Agenda

June 20th, 2019 @ 6:00pm

Regular Council Meeting

1. Call to Order
2. Roll Call: Whitfill, McDonald, Austin, Napoles, Sestito and Harrison
    a. **Establish Quorum**
3. Invocation and Pledge of Allegiance
4. Citizen Comments: Citizens wishing to speak on an agenda item must sign up to do so (3 Minute Maximum)
5. Approve Minutes: May 16th 2019, May 22nd 2019 and June 13th 2019
6. Approve Consent Agenda Items "A" thru "G"; Monthly Activity Reports for May 2019 as presented: (A) Municipal Court; (B) Police; (C) Financial and Expenditure; (D) Maintenance; (E) Building (F) Code Enforcement and; (G) Animal Control
7. General discussion on proposed development of property located at 1900 S Tool Dr, Tool, TX 75143
8. Action to amend Attachment B (Fee Schedule) of the Standard Professional Services Agreement between Bureau Veritas North America, Inc. and the City of Tool, Texas.
9. Action to adopt ordinance 2016-05_A1 amending attachment "A" of the building permit fee schedule pursuant to HB 852
10. Action to approve the 2019-2020 Collections Contract with the Henderson County Tax Office

General Discussions

11. Staff

Closing

12. Next Meeting: July 18th, 2019
13. Adjourn

A meeting that is "open to the public", pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city's attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council with regard to any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city's official newspaper was notified.

Tawnya Austin, Mayor

CITY OF TOOL SEAL HENDERSON COUNTY, TEXAS

Attest:

Makenzie Lyons, City Secretary

Minutes

May 16th, 2019 @ 6:00pm

Regular Council Meeting

1. Call to Order @ 6:02 pm.
2. Roll Call: Whitfill, McDonald, Sestito, Austin, Napoles and Whitehurst
    a. Establish Quorum, Council Member Whitehurst was absent.
3. Invocation and Pledge of Allegiance led by Mayor Austin
4. Open public hearing to receive testimony on a request to rezone a 10 acre tract of the GEORGE HANCOCK SURVEY A-360, commonly known as Oak Park, from its current R-1, Single Family Detached Residential District to B-1, Local Business District. The hearing was opened at 6:03 pm and the Mayor read the public response forms that were received and allowed community members in attendance to stand and give public testimony. A majority of those in attendance were in opposition of the rezone to extend the City's commercial footprint.
5. Close public hearing @ 6:15 pm.
6. Consider and take action to adopt Ordinance 2019-04 approving the rezone subject of tonight's hearing. Motion to adopt Ordinance 2019-04 approving the rezone subject of tonight's hearing was made by Council Member Sestito; the motion did not receive a second.
7. Citizen Comments: Citizens wishing to speak on an agenda item must sign up to do so (3 Minute Maximum) Phil Ringley stated that he has not seen the new policy and expressed opposition to the dual authority roles within the policy.
8. Approve Minutes: April 18th 2019 Motion to approve was made by Council Member Whitfill, second by Council Member Napoles. Motion passed 4/0.
9. Approve Consent Agenda Items "A" thru "G"; Monthly Activity Reports for April 2019 as presented: (A) Municipal Court; (B) Police; (C) Financial and Expenditure; (D) Maintenance; (E) Building (F) Code Enforcement and; (G) Animal Control. Motion to approve was made by Council Member Sestito, second by Council Member Whitfill. Motion passed 4/0.
10. Consider and take action on a request by Stacy West of 712 Molokai Ct to replat lots 117, 118 and 119 creating one 0.65 acre lot; 117R. Motion to approve was made by Council Member Sestito, second by Council Member Napoles. Motion passed 4/0.
11. Consider and take action on a request by Tish Troutman of 1943 Cherokee Trace to grant a 0.9 foot variance of the required minimum five foot side yard setback requirement, leaving a setback of 4.1 feet on the north east corner of an existing primary structure. Motion to approve was made by Council Member Whitfill, second by Council Member Sestito. Motion passed 4/0.
12. Consider and take action to set a date for public hearings regarding Dangerous Buildings located at: 301 Hillcrest, Arnold Hills, 123 Molokai, Paradise Bay, 1012 & 1319 Whispering Springs, Westwood Beach and 901 Royal Way, Royal Oaks. Motion to set June 20th 2019 as the date for public hearings regarding Dangerous Buildings was made by Council Member Whitfill, second by Council Member Napoles. Motion passed 4/0.
13. Consider and take action to appoint Jeremy Lyons as the Mayor's designee as the City's Flood Plain Administrator. Motion to approve was made by Council Member McDonald, second by Council Member Whitfill. Motion passed 4/0.
14. Consider and take action to accept the resignation of Council Member Randy Whitehurst. Motion to accept the resignation of Council Member Randy Whitehurst was made by Council Member Sestito, second by Council Member Whitfill. Motion passed 4/0.
15. Consider and take action to adopt the City of Tool Employee Handbook Manual. Motion to postpone action until May 22nd, 2019 was made by Council Member Napoles, second by Council Member Whitfill. Motion passed 4/0.
16. Action to adopt Ordinance 2018-02B_A1 amending the City of Tool's 2018-2019 fiscal year budget. Motion to approve was made by Council Member Napoles, second by Council Member Whitfill. Motion passed 4/0.
17. Staff
18. Next Meeting: June 20th ,2019
19. Adjourn @ 6:54 pm

