

MURPHY CITY COUNCIL AGENDA
REGULAR CITY COUNCIL MEETING
FEBRUARY 7, 2017 AT 6:00 PM
206 NORTH MURPHY ROAD
MURPHY, TEXAS 75094



Eric Barna
Mayor

Scott Bradley
Mayor Pro Tem

Owais Siddiqui
Deputy Mayor Pro Tem

Jennifer Berthiaume
Councilmember

Betty Spraggins
Councilmember

Sarah Fincanon
Councilmember

Don Reilly
Councilmember

Mike Castro
City Manager

Susie Quinn
City Secretary

NOTICE is hereby given of a meeting of the City Council of the City of Murphy, Collin County, State of Texas, to be held on February 7, 2017 at Murphy City Hall for the purpose of considering the following items. The City Council of the City of Murphy, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. CALL TO ORDER

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. ROLL CALL & CERTIFICATION OF A QUORUM

4. PRESENTATIONS/RECOGNITIONS

- A. Presentation of the Annual Traffic Contact Report for 2016 for the Murphy Police Department (also known as the Racial Profiling Report).

5. PUBLIC COMMENTS

6. CITY MANAGER/STAFF REPORTS

- A. Radio Systems
B. Sidewalk Rehabilitation Program
C. South Maxwell Creek Sewer Line
D. FM544 Traffic Safety Update
E. Upcoming Events

7. CONSENT AGENDA

All consent agenda items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and voted on separately.

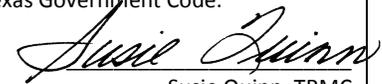
- A. Consider and/or act to approve the January 6, 2017 Strategic Retreat minutes.
Susie Quinn, City Secretary
- B. Consider and/or act to approve the January 7, 2017 Strategic Retreat minutes.
Susie Quinn, City Secretary
- C. Consider and/or act to approve the January 8, 2017 Strategic Retreat minutes.
Susie Quinn, City Secretary
- D. Consider and/or act to approve the January 17, 2017 Regular Council meeting minutes.
Susie Quinn, City Secretary

8. INDIVIDUAL CONSIDERATION

- A. Consider and/or act upon the placement of a “Little Library” on City property as requested by the Girl Scouts. *Public Services Director Timothy Rogers*
- B. Consider and/or act upon approval of an Ordinance Number 17-02-1029 ordering a General Election to be held on May 6, 2017, and a Runoff Election, should same be required, on June 10, 2017 for the purpose of electing the Mayor and Council Members for Place 3, and Place 5 to a three (3) year term of office. *Susie Quinn, City Secretary*
- C. Consider and/or act upon approval of the Joint Election Contract for Election Services for the May 6, 2017, General Election between the City Council of the City of Murphy, and the Plano Independent School District, along with a Joint Election Agreement between the City of Murphy, the Board of Trustees of the Plano Independent School District and the Board of Trustees of Collin College District and the Elections Administrator of Collin County, Texas and authorize the Mayor to execute the same. *Susie Quinn, City Secretary*
- D. Consider and/or act upon the proposed revisions to the Murphy Personnel Policies and Procedures Handbook. *Jana Traxler, Human Resources Manager*
- E. Consider and/or act upon approval of Ordinance Number 17-02-1030 amending the FY 2015-2016 revenue budgets, expenditure budgets and fund balances for the General Fund, Utility Fund, Murphy Community Development Corporation (Type B), Capital Construction Fund, and the Utility Construction Fund. *Steven Ventura, Interim Finance Director*

9. ADJOURNMENT

I certify that this is a true and correct copy of the Murphy City Council Meeting Agenda and that this notice was posted on the designated bulletin board at Murphy City Hall, 206 North Murphy Road, Murphy, Texas 75094; a place convenient and readily accessible to the public at all times, and said notice was posted on February 3, 2017 by 5:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.



Susie Quinn, TRMC
City Secretary

In compliance with the American with Disabilities Act, the City of Murphy will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 972.468.4011 or squinn@murphytx.org.

Notice of Possible Quorum: There may be a quorum of the Animal Shelter Advisory Committee, the Board of Adjustment, the Building and Fire Code Appeals Board, the Capital Projects Advisory Committee, the Ethics Review Commission, the Murphy Community Development Corporation, the Murphy Municipal Development District Board, the Park and Recreation Board and/or the Planning and Zoning Commission members who may be present at the meeting, but they will not deliberate on any city or board business.

**City Council Meeting
February 7, 2017**

Issue

Upcoming Events

Staff Resource/Department

Mike Castro, City Manager

Summary

- Daddy Daughter Dance – Saturday, February 18, 2017 from 6 pm until 9 pm at the Murphy Community Center, 205 North Murphy Road, Murphy, Texas 75094
- Rainbow Trout Round-Up – Saturday, February 25, 2017 from 9 am until 11 am at the City Hall pond, 206 North Murphy Road, Murphy, Texas 75094
- Newcomers Guide to Gardening in Collin County – Saturday, March 11, 2017 from 8 am until Noon, Allen Public Library Auditorium, 300 North Allen Drive, Allen, Texas 75013
- Reception and Announcement of the Recycling Poster Contest winners – Tuesday, March 21, 2017 from 5:30 pm until 6:15 pm at City Hall, 206 North Murphy Road, Murphy, Texas 75094
- Community Clean & Green/Great American Clean-up – Saturday, April 1, 2017 at City Hall parking lot, from 9:00 am until Noon, 206 North Murphy Road, Murphy, Texas 75094

CITY COUNCIL MINUTES
SPECIAL CITY COUNCIL RETREAT MEETING
JANUARY 6, 2017 AT 6:00 PM

1. CALL TO ORDER

Mayor Barna called the meeting to order at 6:00 pm.

2. INVOCATION

Mayor Barna gave the Invocation.

3. ROLL CALL & CERTIFICATION OF A QUORUM

City Secretary, Susie Quinn, certified a quorum with the following Councilmembers present:

Mayor Eric Barna

Mayor Pro Tem Scott Bradley

Deputy Mayor Pro Tem Owais Siddiqui

Councilmember Jennifer Berthiaume

Councilmember Betty Nichols Spraggins

Councilmember Sarah Fincanon

Councilmember Don Reilly

4. INTRODUCTIONS

Leadership present: City Manager Mike Castro, City Secretary Susie Quinn, Police Chief Arthur Cotten, Fire Chief Del Albright, Interim Finance Director Steven Ventura, Human Resources Manager, Jana Traxler, Interim Economic and Community Development Kelly Carpenter, Information Technology Director Wendle Medford, Public Works Director Tim Rogers, Executive Administrative Assistant Alicia Munoz, Facilities Superintendent Brett Bertelli, Parks Superintendent Matt Foster and Recreation Manager Caitlyn Mullins.

City Manager Mike Castro welcomed everyone and introduced Facilitator Mike Conduff, President and CEO of the Elim Group. Mike is a gifted speaker, multiple time bestselling author, and corporate coach, and has extensive leadership, management and governance experience. During his thirty plus (30+) year career in local government he served as the City Manager of four highly acclaimed University communities in the United States, two in Kansas – Pittsburg and Manhattan, and two in Texas – Bryan and Denton, and was elected President of both states' city manager associations. Mike lists among his clients' dozens of local governments, many Chamber of Commerce, and numerous local, state and national non-profit and for-profit firms. In addition, he has presented multiple programs internationally and worked directly with the President and Cabinet of the Republic of the Marshall Islands. The meaning of ELIM: after parting the Red Sea and delivering Israel from captivity, Moses led the nation, some two (2) million people, through the desert to Elim – an oasis with life giving palm trees and a spring of water for every tribe (EX 15:27).

5. DISCUSSION ITEMS

A. Discussions regarding Council's strategic goals.

Brief presentation by Jason Hughes – Southwest Finance Advisor

City Manager Mike Castro introduced First Southwest Financial Advisor Jason Hughes. Jason Hughes presented an overview on preliminary bond election information. Presentation detailed a summary of planning assumptions:

- Bond election held in November 2017
- Debt is projected to be sold over two equal issuances: series 2018 (bond sales in February 2018; assumed interest rate of 4.50% over 20 years) and series 2020 (bond sales in August 2020; assumed interest rate of 5.00% over 20 years)
- Taxable assessed valuation assumed to grow 3% annually for the next 5 years and then no growth thereafter
- I&S tax rate impact: half of total I&S tax rate impact is scheduled to take place in FY 2019 with the other half occurring in FY 2021. After FY 2021, I&S tax rate is stable or decreases
- I&S tax rate impact is based on projected future maximum I&S tax rate as compared to the current I&S tax rate of \$0.1823

Detailed scenarios with specific timelines, multiple dollar amounts and tax rate increase examples were shared with attendees.

Facilitator Mike Conduff began with congratulation for an organization to commit to three (3) days to meet, thanking everyone for participating and began with “Be a Winner!” card. Everyone was asked to write WIN vertically and to think about the word WIN for the next three days.

A. Ask the following questions:

- What’s important now analysis?
 - If important, should time be spent on that task?
 - The future of Murphy
- Where do I spend my time?
 - Attend and prepare for council meetings, listen to citizens

B. Make democracy work in Murphy

Exercise for the next three days broken down as follows:

- Friday - Questions about Accomplishments
- Saturday - Walk thru a strategic planning processing called future scanning
- Sunday - Wrap-up with process called:
 - What is it that you want?
 - When do you want it?
 - Who will be responsible for it?
 - How do you know we are making progress?

Exercise outcome is to provide a list of significant goals, priorities, and assignments with timeframes.

Facilitator Mike Conduff explained to the group a few analogies “Drop a Plate”, “Cowboy Pinball” and “Practice to Play Ratio” in detail.

Strategic Planning Session theme is “Back to the Future” – adopt a DeLorean, have fun and make the future of Murphy better. The outcome will influence the future of our community of Murphy and set the stage for the next three, five or ten (3, 5 or 10) years. Using the DeLorean go forward in time, back in time, and always coming back to the present.

- **Tickled Pink “Pleased”** - Table exercise using pink notes: ***“What went well or are really pleased about in the City of Murphy, your job or service as an elected official over the last year”*** and place notes on the wall above the blue line.

- Serving on City Council again with no one opposing me
- Employed with Murphy
- Promoted
- Employee morale
- New job
- Crew growth
- I love my job
- Spending weekend with peers – jury still out
- My job, new city manager, new programs
- Getting elected!
- Became: Interim Finance Director
- Completed recertification
- New business that opened
- New retail development
- Implementing Pay Plan
- Pay Plan
- Pay Plan!
- Awesome city events
- Maize Days was a great event
- New event craft beer festival
- Being Santa on fire truck
- Craft beer festival
- Maize Days
- Got my dog @ Maize Days
- Amazing 1st annual craft beer festival that won the Texas Festivals Event – Zenith Award (kind of a big deal)
- New leadership
- Hiring a new City Manager
- Hired new Police Chief
- Hired new Fire Chief
- Hired a great Public Services Director
- New and engaged staff
- Hired new City Manager, Fire Chief
- Hired a great Fire Chief
- Hiring help
- Two (2) of my staff won Employee awards: Employee of the Year and Rising Star Award
- Tour PSA
- Healthy Kids
- Healthy Family
- Pleased to purge tons of junk from the house
- New home
- New food truck court
- New agenda software
- Grand opening at animal shelter
- New vehicle
- New outlook on life
- Launch of GIS program

- Statue for mayor
- May and November Elections
- Increased interest in Boards and Commissions
- Started Bond discussion
- Completed community survey
- Storage building
- Tax rate reduction
- Successfully presented and had budget passed
- **“Blue”** – Table exercise using blue notes: ***“What could have gone better in the City of Murphy, your job or service as an elected official in the last year”*** and place notes on the wall below the blue line.
 - So much change in one year; three (3) city managers, public services structure through the changes
 - Many leadership changes, the budget
 - Chief Lee left
 - Struggled to hire a building official
 - Low morale
 - Over extended
 - Spending weekend with peers, jury still out
 - Looking for houses
 - Budget cuts
 - Workload
 - Driving a minivan
 - Limited time
 - Missed deadlines/fines (TCEQ)
 - Medians
 - Hailstorm damage
 - TCEQ violations
 - South Maxwell Creek Study
 - Business that closed
 - South Maxwell Creek Sewer flooded residents home
 - South Murphy Development
 - Pay Plan
 - Career transition
 - Transition of employees

Affinity Sort - Four or five (4 or 5) volunteers moved or re-arranged tickled pink “Pleased” and “Blue” notes on the wall. After the exercise, Facilitator Mike Conduff inquired on initial observation result: more positive comments versus negative comments for last year on the wall, two (2) individuals could have added the same comment, e.g. transition under “Pleased”(Pink) or “Went Better” (Blue), neither is incorrect just a different viewpoint from the individual on how they view transition. All of the comments on the sticky notes are ideas and offer individuals the opportunity to discuss.

Facilitator Mike Conduff presented each individual a copy of **The OnTarget Board Member** book highlighting the “Eight Indisputable Behaviors” reviewing the behaviors quickly and how to understand future scanning.

- Not what we know, but what we do?
 - Why do we choose the behavior we chose? Your choice.
 - Who owns Murphy? The residents.
 - Levels of ownership – ownership obligation and customer ship obligation
1. **Act on Behalf Behavior** - Table exercise utilizing big yellow pads: ***“What other attributes or behaviors do you admire or respect of other city council members?”***
 - Questions in advance
 - Responsive – calls, emails
 - Act professionally
 - Sense of humor
 - Care
 - Human
 - Can take risks
 - Forget mistakes
 - Transparency
 - Honesty
 - Forward-thinking/vision
 - Knowledgeable
 - Engagement/responsiveness
 - Respect one another
 - Understand their role
 - Progressive
 - Community service
 - Integrity
 - Fair
 - Get things done
 - Respect for each other
 - Communication
 - Staff relationship
 2. **Know Their Job Behavior** – A job to do, have the ability to forecast the future of the community.
 3. **Set Targets Behavior** – What is the bullseye? What is your target speed? Table exercise in the year 2020 at 88 miles an hour utilizing pink notes: ***“What do you see as you drive around the city that you are tickled pink about?”***
 - City will have ACM
 - Sit down restaurants
 - Walking paths to Murphy Marketplace
 - More fast-food restaurants
 - Newly renovated MAC
 - Service for mayor
 - Parking garage for brownstone apartments
 - Amazing medians
 - Small town aesthetics

- Sidewalks and streets
 - 10 Year employment anniversary
 - Sustainable tax rate
 - Strategic plan
 - Even better and well known events
 - Goats maintaining parks and common areas
 - New Infrastructure underway
 - Renovation of Timbers
 - Quality Economic Development
 - Completed trail system
 - Upgraded facilities
 - Happy people
 - Plan for South Murphy
 - Lights on Betsy
 - Strong staff
 - Inclusive parks
 - Safe secure community
 - New homes/business
 - Comprehensive plan
 - Trail connection between North and South Murphy
 - Safer city
 - 2020 completed buildout
 - More parks/recreation amenities
 - Adequate infrastructure
 - Storage facilities
 - More drive thru's (Chicken restaurants)
 - New residential development
 - Community appearance
 - Enhanced parks
 - Maintenance program
 - Completed trails
 - More community events
 - Street lighting / new streetscapes
 - Multipurpose Fields, cricket, lacrosse, etc.
4. **Identify Risk Behavior** – There will be some risk factors to take into consideration, yellow light behavior. Table exercise utilizing yellow notes: ***“What things do you need to be cautious about?”***
- Our success, we may need more resources
 - Regulatory changes
 - Low crime
 - No cooperation with neighbors
 - Don't lose sight of the vision
 - New work force
 - Cost of plans
 - Regulatory issues

- Self-Serving people
- Sales tax
- Community preservation
- Keeping up with aging and or changing citizen's needs
- Becoming complacent
- Future traffic
- Citizens losing faith in leadership
- Keep our unique identity
- Losing sight of basic needs
- Too much debt
- Acting on 1 or 2 emails
- Deterioration of older neighborhoods
- Falling property tax base
- Failing to listen
- Major disaster
- Climate change
- Crime
- Aging population
- Change is going to happen
- Traffic
- Retail doesn't thrive (ghost town)
- Living with in a slow growth budget
- Traffic
- Community aesthetics
- Economic uncertainty
- Crime
- Maintenance of landscaping
- Staff longevity
- Stagnation

Facilitator Mike Conduff asked the question of the group. How did it feel as you drove around looking at things to be cautious about? Group responded a bit unnerving. What is our tendency? The tendency is to always spend more time talking about the fun stuff but if you don't spend time talking about the cautious items, you can end up in big trouble. An observation is that it is easier to figure out the things to be cautious about. The world of tickled pink has a myriad of promise and has a lot of paths to it and many of the cautious notes are common for the city.

Facilitator Mike Conduff shared with the group: the "Big Rock Theory Governance", "Nested Set Principle", and "Principle of One Voice".

5. **Delegate The Work Behavior** – What's your bullseye? What is the timeframe? What is the budget? What are the avoidance issues?

