



**TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1  
BOARD OF DIRECTORS**

**SPECIAL SESSION - JOINT MEETING WITH  
TOWN OF TROPHY CLUB TOWN COUNCIL**

**100 MUNICIPAL DRIVE  
TROPHY CLUB, TEXAS 76262**

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Tuesday, July 24, 2018

6:30 p.m.

Svore Municipal Boardroom

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**JOINT MEETING AGENDA**

**CALL TO ORDER AND ANNOUNCE A QUORUM**

**REGULAR SESSION**

1. Consider and take appropriate action regarding the Fire Protection Services Fiscal Year 2019 budget.

[attachments: Fire Protection Services Proposed Fiscal Year 2019 Budget](#)  
[Fiscal Year 2019 Budget Presentation](#)

**ADJOURN**

THE STATE OF TEXAS §  
COUNTIES OF DENTON AND TARRANT §

THIS NOTICE CERTIFIES THAT ON THURSDAY, JULY 19, 2018, BY 6:00 P.M., THE MEETING AGENDA OF TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1, BOARD OF DIRECTORS SPECIAL SESSION JOINT MEETING TO BE HELD ON TUESDAY, JULY 24, 2018 AT 6:30 P.M., WAS POSTED ON THE FRONT WINDOW OF TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 SVORE ADMINISTRATION BUILDING, 100 MUNICIPAL DRIVE, TROPHY CLUB, TEXAS, WHICH IS A PLACE CONVENIENT TO THE PUBLIC AND WITHIN THE BOUNDARIES OF THE DISTRICT AND NOTIFICATION WAS POSTED TO THE DISTRICT WEBSITE, IN ACCORDANCE WITH SECTION 49.063 OF THE WATER CODE AND SECTION 551.054 OF THE TEXAS GOVERNMENT CODE, AS AMENDED.

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LAURIE SLAGHT, DISTRICT SECRETARY

THIS OFFICIAL AGENDA WAS POSTED ON THE WINDOW OF TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 ADMINISTRATION BUILDING ON JULY 19, 2018 AT: \_\_\_\_\_  
BY: \_\_\_\_\_