Passed and approved this 20th, day of June 2019.

Attest:

SEAL

_____ _____

Tawnya Austin, Mayor Makenzie Lyons, City Secretary

Minutes

May 22nd, 2019 @ 10:00am

Special Council Meeting

1. Call to Order @ 10:00am
2. Roll Call: Whitfill, McDonald, Austin, Napoles, and Sestito present
   (a) Establish Quorum, Mayor Austin presiding

3. Consider and take action on the appointment of a City Council Member to fill the remainder of an unexpired term. Mayor Austin announced executive session at 10:01am for item three. Convene into open session at 10:36am. Council Member Sestito made a recommendation to appoint Elisha (Summer) Harrison to fill the remainder of an unexpired term, second by Whitfill. Motion passed 5/0.

4. Install newly appointed Council Member Harrison to assume the duties of office immediately. Mayor Austin administered Oath of Office and Anti- Bribery Oath to newly appointed member.

5. Action to approve request by Denzil Wright III of 304 Lakeway Blvd. to replat lots 2, 3 and 4 of block 4 in the Lakeway Estate Subdivision creating one 0.74 acre lot; 2R. Motion to approve was made by Council Member Napoles, second by Council Member McDonald. Motion passed 5/0.

6. Consider and take action on "Tool Turns 50" event. Council Member Whitfill stated she really wanted it separate from Fall Fest because this is more for adults and Fall Fest is for the kids. Council Member Whitfill made a motion to postpone action until next meeting until we can get more dates in mind. All in favor.

7. General discussion on a proposal by Mark Priestner with "Planning Concepts" to create a comprehensive plan for the City, make recommendations for updates and revisions to the City's Planning and Zoning Ordinance and Zoning Map. Mayor Austin's recommendation was that they talk about the things that are most important. Pick one and see how things work out with them. Council Member Whitfill wanted to know if anyone else was considered and also had questions about the amounts that aren't listed. She agrees we need a comprehensive plan, but thought we were already looking at what we currently have. Suggested a workshop of some sort for the zoning plans. She also suggested we get POA/homeowners input first. Council Member Napoles thinks main priority should be roads, not zoning. Mayor Austin stated that the roads are definitely a priority and still high priority. She stated we need to look at ordinances that have been brought up consistently and we need to see if these can be re-written. Council Member Sestito agrees that we need to make ordinance changes, but also needs long term goal for the city. He really things we need to at least do #1 and make a vision for the city. Council Member Whitfill agrees on comprehensive plan, but thinks we need to see what citizens want. Thinks we all need to be on the same page first and the Council have an idea of where we need to go. Council Member Sestito stated we should have the company here to discuss this. Council Member Whitfill suggested discussing among Council first. Mayor Austin stated we will get more expanded info before going forward. Council Member Whitfill wants to know for sure this company is the best one financially. Mayor Austin stated we will get more info from the other companies that were checked with. Council Member Whitfill stated she got feedback from other cities our size and who they used. She will be getting that information together to present. She also stated we do need a comprehensive plan, but need a plan within ourselves first. Council Member Napoles state he thinks we need to do annexation and stated this has never even been discuss. Mayor Austin said we will get more information and the quotes and report back findings for an additional source.