Table exercise utilizing orange notes: ***"In year 2020, what are the bad things to avoid?"***

- Failing property values
- Loss of beautification efforts
- Moral Turpitude
- Staff-Council in fighting

- Desirable housing
 - Sloppy redevelopment
 - Bad code enforcement
 - Bad finance
 - Game changing situation, bad Public Relations
 - Crumbling infrastructure
 - Climate change
 - Infighting
 - Major corruption
 - Natural disasters
 - Missing regulatory fillings
 - Property values decrease
 - No succession plans
 - Low morale
 - Staff maintain equitable pay
 - Not planning for South Murphy
 - Lack of fiscal responsibility
 - Not being supportive of staff while serving as council member
 - Lack of succession planning
 - Staying within market
 - High crime
 - Skyrocketing taxes
 - Major natural disaster
 - Workforce morale/mass exodus
 - Not engaging resident and educating
 - Poor customer service, not listening
 - Lack of redevelopment plan
 - Loss of control (Texas Municipal League)
6. **Assess Performance Behavior** – How did they do? Does it get done within the timeframe? Predictive trust is a behavior where you know me, behave in a certain way and predict my behavior from that assessment. Band trust exercise in relation to council and staff was presented to the group.
7. **Practice Discipline** – To be discussed on Saturday.
8. **Report Back** – To be discussed on Saturday.

Final thoughts: In the exercises no matter how many different teams came together, everyone came up with similar ideas, not at the same time but still very similar with different perspectives.

A. **ADJOURNMENT**

With no further business, a motion was entertained by the Mayor and the Council meeting adjourned at 9:00 pm.

SPECIAL CITY COUNCIL RETREAT MINUTES
January 6, 2017

APPROVED BY:

Eric Barna, Mayor

ATTEST:

Susie Quinn, City Secretary

CITY COUNCIL MINUTES
SPECIAL CITY COUNCIL RETREAT MEETING
JANUARY 7, 2017 AT 9:00 AM

1. CALL TO ORDER

Mayor Barna called the meeting to order at 9:06 am.

2. INVOCATION

Mayor Barna gave the Invocation.

3. ROLL CALL & CERTIFICATION OF A QUORUM

City Secretary, Susie Quinn, certified a quorum with the following Councilmembers present:

Mayor Eric Barna
Mayor Pro Tem Scott Bradley
Deputy Mayor Pro Tem Owais Siddiqui
Councilmember Jennifer Berthiaume
Councilmember Betty Nichols Spraggins
Councilmember Sarah Fincanon
Councilmember Don Reilly

4. DISCUSSION ITEMS

A. Continuation of discussions regarding Council's strategic goals.

Facilitator Mike Conduff began the morning asking if anyone had any observations from last night's session. One observation: An opportunity to work with different groups and gain their perspective.

The previous day overview highlighted retreat behaviors and governance principles "Big Rock Theory" and "One Voice", trust band, 2020 process tickled pink, cautious items (yellow) and things to avoid (orange). Today's exercise will be green with envy (green).

7. **Practice Discipline Behavior** – constant thought and reminder. Most of us don't get your "should", but you do get your "musts".

- **Solo journey** – Table exercise green with envy using green notes: ***"What things do you wish that the City of Murphy could have that other cities have?"***
 - Entertainment district
 - Movie theatre
 - Community theatre
 - Covered amphitheater, perfectly designed outdoor venue
 - Sit down restaurants
 - Creekside/riverside retail/restaurants
 - More appealing retail
 - High end shopping
 - Real BBQ
 - More retail shopping
 - Good family restaurant, no chicken
 - Back lit street signs, e.g. Plano
 - Back lit street signs
 - Nice streets lights with planters / banners

- Innovative lights (Streets)
- Better city sign
- Beautiful welcoming signage and consistency
- Better timed traffic signals
- Awesome and manageable streetscapes
- Nice monument signs
- Downtown area that draw's people
- Shopping square
- A downtown / town center
- A real farmer's market
- Walkable downtown
- High quality brownstones
- Downtown area
- Walkability
- Records vault complying with state law
- No moose call
- State of the art security that works
- Boom truck or bucket truck
- Accurate current mapping system (infrastructure)
- City-wide Wi-Fi
- Covered parking
- Recreation center
- A recreation center
- Fully connected trail system
- Recreation center with walking track, volleyball, basketball, dance facility
- Inclusive parks
- Diverse ball fields
- Athletic fields that meet the needs of all
- Water quality specialist
- More staff
- Fire inspector
- Separate parks and recreation department from Public Works
- Volunteer coordinator
- ACM

Improbable:

- Library/Senior center
- A library
- A Dillard's
- Natatorium
- More land
- Flying quint

8. **Report Back Behavior** – Full circle linkage

Final exercise will be groups divided into five (5) affinity groups with no more than one or two (1 or 2) elected officials per group. Major headings for the grouping of notes were added and then the affinity notes were clustered under that heading. Each group or carousel was to be reviewed, changed, rearranged, etc. through each exercise ending back at the beginning. Groups had the ability to add notes as they moved through the different carousels.

Task for the groups was to review what other groups had done to the previous sort, asking if they agreed or wanted to change. An affinity group report followed reviewing the Major heading clusters.

Fish bowl exercise, each group presented with everyone participating.

First group provided a brief overview of their “green with envy” sort examples:

- Impossible heading reclassified as the improbable e.g. library
- Entertainment district very envious of other cities
- Looking for more appealing and high end retail and restaurants
- Innovative streets and signage
- A downtown feel that gathers people together and has walkability
- Facility improvements, currently things that are not working for us
- Parks and Recreation nothing out of the ordinary
- New category: Internal resources with additional positions that we currently do not have but other cities do have

Second group provided a brief overview of their “tickled pink 2020” sort examples:

- Economic development – build out, new homes and business
- Strategic planning – upgrade facilities
- Infrastructure – amazing medians, small town aesthetics, lights on Betsy
- Sarcasm – more drive thru’s, specifically chicken, storage facilities
- Safety – safe community
- Staffing – ACM, hire a herd of goats
- Parks and recreation – completed trails, renovation of timbers, tennis courts
- Community Engagement – increased online engagement, even better & well known events

Third group provided a brief overview of their “yellow cautious” sort examples:

- Sustainability – changes is going to happen, economic uncertainty, sales tax
- Be cautious in planning & preparation – disaster, community aesthetics, cost of plans
- Concerns about council/staff relationships and succession plan
- Be cautious with regards to community concerns – aging population, deterioration of older neighborhoods, failing to listen
- Crime
- Traffic

Fourth group provided a brief overview of their “orange doom and gloom” sort examples:

- Finance – internal and external concerns
- Customer service – sustaining good customer service
- Planning – not maintaining and complacent, undesirable housing
- Staff/Council relations – communication, morale
- Natural disasters – be prepared
- Crime – all crime

Initial observations on the wall of notes:

- A lot of the same categories across all topics

- Tend to think in capital projects and hard projects, things that can be seen and built but forget about the relationships, that need to be nurtured
- Following other groups and seeing their thinking, taking ownership
- Community input

Future scanning exercise in the year 2020, the group is to choose a topic from any of the affinity notes on the wall and create a topic sort with a team:

Staffing:

- “Healthy” Turnover
- Succession planning in place
- Strong interpersonal relationships
- Staff working towards common goals

It is 2020, Murphy has a healthy turnover rate with strong succession planning in place. Positive interpersonal and collaborative relationships with each other and council exist. Staff and council are working towards the same common goals.

Library:

- Residents want a library
 - Is/does
- Community Rooms
- “Noisy” library
 - Many uses
 - No
- Community engagement center

How do we get there?

- Gauge community support
- Best practices
- Find money
- Murphy Marketplace
- Tap into community expertise

Exchange Club

- Friends of the “future” library
- Utilize school district expertise
- Sense/Placemaking
- A public space

Finance:

- Fiscal responsibility
- Good value for tax dollars
- Mindful of future council/staff
- Remain informed of external regulations/changes
- Adequate funding of strategic plan
- Seek out additional funding sources

Streets and Signs:**Ideal State:**

- Sense of identity
- Functional
- Manageable
- Unique
- Aesthetically pleasing
- Maintainable
- Well timed signals
- Complete streets (car/pedestrian/bike)
 - Walkability
 - Trail connections
- Public safety

Action Item:

- Revision the streetscape plan
- Prioritize trail connections
- Partnership w/TXDOT and Wylie/Sachse/Etc.
- Implement/build out thoroughfares (turn lanes/etc.)
 - Traffic flow
 - Safe pedestrian/bike routes
- Relationships with NCTCOG/Collin County
- Program to pay for perpetual maintenance
- Focus “Sense of community” on our major intersections

Timeline:2017

- Plan
- Fund

2018

- Design
- Bid

2019

- Build/finish

2020 plus

- Enjoy!!

Following lunch, the Boards and Commissions members attended to add their views regarding Council’s strategic goals.

In preparation for the Boards and Commission joining the Strategic Planning Session, the following objectives were outlined:

- Get acquainted
- Solicit Ideas
- Hear concerns
- Feedback
- Mutual / “Compromise, Negotiable, Shared” vision
- Buy In

The Mayor and at least one council member facilitated the affinity groups:

- | | |
|-----------------------------------|------------------------------------|
| • Parks / MCDC / Animal Control – | Councilmember Jennifer Berthiaume |
| • MDD / P&Z – | Mayor Barna & Councilmember Reilly |
| • CPAC – | Deputy Mayor Pro Tem Siddiqui |
| • Ethics – | Councilmember Fincanon |
| • Building & Fire / BOA – | Mayor Pro Tem Bradley |

The round table exercise began with the Boards and Commissions inquiring on the following topics:

Introductions

- Journey to Murphy
- Reason to serve
- Why you like the board you are on

Reactions to Orientation

- Best Part
- Suggestions for improvement

Council's Major Goal

- How can your board assist us?

Joining Council and Leadership Staff were the following boards and commission members:

Animal Shelter Advisory Committee

- Buddy Russell
- Maggie Whitt

Board of Adjustment

- Sharon Kindall
- Kevin McGillis

Building and Fire Code Appeals Board

- Joseph Clever
- Donald Decker
- Galon Jones
- Thomas Powell

Ethics Review Commission

- Sophia Dookran
- Barbara Harless
- Lindy Martin

Murphy Community Development Corporation Board

- Karan Chetal
- Laurel Clement
- Gayathri Nagarajan
- Amanda Turner

Murphy Municipal Development District Board

- Alex Acuna
- Chi Egwuekwe
- Michael Loftus
- Jamie Nicholson

Park & Recreation Board

- Amy Lawrence
- Carol Long
- Kenneth Oltmann
- Julie Pancake

Planning and Zoning Commission

- Chris George
- James Holley
- Christine Johnson
- Lloyd Jones
- Steve Levy

Capital Projects Advisory Committee

- Chris George
- Chris Holloway
- Kevin McGillis
- Greg Matocha
- Frederick Olison
- John Wideman

Boards and Commission members arrived and were directed to their board affinity table. Facilitator Mike Conduff began with introducing himself and welcoming everyone. Each table facilitator introduced themselves and provided a brief background how they came to Murphy. Everyone at the table engaged in conversation around the table and then input was solicited from the groups in terms of the future of the community.

Council Focus Areas from the Boards and Commissions affinity table exercise:

- Excited and very engaged
- Involved & Pleased
- Economic Development Plan Prioritized – really need to do and want to do a plan
- Disconnection between the boards and council – Spirit of the discussion seemed to get lost (Council being part of their meetings, sitting quietly not directing. A challenge that they are more than welcome to attend Council meetings as well)
- Orientation that included knowledge and instruction on what other Board and Commissions are doing / interaction between all of the committees
- Historical perspective on Bond Committee, a lot of basic questions (no structure in place for future bond committee to follow)

5. ADJOURNMENT

With no further business, a motion was entertained by the Mayor and the Council meeting adjourned at 3:04 pm.

APPROVED BY:

Eric Barna, Mayor

ATTEST:

Susie Quinn, City Secretary

CITY COUNCIL MINUTES
SPECIAL CITY COUNCIL RETREAT MEETING
JANUARY 8, 2017 AT 9:00 AM

1. CALL TO ORDER

Mayor Barna called the meeting to order at 9:00 am.

2. INVOCATION

Mayor Barna gave the Invocation.

3. ROLL CALL & CERTIFICATION OF A QUORUM

City Secretary, Susie Quinn, certified a quorum with the following Councilmembers present:

Mayor Eric Barna
Mayor Pro Tem Scott Bradley
Deputy Mayor Pro Tem Owais Siddiqui
Councilmember Jennifer Berthiaume
Councilmember Betty Nichols Spraggins
Councilmember Sarah Fincanon
Councilmember Don Reilly

4. DISCUSSION ITEMS

A. Continuation of discussions regarding Council's strategic goals.

Overall comments pertained to the ideas and thoughts as relayed from the Board and Commission members who attended. Assumptions are made about the various Boards and Commissions. Boards and Commission members asked who is listening. Staff was complimented for condensing the thoughts from the Boards and Commissions meetings into an issue sheet for Council. Interesting aspect, the Boards and Commission members only touch base on a monthly or less meeting schedule. The flexibility is not present because of legal constraints. Everyone was pleased with the combined meeting and felt it was helpful for all.

The ideas: What, Who, When, How were shared from the various groups.

In presenting the final report, Facilitator Mike Conduff gave the group two choices: Create a team with a councilmember to present final report or present the Boards and Commissions members' joint meeting results from Saturday, January 7, 2017. The group chose the joint meeting results from Saturday, January 7, 2017.

Councilmember Fincanon shared the results from The Ethics Review Commission with the following suggestions:

- Regarding the boards and commission training with positive feedback.
 - Each Board be encouraged to sit together, so they can interact and meet each other.

Other notes taken during the exercise were:

- How Boards can help
 - Publicize Boards
 - Description of duties of the various boards
 - P & Z – public comments to be added to all agendas, in order for everyone to have the opportunity to speak
 - Reliable communications with Council

- Inclusive Parks
- Cameras for security
- Sounds at Sundown – Emerald City Band
- Splash Park
- Movies
- Better Publicity for events
- Events with less walking for older residents or shows with seating, such as Cirque du Soleil
- Senior activities without age limits
- More like Wylie with regard to adult activities
- Santa going through the neighborhoods after dark
 - Possibly on weekends or during daylight hours
 - Breakfast with Santa
 - Christmas in the Park – bring back Hot Chocolate
- Less give away Swag items at events such as the corn cobs, clappers, etc.
- Library – How much is the one at Murphy Community Center utilized?
- Email addresses were discussed with regard to communications with Board and Commission members
- Inclusive parks were explained as being areas that allow for all types of issues, including rolling strollers over wood chips. Wheel chairs create issues as well

Deputy Mayor Pro Tem Siddiqui shared the results of the Capital Projects Advisory Committee (CPAC) with the following issues discussed:

- Special-needs children need better park facilities
- Recreation building to allow
 - Gym
 - Meeting Rooms
 - Classes
- Nice indoor Recreation facility
- Sports fields to include:
 - Mixed use
 - Soccer
 - Baseball
 - Lacrosse
- Tennis Courts
- Bathrooms at all City Parks
- New City signs
- Summer Water facilities
 - Pools
 - Additional Splash Pad Parks
 - Indoor swimming pool
- Full redesign of city jail to repurpose the space for better utilization
- Full irrigation at parks, medians, etc. (to win a landscape design award)
- Full cyber security assessment
- Full cyber security investment
- Charging Stations for cars
- City Wide Wi-Fi at the Parks in order to use electronic devices
- Another Quint Fire Truck

- Better signage for all entrances
- Better crosswalks
- Emergency call boxes all over the city
- Community events and Holiday lights
- Road Drainage
- Master Plan for operation of all city facilities

Councilmember Berthiaume shared the results of the Murphy Community Development Corporation (MCDC), Parks and Recreation Board, and Animal Shelter Advisory Committee which included the majority of new Board members.

- Seasoned members explained that the lawyers were consistent in relating information
- Board responsibilities are what?
- Disconnect between Boards and Council – Liaison’s for each Board was positive and negative
- Each Councilmember should visit each board at least once per year
- Balance to preserve the ambiance and the goats
- Restaurants that are family hang-outs with pet friendly areas
- Street light and street landscaping – well lit
- Parks are not well lit
- Reciprocating with libraries and recreation services in surrounding cities
- Summit for 50+ in Garland
- Surrounding areas activities should be listed on website for seniors
- Self-sustaining - just provide space
- Senior programs have been offered at the Community Center but not well attended
- Sip and Stitch Group now meets at the Community Center
- Seniors in Murphy are relatively active and sign up for programs they like
- Boards should attend Council meetings
- Agendas should be sent to Council as a carbon copy and Board and Commission members carbon copied on Council agendas

Mayor Pro Tem Bradley shared the results of the Building & Fire Code Appeals Board and Board of Adjustment:

- South Murphy turned into a golf course
- Operations of the city, what is important?
- What do the other boards do?
- Boards appreciated being invited

Mayor Barna shared the results of the Murphy Municipal Development District (MDD) and Planning & Zoning Commission (P&Z):

- Information on the how’s and whys of what they are voting about
- Infamous Neighborhood Services in the Zoning Codes with regards to uses
- Limit nail salons, chicken, sandwich shops, drive-thru places – Ethics inquired about how those decisions are derived
- Potential developers not coming here (What can we do to get developers here?)
- “Trinity Groves” as a model – project for MDD
- No high end stores – perhaps small boutiques
- Turn land into a project to reduce private land sales – bad hotel deal but maybe something along the lines of the Trinity Groves area

- A big restaurant park (develop a walkable downtown)
- Street performers, artists – private development (apartments, townhomes, brownstones)
- Present a concept with public participation
- Council, Murphy Development District and Planning & Zoning interaction is important

Following a short break, the group was encouraged to break out the **What, Who, When** and **How** for various subjects that had been discussed over the weekend. They were instructed to take into account the different problems which might possibly accelerate the needs, use precautions when warranted, be financial realistic but not let that be the overpowering issue to derail an idea or project.