**DRAFT BUDGET FOR JOINT MEETING 07/24/18  
FIRE DEPARTMENT**

Account	Description	FY 2016	FY 2016	FY 2017	FY 2017	FY2018	FY 2019	YTD Total thru 06/30/2018	Comments
		Budget	Actual	Budget	Actual	Budget	Proposed		
<b>Revenues-Town</b>									
122-40001-000-000	Assessment - Emerg Svcs	404,346	403,838	472,439	427,439	486,626	564,647		SEE SCHEDULE TAX_ASSESS
122-40003-000-000	Emer Svcs Assessmen/Delinquent	-	346	-	-	-	-		
122-40015-000-000	Property Taxes/Assessments P&I	-	-	750	750	-	-		
122-42014-000-000	Fire Permits/Sprinkler & Plan Review	5,000	5,200	5,000	5,000	100	100		
122-43400-000-000	Fire Inspections	825	1,075	825	825	-	-		
122-43415-000-000	Denton/Tarrant Cty Pledge-Fire	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
<b>Revenues-MUD</b>									
122-40001-000-000	Assessment-Emerg Svcs Reimb from Town	-	-	-	112	-	-		
122-40010-000-000	Property Taxes/MUD Fire	889,963	875,978	1,035,810	1,036,680	1,054,433	1,224,557	1,061,756	SEE SCHEDULE TAX_ASSESS
122-40011-000-000	Property Taxes/Fire-Delinquent	-	18,076	-	3,196	-	-	3,903	
122-40020-000-000	Property Taxes/Fire P&I	4,500	7,621	4,500	4,184	-	-	4,632	
122-49000-000-000	Capital Leases-Other Financial Sources	-	-	-	-	-	-	-	
122-49026-000-000	Proceeds from Sale of Assets	60,000	60,000	-	60,000	-	-	-	
122-49035-000-000	Prior Year Reserves	-	-	-	-	-	-	-	
122-49036-000-000	GASB Reserves	-	36,182	-	23,164	-	-	-	
122-49900-000-000	Miscellaneous Income	10,001	11,100	-	149	-	-	-	
	<b>Total Revenue</b>	<b>1,384,635</b>	<b>1,429,416</b>	<b>1,529,324</b>	<b>1,571,499</b>	<b>1,551,159</b>	<b>1,799,304</b>	<b>1,080,291</b>	
<b>Expenses-Town</b>									
122-50005-045-000	Salaries & Wages	508,226	511,904	551,224	537,947	558,792	622,881		
122-50010-045-000	Overtime	48,735	58,952	50,237	74,868	50,122	73,688		
122-50011-045-000	Holiday Pay	15,852	14,718	-	-	-	-		
122-50016-045-000	Longevity	5,761	5,730	5,618	5,599	5,879	6,566		
122-50017-045-000	Certification	4,200	4,740	5,400	4,988	4,950	4,950		
122-50020-045-000	Retirement	75,571	71,888	80,434	79,312	81,248	90,134		
122-50026-045-000	Medical Insurance	65,546	56,876	68,414	61,919	85,723	85,791		
122-50027-045-000	Dental Insurance	4,885	5,016	4,797	4,373	4,285	4,998		
122-50028-045-000	Vision Insurance	859	968	479	429	433	536		
122-50029-045-000	Life Insurance & Other	4,585	4,016	3,684	2,853	3,746	4,068		
122-50030-045-000	Social Security Taxes	36,132	32,993	37,974	34,575	37,565	43,901		
122-50035-045-000	Medicare Taxes	8,450	7,714	8,881	8,084	8,785	10,267		
122-50040-045-000	Unemployment Taxes	2,000	2,125	1,467	144	1,424	1,628		
122-50045-045-000	Workman's Compensation	9,379	9,379	9,969	7,885	10,139	11,203		
122-50060-045-000	Pre-employment Physicals/Test	250	54	700	2,917	4,600	7,794		
122-50075-045-000	Tuition Reimbursement	-	-	1,300	2,184	5,075	9,600		
122-55030-045-000	Software & Support	6,661	5,561	8,206	608	6,943	12,685		
122-55045-045-000	Legal	5,000	6,560	6,600	-	-	-		
122-55080-045-000	Maintenance & Repairs/Equipment	25,218	54,653	21,370	5,214	17,240	21,900		
122-55085-045-000	Generator Maintenance & Repairs	-	-	2,000	-	-	-		
122-55090-045-000	Vehicle Maintenance	10,000	14,808	20,000	23,053	46,000	48,500		
122-55100-045-000	Building Maintenance	-	-	-	13,758	16,750	93,000		\$75000 - 2019 Exhaust Reclamation System
122-55160-045-000	Professional Outside Services	-	2,744	-	2,327	2,723	3,000		
122-60005-045-000	Telephone	50	59	50	-	-	-		