8. General discussion on the City of Tool Employee Handbook Policy. Mayor Austin stated, regarding City Secretary involvement, that anything we have been doing the past year has been having that involvement. Now, the City Secretary and department head make the decisions, then the department head formalizes the offer, etc.. Mayor Austin recommended adding that any termination that occurs will be confirmed by City Council. Council Member Whitfill asked that in case of personnel matters, that Department heads pretty much take care of it, but if there were any problems, they would come to Mayor Austin? Mayor Austin stated that opposite actually. They come to Mayor Austin and City Secretary first and then action would be taken by department heard. Old handbook states that it is the Mayors decision. Council Whitfill thinks Mayor should be responsible to check with department manager and City Secretary but not in policy that need to be written. Mayor Austin said it was suggested because before, Mayor only had action and did not get council and department head's input and it has come back to hurt the City. Council Member Napoles stated City Secretary should not be involved in policies and procedures. Mayor Austin asked, if they are stating that is should be Mayor's responsibility to go to whoever she need to talk to and then she has the only decision? Council Member Napoles stated that if we have City Secretary then as it currently sits, it would be nepotism because she is married to the Code Enforcement Officer. If this

policy was adopted, she will definitely be removed from any action on his behalf as directed by the City Lawyer. Council Member Whitfill stated she is saying she doesn't want to be micromanaging the employees. She is not changing that Mayor uses everyone, but she doesn't like the fact that it is giving power to someone besides the Mayor. She is the elected official and she need to be the one making the decision. Mayor Austin stated she will make the changes to not have City Secretary included in the handbook. Council Member Whitfill stated she also found a couple of items that needed to be cleaned up and spoke with City Attorney. Council Member Napoles suggested a workshop. Council Member Whitfill stated she had a problem with longevity pay. She stated that after speaking with City Attorney, if it's in the handbook, it has to be paid even if we don't have the funds. Stated we should do a non-bonus instead. Mayor Austin stated that we took out some things that would save money. Stated we need to allow Summer time to look over the handbook and we will schedule a workshop just about this tentatively for June 13, 2019 @ 2:00pm.

9. Adjourn @ 11:36pm.

Passed and approved this 20th day of June 2019.

Attest:

SEAL

_____
Tawnya Austin, Mayor

_____
Makenzie Lyons, City Secretary

Minutes

June 13th, 2019 @ 1:00pm

Special Council Meeting

1. Call to Order
2. Roll Call: Whitfill, McDonald, Austin, Napoles, Sestito and Harrison
    a. **Establish Quorum**
3. Discuss and take action on the City of Tool Employee Handbook Policy. General discussions took place regarding the policy and the following changes were agreed upon.
    a. Section 2.10, final paragraph, first sentence should read "Prior Budgetary Authorization".
    b. Section 2.17, add "Eligibility criteria for passing or failing a background check shall be determined by the Mayor, City Secretary and the hiring department head" as the last sentence in the paragraph.
    c. Remove all references of "sick" and "vacation" and replace with "Paid Time Off" to be consistent throughout policy.
    d. Section 6.3, second sentence, change "City Secretary" to "Mayor".
    e. Section 5.10 under Salary Continuation Benefits, second paragraph, change City Secretary to Mayor.
    f. Section 5.2 Paid Time Off, last paragraph, remove "during the calendar year".
    g. Remove the word "likely" in all instances referring to disciplinary action.
    h. Section 5.16, Longevity Compensation: Mayor Austin along with Council Members McDonald, Sestito and Harrison were all in favor of the longevity compensation terms of the policy. Council Members Whitfill and Napoles were strongly opposed. Mayor Austin stated that she would attempt to rewrite it in a way that would accommodate concerns and present at a later date for final approval.
4. Adjourn @ 2:34 pm.

Passed and approved this 20th, day of June 2019.