First topic of Discussion:

WHAT: Murphy Enjoys a Sense of Place (Capturing the sense of place for Murphy as a “small town feel”)

WHO: Murphy Residents

WHEN: The following are well maintained:

- Murphy streets are landscaped and interestingly lit
- Monument signs
- Way finding signage, on trail connectivity
- Pedestrians are safe and “can safely use” all sidewalks and trails

HOW: To accomplish

- 9/2017 – Budget for ways to accomplish the when
- 6/2017 – RFP for consultant interest to accomplish the when
- 10/2017 – Hire the consultant
- 10/2018 – Study completed with a true feasible plan to follow

The What, Who, When and How approach quickly fell by the wayside and below are the items discussed by Council and staff. Some are repeated in areas but it is divided more by subject than by the exercise suggestion.

Areas of focus – first:

- Streetscapes – lighting
- Trail connectivity – Parks
- Library/Recreation – turn MCC into library
- Replace the Quint
- Fire department needs separate from Quint
- Infrastructure

Needs:

- Repaving / Infrastructure Maintenance
- Economic Development Plan
- Long Range Financial Plan
- Land Use – South Murphy Plan and Kinney Property
- Streetscape / Medians (Landscaping)
- Lighting (Streets)

- Trail Connectivity (trails provide North and South connectivity without crossing major thoroughfares and connect to regional trails)

Forward searching:

- What happens regarding staffing
- Where are the dollars coming from – limited to what we have currently – different components cost action to do it and cost for maintaining – bond program only covers one part.
- Library costs for building plus operating costs. Start looking at increase in maintenance and operation to include staff costing.

Major topics:

- Different departments can use additional help
- Overall Organizational Plan – address needs that occasionally versus ongoing
- Budget – April/May begin conversations
- Employee succession plans
- Priorities
- Capital projects with open mind regarding the financial repercussions
- Economic Development - right number of people in the right roles
- Trail connectivity – areas to be completed – connects from north to south – going under to cross Railroad track by DART – trail supposed to reach to Fort Worth

LAND USE

- Betsy Lane – Plan it in phases – Certain events have to happen – eminent domain
- Phase 1 would be Maxwell Creek and then South Maxwell Creek Road - Trail along the creek or drop off
- Current Inventory of city owned properties is complete
- Gap Analysis / Future
- Land acquisition / dedication (funding options) (July 2017)
- Connectivity Plan (December 2017)
- 2017 – Have conversation with engineers and planners in regards to drawings, etc.
- Council's mission is to set and determine what to connect – Past the big goal
- 2019 - September or December whatever the goal – acquiring land to move forward – land inventory to determine connections and work around funding and timing of the project
- End of April 2017 - CPAC could have an inventory to help to determine connectivity
- Don't let us commit to a date we can't meet or price we can't afford
- What we want – key pieces to complete it – staff interaction

INFRASTRUCTURE / REPAVING (prioritized roads as sidewalk repairs)

- How many streets with black-top? Move from black top to concrete
- North Maxwell Creek and the offshoot streets around it
- Inventory of all roads that have needed road repairs – **DONE** but not prioritized
- Dublin-McMillen-Maxwell Creek-McCreary and others – prioritize the roads that need to be converted and concrete panel replacement – not trafficable – not traveled that frequently – section of town that doesn't want more traffic- public sentiment wants roads left alone.

- Underground utilities under the roads. Like the sidewalk priorities. No public sentiment, just a pure count - traffic counts should be conducted – more traveled roads fail quicker than less traveled.
- Expectations of the inventories and prioritization – some needs to go to CPAC for consideration in the 2016 Bond package – the CIP study has about 80% of this conversation explained. In that report traffic counts are missing. Drainage becomes an issue when roads are changed – April 6, 2017 CPAC discussion item.
- Across the board – citizen study from MESA survey in 2015 – the longer a street is not maintained the more expensive it is to maintain or replace if necessary. Recommendation on streetscapes – Murphy Road and Betsy Lane – FM 544 is where 90% travelers' pass – partial plan – pedestrian safety is important – TxDOT to put in solutions? and city maintain? All the medians should be alike?
- Identify consultant
- More monument signs
- Issue RFP for a study after October 1st, what kind of study – stab at the engineering to prepare RFP – Consultant by end of budget year 2018
- Have residential input
- Scope – landscaping, economical solution for lighting issues, streets
- Signage include “Findage” easy in Murphy since all are centrally located
- Charrettes and public town hall meetings – budget process 2-9-17 CPAC meeting – street scape guidance, Councilmember to attend to give overview that was presented at Parks – no numbers are available at this time.
- Recreational activities will increase more, so people will be asking how do I get there?

PARKS (NEED: Multipurpose Parks)

- Inclusive (above and beyond ADA) vs. ADA compliant
- Include inclusive components
- Sensory focused
- Q1 2017 – Council presentation (identify 2 – 3 parks and 2 – 3 components for initial integration)
- Q2 2017 – costs (determine costs and funding)
- 2018 – Beyond (long term outlook current park lifecycle replacements and inclusive component integration)
- Be mindful of phases approach
- Inclusive with definition – all the parks are ADA compliant but inclusive does not include just ADA. Rolling strollers across wood chips are difficult – changes can be done but more expensive and more maintenance. Small items regarding the footprints on the parks doesn't allow for a lot of additions. Good on what we have, accessibility and inclusive are different definitions. More sensory, does not segregate to have healthy body playing with special needs. Topic of conversation in all cities, Frisco has one. In Irving no accessibility except for wheelchair ramps – no playability is left. Long term outlook to upgrade all of them. Playground \$250,000 to begin. Parks Board recommendation, is to cycle in items as end of life of the current item approaches. Oldest park is Mustang 2002, Waters Edge 2003-2004 for building. Need parking at Waters Edge if it becomes inclusive, currently 3 soccer fields.

- Flexibility in changing fields. Five year time frame and learn about upgrades to the older parks. Kinney Park – inclusive swings about \$700 per swing. Phases have to be adopted. One park that is family oriented for special needs not to become a destination park for other cities to come to if possible
- Parking issues at central park
- Focus again – Parks are identified, need formal presentation, in first quarter 2nd and 3rd quarters of 2017 to include cost estimates then 2018 long term discussions replacements out of this bond cycle. Park questions – new park – existing parks – end of life parks – list assumptions
- Additional discussion – Kinney land for multi-use fields or discuss the uses and parking at Kinney Property. Determine types of fields – mini or small soccer fields for 6-8 year old. Determine North Hill Park needs
- 2nd quarter, discussions about Kinney Property
- Get options from Parks Board
- To council by June
- Parks Board Discussion
- Open ended
- Park reservation tracking – field changes for maintenance, repairs, etc.
- Kinney Property If sold what would it be used for, it currently is not a dedicated park only designated as park land
- Kinney Property would like presentation to Parks Board with recommendation to Council? Commissions hates front runners – Parks attend council meeting Kinney is surplus property – could be component of Economic Development – in the totality of the area is why Kinney was never dedicated by Council to be a Park – Quarter 1 – discussion with Park Boards Quarter 2 – joint meeting with Parks by September, 2017

PARKS (Multi-use fields)

- Determine use or partial use for Kinney Property
- Determine North Hill use plan
- Determine Field type / needs (Staff)
- Discussion by June with Council
- Q1 – Parks board discussion (staff options all use)
- Q2 – Council Discussion
- In 2010 Council voted to require 40% of the team reside in Murphy, only Murphy residents can reserve the park areas. On Saturday and Sunday the fields are used by PSA for soccer games. Includes Baseball fields, too. During the week was supposed to allow maintenance but people use the fields anyway ignoring closed signs.
- What is the guidance to Parks from Council – constraints? Leave Kinney as open land
- North Hill Park – was cut down all natural to not require maintenance – just field space not eligible as a nature preserve as Murphy is to small land space wise
- More park space per resident in Murphy than most cities How much open space is available
- Travis Park completion for trail connectivity

ECONOMIC DEVELOPMENT PLAN

Big picture of city wide plan – inventory of available space – potential commercial areas and plans. Future of the allowed uses on all classifications reducing more uses.

Revise future comprehensive land use plan by the end of 2018 – time and community input regardless of when it is done it will be ugly as no election will be in May, 2018. Begin now looking at – Consultant in past created citizen uproar. Consensus of Council is to use a Consultant. If complete by 2018 how soon should a consultant come in – right after May Election 2017. After this election, two years exist before next election.

- Inventory commercial and potential commercial lands
- Review land uses in zoning
- Revise future land use plan (Use consultant) end of 2018
- Select Consultant (after May 2017)
- RFP Out

TECHNOLOGY (NEED: Technology / Wi-Fi Cyber Security)

- Provide plan – Wi-Fi in the parks – how necessary especially for festivals and events? Integrate some technology to allow free Wi-Fi
- Analysis of needs / providers / option
- Next Gen – Providers – Frontier
- Council direction
- Toyota supplied Wi-Fi in Plano parks – Corporate partnership

LIBRARY – Not a high priority at this time**RECREATION CENTER –**

- Recreation –
 - \$350,000 for renovations - return on investment (ROI) and capacity of services in the facility spaces –
 - Booking rooms and classes – no wiggle room, suggested to charge more
 - Current rental is about \$100 per hour. Revenue loss when voting goes on, Police and Fire banquets, Strategic meetings, etc.
- Murphy Activity Center (MAC)
 - Renovations would include 2 small meeting rooms,
 - No more locker rooms – move cleaning room to old Men’s shower areas
 - Women’s showers to be converted to a Lactation Room for nursing mothers
 - Leave large room for jazzercise and yoga
- Both Buildings are not in a propriety fund
 - Commercial issues include ROI
 - Service issues are different – asked about peak hours which are 3:00-9:00pm following school
 - Rentals on weekends
 - Joint meeting with Parks – land use – capacity of services – ROI if valid

- Possible location change for REC center. Ramadan rented out every night. Other cultures use the building for pre-wedding parties. On the circuit – wedding planners know us
- Building currently meets the needs of those using it. Asked questions about advertising the building. People do a lot of decorating to make it meet their needs
- Staff and land uses around the building. Strategic tactical meeting with economic development – parks – council around February, 2017
- Murphy recreation space is appropriate for the community
- Buildings are modern and have reasonable amenities
- Rents fund renovations
- Tactical conversation land use / economic development / joint discussion
- Quality to accomplish is great.

Break-out additional conversations with other groups.

Expectations – to be exceeded

- Staff – looking for summary and plan with time lines –
- Staff to go to a retreat to create an action plan for 2017 in 1st and 2nd quarter
- CPAC and plan for bond plus budget – resources in order to meet.
- Priorities need to be established of the overall of the work effort in front of us.
- Sanitized versions needed.
- Other expectations – none –
 - Question of Council – Receptive office – guidance when asked – realistic appraisal of what is asked for.
 - Jumped the gun on CPAC – parallel the output should have gone to CPAC – Not knowing what has been presented to CPAC – quick run down from Chief Cotten as to uses for jail cells
- Direction for staff – Any final direction – come back with a plan – dates have been suggested with no foundation. Want a plan to come back to for clarity
- Follow – through is poor. Only successful one other time. Difficult when no money is supporting the issues
- Don't assume you know the answer, bring it forward and let Council decide if it is best for Murphy

Mayor thanked staff for giving up their weekend. Council for being focused the majority of the time.

Discussion of Mount Rushmore and who is carved on the mount – and why it is appropriate for each one of them to be there. Washington, Lincoln, Jefferson and Roosevelt. President Roosevelt was a great reformer and was instrumental in creating city government using elected officials combined with professional staff. Murphy Charter follows model city charter that was created by Roosevelt.

Quote from Teddy Roosevelt: “It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms,

the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.”

5. ADJOURNMENT

With no further business, a motion was entertained by the Mayor and the Council meeting adjourned at 12:04 pm.

APPROVED BY:

Eric Barna, Mayor

ATTEST:

Susie Quinn, City Secretary

CITY COUNCIL MINUTES
REGULAR CITY COUNCIL MEETING
JANUARY 17, 2017 AT 6:00 PM

1. CALL TO ORDER

Mayor Barna called the meeting to order at 6:00 pm.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Barna gave the invocation and led the Pledge of Allegiance.

Mayor Barna recognized Mayor Pro Tem Bradley on celebrating his fifty-first (51st) birthday with a Bundlet cake and singing Happy Birthday.

3. ROLL CALL & CERTIFICATION OF A QUORUM

City Secretary, Susie Quinn, certified a quorum with the following Councilmembers present:

Mayor Eric Barna
Mayor Pro Tem Scott Bradley
Councilmember Jennifer Berthiaume
Councilmember Betty Nichols Spraggins
Councilmember Sarah Fincanon
Councilmember Don Reilly

Absent:

Deputy Mayor Pro Tem Owais Siddiqui

4. PRESENTATIONS/RECOGNITIONS

Interim Finance Director Steven Ventura presented the financial report and investment report for December 31, 2016. Account balances ending December 31, 2016 slide included property tax and an interest rate that is at the highest amount in at least a year. Sales Tax slide ending January 2017 reflected a 16% to 17% increase versus same timeframe as last year, 15% through January 2017 versus last year. Council inquired as to the budgeted projection percent for sales tax revenue for this year versus last year? Staff will provide the number to Council.

At the request of Council, the General Fund Unaudited FY 2017 Revenues and Expenditures slides were reformatted to highlight month-to-date and year-to-date revenues and expenditures. Permits and licenses, a total of nine (9) for the year, increased two (2) from last year. Council requested if Staff could provide a report stating the breakdown of insurance proceeds by department. Utility Fund Expenditure slide reflected waste water increase as a true up cost. Last slide was the Investment Report at quarter end for December 31, 2016.

5. PUBLIC COMMENTS

Robert Mortonson, resident addressed Council in regards to section 1.02.041 of the governance Policy. Mr. Mortonson does not agree with the sentence in the governance policy that reads “the city council member may not attend an executive session of a board, commission or committee.” Why be restrictive?, if a council member is doing their due diligence and is a top leader of the organization, they should have the privilege to attend an executive session so they have all of the necessary knowledge to make a proper decision.

6. CITY MANAGER/STAFF REPORTS

- A. Radio Systems – Police Chief Arthur Cotten updated Council that staff has settled into the new dispatch room for about two weeks and all seems to be functioning well, had a couple of glitches with the new system but worked through the issues. Currently working to ensure that project remains within budget and have received all items. The final phase is the bump out system at the Fire station, Assistant Fire Chief Greg Werner is to schedule accordingly. Council inquired as to when a tour can be scheduled, Chief Cotten replied they are welcome to come by anytime for a tour either individually or as a group.
- B. Sidewalk Rehabilitation Program – Public Services Director Tim Rogers provided an update to Council that the Ranch subdivision sidewalk rehab has been completed with some minor cleanup to finish. Staff will momentarily stop work on the sidewalk rehabilitation program to complete the street replacement panels on McCreary road. Staff will then move onto the Windy Hill Farms subdivision to continue with the sidewalk rehabilitation program.
- C. South Maxwell Creek Sewer Line – Public Services Director Tim Rogers provided an update to Council that the contractor worked on two (2) manhole connections at McCreary Road, setting one today and the other to be poured tomorrow for the interconnection to the existing line. The contractor has begun to bore under RacTrac driveway on the north side of FM 544 and should be completed tomorrow. Contractor will then move underneath the DART railway section.
- D. FM544 Traffic Safety Update – City Manager Mike Castro spoke with the area TXDOT engineer, Brenan Honey. TXDOT will request federal funding to accomplish several portions of the project. Add additional lighting, place and improve the pedestrian ramps at all four corners of the intersection. On track to repaint the crosswalk but that will be handled internally with TXDOT resources and crews. TXDOT will submit federal funding either late May or early June 2017 with response time of about (6 to 8) six to eight weeks on whether the project will be funded. A score is provided to determine if a location ranks competitively for the improvements, FM 544 at Hawthorne has a high score. Staff to inquire with the area engineer, if they could provide specific timeframe on the repainting of the crosswalks. Council inquired if staff could obtain a list of the estimates for improvements for the federal funding of the FM 544 at Hawthorne intersection from TXDOT. Can the City of Murphy fund the work for reimbursement from TXDOT at a later date? In the meantime, what temporary warning signs could be installed to notify of the imminent danger in the intersection?
- E. Personnel Handbook Update – City Manager Mike Castro stated that staff will be bringing to Council personnel handbook changes, the majority are state compliance related but will have some changes that are discretionary changes. Staff inquired if Council would like to schedule a work session or add the topic as an agenda item to the next council meeting. Council replied that a regular agenda item is fine, but provide a red line version highlight what is state mandated and what is discretionary in the personnel handbook.
- F. Department Director Vacancies – Director of Economic Development and Community Director position – a conditional offer was presented to a candidate. The background checks are in process and a final offer on the position is anticipated by the end of the week. Once final offer has been accepted by the candidate, a press release will be sent out to the press contacts and council.

Finance Director – job posting closed Friday and currently 36 applicants applied. Will conduct interviews, background checks and fill that position as quickly as possible.