**DRAFT BUDGET FOR JOINT MEETING 07/24/18  
FIRE DEPARTMENT**

Account	Description	FY 2016	FY 2016	FY 2017	FY 2017	FY2018	FY 2019	YTD Total thru 06/30/2018	Comments
		Budget	Actual	Budget	Actual	Budget	Proposed		
122-60010-045-000	Communications/Mobiles	7,706	6,835	8,931	11,235	13,245	8,925		
122-60020-045-000	Electricity/Gas	7,412	5,686	6,673	6,446	8,140	8,000		
122-60025-045-000	Water	1,200	2,027	1,200	2,758	4,648	3,800		
122-60026-045-000	Cable	1,920	1,920	1,920	-	-	-		
122-60035-045-000	Postage	50	46	50	57	50	100		
122-60066-045-000	Publications/Books/Subscrips	350	172	350	350	350	350		
122-60070-045-000	Dues & Memberships	15,582	15,457	15,582	15,404	19,295	20,417		
122-60080-045-000	Schools & Training	6,880	3,743	7,880	3,825	15,670	24,090		
122-60096-045-000	Emergency Management	1,000	1,000	1,000	1,919	1,000	1,000		
122-60100-045-000	Travel & per diem	2,081	1,147	4,081	1,979	7,066	13,507		
122-60110-045-000	Physicals/Testing	4,700	6,804	8,085	-	-	-		
122-60125-045-000	Advertising	4,700	4,200	500	398	500	750		
122-60160-045-000	Programs & Special Projects	7,500	3,671	7,500	6,581	13,750	15,300		
122-60180-045-000	Fire Inspection/Enforcement	500	359	500	-	-	-		
122-60195-045-000	Flags & Repair	3,184	2,355	3,050	3,311	3,500	9,419		
122-60243-045-000	Prior Year Expense	-	-	-	-	-	-		
122-60245-045-000	Miscellaneous Expense	1,001	1,119	1,000	767	6,000	6,000		
122-60280-045-000	Property Maintenance	-	-	12,000	-	-	-		
122-66500	Dispatch- Denton County	-	-	-	2,376	-	3,481		
122-65005-045-000	Fuel	15,122	4,729	21,111	15,614	13,613	13,620		
122-65010-045-000	Uniforms	3,640	9,516	3,140	9,266	6,687	5,907		
122-65015-045-000	Protective Clothing	9,000	47,907	28,000	27,815	30,200	31,600		
122-65030-045-000	Chemicals	600	1,191	1,500	-	-	-		
122-65035-045-000	Small Tools/Equipment	2,000	1,868	6,000	17,681	5,000	25,800		\$17500- 2019 & 2020 Extrication Tools
122-65055-045-000	Hardware	750	394	750	-	1,100	4,200		
122-65085-045-000	Office Supplies	500	328	500	815	250	250		
122-65095-045-000	Maintenance & Supplies	-	-	-	410	1,500	1,500		
122-65105-045-000	Printing	498	-	498	265	250	250		
122-00000-045-000	Printer Supplies	-	-	-	-	1,400	1,400		
122-69050-045-000	Radios	8,000	7,934	29,000	-	-	-		
122-69255-045-000	Airpacks	-	-	11,050	-	-	-		
122-83700	Capital Expenses	-	-	-	28,962	-	-	9,750	
<b>Expenses-MUD</b>									
122-55080-045-000	Maintenance & Repairs (GASB34)		-	-	-	-	-	1,490	
122-60030-045-000	Rent And/Or Usage	214,379	214,379	216,754	214,379	218,954	215,979	218,954	SEE SCHEDULE FD-B
122-60055-045-000	Insurance	18,451	9,072	16,513	9,072	18,000	18,000	11,429	TML INVOICE
122-60337-045-000	Transfer to Town/Fire Budget	-	-	-	-	-	-	507,425	
122-69005-045-000	Capital Outlays	-	7,918	16,836	7,918	-	-	-	
122-69008-045-000	Short Term Debt -Principal	-	-	-	-	-	-	-	
122-69009-045-000	Short Term Debt -Interest	-	-	-	-	-	-	-	
122-69195-045-000	GASB34/Reserve for Replacement	81,420	81,420	81,420	81,420	81,420	81,420	81,420	ANNUAL RESERVE FOR NEW FIRE ENGINE
122-69305-045-000	Capital Leases	127,149	127,149	127,149	127,149	127,149	127,149	127,149	LEASE PAYMENT NO. 4 OF 7 FOR LADDER TRUCK
<b>Total</b>		<b>1,384,635</b>	<b>1,441,804</b>	<b>1,529,327</b>	<b>1,471,209</b>	<b>1,551,159</b>	<b>1,799,304</b>	<b>957,617</b>	

**DRAFT BUDGET FOR JOINT MEETING 07/24/18  
FIRE DEPARTMENT**

Account	Description	FY 2016	FY 2016	FY 2017	FY 2017	FY2018	FY 2019	YTD Total thru 06/30/2018	Comments
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Total Fire Revenues	1,384,635	1,429,416	1,529,324	1,571,499	1,551,159	1,799,304
Total Fire Expenses	1,384,635	1,441,804	1,529,324	1,471,209	1,551,159	1,799,304
Net Budget Surplus (Deficit)	-	(12,388)	-	100,290	-	-

Town/MUD Fire Contract Calculation FY 2019						
	Fire Budget					1,799,304
	Less: Rent/Debt Service					215,979
	Less: Capital Leases					127,149
	Less: ESD Assessment					564,647
	TML Fire Insurance					18,000
	Less Capital Outlays					-
	Less GASB34/Reserve for Replacement					81,420
	Less Denton County Fire Pledge					10,000
	Less Fire Permits/Sprinkler					100
	Less Fire Inspections					-
122-60337-045-000	Transfer to Town from MUD/Fire Budget					782,009
	Monthly payment to Town Oct 18-Sept 19					65,167



# FIRE DEPARTMENT FY19 FIRE BUDGET PROPOSAL

# OUTSTANDING DEBT

- ▶ FIRE STATION

- ▶ COMPLETED IN 2012: PAY OFF 2031

- ▶ REMAINING DEBT

- ▶ BOND: 1.97 MILLION REMAINING

- PAYMENTS OF APPROX. \$150,000/YEAR

- ▶ REPAYMENT TO MUD I RESERVES: \$885,000 REMAINING

- PAYMENT OF \$68,096/YEAR TO MUD RESERVES

- ▶ T681

- ▶ PURCHASED IN 2015: PAID OFF IN 2022

- ▶ REMAINING DEBT: \$508,596

- PAYMENTS OF \$127,149/YEAR

# FY19 REVENUES

- ▶ FIRE DEPARTMENT
  - ▶ COMPLETE REVIEW AND RESTRUCTURE OF FEE SCHEDULE (FM OFFICE)
    - ▶ NO FIRE DEPARTMENT FEES WERE ACCESSED OR COLLECTED
    - ▶ NEW FEW SCHEDULE
  - ▶ ESTIMATED FIRE DEPARTMENT FEES TO BE GENERATED OFF CONSTRUCTION OF PD 30
    - ▶ \$ 195,000