Attest:

SEAL

_____ _____

Tawnya Austin, Mayor Makenzie Lyons, City Secretary

Tool Municipal Court

May 2019 Monthly Report

June 6, 2019

Money Collected:	Cash:	$ 4,820.53
	Check:	$ 719.00
	Money Order:	$ 842.68
	AMS (Warrants):	$ 543.68
	nCourt:	$ 5,348.42
	Total:	**$ 12,274.31**
	Money Collected	$ 12,274.31
	Remitted to State	$ 4,419.03
	Security Fund	$ 214.80
	Technology Fund	$ 157.00
	Money Kept by City	**$ 7,483.48**
Number of Citations:	Police Department:	64
	Code Enforcement:	0
Warrants:	Entered:	83
	Cleared:	29
Dismissals:	Indigent:	2
	Guilty/No Contest:	24
	Community Service:	0
	Time Served:	9

City of Tool
Profit & Loss Budget vs. Actual
October 2018 through May 2019

	Oct '18 - May 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Revenues				
4020 · Building Permits	34,860.39	35,100.00	-239.61	99.3%
4030 · Civic Center Rental	600.00	1,000.00	-400.00	60.0%
4040 · Cable TV	4,003.45	25,000.00	-20,996.55	16.0%
4064 · Fines & Forfeitures	58,618.73	150,000.00	-91,381.27	39.1%
4066 · Court Building Security Fund	1,212.70			
4067 · Court Technology Fund	1,476.30	6,223.00	-4,746.70	23.7%
4070 · HCAD Ad Valorem	752,990.41	749,752.60	3,237.81	100.4%
4071 · HCAD Interest & Sinking	270,831.00	297,017.00	-26,186.00	91.2%
4080 · Interest Income	15,279.50	6,500.00	8,779.50	235.1%
4090 · Trinity Valley Electric	72,492.12	65,500.00	6,992.12	110.7%
4100 · Miscellaneous Revenue	8,553.94	8,000.00	553.94	106.9%
4120 · State Sales Tax-Rev. Sharing	71,277.66	103,000.00	-31,722.34	69.2%
4121 · State Mixed Beverage Sale Tax R	54.79	500.00	-445.21	11.0%
4140 · TU/Oncor Electric	18,371.83	16,000.00	2,371.83	114.8%
4150 · Allied Waste Services	16,861.67	21,500.00	-4,638.33	78.4%
4160 · Telephone Franchise Fees	28,521.37	12,500.00	16,021.37	228.2%
4301 · L.E.O.S.E	1,253.46	2,664.00	-1,410.54	47.1%
4302 · Contingency Funds Last FY	100,055.12			
Total 4000 · Revenues	1,457,314.44	1,500,256.60	-42,942.16	97.1%
Total Income	1,457,314.44	1,500,256.60	-42,942.16	97.1%
Gross Profit	1,457,314.44	1,500,256.60	-42,942.16	97.1%
Expense				
Merchant deposit fees	159.15			
QuickBook Fees	77.74			
5000 · Expenditures				
5010 · Accounting Services	2,165.00	2,700.00	-535.00	80.2%
5020 · Advertising Expense	542.43	1,500.00	-957.57	36.2%
5030 · Animal Care	540.00	2,800.00	-2,260.00	19.3%
5050 · Auto Fuel	13,103.65	27,500.00	-14,396.35	47.6%
5060 · Audit Fees	1,325.00	9,500.00	-8,175.00	13.9%
5070 · Bank Charges	20.00	50.00	-30.00	40.0%
5096 · Property Abatements	0.00	11,346.86	-11,346.86	0.0%
5100 · Contract Services	48,353.19	74,054.33	-25,701.14	65.3%
5110 · CourtSpecial Fund Accounts	3,083.99	6,223.00	-3,139.01	49.6%
5120 · Court Costs & Arrest Fees	2,920.00	5,500.00	-2,580.00	53.1%