G. Upcoming Events –

- Release of the Parks and Recreation Spring Guide – February 2, 2017 to be included in the Murphy Messenger that is sent to all citizens
- Daddy Daughter Dance – Saturday, February 18, 2017 from 6 pm until 9 pm at the Murphy Community Center, 205 North Murphy Road
- Rainbow Trout Round-Up – Saturday, February 25, 2017 from 9 am until 11 am at the City Hall pond, 206 North Murphy Road

7. INDIVIDUAL CONSIDERATION

- A. Consider and/or act to approve the January 3, 2017 Regular Council meeting minutes. *Susie Quinn, City Secretary*

COUNCIL ACTION (7.A.):

APPROVED

Mayor Pro Tem Bradley moved to approve the consent agenda as presented. Councilmember Fincanon seconded the motion. For: Unanimous. The motion carried by a vote of 6-0 (Deputy Mayor Pro Tem Siddiqui was absent).

- B. Consider and/or act to approve Ordinance Number 17-01-1028 amending the Governance Policy.

City Secretary Susie Quinn requested approval of Ordinance Number 17-01-1028 amending the Governance Policy to be in compliance with state law.

Several points were discussed by Council in regards to Section 1.02.041 of the governance policy “the city council member may not attend an executive session of a board, commission or committee.” Discussion regarding trust of board and commission members, confidential information in regards to certified agendas of closed meetings, and the potential issue of a possible quorum of councilmembers in attendance.

Assistant City Attorney Courtney Kuykendall addressed Council that the amendment that was drafted was based on discussions and concerns that were expressed from Council. In the absence of a court case that is definitive on this issue, the city attorney’s office looked to the Attorney General for guidance and persuasive authority on how the city is to operate in this regard.

COUNCIL ACTION (7.B.)

APPROVED

Councilmember Reilly moved to approve Ordinance Number 17-01-1028 amending the Governance Policy as presented. Mayor Pro Tem Bradley seconded the motion. For: Mayor Barna, Mayor Pro Tem Bradley, Councilmember Spraggins, Councilmember Fincanon, and Councilmember Reilly. Against: Councilmember Berthiaume. The motion carried by a vote of 5-1 (Deputy Mayor Pro Tem Siddiqui was absent).

8. ADJOURNMENT

With no further business, a motion was entertained by the Mayor and the Council meeting adjourned at 6:47 pm.

APPROVED BY:

Eric Barna, Mayor

ATTEST:

Susie Quinn, City Secretary

**City Council Meeting
February 7, 2017**

Issue

Consider and/or act upon the placement of a “Little Library” on City property as requested by the Girl Scouts.

Staff Resource/Department

Tim Rogers, Public Services Director
Caitlyn Mullins, Manager of Recreation Services

Summary

As requested by City Council, City staff researched the topic of “Little Libraries” for consideration of a pilot program at one to three City park locations.

Background/History

At the October 8th City Council Meeting, Council member Sarah Fincanon requested that staff look into the installation of “Little Libraries” for the City of Murphy.

On November 14, 2016 City staff conducted a presentation regarding the installation of “Little Libraries” within the City of Murphy Parks to the Parks and Recreation Board.

Upon discussion, the Parks and Recreation Board discussed concerns regarding possible vandalism, probable locations, costs to the City, who would be in charge of maintenance and control of content. There was consensus of the Board to a trial location as long as it was of minimal cost to the City.

The Girl Scouts plan is for them to maintain the “Little Library” on a weekly basis for any damage or need to replace books. They have already collected enough books for more than one “Little Library”. Their intent is to have the project completed by June, 2017. They have requested for permission to place the “Little Library” in a Murphy Park within their school area (liberty, aviary) or if not possible at these locations, another city park where foot traffic can help with the safety of the box.

Financial Considerations

Currently the Girls Scouts have earned enough funds to build one “Little Library”.

Recommendation/Action

City staff recommends installing the “Little Library” at the entrance of Central Park near the Plano Sports Authority due to high foot traffic and clear visibility of the structure in this area. Consider and/or act upon the placement of a “Little Library” on City property.

Attachments

Attachment #1 - Little Library Information & FAQ's
Attachment #2 - Free Little Library Pictures
Attachment #3 - City Staff Recommended Location

Little Free Library (LFL) FAQ's:

- A Little Free Library is a “take a book, return a book” free book exchange. They come in many shapes and sizes, but the most common version is a small wooden box of books. Anyone may take a book or bring a book to share.
- As of November 2016, there are over 50,000 registered Little Free Library book exchanges in all 50 U.S. states and over 70 countries around the world.
- **Stewards:**
 - Little Free Library Registered Stewards have typically been the ones to apply for the charter and update information about that particular library on the LFL website as well as be a responsible party that ensures the library is tended to as needed.
 - Starbucks of Murphy used to have an official Little Free Library Charter until it was renovated. The Steward for this Chartered Free Little Library is the director of Oakbrook School in Murphy.
 - The registered steward has expressed interest in becoming a Steward again, but does not have a Little Free Library that is suitable for outdoor use.
- **Vandalism:**
 - Small incidences of vandalism do happen. Things like having a guest book stolen or a few books damaged are going to happen at one point or another.
 - Bigger problems, like having all of your books “stolen” or the entire Library damaged is much less common.
 - To deter vandalism, put the Library in a highly visible spot with lots of lights. Have many people using it and looking out for it.
 - An official Little Free Library stamp in the books will also help prevent used bookstores from buying them.
 - If someone is repeatedly clearing out your Library, put up a sign explaining that your Little Library is a community resource for everyone to enjoy and that you and others notice when the Library is mistreated.
- **Monitoring Books:**
 - LFL's are a community program and everyone who uses the Library has the right of helping make sure the types of books in it are appropriate to neighbors of all ages and backgrounds.
 - The Little Free Library organization encourages stewards to be open-minded about types of books and topics. For example, if the Library becomes a place for promoting controversial causes, it might lose a good number of customers. Censorship is not the answer, but a balanced collection can be.
 - Don't ban books, but instead of 5 or 10 copies of something, 1 copy might do.
 - The more people who participate, donate, steward and use each LFL, the better.

Little Library



City Staff Recommended Location for a "Little Library"



City Council Meeting
February 7, 2017

Issue

Consider and/or act upon approval of Ordinance Number 17-02-1029 ordering a General Election to be held on May 6, 2017, for the purpose of electing the Mayor and Council Member for Place 3, and Council Member for Place 5 to a three (3) year term of office.

Background

Pursuant to the City of Murphy Charter, Section 3.01, the City Council shall be composed of a Mayor and six Council Members elected under the place system, with there being Places 1, 2, 3, 4, 5 and 6. The Mayor and each Council Member shall be elected at large, and unless sooner removed under the provisions of this Charter, shall serve for a term of three (3) years, and until their successor has been elected and duly qualified.

Charter Provision: The City Council shall be composed of a Mayor and six (6) Council Members elected under the place system, with there being Places 1, 2, 3, 4, 5 and 6. The Mayor and each of the six (6) Council Members shall be elected at large, and unless sooner removed under the provisions of this Charter, shall serve for a term of three (3) years, and until their successor has been elected and duly qualified. All of the City Council holding office at the time of passage of this Charter or any amendments to this Charter shall continue to hold their respective offices until the respective term for which they were elected expires.

State Law Provision: Texas Election Law prescribes the uniform election date as the first Saturday in May which will be May 6, 2017. An election is to be ordered and the Notice of Election is to be posted to the City's Bulletin Board and website. Recommended time for calling the election is January 23, 2017 to February 7, 2017.

Financial Considerations

The City Secretary's Office has budgeted \$35,000 for election expenses in the FY 2017 Budget. The proposed contract with Collin County Elections and Plano ISD is the next agenda item.

Board/Staff Recommendation

Staff recommends approval.

Attachments

- 1) Proposed Ordinance
- 2) Proposed Election Notice
- 3) Precinct Registered Voters Numbers
- 4) Precinct Map

ORDINANCE NO. 17-02-1029

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON THE SIXTH OF MAY, 2017 FOR THE PURPOSE OF ELECTING A MAYOR AND COUNCIL MEMBERS FOR PLACE 3 AND PLACE 5 TO A THREE (3) YEAR TERM OF OFFICE; PROVIDING FOR ELECTION OFFICERS; DESIGNATING THE PLACE AND MANNER OF HOLDING SAID ELECTION; DESIGNATING THE EARLY VOTING POLLING PLACE; DESIGNATING THE EARLY VOTING CLERK; PROVIDING FOR THE POSTING AND PUBLICATION OF NOTICE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the Texas Election Code establishes May 6, 2017, as the uniform election date for the City of Murphy general election; and

WHEREAS, the Section 3.01(2) of the Home-Rule Charter provides that a general municipal election for the position of Mayor and Council Member Places 3 and 5 shall be elected at large on the May 6, 2017 uniform election date and that Council Members elected shall serve for three (3) year terms of office; and

WHEREAS, the meeting at which this Ordinance is considered is open to the public as required by law, and public notice of the time, place and purpose of said meeting was given as required by Section 551.043 of the Texas Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS:

Section 1. Election Order; Election Date. That a General Election of the City of Murphy, prescribed by City of Murphy Home-Rule Charter shall be held between the hours of seven o'clock a.m. (7:00 a.m.) and seven o'clock p.m. (7:00 p.m.) on the 6th day of May, 2017.

Section 2. Purpose of Election. For the purpose of a General Election for Mayor and Council Member Places 3 and 5 with the elected Mayor and Council Members serving a three (3) year term of office. The candidate for each such office receiving a majority of all votes cast for the office shall be elected to serve such term.

Section 3. Candidate Filing Deadline. Candidates may file for one of the three (3) places beginning on January 18, 2017 through February 17, 2017 between the hours of 8 a.m. to 5 p.m., Monday through Friday. The deadline for a write-in candidate shall be 5:00 p.m. on February 17, 2017.

Section 4. Voting System. That voting on the date of the Election, and early voting therefore, shall be by the use of a lawfully approved voting system. The preparation of the voting equipment to be used in connection with such voting system and the official ballots for the

ATTACHMENT 1

Election shall conform to the Texas Election Code, as amended, so as to permit the electors to vote for the Mayor and two (2) City Council Members. Said ballots shall have printed therein such provisions, markings, and language as may be required by law and the Candidates shall be set forth on said ballots in substantially the following form and language:

GENERAL ELECTION
ELECCION GENERAL
City of Murphy, Texas
Ciudad de Murphy, Texas
May 6, 2017
6 de mayo de 2017

OFFICIAL BALLOT
BOLETA OFICIAL

Mayor
Alcalde

Council Member, Place 3
Miembro del Consejo, Lugar 3

Council Member, Place 5
Miembro del Consejo, Lugar 3

Section 5. Election Precincts; Polling Places. That the City hereby designates the Election Day polling location for the voters in five (5) Collin County Election Precincts located wholly or partially within the City of Murphy (Precinct Numbers 25, 144, 153, 166, and 210). The Election Day polling place for Precinct Numbers 25, 144, 153, 166 and 210 shall be the Murphy Community Center, 205 North Murphy Road, Murphy, Texas 75094 and any other Election Day Vote Center location designated in the contract for services with the Collin County Elections Administration. The Election Day election officials shall be named by the Collin County Elections Administrator.

Section 6. Early Voting; Early Voting Polling Place. The election shall be conducted by Collin County pursuant to a contract for election services between the City of Murphy and Collin County, and Collin County election officials shall serve as officials for said election.

Collin County Election Administrator Bruce Sherbet, Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069, is hereby appointed as the Early Voting Clerk, and Susie Quinn, City Secretary for the City of Murphy, is hereby appointed as Deputy Early Voting Clerk.

The early voting locations by personal appearance for the election are attached as **Exhibit "A"**. Early voting shall take place during the following dates and times:

April 24 – April 26	8:00 a.m. – 5:00 p.m.;
April 27	8:00 a.m. – 7:00 p.m.;

ATTACHMENT 1

April 28 and April 29 (Saturday)	8:00 a.m. – 5:00 p.m.; and
May 1 and May 2	7:00 a.m. – 7:00 p.m.

Section 7. Election Compliance. This election shall be held in accordance with, and shall be governed by, the election laws of the State of Texas. In all City elections, the Mayor, City Secretary or City Council shall perform each act as is required to be performed, in connection with the holding and consummation of such election, and to give effect to the intent of this Ordinance.

Section 8. Voting Qualification; Voting Materials. All registered, qualified voters of the City shall be permitted to vote at the election. In addition, the election materials enumerated in the Texas Election Code, as amended, shall be printed in English and Spanish for use at the polling places and for early voting for the Election.

Section 9. Compensation for Services. The Presiding Judge of the regular election shall be paid the sum of \$12.00 per hour, or in an amount specified in the Contract for Election Services with the Collin County Election Administrator, for services provided in conducting the election. The Alternate Judge and each election clerk of the regular election shall be paid the sum of \$10.00 per hour, or in an amount specified in the Contract for Election Services with the Collin County Election Administrator, for services provided in conducting the election. Additionally, the Presiding Judge shall be paid \$25.00 for the delivery of the election supplies and results after the polls close.

Section 10. Election Returns. The Collin County Election Administrator shall deliver election returns to the City Secretary. The ballot boxes will be retained by the Collin County Election Administrator and will be available for inspection by the City Council in compliance with the applicable laws of the State of Texas; and the ballots that are properly marked in conformance with the provisions of the Texas Election Code, as amended, for votes cast both during the period of early voting and on the day of the Election shall be counted in the manner required by law.

Section 11. Notice. The Mayor and City Secretary are hereby directed to give notice of the election by:

- (a) Publishing the notice of the election at least once, not more than thirty (30) days nor less than ten (10) days before the election in at least the official newspaper and the official City website;
- (b) Filing with the City Secretary, a copy of the notice of the election; and
- (c) Posting a copy of the notice on the bulletin board used for posting notices of the meetings of the City Council at least twenty-one (21) days before the Election.

The Mayor or City Secretary shall file with the City Secretary a copy of the Publisher's Affidavit, which complies with the Texas Election Code, as amended, that the notice was published, with the name of the newspaper and the dates of publication.

Section 12. Run-Off Election. If a run-off election becomes necessary, the Collin County Election Administrator's office will conduct the run-off election. In the event any candidate for any one of said offices fails to receive a majority of all votes cast for such office, a run-off election is hereby ordered to be held on June 10, 2017, as provided for by the Charter of the City and the Texas Election Code.

Section 13. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause, or portion of this ordinance or application thereto to any person or circumstance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portion of this ordinance; and the City Council hereby declares it would have passed such remaining portions of this ordinance despite such invalidity which remaining portions shall remain in full force and effect.

Section 14. Effective Date. This Ordinance shall take effect from and after its passage.

DULY PASSED AND APPROVED by the City Council of the City of Murphy, Texas on this the 7th day of February, 2017.

Eric Barna, Mayor
City of Murphy

ATTEST:

Susie Quinn, City Secretary
City of Murphy

Exhibit “A”

**MAY 6, 2017
JOINT GENERAL ELECTION**

**Early Voting Locations and Hours
City of Murphy & PISD***

Polling Place			Address		City	
Collin County Election Office (Main Early Voting Location)			2010 Redbud Blvd., #102		McKinney	
Murphy Community Center			205 N. Murphy Road		Murphy	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April 23</i>	<i>April 24</i>	<i>April 25</i>	<i>April 26</i>	<i>April 27</i>	<i>April 28</i>	<i>April 29</i>
	8am – 5pm	8am – 5pm	8am – 5pm	8am - 7pm	8am - 5pm	8am - 5pm
<i>April 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	<i>May 4</i>	<i>May 5</i>	<i>May 6</i>
	7am – 7pm	7am – 7pm				7am – 7pm Election Day

* City and School District voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administration.

NOTICE OF GENERAL ELECTION
(AVISO DE ELECCION GENERAL)

To the Registered Voters of the City of Murphy, Texas:
(a los votantes registrados del Ciudad de Murphy, Texas:)

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., on Saturday, May 6, 2017 for voting in a general election to elect the Mayor; and two (2) council members: Council Member Place 3, Council Member Place 5.

(Notifíquese, por las presente, que las casillas electorales sitados abajo se abriran desde las 7:00 a.m. hasta las 7:00 p.m. sabado, el 6 de mayo 2017 para votar en la eleccion general para elegir al acalde; y dos (2) miembros del Concejo: Puesto 3, y Puesto 5.)