# FY 2019 Budget Overview

## \$1,373,174



# FY19 EXPENSES: PERSONNEL

Total requested budget: \$993,982

- ▶ MAJOR CHANGES IN SUBMITTED BUDGET
  - ▶ PART TIME FM: OVERSEE THE PD 25 AND PD 30; ALL NEW CONSTRUCTION AND PLAN REVIEW
    - 20 HOURS PER WEEK MAY NEED TO INCREASE TO 30
  - ▶ FULL YEARS SALARY FOR FIRE CHIEF (6 MONTHS)
  - ▶ SHARED EXPENSE OF ADMIN ASSISTANT
  - ▶ CHANGE IN HOLIDAY PAY FROM OT TO STRAIGHT TIME PAID IN PAY CYCLE

# FY19 EXPENSES: PERSONNEL

- ▶ MAJOR CHANGES IN SUBMITTED BUDGET

- ▶ OT

- ▶ FIRST YEAR TRACKING FLSA \$84,000 MANDATORY PAY

- ▶ ACCRUED LEAVE \$16,763

- ▶ TRAINING \$8,940

- JULY 4TH \$2,861

- TOTAL: \$112,563

- LEAVING \$34,831 FOR SICK TIME, FMLA, INJURED FIREFIGHTERS, MANDATORY MEETINGS AND COMMITTEES, ADDITIONAL LIVE FIRE AND OTHER COMPANY TRAINING SHIFT STAFFING:

# FY19 EXPENSES: PERSONNEL

- ▶ MAJOR CHANGES IN SUBMITTED BUDGET
  - ▶ MEDICAL INSURANCE INCREASE 15%
  - ▶ PRE-EMPLOYMENT PHYSICALS AND ANNUAL TESTING INCREASE DUE TO CANCER SCREENING
  - ▶ INCREASE OF \$4600 IN TUITION REIMBURSEMENT

# FY19 EXPENSES: SERVICES & SUPPLIES

Total requested budget: \$379,192

- ▶ INCREASE OF \$136,322
- ▶ \$92,500 OF THAT ARE SUPPLEMENTAL REQUESTS
  - ▶ EXHAUST RECLAMATION SYSTEM FOR APPARATUS BAY
  - ▶ ½ SET EXTRICATION TOOLS WITH SECOND ½ PURCHASED IN FY2020
- ▶ OTHER MAJOR CHANGES
  - TRUING UP SOFTWARE AND SUPPORT
  - INCREASED TRAINING AND ASSOCIATED TRAVEL EXPENSES
  - VEHICLE AND EQUIPMENT MAINTENANCE
    - ▶ EQUIPMENT COMING OUT OF WARRANTEE
  - DISPATCHING FEE INCREASE DUE TO INCREASE IN CALL VOLUME

# BEING PREPARED: FUTURE EXPENSES

- ▶ 6<sup>TH</sup> MAN PER SHIFT GRANT 2019-2021????
- ▶ ASSISTANT OR DEPUTY CHIEF 2020-2021??
- ▶ REPLACE E681 WITH QUINT 2022 \$1.3 - 1.4 MILLION
- ▶ TECH REPLACEMENT SCHEDULE \$10,000 IN 2020 AND \$19000 IN 2025
- ▶ SCBA REPLACEMENT IN 2025 \$120,000
- ▶ EXTRICATION EQUIPMENT IN 2025 \$35,000
- ▶ RADIO REPLACE TO BEGIN IN 2025 IN 4 CONSECUTIVE YEARS \$20,000

# BEING PREPARED: FUTURE PLANS

- ▶ SHARED EMERGENCY MANAGER WITH ROANOKE, WESTLAKE, TROPHY CLUB
- ▶ POSSIBLE SHARED STATION WITH ROANOKE
- ▶ BEST PRACTICES ACCREDITATION
- ▶ REDUCTION IN ISO RATING



# FIRE DEPARTMENT OVERVIEW FY 19 BUDGET PROPOSAL

## QUESTIONS???