City of Tool
Profit & Loss Budget vs. Actual
October 2018 through May 2019

	Oct '18 - May 19	Budget	$ Over Budget	% of Budget
5121 · Debt Service	270,831.00	297,016.74	-26,185.74	91.2%
5140 · Dues & Subscriptions	5,237.22	8,700.00	-3,462.78	60.2%
5150 · Election Expense	7,674.05	6,000.00	1,674.05	127.9%
5160 · Employee Benefits - Retirement	0.00	8,000.00	-8,000.00	0.0%
5170 · Equipment Purchases	651.89	8,000.00	-7,348.11	8.1%
5200 · HCAD Collections	16,523.85	21,000.00	-4,476.15	78.7%
5220 · Insurance Property & Liability	12,320.25	15,775.00	-3,454.75	78.1%
5230 · Insurance - Medical	84,089.99	144,401.00	-60,311.01	58.2%
5250 · Insurance - Workers Comp.	12,184.75	14,225.00	-2,040.25	85.7%
5265 · Janitorial Supplies	757.50	2,500.00	-1,742.50	30.3%
5270 · Juror Fees	0.00	100.00	-100.00	0.0%
5300 · Legal Fees	19,669.49	34,000.00	-14,330.51	57.9%
5301 · LEOSE	100.00	2,664.00	-2,564.00	3.8%
5302 · Marketing	1,325.75	3,425.00	-2,099.25	38.7%
5310 · Mayor / Council Expense	1,692.19	2,200.00	-507.81	76.9%
5320 · Maintenance-Building	2,457.53	16,554.37	-14,096.84	14.8%
5330 · Maintenance-Equipment	1,098.24	6,000.00	-4,901.76	18.3%
5340 · Maintenance-Vehicle	12,944.70	9,500.00	3,444.70	136.3%
5350 · Maintenance-Road Materials	13,983.09	25,000.00	-11,016.91	55.9%
5365 · Miscellaneous Expense	7,360.91	10,500.00	-3,139.09	70.1%
5370 · Office Expense	5,436.41	6,250.00	-813.59	87.0%
5380 · Postage	1,540.99	2,500.00	-959.01	61.6%
5390 · Records Management	870.00	5,000.00	-4,130.00	17.4%
5430 · Salaries				
5430-1 · Admin	64,250.51	91,620.00	-27,369.49	70.1%
5430-2 · Police	265,231.42	388,961.90	-123,730.48	68.2%
5430-3 · Maint	42,259.82	71,866.40	-29,606.58	58.8%
5430-4 · Judicial	20,806.50	29,414.00	-8,607.50	70.7%
5430-8 · Code Enforcement	28,244.75	39,884.00	-11,639.25	70.8%

City of Tool
Profit & Loss Budget vs. Actual
October 2018 through May 2019

	Oct '18 - May 19	Budget	$ Over Budget	% of Budget
5430 · Salaries - Other	0.00	0.00	0.00	0.0%
Total 5430 · Salaries	420,793.00	621,746.30	-200,953.30	67.7%
5435 · Shop Supplies	138.79	250.00	-111.21	55.5%
5440 · Taxes-Payroll	32,825.06	51,225.00	-18,399.94	64.1%
5460 · Telephone	7,416.95	9,500.00	-2,083.05	78.1%
5470 · Travel Expense	2,953.35	3,250.00	-296.65	90.9%
5480 · Training/Education Expense	3,112.75	5,700.00	-2,587.25	54.6%
5490 · Uniforms	2,461.71	3,000.00	-538.29	82.1%
5500 · Utilities-Electricity	5,588.69	12,000.00	-6,411.31	46.6%
5510 · Utilities-Water	1,882.92	2,100.00	-217.08	89.7%
5520 · Vehicle Purchases & Payments	94,248.84			
5530 · Wrecker Fees	0.00	500.00	-500.00	0.0%
5540 · Website	333.67	500.00	-166.33	66.7%
5000 · Expenditures - Other	0.00	0.00	0.00	0.0%
Total 5000 · Expenditures	1,122,558.79	1,500,256.60	-377,697.81	74.8%
5098 · Equipment Payment	5,806.28			
6000 · Payroll Expenses	0.00			
6506 · Payroll Taxes	-1,889.98			
Total Expense	1,126,711.98	1,500,256.60	-373,544.62	75.1%
Net Ordinary Income	330,602.46	0.00	330,602.46	100.0%
Net Income	**330,602.46**	**0.00**	**330,602.46**	**100.0%**