LOCATION OF THE ELECTION DAY POLLING PLACE:
(DIRECCION(ES) DE LAS CASILLAS ELECTORALES)

City constitutes one Election Precinct (made up from Precincts 25, 144, 153, 166, and 210)
(La ciudad constituye el recinto de la elección (compuesto de los Recintos 25, 144, 153, 166 y 210))

Murphy Community Center, 205 North Murphy Road, Murphy, Texas 75094
Centro comunitario de Murphy, 205 North Murphy Road, Murphy, Texas 75094

Miller Elementary, 5651 Coventry Drive, Richardson, Texas 75082
Escuela Primaria Miller, 5651 Coventry Drive, Richardson, Texas 75082

Any of the additional locations open under full contract services with the Collin County Elections Administration. (See Exhibit A)

Cualquiera de las ubicaciones adicionales se abren bajo contratos completos con la Administración de Elecciones del Condado de Collin.. (Vea la prueba instrumental A)

EARLY VOTING BY PERSONAL APPEARANCE WILL BE CONDUCTED EACH WEEKDAY AT:
(LA VOTACION ADELANTADA EN PERSONA SE LLEVARA A CABO DE LUNES A VIERNES EN)

- Murphy Community Center, 205 North Murphy Road, Murphy, Texas 75094
Centro comunitario de Murphy, 205 North Murphy Road, Murphy, Texas 75094
- Collin County Elections Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069 (Main Early Voting location); and
Oficina de elecciones del condado de Collin, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069 (Principal lugar de votación temprana); y
- Any of the additional Early Voting locations open under full contract services with the Collin County Elections Administration. (See Exhibit A)
Cualquiera de las ubicaciones de votación anticipada adicionales abre bajo servicios de contrato completo con la Administración de Elecciones del Condado de Collin. (Vea la prueba instrumental A)

April 24 – April 26	8:00 a.m. – 5:00 p.m.	(el 24 de abril, hasta el 26 de abril, 8:00 de la mañana hasta las 5:00 de la tarde;)
April 27	8:00 a.m. – 7:00 p.m.	(el 27 de abril, 8:00 de la mañana hasta las 7:00 de la tarde;)
April 28 – April 29	8:00 a.m. – 5:00 p.m.	(el 28 de abril y 29 de abril, 8:00 de la mañana hasta las 5:00 de la tarde; y)
May 1 -2	7:00 a.m. – 7:00 p.m.	(el 1 y 2 de mayo, 7:00 de la mañana hasta las 7:00 de la tarde)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votaran en ausencia por correo deberan enviarse a :)

Bruce Sherbet, Elections' Administrator (Early Voting Clerk)
2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.
(Nombre del Secretario(a) de la Votacion Adelantada)

Applications for ballots by mail must be received no later than the close of business on Tuesday, April 25, 2017.
(Las solicitudes para boletas que se votaran en ausencia por correo deberan recibirse para el fin de las horas de negocio el martes 25 de abril, 2017)

Issued this the 7th day of February, 2017.
(Emitada este dia 7 de febrero, 2017.)

Eric Barna, Mayor
(Firma del Alcalde)

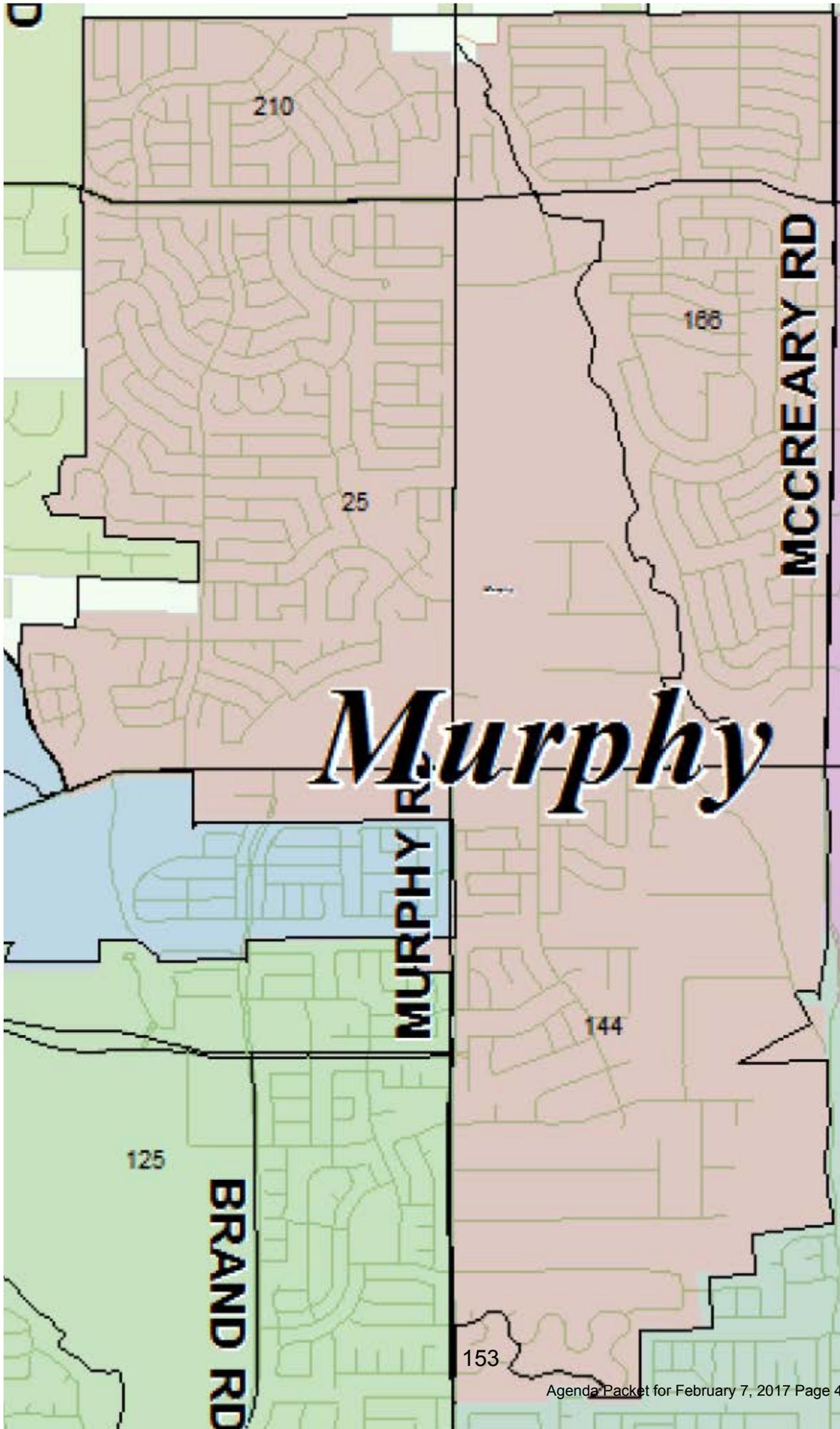
Date: 02/02/17
 Time: 04:38:33 PM

COLLIN COUNTY ELECTIONS DEPARTMENT
 Voter Registration District Directory Report
 District: MURPHY CITY DISTRICT

vr_ddir v.100803
 Page: 1

District MURPHY CITY DISTRICT

Voters	Partial Pct	Precinct	Name
4658	N	025	PCT 025
2442	Y	144	PCT 144
140	Y	153	PCT 153
3290	N	166	PCT 166
1314	N	210	PCT 210
<hr/> 11844	Total voters in district.		5 precincts listed for district



City Council Meeting
February 7, 2017

Issue

Consider and/or act upon approval of the Joint Election Contract for Election Services for the May 6, 2017, General Election between the City Council of the City of Murphy, and the Plano Independent School District, along with a Joint Election Agreement between the City of Murphy, the Board of Trustees of the Plano Independent School District and the Board of Trustees of Collin College District and the Elections Administrator of Collin County, Texas and authorize the Mayor to execute the same.

Staff Resource/Department

Susie Quinn, City Secretary

Background

The City of Murphy has contracted with the Collin County Elections Administrator to coordinate, supervise and conduct elections for several years. The attached contract is for election services for the May 6, 2017 General Election and, if necessary, the June 10, 2017 runoff election.

Financial Considerations

The City Secretary's Office has budgeted \$35,000 for election expenses in the FY 2016-2017 Budget. The November 2016 Charter Amendment Election cost the City \$8,712.46. The proposed contract price for the May Election is \$4,868.48, but that may increase depending on how many entities cancel their elections. Provided there is no runoff election, Staff does not anticipate the election cost to exceed \$10,000. If a runoff is necessary, the remaining budgeted funds could be spent.

Board/Staff Recommendation

Staff recommends approval.

Attachments

May 6, 2017 Contract for Election Services

May 6, 2017
Joint General Election
Contract for Election Services
City of Murphy/Plano ISD

May 6, 2017 Joint General Election

Table of Contents

I.....Duties and Services of Contracting Officer
 II.....Duties and Services of City and School District
 III.....Cost of Election
 IV..... Joint General Agreement
 V.....General Provisions

Exhibits

Exhibit A.....Early Voting Schedule and Locations
 Exhibit B.....Election Day Vote Centers
 Exhibit C.....Cost of Services
 Exhibit D.....Joint General Agreement

will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the Ballot Board. Election judges shall be secured by the Contracting Officer with the approval of the City and the School District.

- b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar); calendar will be provided.
- c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.
- d. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$12.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

- a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.
- b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the Central Counting Station.
- c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), transfer cases, voting signs and election supply cabinets.

2. Supplies include smart cards, sample ballots, provisional forms, maps, labels, pens, tape, markers, etc.

C. The Contracting Officer, Bruce Sherbet, shall be appointed the Early Voting Clerk by the City and the School District.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the City and School District's May 6, 2017, Joint General Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract.

c. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.

1. Application for mail ballots erroneously mailed to the City or School District shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed by the Contracting Officer.

D. The Contracting Officer shall arrange for the use of all Election Day Vote Centers. The City and School District shall assume the responsibility of remitting the cost of all employee services required to provide access, provide security or provide custodial services for the Vote Centers. The Election Day Vote Centers are listed in Exhibit "B", attached and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Bruce Sherbet. The Tabulation Supervisor shall be Patty Seals.

a. The Tabulation Supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.

c. Election night reports will be available to the City and School District at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.

d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City and School District as soon as possible after all returns have been tallied.

e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.

1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
 2. The City and School District can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City or School District does not request the lists, the Contracting Officer shall destroy them.
- f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the City and School District in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

II. DUTIES AND SERVICES OF THE CITY AND SCHOOL DISTRICT. The City and School District shall assume the following responsibilities:

- A. The City and School District shall prepare the election orders, resolutions, notices, official canvass and other pertinent documents for adoption by the appropriate office or body. The City and School District assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.
- B. The City and School District shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic (shape file preferred) or printed format as soon as possible but no later than Friday, March 3, 2017.
- C. The City and School District shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.
 - a. **The City and School District shall deliver to the Contracting Officer as soon as possible, but no later than 5:00 PM Wednesday, February 22, 2017, the official wording for the City and School District's May 6, 2017, Joint General Election.**

b. The City and School District shall approve the "blue line" ballot format prior to the final printing.

D. The City and School District shall post the publication of election notice by the proper methods with the proper media.

E. The City and School District shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.

F. The City and School District shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, April 7, 2017. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury
2300 Bloomdale Rd. #3138
McKinney, Texas 75071**

Made payable to: "Collin County Treasury" with the note "for election services" included with check documentation.

G. The City and School District shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

III. COST OF SERVICES. See Exhibit "C."

IV. JOINT GENERAL AGREEMENT. See Exhibit "D".

V. GENERAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City and School District's May 6, 2017, Joint General Election is to be filed or the place at which

any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City and School District.

C. If the City and/or School District cancel their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 6, 2017, Joint General Election. All actual shared cost incurred in the conduct of the election will be divided by the actual number of entities contracting with the Contracting Officer **and** holding a May 6, 2017, Joint General Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2017.

Bruce Sherbet
Collin County, Texas

WITNESS BY MY HAND THIS THE 7th DAY OF February 2017.

By: _____
Eric Barna, Mayor
City of Murphy

Attest: _____
Susie Quinn, City Secretary
City of Murphy

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2017.

By: _____
Dr. Brian T. Binggeli, Superintendent
Plano Independent School District

Attest: _____
Missy Bender, Board President
Plano Independent School District

Exhibit "A"

**MAY 6, 2017
JOINT GENERAL ELECTION**

**Early Voting Locations and Hours
City of Murphy & PISD***

Polling Place			Address		City	
Collin County Election Office (Main Early Voting Location)			2010 Redbud Blvd., #102		McKinney	
Murphy Community Center			205 N. Murphy Road		Murphy	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April 23</i>	<i>April 24</i>	<i>April 25</i>	<i>April 26</i>	<i>April 27</i>	<i>April 28</i>	<i>April 29</i>
	8am – 5pm	8am – 5pm	8am – 5pm	8am - 7pm	8am - 5pm	8am - 5pm
<i>April 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	<i>May 4</i>	<i>May 5</i>	<i>May 6</i>
	7am – 7pm	7am – 7pm				7am – 7pm Election Day

* City and School District voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administration.

Exhibit "B"

**MAY 6, 2017
JOINT GENERAL ELECTION**

Election Day Vote Centers –City of Murphy & PISD*

Precincts	Location	Address	City
"VOTE CENTERS"	Miller Elementary School	5651 Coventry Drive	Richardson
"VOTE CENTERS"	Murphy Community Center	205 N. Murphy Road	Murphy

*City and school district voters may vote at any of the additional Election Day Vote Centers open under full contract services with the Collin County Elections Administration.

ESTIMATED COSTS FOR CITY OF MURPHY

May 6, 2017

SUPPLY COST

Number of Early Voting Locations	1				
Number of Election Day Locations	2				
		Units	Cost Murphy	Units	Cost PISD/Murphy/CCCC
Sample Ballots	\$0.1866 each	100	\$18.66	500	\$93.30
Early Voting Mail Ballots	\$1.20 each	25	\$30.00	75	\$90.00
Precinct Ballot Setup	\$10.00 each	1	\$10.00	1	\$10.00
Precinct Ballots	\$0.4002 each	0	\$0.00	25	\$10.01
Early voting and election day kits	\$25.00 each	0	\$0.00	3	\$75.00
Central Counting kit and supplies	\$50.00 each	0	\$0.00	1	\$50.00
County Precinct Maps	\$12.00 each	0	\$0.00	3	\$36.00
Printer Labels	\$5.27 each	0	\$0.00	3	\$15.81
Total			\$58.66		\$380.12
Number of Entities Sharing Costs			1		3
SubTotal			\$58.66		\$126.71
Grand Total	\$185.37				

EQUIPMENT RENTAL COST

Number of Early Voting Locations	1				
Number of Election Day Locations	2				
		Units	Cost Murphy	Units	Cost PISD/Murphy/CCCC
Voting Machines (7's)	\$150.00 each	0	\$0.00	6	\$900.00
Voting Machines (6's)	\$200.00 each	0	\$0.00	6	\$1,200.00
Transfer Cases	\$5.00 each	0	\$0.00	3	\$15.00
Metal Signs	\$1.00 each	0	\$0.00	6	\$6.00
Wood Signs	\$2.00 each	0	\$0.00	3	\$6.00
EV Security Cabinets	\$200.00 each	0	\$0.00	1	\$200.00
EV Computer Cabinet	\$50.00 each	0	\$0.00	1	\$50.00
ED Security Cabinets	\$200.00 each	0	\$0.00	2	\$400.00
EV/ED Cabinet Drayage	\$138.00 each	0	\$0.00	3	\$414.00
Total			\$0.00		\$3,191.00
Number of Entities Sharing Costs			1		3
SubTotal			\$0.00		\$1,063.67
Grand Total	\$1,063.67				

EARLY VOTING

Number of Early Voting Locat 1
Workers each location 4

		Units	Cost Murphy	Units	Cost PISD/Murphy/CCCC
Mailed Ballot Kits	\$1.00 each	25	\$25.00	75	\$75.00
Postage for Ballots	\$0.88 each	25	\$22.00	60	\$52.80
Assemble EV Location	\$50.00 each	0	\$0.00	1	\$50.00
Total Judge Hours	\$12.00 hour	0	\$0.00	68	\$816.00
Overtime Judge Hours	\$18.00 hour	0	\$0.00	23	\$414.00
Total Alt. Judge & Clerk Hours	\$10.00 hour	0	\$0.00	204	\$2,040.00
Overtime Alt. Judge & Clerk Hours	\$15.00 hour	0	\$0.00	65	\$975.00
Pickup & Delivery of Supplies	\$25.00 each	0	\$0.00	1	\$25.00

Total \$47.00 \$4,447.80
Number of Entities Sharing Costs 1 3

SubTotal \$47.00 \$1,482.60

Grand Total \$1,529.60

ELECTION DAY

Number of Election Day Locations 2
Workers each location 4

		Units	Cost Murphy	Units	Cost PISD/Murphy/CCCC
Total Judge Hours	\$12.00 hour	0	\$0.00	28	336
Total Alt. Judge & Clerk Hours	\$10.00 hour	0	\$0.00	84	840
Pickup & Delivery of Supplies	\$25.00 each	0	\$0.00	2	50

Total \$0.00 \$1,226.00
Number of Entities Sharing Costs 1 3

SubTotal \$0.00 \$408.67

Grand Total \$408.67

ADMINISTRATIVE EXPENSES

Number of Early Voting Locations 1
Number of Election Day Locations 2

		Units	Cost Murphy	Units	Cost PISD/Murphy/CCCC
Deposit for Manual Recount	\$60.00 each	0	\$0.00	1	\$60.00
Process Pollworker Checks	\$1.50 each	0	\$0.00	12	\$18.00
Process Election Judge Notices	\$1.50 each	0	\$0.00	6	\$9.00

Total \$0.00 \$87.00
Number of Entities Sharing Costs 1 3

SubTotal \$0.00 \$29.00

Grand Total \$29.00

TABULATION

Tabulation Network	\$4,000.00
Election Night Vendor Support	\$1,800.00
Notice of Inspection/Tabulation Test	<u>\$2,250.00</u>
Total	\$8,050.00
Number of Entities	<u>34</u>
Total	\$236.76

PROGRAMMING

Dominion Project Management	\$5,000.00
Full Service Programming w/Audio	<u>\$14,000.00</u>
Total	\$19,000.00
Number of Entities	<u>34</u>
Total	\$558.82

