPTED this 13<sup>th</sup> day of January, 2009.



APPROVED:  
CITY OF PARKER

  
Joe Cordina, Mayor

ATTEST:

  
Carrie L. Smith, City Secretary

APPROVED AS TO FORM:

  
James E. Shepherd, City Attorney

## Disclosure Statement

**The Credit Card Agreement & this Disclosure Statement constitute the Agreement for the Account.**

	NON FLEX MILES	FLEX MILES
<b>Annual Percentage Rate (APR)</b>	<b>12.90%</b>	<b>12.90%</b>
<b>Monthly Periodic Rate</b>	1.075%	1.075%
<b>Variable Rate Information</b>	Your APR may vary. The rate is determined by adding a margin of 7.9% to the Index. See explanation below. *	Your APR may vary. The rate is determined by adding a margin of 7.9% to the Index. See explanation below. *
<b>Penalty APR</b>	Up to 21%. See explanation below. **	Up to 21%. See explanation below. **
<b>Annual Fee</b>	None	\$79 per Account
<b>Minimum Finance Charge and Transaction Charges for Purchases</b>	None	None
<b>Grace Periods</b>	25 days for Purchases. No grace period for Cash Advances.	25 days for Purchases. No grace period for Cash Advances.
<b>Method of Computing the Balances for Purchases and Cash Advances</b>	Average Daily Balance (including New Purchases and Cash Advances)	Average Daily Balance (including New Purchases and Cash Advances)
<b>Cash Advance Fee</b>	2% of the amount of the Cash Advance subject to a minimum fee of \$2.00	2% of the amount of the Cash Advance subject to a minimum fee of \$2.00
<b>International Transactions Fee</b>	1% of the U.S. dollar amount of the transaction converted from a foreign currency.	1% of the U.S. dollar amount of the transaction converted from a foreign currency.
<b>Additional Fees</b>	Late payment: \$29 Over-the-limit: \$29 NSF: \$29 Pay-by-Phone: Up to \$10	Late payment: \$29 Over-the-limit: \$29 NSF: \$29 Pay-by-Phone: Up to \$10

\*The Annual Percentage Rate (APR) will vary based on changes in the Index: the Prime Rate (the base rate on corporate loans posted by at least 75% of the nation's largest banks) published in the *Wall Street Journal*. The Index will be adjusted on the 25<sup>th</sup> day of each month or the business day preceding the 25<sup>th</sup> day if that day falls on a weekend or a holiday recognized by the Board of Governors of the Federal Reserve System. Changes in the Index will take effect beginning with the first billing cycle in the Month following a change in the Index. Increases or decreases in the Index will cause the APR and regular periodic rate to fluctuate, resulting in increased or decreased Finance Charges on the Account, but all calculations will be made using a minimum Index of not less than 5%. As of September 25, 2008, the Index was 5.00%. The Account will never have an APR over 21%.

\*\* If you allow your Account to become 60 days past due, we may increase your Annual Percentage Rate (APR) on all balances to a higher APR equal to the Index plus a margin of 10.9% up to a maximum of 21%. However, if your APR is increased, your Account may become eligible for a lower APR if you make timely payments for three consecutive months.

The information about the cost of the Card described in this table is accurate as of October 1, 2008. This information may change after that date. To find out what may have changed, call us at 800-367-7576 or write Card ServiceCenter, P.O. Box 569120, Dallas, Texas 75356-9120.

**CITY COUNCIL  
FUTURE AGENDA ITEMS**

City Council Future Agenda Items					
Received	approx time (mins)	ITEM DESCRIPTION	SCHEDULED AGENDA DATE	Project Contact/ Requestor	Notes
	15	457 savings plans	16-Aug	Sumrow/Boyd	
	15	Alarm Permit/Registration	16-Aug	Sumrow/Levine	
	15	Historical Society - Barn issue	16-Aug	Standridge	Ed and Bob will be here to give a presentation.
	30	Appointments to Boards and Commissions	16-Aug	Smith	per ordinance
	15	Quarterly Allied Report	16-Aug		per contract - Through June Spoke with Brenda and she will be here to give the report.
	5	Tax Rate - Public Hearing one	16-Aug		
	100				
	5	Tax Rate - Public Hearing two	29-Aug		Special Meeting
	5	Budget - Public Hearing	29-Aug		
	5	Adoption of Budget	6-Sep		Budget must be adopted before the Tax Rate, but can be at the same meeting.
	5	Adoption of Tax Rate	6-Sep		
	15	Qrtly Parks Report	October	Sterk/Flanigan	Last report was June 21, 2011
	15	Qrtly Allied Report	October		per contract - Quarter ending September
	15	Annual approval of investment policy	November		