City of Tool Maint. Report for the week Of: 5/6 - 5/10/19

Day	Location	Maintenance Action	Equipment	Materials	Cost	Man Hours	Notes
Monday	Maint Barn/City Hall	Reports/Emails/ W/O's				1	Frank
	CityHall/CircleS/M.B.	Marquee/Fuel/Load				1	James
	Arnold Hills/Royal Oaks	Identify/Doc./Clear	Culverts			7	
	Old Indian Trl.	Wash out at Mail box	Loader	Base Rock	$25.00	2	Postmaster Called
	1017Rim Of The World	Wash out at Driveway	Loader	Base /Cold Mix	$25.00	4	
	Luau Ct.	Clean up Stump Grinding	Loader			2	
Tuesday	Maint Barn/City Hall	Reports/Emails/ W/O's				1	**Frank**
	City Hall/ O.W.C.C.	Building&Grounds				1	James
	Cedar Crest Shores	Identify/Doc./Clear	Culverts			5	
	OldIndianTrl/E.WillWhite	Identify/Doc./Clear	Culverts			4	
	SportnRest/IsleofView	Identify/Doc./Clear	Culverts			3	
	Westwood Beach	Identify/Doc./Clear	Culverts			3	
Wednesday	Maint Barn/City Hall	Reports/Emails/ W/O's	Inspect. Maint Trk.			2	Frank/Raining
	Hollands/CircleS/Business	Inspect./Fuel/PostFliers	A.C.O. Trk.			2.5	James
	Lakeway/Westwood Bch.	Identify/Doc./Clear	Culverts			5	James off @ Noon
	James Barina/Contractor	Show City Rite-A-Ways				2.5	
	Holiday Dr.@Shoreline	Tree Across Road	Loader&Saw			1.5	
	Hwy.274@ T.R.W.D.	**Tree in Hwy.**				**0.5**	**Frank&Tommy**
Thursday	Maint Barn/City Hall	Reports/Emails/W/O's	Tree			1.5	Frank
	Hollands/City Streets	Trl.Inspect./Patrol	Trl./ A/C Trk.			1.5	James
	P.B.M./Tradewinds	Identify/Doc./Clear				4	
	Paradise Bay	Identify/Doc./Clear				4.5	
	300Wakiki/TheRanch Mot.	2 Dog calls	A/C Trk.			4	2 A/C Calls
	Will White/lakeway Blvd.	Trees/ Drainage				2	
Friday	E.Will White Rd.	Big Tree Across Road				2	James 1.0 hrs.
	Lowe's /CityHall/Intersec.					2.5	
	Maint Barn	Reports/Emails/ Sched.				3	
	E.Will White Rd.	Traffic Control				1.5	
					$50.00	71	

City of Tool Maint. Report for the week Of: 5/13 - 5/17/19

Day	Location	Maintenance Action	Equipment	Materials	Cost	Man Hours	Notes
Monday	Maint Barn/City Hall	Reports/Emails/ W/O's	Paper Work/T.S.			1	Frank
	City Hall / Economy Tire	Bld.&Grounds/ Drop off	P.D. Vehicle			1	James
	Paradise Bay	Identify/Doc./Clear				9	
	Church Rd.	Identify/Doc./Clear				2	
	Cedar Creek Center	Identify/Doc./Clear				2	
	Avant Rd.	Identify/Doc./Clear				0.5	
	Don's Port Area	Identify/Doc./Clear				1.5	
Tuesday	Maint Barn/City Hall	Reports/Emails/ W/O's				1	**Frank**
	CityHall/CircleS/City St.	Errands/Fuel/Patrol	A/C Trk.			1	James
	Don's Port Area	Identify/Doc./Clear				5	
	Heatherwoods	Identify/Doc./Clear				2	
	Oakwood/Isle of View 2	Identify/Doc./Clear				2	
	Woodland Trl	Locate Culvert/Ditch	Dmp.Trk./Backhoe			6	
Wednesday	Maint. Barn/City Hall	Reports/Emails/W/O's				1	Frank
	O.W.C.C. / Shoreline	Set up Court / Signs				1	James
	Shoreline Dr.	Clean Ditch	Dmp.Trk./Backhoe			8	James off @ Noon
	LideLn.@Ernie's Inlet	Clear Street Sign	Saw			1.5	W/O
	Hillcrest / O.W.C.C.	Meeting / Take Down				1	
	FeedTrough/Hill Top	**Loose Dogs- U.T.L.**	**A/C Trk.**			**1**	**2- A/C Calls**
Thursday	Maint Barn/City Hall	Reports/Emails/W/O's				1	Frank
	O.W.C.C. / Shoreline	Set up Meeting / Signs				1	James
	Shoreline Dr.	Clean Ditch	Dmp.Trk./Backhoe			15	
Friday	Maint Barn/City Hall	Reports/Emails/ W/O's	Scheduling			2.5	
	CityHall/O.W.C.C.	Chairs/Signs/Letters				2	
	508Ridgewood	Dog/1HumaneSociety	A/C Trk.			0.5	A/C Call
	City Hall	Mow				3	
						69	