CENTRALIZED COSTS

Early Voting Ballot Board	\$2,000.00
Cost for Central Count Workers	\$1,400.00
FICA on Election Workers	\$4,500.00
Assemble EV Location	\$50.00
Early Voting Machines in McKinney (6)	\$1,100.00
Early Voting Personnel in McKinney	\$4,000.00
Warehouse Gas Mileage	\$1,200.00
County Overtime and Temporaries	\$35,000.00
FICA for County Employees	<u>\$2,500.00</u>
Total	\$51,750.00

Full Service Jurisdictions - 1,464,745

Plano ISD - 201,958	14% of Total = \$7,245.00
City of Murphy - 11,837	.08% of Total = \$414.00
City of Parker - 3,095	Flat Fee - \$125.00
City of Plano - 157,059	11% of Total = \$5,692.50
City of McKinney - 92,862	6% of Total = \$3,105.00
McKinney ISD - 73,530	5% of Total = \$2,587.50
CCCC - 526,033	36% of Total = \$18,112.50
City of Allen - 56,819	4% of Total = \$2,070.00
Allen ISD - 57,018	4% of Total = \$2,070.00
City of Anna - 6,037	.04% of Total = \$212.18
Anna ISD - 7,995	.05% of Total = \$258.75
City of Blue Ridge - 440	Flat Fee - \$125.00
Blue Ridge ISD - 2,113	Flat Fee - \$125.00
City of Celina - 4,758	.03% of Total = \$155.25
Celina ISD - 6,453	.04% of Total = \$212.18
City of Fairview - 6,933	.04% of Total = \$212.18
Lovejoy ISD - 10,823	.07% of Total = \$377.78
City of Frisco - 51,247	3% of Total = \$1,552.50
Frisco ISD - 80,594	5.5% of Total = \$2,846.25
Farmersville - 1,561	Flat Fee - \$125.00
Farmersville ISD - 4,745	.03% of Total = \$155.25
City of Lavon - 2,007	Flat Fee - \$125.00
City of Lucas - 4,547	.03% of Total = \$155.25
City of Melissa - 5,030	.03% of Total = \$155.25
Melissa ISD - 6,209	.04% of Total = \$212.18
City of Nevada - 722	Flat Fee - \$125.00
Community ISD - 6,558	.04% of Total = \$212.18
Town of New Hope - 482	Flat Fee - \$125.00
Princeton ISD - 8,963	.06% of Total = \$310.50
City of Prosper - 10,537	.07% of Total = \$377.78
Prosper ISD - 20,225	1.4% of Total = \$724.50
Town of St. Paul - 690	Flat Fee - \$125.00
City of Wylie - 24,823	1.6% of Total = 828.00
N. Collin WSC - 1,245	Flat Fee - \$125.00
Marilee SUD - 1,699	Flat Fee - \$125.00
Copeville Water - 2,033	Flat Fee - \$125.00
East Fork SUD - 3,972	.03% of Total = \$155.25
Nevada WSC - 1,093	Flat Fee - \$125.00
Collin County MUD #1 - TBA	Flat Fee - \$125.00

SUMMARY OF COSTS FOR CITY OF MURPHY

SUPPLY COST	\$185.37
EQUIPMENT RENTAL COST	\$1,063.67
EARLY VOTING	\$1,529.60
ELECTION DAY	\$408.67
ADMINISTRATIVE EXPENSES	\$29.00
TABULATION/PROGRAMMING COSTS	\$795.58
CENTRALIZED COSTS	<u>\$414.00</u>
Total	\$4,425.89
10% Administrative Fee	<u>\$442.59</u>
Grand Total	\$4,868.48
90% Deposit Due 4/7/17	\$4,381.63

JOINT ELECTION AGREEMENT

between

The City Council of the City of Murphy (the City), the Board of Trustees of the Plano Independent School District (PISD), known as (the School), and the Board of Trustees of Collin College District (the College).

BY THE TERMS OF THIS AGREEMENT, the City, the School and the College, do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election for the General Election and Special Election should it be called, of the City and the General Election and Special Election should it be called, of the School District and the College to be held on Saturday, May 6, 2017. The entities have contracted with the Collin County Elections Administrator (Election Administrator) to perform various duties and responsibilities on their behalf.

The City, PISD and the College shall share equally in shared expenses applicable for the Early Voting location at Murphy Community Center. The City, PISD and the College shall share equally in shared expenses applicable for Election Day Vote Centers at Miller Elementary School and Murphy Community Center. Expenses include polling location costs, election officials, supplies, ballots and any other and all necessary expenses for the election upon receipt of satisfactory billing and invoices reflecting the total of such election.

Tabulation and centralized costs shall be shared equally between the number of entities holding an election on May 6, 2017. An entity canceling an election pursuant to Section 2.053 of the Texas Election Code will not be liable for costs incurred by the Elections Administrator in conducting the May 6, 2017, Joint General & Special Election of the City, the School District and the College; they will be liable only for the contract preparation fee of \$75.00.

APPROVED BY THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS in its meeting held the 7th day of February, 2017, and executed by its authorized representative.

By: _____
Eric Barna, Mayor
City of Murphy

Attest: _____
Susie Quinn, City Secretary
City of Murphy

APPROVED BY THE TRUSTEES OF THE PLANO INDEPENDENT SCHOOL DISTRICT in its meeting held the _____ day of _____, 2017, and executed by its authorized representative.

By: _____
Dr. Brian T. Binggeli, Superintendent
Plano Independent School District

Attest: _____
Missy Bender, Board President
Plano Independent School District

APPROVED BY THE TRUSTEES OF THE COLLIN COLLEGE DISTRICT in its meeting held the _____ day of _____, 2017, and executed by its authorized representative.

By: _____
H. Neil Matkin, Ed.D, District President
Collin College

Attest: _____
Kim Davison, Sr. Vice President
Collin College

City Council Meeting**February 7, 2017****Human Resources: City of Murphy Employee Handbook Revisions**

Issue

Consider and/or act upon the proposed revisions to the City of Murphy Employee Handbook.

Staff Resource/Department

Jana Traxler, Human Resources Manager

Summary of Changes

The City of Murphy Employee Handbook is reviewed on an annual basis as an opportunity to make sure it has appropriate provisions in place to continue to allow for effective and efficient employee administration and to make revisions as deemed necessary. The changes proposed under this review are largely driven by bringing the City into compliance with new and updated state and federal laws. We propose that the revised handbook become effective March 1, 2017. Employees will be responsible for reviewing the information contained in the revised handbook and a signed record of receipt and understanding is kept in each employee's personnel file.

The changes are as follows with parenthetical notation regarding whether the change is discretionary in nature or compliance based:

- **(COMPLIANCE) 3.13 On-Call and Call Backs:** Currently our handbook states that time spent traveling to a call-back situation is not compensable. We have added language to gain compliance with 29 C.F.R. 785.36 of the FLSA which states that compensable time begins from when the employee leaves home until the time that they return home.
- **(COMPLIANCE) 5.01 Medical Benefits and Life Insurance:** Language has been added to reflect that, per IRS publication 15-B, the cost of group term life insurance coverage beyond \$50,000 is subject to Medicare and Federal Income taxes.
- **(COMPLIANCE) 5.05 Longevity:** Language has been added to reflect that per IRS publication 15-B, we must tax our annual longevity check at a flat rate of 25%.
- **(COMPLIANCE) 6.11 Use of City Property/Vehicle Policy:** Language has been added to reflect that, in certain circumstances, per IRS publication 15-B, a take home vehicle can be considered taxable income. Those circumstances will be identified and impacted employees will be taxed accordingly.
- **(DISCRETIONARY) 3.12 Overtime Worked:** Under the current handbook, personal leave accruals (vacation and holiday) are allowed to be used towards the calculation of overtime. This has driven up the cost of overtime and is an unnecessary expense for the City. Therefore, we are proposing to change the language to reflect that hours worked for purposes of calculating overtime does not include the use of personal leave accruals.
- **(DISCRETIONARY) 4.06 Vacation Leave:** This change requires exempt staff to use a minimum of 4 hours personal leave for an entire day off, removing the ability to flex an

entire day's absence for hours worked unless prior written consent is received from the City Manager.

- **(DISCRETIONARY) 4.07 Sick Leave:** This change requires exempt staff to use a minimum of 4 hours personal leave for an entire day off, removing the ability to flex an entire day's absence for hours worked unless prior written consent is received from the City Manager.
- **(COMPLIANCE AND DISCRETION) Addendum D: City of Murphy Travel Policy:** The following updates have been made to this policy:
 - (DISCRETION) Clarifying language has been added that if an employee is offered public transportation and elects to use their own personal vehicle in lieu of that, the City will calculate the combined cost of compensable travel time and travel expenses for both options and reimburse the employee the least expensive option.
 - (DISCRETION) New language has been added to set parameters around lodging reimbursement and distance from the City. Travel within sixty (60) miles from the City will be considered local travel and overnight lodging will not be approved. Employees with extenuating circumstances who are within a sixty (60) mile radius may be authorized for overnight lodging by the City Manager. If travel is outside of sixty (60) miles from the City, reimbursement will be provided for lodging not to exceed the conference hotel rate. If the rate exceeds the conference hotel rate, the employee will be financially responsible for the difference.
(COMPLIANCE) Additionally, per IRS publication 463, if an employee purchases lodging that is more expensive than the GSA per diem rate, the pre-tax lodging amount that is over the per diem rate is considered taxable income.
 - (COMPLIANCE) We have added language to gain compliance with 29 C.F.R. 785.39 of the FLSA which states that non-exempt staff shall only to be paid for travel time that falls during their regular work day hours, regardless of the day of the week. Travel outside of that time is not compensable. Non-working conference lunches must be documented as a lunch break on timesheets for all non-exempt employees.
 - (DISCRETION) Travel pay is part of the Fair Labor Standards Act "hours worked" which only applies to non-exempt employees. Therefore, employees who are exempt under the FLSA receive their standard salary and are not allowed to flex work hours to balance travel time unless prior written consent is received from the City Manager.
 - (COMPLIANCE) Travel reimbursement outside the state of Texas is as applicable to State law.

Board Discussion/Action

Authorize revisions to the City of Murphy Employee Handbook, as presented, to take effect on March 1, 2017.

Attachments

All revised sections from the employee handbook listed in this briefing.

3.13 ON-CALL AND CALL-BACKS

3.13.01 The vital nature of certain City services requires that some employees be available in an “on-call” or “standby” status in the evenings and over holidays and weekends to ensure the continuity of those vital services. The time an employee is designated to be "on-call", he or she is free to pursue personal activities, but is prohibited from consuming alcohol, illegal drugs, or any other substance (legal or illegal) that may impair the employee's ability to perform his or her duties in a safe and capable manner. Employees who are on-call will be required to have in their possession a working cell phone and respond immediately when notified to report to work. Response time should not exceed thirty (30) minutes. The employee who is on-call is not restricted to a specific location provided he or she can meet the thirty (30) minute response time.

3.13.02 When non-exempt City employees are assigned to be on-call for a particular week, the person(s) designated as on-call will automatically be paid for four (4) hours at the regular, straight-time hourly rate of pay for any on-call week and four (4) additional hours at the straight-time rate for any holiday during the on-call period. Should there be a second employee in the same department also scheduled for on-call, the second employee will also be paid two (2) hours at regular straight-time rate of pay for any on-call week and two (2) additional hours at the straight-time rate for any holiday during the on-call period.

3.13.03 The on-call period begins Saturday morning at the beginning of the workweek and ends the following Saturday at the same time. Refusal to report without sufficient justification or repeated non-availability for emergency service will result in disciplinary action, up to and including dismissal. All on-call assignments are subject to the approval of the City Manager or the employee's Department Director. The City Manager is hereby authorized to amend the standby policy from time to time to meet the financial, operational, and maintenance needs of the City.

3.13.04 Call-back pay is defined as being called back to work typically due to an unexpected situation that is not scheduled. A minimum of two (2) hours of pay will be given to non-exempt employees for call-back situations in which an employee was called back to work. If called back, compensation shall be paid for actual hours worked. Time spent traveling shall ~~not~~ be counted as hours worked and will ~~not~~ be compensable time. In the Police Department, any employee may be called back to duty, regardless of the hours assigned that employee, and will be paid according to the number of actual hours worked, with the exception of scheduled court appearances on off-duty time in which the minimum of two hours will be paid. Fire Department employees are subject to call-back at any time in an emergency and are required to leave word with the department as to how they may be reached when not on duty. Since their use of this time is not effectively restricted, this time is not considered compensable work time.

5.01 MEDICAL BENEFITS AND LIFE INSURANCE

5.01.01 All full-time employees are covered by medical, dental and vision insurance beginning on the first day of employment. The City's group health insurance generally provides for partial payment of hospitalization, major medical expenses and prescription drugs. Insurance coverage for dependents is available for an additional cost. The City also provides group life and accidental death insurance coverage for all full-time employees from the first day of employment. The cost of providing this insurance coverage to employees is paid by the City. Optional supplemental coverage is available and may result in out-of-pocket costs for premiums, depending upon the plan chosen by the employee. *Per publication 15-B of IRS code, the cost of group term life insurance coverage beyond \$50,000 must be included in the employee's wages as this amount is subject to Medicare and Federal income taxes.* Detailed information concerning employee insurance benefits may be obtained in the applicable insurance manuals or in the Human Resources Department.

5.05 LONGEVITY

5.05.01 All full-time employees of the City who have completed one full year of employment as of August 30 shall be eligible to receive longevity pay for each year of service to the City, not to exceed twenty-five (25) years, beginning with the date of hire. Longevity begins accruing beginning at the employee's thirteenth (13th) month of employment. Longevity pay shall be at a rate of \$4.00 per month for every year of service.

5.05.02 Longevity pay shall be included in the employee's regular rate of pay in computing the overtime pay rate. Longevity pay paid annually in November and is subject to Federal withholdings at a flat rate of 25% and TMRS contributions. The period of calculation shall be the amount accrued through each month of the preceding fiscal year. Employees who terminate prior to November will receive a prorated payment on their final check that will be calculated based only on the number of months that have passed between September 1 and the date of their separation.

6.11 USE OF CITY PROPERTY/VEHICLE POLICY

6.11.01 The City attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed, and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all applicable regulations.

6.11.02 Employees who are assigned tools, equipment, vehicles, or any other City property by their departments are responsible for them and for their proper use and maintenance. Improper use and/or maintenance may result in disciplinary action. City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for the maintenance and operations of the City. No personal or political use of any City property, materials, supplies, tools, or equipment is permitted. Upon termination of employment, employees must return any and all City property in their possession. Failure to return all City property in the employee's possession may result in legal action by the City against the employee. If an employee is in doubt about whether a particular use of City equipment, property, or vehicles is permissible, he or she must check with the appropriate Department Director or the City Manager before proceeding.

6.11.03 The City Manager allows some City of Murphy employees to drive City vehicles home in the evenings and on weekends and to return to their work site in the vehicle on their next regularly scheduled workday. Generally, this is done to enhance the employee's ability to respond to an emergency call by eliminating the need for the employee to drive first to the City vehicle's location and then to the work site. In these instances, the vehicle shall not be used by the employee to conduct any kind of personal business. *In certain circumstances, per IRS publication 15-B, a take home vehicle can be considered taxable income. Those circumstances will be identified and impacted employees will be taxed accordingly.*

6.11.04 Use of a City vehicle by an employee is neither a right nor a privilege; rather, it is a trust conferred to facilitate necessary performance of job duties. Use of a City vehicle should always lead to positive perceptions by our citizens. When an employee operates a City vehicle or a personal vehicle for which reimbursement is received, the following rules shall be observed. Violations of this policy may result in disciplinary action up to and including termination and possible prosecution.

- A. Use of City vehicle by City employee only. City vehicles shall not be used to transport family members or other passengers not engaged in City business, without prior approval of the City Manager.
- B. Personal use of a City vehicle for any reason is prohibited, except as specifically approved in writing by the City Manager.

- C. An employee who operated an assigned vehicle or a private vehicle for City business must have a current safety inspection sticker, liability insurance and license plates for the vehicle.
- D. The City maintains up-to-date insurance coverage on all vehicles owned by the City. Employees who drive a personal vehicle on City business are required to provide the Human Resources Department with proof of automobile liability insurance as required by the State of Texas and to maintain up-to-date insurance coverage.
- E. Smoking and tobacco product usage is prohibited within City vehicles.
- F. Identification and markings on City vehicles must remain intact and visible.
- G. City and/or personal vehicles operated for City business shall be operated in a safe and courteous manner at all times. City and/or personal vehicles operated for City business shall be required to comply with the laws and ordinances concerning operation of motor vehicles and rules of the road and shall not be operated by an individual using or under the influence of drugs and/or alcohol. Seat belts for the driver and any passenger must be fastened at all times.
- H. Except for the performance of official City business, no alcohol shall be carried in a City vehicle without the express permission of the City Manager.
- I. An employee who is operating a City vehicle or private vehicle on City business is required to pay for moving violations and/or parking citations for which he or she is responsible.
- J. Take-home vehicles should be safely parked or stored at an employee's residence when not in use, preferably not in an alley or on the side of the street.
- K. Should a City employee assigned to a City vehicle on a twenty-four (24) hour basis be absent from work for more than three (3) calendar days, the vehicle could be required, at the City Manager's discretion, to be returned to the City during the employee's absence.