City of Tool Maint. Report for the week Of: 5/20 - 5/24/19

Day	Location	Maintenance Action	Equipment	Materials	Cost	Man Hours	Notes
Monday	Maint Barn/City Hall	Reports/Emails/Time	Scheduling/W/O's			1	Frank
	City Hall/M.B./Circle S	Errands/LoadTrk./fuel				1	James
	Shoreline Dr.	Ditching	Dmp.Trk./Backhoe			12	
	Shoreline Dr.	Repair Culvert Ends				2	
Tuesday	Maint Barn/City Hall	Reports/Emails/W/O's	Scheduling			1	**Frank**
	City Hall/ O.W.C.C.	W/O's/Clean Bld./Errand				2.5	James
	City Limits	Drive (4) Contractors	Around for Contract	Contract Mowing		7	Frank/Raining
	City Culverts	Check&Clear				3	
	Maint Barn/Rite-A-Ways	Mow/Clean/Grease				2	
	Heart Storage/813Hawaii	2 Dog Calls/ 1U.T.L.	A/C Trk.			1	A/Ccall-1J.C./1F.M.
Wednesday	Maint Barn/City Hall	Reports/Emails/W/O's	O.W.C.C. Set up	& Take Down		2	F.M./J.C.
	Hwy.274@Halfway House	2 Loose Dog in Hwy.	A/C Trk.			2	A/C Call-F.M./J.C.
	Maint Barn/Shoreline	Load Trk./Repair&Clean	Out Culvert			7	F.M./J.C.-off 1:30
	418 Maloma	Locate/Document/Pics.				1	F.M./J.C.
	City Limits	Contractor/Mowing				1	F.M.
	Paradise Bay Mobile	**Loose Dog/Warning**	**A/C Trk.**			**1**	**A/C Call-F.M.**
Thursday	Maint Barn / City Hall	Reports/Emails/ W/O's	Scheduling			1	F.M.
	O.W.C.C. / Circle S	Check Bld. / Fuel				1	J.C.
	Maint Barn	Load Trk.& Equip. for	Culvert Cleaning			2	
	Shoreline	Clean out Culvert	Jetter/Porta-Mole			10	W/O
	Maint Barn	Unload Trk.&Equip. for	Culvert Cleaning			2	
Friday	Maint Barn/City Hall	Reports/Emails/W/O's	Next week	Schedule		2	
	213 Old Indian Trl.	Large Branch /Street	Loader			1	
	Shady Trl./ W/O	Check Damages/Pics.				1	
	O.W.C.C.	Check Bld. / Chairs				0.5	
	O.W.C.C.	A/C not cooling / East	A/C Repairman			1.5	
						68	

City of Tool Maint. Report for the week Of: 5/27 - 5/31/19

Day							
Monday	Memorial Day - Closed					8	Frank
	Holiday					8	James
Tuesday	Maint Barn / City Hall	Reports/Emails/Sched.	TimeSheets/W/O's	Admin Errands		1	**Frank**
	City Hall / O.W.C.C.	Inspect Bld. Grounds	O.W.C.C./W/O's			1	James
	1208 Kingsway	Loose Dog / U.T.L.	A/C Trk.			1	F.M./J.C.
	Kingsway	Large Pot Holes	Trk./Shovels	Cold Mix	$100.00	6	
	W.Will White Rd.	Large Pot Holes	Loader/Trk./Shovel	ColdMix/Millings	$200.00	7	Postmaster Called
Wednesday	Maint Barn / City Hall	Reports/Emails/Sched.	W/O's/Errands			1	Frank
	Maint Barn / Circle S	Ck.Equip./Grease/Fuel				1	James
	W. Will White Rd.	Patch Pot Holes	Trk./Shovels	Cold Mix	$100.00	6	
	City Limits	Mow ROW				4	
	City Culverts	Check&Clear	Trk./Shovels			3	
	O.W.C.C. / Oak Circle	**Repair Lock / Hole**	**Loader**	**Base Rock**	**$25.00**	**1**	**Rained**
Thursday	Maint Barn / City Hall	Reports/Emails/Sched.	W/O's/Errands			1	Frank/Light Rain
	Maint Barn / Circle S	Ck.Equip./Grease/Fuel				1	James
	City Culverts	Check&Clear				2	
	Kingsway	2Dogs/ Set Trap&Check	A/C Trk.			2	A/C Call
	City Limits / Maint Barn	Mow ROW / Repairs				5	James
	City Streets / Maint Barn	Streets / Repair Equip.	T/S: Air Leak/D.T.			5	Frank with Mayor
Friday	Maint Barn/City Hall	Reports/Emails/Sched.	W/O's/Errands			3	Light Rain
	Maint Barn	Repair Air Leak	Dmp.Trk.			4	
	Kingsway	Dog Call	A/C Trk.			0.5	A/C Call
	Buy-Lo / 7 Points	Parts for Air leak				0.5	
					$425.00	64	

BUILDING PERMITS LOG
May 2019

Date	Permit No.	Issued to:	Location	Subdivision	Permit Type	Const. Cost	Permit Fee
5/1/2019	2019-58	Weaver Excavating	402 Lakeway Blvd	Lakeway Estates	Demo	$6,850.00	$120.00
5/3/2019	2019-59	Rachel Harvey	330 Tepoto Rd		Garage Sale		$5.00
5/6/2019	2019-60	Tat Cramm	1419 Live Oak		Roofing	$12,000.00	$284.99
5/9/2019	2019-61	Let's Make Some Noise	233 Southlake Dr		Fireworks		$550.00
5/16/2019	2019-62	Gabe Yoakum	1929 Island Circle		Power Pole	$1,500.00	$100.00
5/16/2019	2019-63	Alan Garoutte	205 Midway	Paradiuse Bay	Pool	$300.00	$100.00
5/20/2019	2019-64	Micky Bigham	909 Royal Way	Royal Oaks	Power Pole	$500.00	$100.00
5/20/2019	2019-65	Gary Haley	1209 Owhyhe	Paradise Bay	Storage Building	$1,600.00	$133.52
5/22/2019	2019-66	Mignon Reed	1412 Mason		Garage Sale		$5.00
5/24/2019	2019-67	Cynthia Doughty	2028 Austin Aisle	Island oaks	Fence	$3,800.00	$170.19
5/28/2019	2019-68	Trae Wright	304 Lakeway Blvd	Lakeway Estates	Flatwork	$10,000.00	$256.99
5/30/2019	2019-69	Michael Secor	Lot 249 Holiday Dr	Cedar Crest Shores	Garage Sale		$5.00
5/30/2019	2019-70	Dewayne Cantrell	915 Regal Drive	Royal Oaks	Garage Sale		$5.00
					Totals	**$36,550.00**	**$1,835.69**

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
All	All	05/01/2019	05/31/2019

Case Activity:

	Lyons, Jeremy	Total
New Cases	21	21
Closed Cases	46	46
Open Cases at start of period	94	94
Open Cases at end of period	69	69

Violation Activity

New Violations Cited	Lyons, Jeremy	Total
JUNKED, ABANDONED AND/OR LEGALLY UNUSABLE VEHICLES, BOATS AND TRAILERS DECLARED A PUBLIC NUISANCE.	9	9
ADDRESSES SHALL BE DISPLAYED, CLEARLY MARKED AND LEGIBLE	1	1
ANIMAL NUISANCE.	1	1
ANIMALS RUNNING AT LARGE	1	1
DUMPING ON PROPERTY PROHIBITED.	6	6
Fence restrictions	1	1
GARBAGE CONTAINERS REQUIRED	1	1
Number of Animals	1	1
PERMIT REQUIRED.	2	2
REGISTRATION OF DOG(S) AND/OR CAT(S).	2	2
Sewer/Water connection	1	1
TALL WEEDS AND GRASS PROHIBITED.	14	14
Zoning Violation	2	2
Totals	**42**	**42**

CITY OF TOOL EST. 1969

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ANIMAL CONTROL REPORT

May 2019

CALLS FOR SERVICE	12
UNABLE TO LOCATE	6
HUMANE SOCIETY	1
TRAPS SET	1
VICIOUS DOGS	