6.11.5 All operators of City vehicles or personal vehicles who are on City business are required to have the valid driver's license necessary for legal operation of that vehicle in the State of Texas and to keep their Supervisors informed of any changes of status in their licenses. An employee who is required to drive as an essential function of his or her job must maintain a driving record satisfactory to the City's general liability insurance carrier as outlined in Section 6.13 or the employee will be restricted from driving and/or disciplined up to and including dismissal.

6.11.6 The City conducts an annual examination of the driving records of all employees who operate City-owned motor vehicles to determine any violations of this policy. Probation, suspension or revocation of the driver's license of an employee who is

assigned as a vehicle or equipment operator may result in a demotion, restriction, or other disciplinary action, up to and including dismissal.

3.12 OVERTIME WORKED

3.12.01 Non-exempt personnel may be required to work hours in excess of their official established hours when necessary as determined by departmental management. Specific extra work assignments shall be rotated and allocated as evenly as possible among employees qualified to do the work. Employees are expected to respond to a reasonable request to work extra hours and may be subject to disciplinary action for failing to stay or report for such hours. Non-exempt employees are discouraged from working at any time, other than scheduled working hours, including taking work home and using electronic devices for purposes of work when off duty, unless authorized by the employee's Supervisor.

3.12.02 Overtime is defined as hours worked in excess of forty (40) hours per work week for all non-exempt employees, excluding non-exempt certified police and shift assigned fire suppression personnel. ~~Holiday and vacation time count as "hours worked" for purposes of calculating overtime for all non-exempt employees.~~ "Hours worked" for purposes of calculating overtime does not include the use of any form of personal leave accruals or holiday hours. For purposes of calculating the number of hours worked in a week, the City workweek is from Saturday 12:00.00 A.M. to Friday 11:59:59 P.M. Non-exempt employees are compensated for overtime worked by being paid payment at the rate of one and one-half times the employee's regular hourly rate.

4.06 VACATION LEAVE

4.06.01 Vacation leave is an earned benefit intended to provide employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when accrued sick leave is exhausted, and inability to travel to work because of inclement weather or for other purposes.

4.06.02 Employees are expected to submit their preferred vacation schedule to the appropriate Supervisor at least two (2) weeks in advance in order to avoid any scheduling problems that may develop. Whenever possible, vacation time will be granted at the convenience of the employee; however, Department Directors must be certain that vacations do not interfere with the normal functions and activities of departmental operations. The Police and Fire Departments may have departmental policies concerning the scheduling of vacation. Vacation time requests, if not requested in advance, may be denied. ~~Vacation leave may be taken in full days or in one (1) hour increments of time. Employees are charged with one (1) regular work day of vacation leave for each full day they are absent on approved vacation leave. Vacation leave can be requested and used in one (1) hour increments for non-exempt employees. For employees who are exempt from FLSA under the executive, administrative, or professional categories, accrued vacation leave will be used in four (4) hour increments for a partial day's absence on approved vacation leave. Exempt staff are not allowed to flex an entire day's absence for hours worked without prior written consent from the City Manager. The written documentation of approval from the City Manager shall be submitted to the Finance department for payroll record keeping purposes.~~

4.06.03 In the year of hire, full-time employees shall accrue vacation leave during their six (6) month probationary period, but vacation leave may not be used until after completion of this period. Eligibility for, and accrual rate of, vacation benefits is determined by length of service provided to the City as follows:

- A. Full-time employees with up to five (5) years of continuous full-time service with the City shall accrue vacation leave at a rate of 3.08 hours per pay period (4.62 hours per pay period for full-time firefighters). Full-time employees who have completed five (5) or more years but less than ten (10) years of continuous full-time service with the City shall accrue vacation leave at a rate of 4.62 hours per pay period (6.92 hours per pay period for full-time firefighters). Full-time employees who have completed ten (10) years or more of continuous full-time service with the City shall accrue vacation leave at a rate of 6.15 hours per pay period (9.23 hours per pay period for full-time firefighters). Full-time employees who work less than forty (40) hours per week will receive vacation time on a pro-rated basis. Part-time employees are not eligible to accrue vacation leave.

Employees Working 2080 Hours Per Year

Years of <u>Continuous</u> Service	Pay Period Accrual	Hours Per Year	<u>Maximum Accrued Leave Payout</u>
<i>Less Than Five (5) Years</i>	3.08 Hours	80 Hours	120 Hours
<i>Five (5) or More Years But Less Than Ten (10) Years</i>	4.62 Hours	120 Hours	160 Hours
Ten (10) Or More Years	6.15 Hours	160 Hours	200 Hours

Employees Working 2912 Hours Per Year

Years of <u>Continuous</u> Service	Pay Period Accrual	Hours Per Year	<u>Maximum Accrued Leave Payout</u>
<i>Less Than Five (5) Years</i>	4.62 Hours	120 Hours	180 Hours
<i>Five (5) or More Years But Less Than Ten (10) Years</i>	6.92 Hours	180 Hours	240 Hours
Ten (10) Or More Years	9.23 Hours	240 Hours	300 Hours

4.06.04 Vacation is paid at the employee’s base rate at the time vacation leave is used and is paid only for hours the employee would ordinarily have worked. There is no maximum accrual amount of vacation leave. Any employee who terminates employment for any reason (voluntary or involuntary), that has successfully completed his or her initial probationary period of employment, shall receive pay for accumulated vacation time up to the maximum payout amounts indicated in the chart located in Section 4.06.02. Any remaining vacation leave balance is forfeited. Upon the death of an employee who had successfully completed his or her probationary period of employment, payment for accrued unused vacation leave shall be made up to the maximum payout amounts indicated in the chart located in Section 4.06.02 to the employee’s beneficiary. Pay shall be at the employee’s last regular rate of pay.

4.06.05 Vacation leave will not be authorized during the initial six (6) month probationary period for any employee, unless authorized by the City Manager. If the employee leaves employment with the City for any reason during the probationary period, he or she will not be entitled to payment for vacation leave.

4.06.06 All employees are required to take at least one (1) week of vacation time per year.

4.06.07 Vacation buyback is a benefit offered to employees which allows exchanging accrued unused vacation leave for payment. The employee is eligible for vacation buyback after five (5) years of service. Participation in the vacation buyback program is the employee's option. Provided the employee has taken at least one (1) full week of vacation leave during the most recent fiscal year (October 1 – September 30), he or she may exchange up to one (1) week of accrued unused vacation leave for pay at his or her effective hourly rate. The vacation time sold back to the City will be removed from the employee's accrual. One (1) week of vacation will be defined as forty (40) hours for all full-time employees and fifty-six (56) hours for Fire Department shift employees. All vacation buybacks are subject to funding and City Manager approval.

4.07 SICK LEAVE

4.07.01 The intent of sick leave is to prevent a loss of income to an employee who is absent due to an injury or illness which is not job related. Should such an injury or illness occur to an employee, continued income should be insured through the use of sick leave. Sick leave may also be used for maternity and paternity reasons.

4.07.02 Sick leave shall be accrued by all full-time employees, except full-time firefighters, at the rate of 3.08 hours per pay period (ten (10) days per year). Full-time firefighters shall accrue sick leave at a rate of 4.62 hours per pay period (fifteen (15) days per year). Sick leave begins accruing immediately for all new full-time employees. Part-time employees are not eligible to accrue sick leave.

4.07.03 Any accrued but unused sick leave shall be carried to the employee's credits for the following calendar year. The maximum number of hours that can be accrued is seven hundred twenty (720) hours (one thousand eighty (1080) hours for full-time firefighters).

4.07.04 After an employee's accumulated sick leave has been exhausted, accrued vacation leave may be used as sick leave with approval of the employee's Department Director, provided there has been no abuse of sick leave and that all provisions of the sick leave policy are met. When absence due to illness exceeds the amount of paid leave earned and authorized, the pay of an employee shall be discontinued.

4.07.05 Employees are charged with one (1) regular work day of sick leave for each full day they are absent on approved sick leave. Sick leave can be requested and used in one (1) hour increments for non-exempt employees. *For employees who are exempt from FLSA under the executive, administrative, or professional categories, accrued sick leave will be used in four (4) hour increments for a partial day's absence. Exempt staff are not allowed to flex an entire day's absence for hours worked without prior written consent from the City Manager. The written documentation of approval from the City Manager shall be submitted to the Finance department for payroll record keeping purposes.*

4.07.06 Sick leave may be allowed in case of medical appointments, personal illness, physical incapacity of an employee or the employee's immediate family or to extend approved bereavement leave. Immediate family is defined as the employee's spouse, children, parents or a member of the household.

4.07.07 Employees who are absent due to illness for three (3) or more consecutive days may be required to provide their Supervisor with sufficient documentation from a licensed medical professional. At his or her discretion, the Supervisor may request documentation for any sick leave taken regardless of the amount of sick leave taken.

4.07.08 A Supervisor shall be responsible to notify the Human Resources Department when an employee is absent due to illness for more than three (3) consecutive work days so the time may be evaluated for family and medical leave status (FMLA). If an employee is taking FMLA medical leave, the employee's accrued sick leave will be debited for the leave taken.

4.07.09 Sick leave will not accrue if an employee is on an unpaid leave of absence.

4.07.10 Employees who become ill or are injured during vacation may request that sick leave be used instead of vacation time. At the Supervisor's discretion, employees may be required to provide sufficient documentation from a licensed medical professional.

4.07.11 Notice of employee absence due to a non job-related injury or illness must be given daily by the employee to that employee's immediate Supervisor or Department Director no later than thirty (30) minutes prior to the beginning of the employee's work shift or as may be prescribed by departmental policy. Notification means that the employee must actually speak to his or her immediate Supervisor unless emergency conditions arise in which time immediate family members must report the absence. Failure to do so may cause the employee's absence to be charged to leave without pay. Emergency situations which might prevent compliance with the provisions of this paragraph shall be taken into consideration by the Supervisor or Department Director.

4.07.12 Human Resources, Department Directors and Supervisors are authorized to undertake any investigations of sick leave claimed by an employee that they may deem necessary or to disapprove any claims not properly substantiated.

4.07.13 An employee who is released by an examining licensed medical professional to return to regular duty and refuses to report for work or perform his assigned duties is subject to disciplinary action, up to and including termination.

4.07.14 An employee on disciplinary suspension forfeits all claims to use sick leave for the duration of the disciplinary suspension.

4.07.15 Employees on Sick Leave, whether paid or unpaid, may not work a second job, including self-employment, or participate in volunteer work during the leave, even with written authorization from their Department Director to work a second job.

4.07.16 Accrued sick leave shall not be paid to any City employee upon separation from employment with the City with the exception of retirement. Employees hired prior to July 1, 2009 may be compensated for any accrued sick leave, not to exceed four hundred (400) hours (six hundred (600) for full-time fire suppression personnel) upon retirement from the City. Payout is subject to budget allocation and approval of the City Council upon recommendation from the City Manager. Employees hired after July 1, 2009 will not receive payout of any accrued sick leave upon retirement. City of Murphy retirement standards mirror what the current TMRS retirement standards are at the employee's date of retirement.

4.07.17 An employee who has exhausted all available leave balances may request a leave of absence without pay. All full-time employees who qualify for leave under the Family Medical Leave Act are eligible to use donated leave time from other employees provided they have exhausted all available leave balances. All full-time employees who are eligible to accrue sick leave are eligible to donate sick leave to be used by another employee. Employees may not donate more than forty (40) hours of their leave balance per year unless otherwise authorized by the City Manager. Employees wishing to request this benefit must submit their request, in writing, to Human Resources. If the employee meets all requirements for the shared leave program, the request will be forwarded to the Finance Department and all employees will then be notified via email of the shared leave request. The employee requesting the shared leave donation and all donors shall remain anonymous.

ADDENDUM D: CITY OF MURPHY TRAVEL POLICY

11.01 PURPOSE

11.01.01 To provide a standard and uniform method of reimbursing employees for reasonable expenses incurred while traveling on authorized official trips.

11.01.02 These policies are applicable to all travel by City employees and other official representatives of the City while conducting City business or attending approved training programs outside of the City limits of Murphy involving reimbursable expenses.

11.02 TRAVEL AUTHORIZATION

11.02.01 Only travel and/or training which has been approved is authorized. The City Manager must approve travel or training for City employees that requires an overnight stay. Advanced approval must be obtained for all overnight travel at least ten (10) days prior to the trip. The Department Director may approve travel out of the city for daily business purposes in accordance with this policy.

11.02.02 A travel request form must be used to request and authorize all overnight travel. An approved and completed form must be submitted to the Department, Finance Director and City Manager at least ten (10) days prior to the trip for verification of availability of funds and processing of payments. Advanced checks may be issued according to the executed "Travel Request and Authorization" form.

11.02.03 No employee or official will be reimbursed for any travel expenses or be advanced any funds for travel if a prior advance is outstanding.

11.03 TRAVEL EXPENSE REPORT

11.03.01 This form must be completed and submitted to the Finance Department for audit within five (5) working days after completion of the travel. All expenses must be coded to the appropriate account number. This form is also used to request any reimbursable expenses with itemized receipts attached. Travel expense reimbursements will be made only to the extent that such expenses are incurred in accordance with the policy set forth in these travel regulations. If any portion of the travel advance is unused, the amount to be returned to the City must accompany the Travel Expense Report. Expenses that are reimbursed by another agency must be shown as such on the Travel Expense Report.

11.03.02 If an individual fails to comply with the reporting requirement, he or she may lose the privilege to travel on behalf of the City. The City may actively seek all legal means to require the liquidation of any travel advance.

11.04 REIMBURSEABLE EXPENSES

11.04.01 The employee will be expected to select the mode of transportation which will be most economical to the City considering cost and time consumed.

- A. Air Travel: The cost of public transportation is allowed at the lowest refundable rate plus applicable taxes. Airline ticket copies must be submitted as itemized receipts for this expense.
- B. Private Automobile: An authorized person traveling by private vehicle shall be reimbursed at the rate per mile equal to the current mileage rate as authorized by the IRS based on the shortest route between the points which shall be determined as follows:
 1. Mileage within and outside of the State of Texas will be computed from the latest official IRS Guide. Please see the Finance office for this information.
 2. When two (2) or more persons travel in a single private vehicle, only one (1) shall receive a transportation reimbursement. This provision shall not preclude each traveler from receiving compensation for other allowable expenses. When two (2) or more persons are required to make the same trip every effort shall be made to utilize one (1) vehicle unless the lowest cost of transportation is air travel.
 3. Reimbursement for mileage will not be made for an amount in excess of the cost of the lowest refundable round trip airfare. *If an employee is offered public transportation and elects to use their own personal vehicle in lieu of that, the City will calculate the combined cost of compensable travel time and travel expenses for both options and reimburse the employee the least expensive option.*
 4. Travel within the City must be documented in order to be considered for reimbursement.
 5. City employees receiving a car allowance are eligible for mileage reimbursement subject to the following conditions:
 - a. Reimbursable travel is outside a twenty (20) mile radius of the City of Murphy.

- b. The employee shall be given the option of using a City-owned vehicle or the employee may use their own private vehicle and receive reimbursement based on the latest IRS Guideline for Standard Mileage Rates.
6. Alternate Routes and Modes of Transportation: The traveler may desire to select an alternate route or mode of transportation for convenience in conducting personal affairs. The City will reimburse only for the travel expenses that are necessary in order to conduct City business. All additional costs resulting from the use of an alternate route must be borne by the traveler. Employees may be charged vacation time for any additional time resulting from using an alternate route or mode of transportation. Excess time will be computed as that time which exceeded the time required to fly or drive to and from the destination.

C. Lodging: Travel within sixty (60) miles from the City will be considered local travel and overnight lodging will not be approved. Employees with extenuating circumstances who are within a sixty (60) mile radius may be authorized for overnight lodging by the City Manager. If travel is outside of sixty (60) miles from the City, reimbursement will be provided for lodging not to exceed the conference hotel rate. If the rate exceeds the conference hotel rate, the employee will be financially responsible for the difference. Additionally, per IRS publication 463, if an employee purchases lodging that is more expensive than the GSA per diem rate, the pre-tax lodging amount that is reimbursed to the employee over the per diem rate is considered taxable income. Itemized receipts must be submitted for lodging expenses that furnish a detail breakdown of day-to-day charges.

D. Meals and Incidentals: For travel that includes overnight stays, the City of Murphy will follow IRS guidelines for per diem amounts for meals and incidental expenses based on the destination city. For expenses above the IRS guidelines, receipts must be submitted and will be approved by the City Manager and Finance Director. Itemized receipts are not required for meals reimbursed at the per diem rate. Any reimbursement for expenses for meals and other incidental expenses exceeding the allowable per diem amount must have a receipt and be approved by the City Manager. Additionally, when a complimentary meal is made available by the destination event/conference and an employee chooses to purchase that meal elsewhere for any reason, the per diem reimbursement request for that specific meal purchase must have a receipt and be reviewed for payment by the City Manager.

An employee who is traveling on official City business for a continuous period of a minimum of four (4) hours but less than twenty-four (24) hours, which does not involve an overnight stay, will be reimbursed based on the per diem breakdown. No partial meal allowance will be paid for an official business trip of less than four (4) hours unless the business meeting includes a meal.

E. Registration Fees: charged for registration are reimbursable or eligible for pre-payment. A receipt or proof of the fee shall be provided for payment or

reimbursement. If an employee is signing a guest up for entertainment such as tours, luncheons, etc., a check for the reimbursement of these fees must accompany the registration form.

Miscellaneous: Telephone and other communication expenses will be allowed only for necessary business purposes. Parking, car rentals, taxis, tolls, tips for services and other miscellaneous expenses will be allowed for reimbursement if reasonable, ordinary and necessary for business travel. All such charges must be supported by a receipt. Any unusual expenditure must be justified in writing and approved by the City Manager.

11.04.02 *Non-exempt staff shall be paid in accordance with the Department of Labor which states that they are only to be paid for travel time that falls during their regular work day hours, regardless of the day of the week. Travel outside of that time is not compensable. Non-working conference lunches must be documented as a lunch break on timesheets for all non-exempt employees.*

11.04.03 *Travel pay is part of the Fair Labor Standards Act "hours worked" which only applies to non-exempt employees. Therefore, employees who are exempt under the FLSA receive their standard salary and are not allowed to flex work hours to balance travel time without prior written consent from the City Manager. The written documentation of approval from the City Manager shall be submitted to the Finance department for payroll record keeping purposes.*

11.04.04 *Travel reimbursement outside the state of Texas is as applicable to State law.*

11.05 MAJOR CREDIT CARDS

11.05.01 Any employee who holds a city issued credit card may use it to purchase plane tickets and to cover hotel bills. The City of Murphy will follow IRS guidelines for per diem amounts for meals and incidental expenses based on the destination city. The traveler shall request an Advance Payment Request to be used as a per diem to pay for meals. This may not eliminate the need for a cash advance but will reduce the amount of cash advance needed for travel. The user must submit itemized receipts coded to the appropriate account number within ten (10) business days of travel to reconcile the monthly statement. These cards are strictly for official City business and must not be used to purchase personal items.

11.06 UNAPPROVED EXPENSES

11.06.01 The following expenses will not be approved for reimbursement:

- A. Alcoholic beverages will not be reimbursed under any circumstance.

- B. The expense of any City employee not specifically traveling on City business will not be reimbursed.
- C. When business trips or conferences are not attended due to the decision of the employee, related fees, fares paid by the City for individuals shall be reimbursed to the City.
- D. Charges related to changes of airline tickets and hotel reservations will be paid by the individual unless the change is required due to unforeseeable and urgent business purposes. The City Manager must approve all changes.

City Council Meeting
February 7, 2017

Issue

Consider and/or act upon approval of Ordinance Number 17-02-1030 amending the FY 2015-2016 revenue budgets, expenditure budgets and fund balances for the General Fund, Utility Fund, Murphy Community Development Corporation (Type B), Capital Construction Fund, and the Utility Construction Fund.

Background/History

The original FY 2015-2016 budgets were adopted at the departmental level and may be amended throughout the fiscal year. During the course of the fiscal year, there were changes which require increases and decreases in some revenues and departmental expenditures.

General Fund:

Revenues – adjusted the revenues by increasing property taxes, sales tax, franchise fees, permits, other revenues and solid waste and by decreasing court revenues for a net increase to revenues of \$1,566,997.

Expenditures – reallocation of expenditure budget dollars are included in the budget amendment as follows:

Administration – increased the consultant services for Interim City Manager.

Information Technology – increased due to additional software and software maintenance, and added IT equipment to our lease agreement as opposed to purchasing.

Facilities – increased for the cost of property damage caused by hail storms.

Public Works – decreased due to traffic signals not being installed, and reduced number of drainage repairs.

Community Services – decreased as result of director and staff vacancies.

Police – decreased due to several vacancies during the year and lower fuel costs.

Parks – decreased due to several vacancies during the year and lack of mosquito treatments needed.

The increase to revenues of \$1,566,997 and the net decrease of expenditures by \$286,706 resulted in a \$1,390,690 increase to fund balance. Revenue increased by 12 percent over budget while expenditures decreased by 2 percent of budget.

Utility Fund:

Revenues – increases in, water, sewer, and other revenues totaled \$1,602,181. Water sales and sewer sales increased as the result of increased usage.

Expenditures – reallocation of expenditure budget dollars are included in the budget amendment as follows:

Water Distribution – decreased due to vacancies and reduced projects and repairs.

Wastewater Collection – increased due to the cost of sewer operations (flow to the Muddy Creek Waste Water Treatment was greater than budgeted which increased costs).

Customer Service – decreased mainly due to water meters not purchased.

The increase to revenues of \$1,602,181 and the decrease of expenditures by \$55,840 resulted in a net increase of \$1,658,021. Revenues increased by 20 percent over budget while expenditures decreased by less than 1 percent of budget.

Murphy Community Development Corporation:

Each fiscal year the MCDC budget must be amended to account for the unexpended promotional expense that was not utilized during the previous fiscal year. The MCDC also experienced cost savings in several line items and an increase in sales tax revenue.

Capital Construction Fund:

Adjustments made to reflect actual expenditures in the budget for the construction of the Timber Nature Preserve Park, Betsy Lane, Safe Routes to School, and the addition of the radio project. Revenues were increased to reflect bond proceeds and grant funds.

Utility Construction Fund:

Reductions made to reflect actual expenses on Maxwell Creek sewer project.

Other Considerations

Section 7.09 Amending the Budget of the Murphy City Charter states the following:

“Under conditions which may arise, and for municipal purposes, the City Council may, by the affirmative vote of a majority of the full membership of the City Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance, and shall become an attachment to the original budget.”

Action Requested

Approval of an ordinance amending the FY 2015-2016 revenue budgets, expenditure budgets and fund balances for the General Fund, Utility Fund, Murphy Community Development Corporation (Type B), Capital Construction Fund, and the Utility Construction Fund.

Attachments

- 1) Budget Amendment Ordinance
- 2) Exhibit A

ORDINANCE NO. 17-02-1030**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS, AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE FISCAL YEAR 2015-2016 BUDGET; AND PROVIDING FOR SAID ORDINANCE TO TAKE IMMEDIATE EFFECT.**

WHEREAS, chapter 102 of the Texas Local Government Code, as amended, governs municipal budgets and provides that the chapter does not prevent the City Council of the City of Murphy, Texas, from making changes in the budget for municipal purposes; and

WHEREAS, section 7.09 of the City of Murphy Home-Rule Charter authorizes the amending of the fiscal year 2015-2016 budget; and

WHEREAS, as required by the City Charter, the City Manager has prepared an amendment to certain revenues, expenditures and fund balances in the fiscal year 2015-2016 budget and submitted same to the City Council for its approval and a true and correct copy is attached as *Exhibit A*.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS:

Section 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set herein.

Section 2. That pursuant to the City Charter requirements of the City of Murphy, Texas, the budget amendment for fiscal year 2015-2016 attached as *Exhibit A* is hereby authorized and approved.

Section 3. That pursuant to the City Charter requirements this Ordinance and budget amendment shall become an attachment to the original budget.

Section 4. That this Ordinance shall become effective from and after its passage and it is so ordained.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Murphy, Texas, on this 7th day of February, 2017.

Eric Barna, Mayor
City of Murphy

ATTEST:

Susie Quinn, City Secretary
City of Murphy

APPROVED AS TO FORM AND LEGALITY:

Wm. Andrew Messer, City Attorney

General Fund
FY 2016 Amended Budget
Summary of Revenues & Expenditures

	FY13 Actual	FY14 Actual	FY15 Actual	FY15 Budget	FY16 Budget	FY16 Adjustment	FY16 Amended
Beginning Fund Balance	\$3,011,856	\$3,556,703	\$3,635,642	\$3,635,642	\$3,530,642		\$3,967,569
Revenues							
Property Taxes	5,174,569	5,610,787	6,047,999	6,061,300	6,520,000	69,429	6,589,429
Sales Taxes	1,299,239	1,624,731	1,800,561	1,800,100	1,863,000	118,786	1,981,786
Franchise	855,549	957,372	1,035,658	1,027,900	1,023,600	2,548	1,026,148
Permits	1,017,165	811,366	620,024	618,000	530,000	556,256	1,086,256
Fines	401,580	328,476	335,330	335,000	300,000	(29,857)	270,143
Other	1,076,388	925,281	965,439	973,600	1,035,000	775,425	1,810,425
Solid Waste	888,803	885,981	906,797	906,000	915,000	74,410	989,410
Fund Transfer	879,700	880,000	880,000	880,000	880,000	-	880,000
Misc Revenue	-	150,000	-	-	-	-	-
Total Revenues	\$11,592,994	\$12,173,994	\$12,591,806	\$12,601,900	\$13,066,600	\$1,566,997	\$14,633,597
Expenditures							
Administration	403,476	354,805	420,700	461,300	485,800	62,627	552,399
Human Resources	132,292	132,024	179,829	184,500	164,400	(11,090)	153,310
Info Technology	679,446	792,194	832,075	881,700	998,500	59,739	1,058,239
City Council	372,933	222,585	364,968	375,500	337,900	(71,331)	266,569
City Secretary	126,999	169,472	149,437	165,000	192,000	(14,464)	177,536
Finance	391,752	358,695	453,470	500,300	504,100	2,234	506,334
Fire	2,233,560	2,471,816	2,816,694	2,830,200	2,782,900	(66,932)	2,715,968
Public Works	240,559	373,548	308,251	337,300	353,900	(121,378)	233,167
Facilities	429,148	386,720	390,431	412,800	643,700	537,320	1,181,020
Community Services	675,073	523,350	530,908	556,000	637,600	(143,447)	494,153
Economic Development	131,051	111,217	151,514	154,500	187,600	(75,160)	112,440
Police	2,929,196	3,062,949	3,206,466	3,242,100	3,522,900	(121,848)	3,401,066
Animal Control	146,428	940,281	205,691	216,400	166,700	(19,158)	147,625
Recreation	356,466	300,425	298,414	349,300	353,600	(38,863)	314,742
Parks	788,913	838,351	838,988	891,200	1,035,900	(228,716)	807,184
Court	313,434	335,511	355,927	391,800	380,800	(22,017)	360,277
Solid Waste	697,425	721,110	756,114	757,000	775,100	(14,222)	760,878
Total Expenditures	\$11,048,147	\$12,095,054	\$12,259,880	\$12,706,900	\$13,523,400	\$ (286,706)	\$13,242,906
Revenues less Expenditures	\$544,846	78,940	331,927	(105,000)	(456,800)	1,853,703	1,390,690
Prior Year Adjustment	(49,062)			-	-	-	-
Ending Fund Balance	\$3,507,641	\$3,635,642	\$3,967,569	\$3,530,642	\$3,073,842		\$5,358,260

Utility Fund
FY 2016 Amended Budget
Summary of Revenues & Expenditures

	FY13 Actual	FY14 Actual	FY15 Actual	FY15 Budget	FY16 Budget	FY16 Adjustment	FY16 Amended
Revenues							
Water	\$ 4,736,634	\$ 4,297,251	\$ 5,337,825	\$ 5,335,000	\$ 4,700,000	\$ 1,476,822	\$ 6,176,822
Sewer	1,426,922	2,270,796	2,810,777	2,805,000	3,013,700	89,069	3,102,769
Other	216,308	191,127	198,437	198,500	178,500	36,290	214,790
Total Revenues	\$ 6,379,864	\$ 6,759,173	\$ 8,347,039	\$ 8,338,500	\$ 7,892,200	\$ 1,602,181	\$ 9,494,381
Expenditures							
Water Distribution	4,373,222	4,633,050	5,047,023	4,116,700	4,729,100	(251,289)	4,477,811
Wastewater Collection	1,298,333	953,481	1,366,294	2,031,900	2,033,100	317,764	2,350,864
Customer Service	410,170	507,609	692,635	821,700	790,800	(122,315)	668,485
Total Expenditures	\$ 6,081,725	\$ 6,094,140	\$ 7,105,952	\$ 6,970,300	\$ 7,553,000	\$ (55,840)	\$ 7,497,160
Transfer Out	850,000	680,971	3,010,821	-	850,000	-	850,000
Revenues less Expenditures	\$ (551,861)	\$ (15,938)	\$ (1,769,734)	\$ 1,368,200	\$ (510,800)	\$ 1,658,021	\$ 1,147,221

4B Murphy Economic Development Corporation
FY 2016 Amended Budget
Summary of Revenues & Expenditures

	FY14 Actual	FY15 Actual	FY15 Budget	FY16 Budget	FY16 Adjustment	FY16 Amended
Beginning Fund Balance	\$353,081	\$454,870	\$454,708	\$362,260		\$498,887
Revenue						
Sales Tax	800,092	886,706	883,600	931,500	45,325	976,825
Interest	262	391	300	300	379	679
Total Revenues	\$800,354	\$887,097	\$883,900	\$931,800	45,704	\$977,504
Expenditures						
Personnel Services	2,216	47,437	61,100	100,400	(26,762)	73,638
Materials & Supplies	163,716	200,283	201,300	344,000	(60,934)	283,066
Contractual Services	152,816	133,576	236,148	278,900	(62,845)	216,055
Capital Outlay	51,449	132,939	148,800	189,500	(19,150)	170,350
Debt Service	328,369	328,846	329,000	334,200	(180)	334,020
Total Expenditures	\$698,565	\$843,081	\$976,348	\$1,247,000	\$ (169,871)	\$1,077,129
Revenues less Expenditures	\$101,789	\$44,016	(\$92,448)	(\$315,200)	215,574	(\$99,626)
Ending Fund Balance	\$454,870	\$498,887	\$362,260	\$47,060		\$399,261

**Capital Construction Fund
FY 2016 Amended Budget
Summary of Revenues & Expenditures**

	FY13 Actual	FY14 Actual	FY15 Actual	FY15 Budget	FY16 Budget	FY16 Adjustment	FY16 Amended
Beginning Fund Balance	\$7,438,044	\$3,265,199	\$3,174,584	\$3,174,584	\$892,784	\$0	\$1,705,450
Revenue							
<i>Bond Proceeds</i>	-	-	-	-	-	1,800,000	1,800,000
<i>Interest</i>	7,834	4,901	4,230	4,000	2,000	2,251	4,251
<i>Texas Parks WD Grants</i>	304,872	115,128	-	-	-	-	-
<i>Collin County Grant</i>	591,000	269,599	463,797	-	-	52,798	52,798
<i>Energy Grant</i>	57,576	-	-	-	-	-	-
<i>State of Texas - RER</i>	97,115	135,322	1,788,415	332,900	-	-	-
<i>Safe Routes To School</i>	-	120,205	563,442	1,029,600	-	389,838	389,838
<i>Misc Revenue</i>	100,000	369,604	-	-	-	-	-
<i>Donations</i>	-	55,509.0	5,000.0	-	-	-	-
<i>Transfer from 4B</i>	325,000	-	-	-	-	-	-
<i>Transfer from MMDD</i>	600,000	850,000	-	-	-	-	-
Total Revenues	\$2,083,396	\$1,920,267	\$2,824,883	\$1,366,500	\$ 2,000	\$2,244,887	\$2,246,887
Expenditures							
<i>Contractual Services</i>	324,402	324,512	134,792	29,900	20,000	26,272	46,272
<i>Capital Outlay</i>	5,431,839	1,346,743	4,159,226	3,618,400	2,670,800	(271,317)	2,399,483
<i>Debt Service</i>	500,000	339,627	-	-	-	-	-
Total Expenditures	6,256,241	2,010,882	4,294,017	3,648,300	2,690,800	(244,302)	2,446,498
Revenues less Expenditures	(4,172,844)	(90,615)	(1,469,134)	(2,281,800)	(2,688,800)	2,489,189	(199,611)
Ending Fund Balance	\$3,265,199	\$3,174,584	\$1,705,450	\$892,784	(\$1,796,016)		\$1,505,839

Exhibit "A"
Utility Construction Fund
FY 2016 Amended Budget
Summary of Revenues & Expenditures

	FY13 Actual	FY14 Actual	FY15 Actual	FY15 Budget	FY16 Budget	FY16 Adjustment	FY16 Amended
Beginning Fund Balance	\$1,688,325	\$1,185,467	\$1,066,656	\$1,066,656	\$3,312,679	\$0	\$3,312,679
Revenue							
<i>Bond Proceeds</i>	-	-	-	3,000,000	-	-	-
<i>Interest</i>	2,082	1,107	3,373	1,200	1,200	6,809	8,009
<i>Transfer from 4B</i>	-	-	-	-	-	-	-
<i>Transfer from MMDD</i>	-	-	-	-	-	-	-
Total Revenues	\$ 2,082	\$ 1,107	\$ 3,373	\$3,001,200	\$ 1,200	\$ 6,809	\$ 8,009
Expenditures							
<i>Contractual Services</i>	173,441	(39,847)	11,596	375,000	300,000	(259,198)	40,802
<i>Capital Outlay</i>	331,499	(9,264)	(0)	3,455,000	1,291,000	(402,701)	888,299
<i>Debt Service</i>	-	-	-	-	-	-	-
<i>Transfers</i>	-	169,029	(2,254,246)	-	-	-	-
Total Expenditures	504,940	119,918	(2,242,651)	3,830,000	1,591,000	(661,899)	929,101
Revenues less Expenditures	(502,858)	(118,811)	2,246,023	(828,800)	(1,589,800)	668,708	(921,092)
Ending Fund Balance	\$1,185,467	\$1,066,656	\$3,312,679	\$237,856	\$1,722,879		\$2,391,587