1. 9:00 A.M. Agenda

   Documents: 03-29-16 WORKSHOP AGENDA.PDF

2. 9:00 A.M. Meeting Packet

   Documents: 2016-03-29 WORKSHOP MEETING PACKET.PDF

CITY OF HORSESHOE BAY

NOTICE OF PUBLIC MEETING

AGENDA

March 29, 2016

Notice is hereby given to all interested members of the public that the Horseshoe Bay City Council will hold a Public Meeting at 9:00 a.m., on Tuesday, March 29, 2016 at City Hall, #1 Community Drive, Horseshoe Bay, Llano County, Texas. The agenda for the Public Meeting is to discuss and/or act on the following:

1. Call the Meeting to Order and Establish a Quorum
2. Discuss Progress and Future Plans with Long Range Planning Advisory Committee
3. Discuss Impact Fee Ordinance Review Process by City Manager and Grady Reed of HDR Engineering, Inc.
4. Discuss, Consider and Take Action Regarding Resolution Relating to the Giving of Notice of Intention to Issue City of Horseshoe Bay, Texas Combination Tax and Revenue Certificates of Obligation, Series 2016; and Declaring an Effective Date by Finance Director
5. Discuss, Consider and Take Action Regarding Fire Engine Replacement Plan by City Manager and Fire Chief
6. Discuss, Consider and Take Action Fire Department Personnel Compensation Time Payout by City Manager and Finance Director
7. Update of All City Water & Wastewater Responsibilities Outside the City and Discuss, Consider and Take Action Regarding a Request by Cottonwood Shores to Renegotiate the Current Contract for Wastewater Treatment by City Manager and Community Services Director
8. Discuss Transportation Issues Regarding Discussions with TxDOT by Mayor and City Manager
9. Discuss Citizen of the Year Award by Reagan Lambert and City Secretary
10. Discuss Creation of a Citizens' Academy by City Manager
11. Adjournment

Teresa L. Moore

Teresa L. Moore, TRMC
City Secretary

The Council may go into Executive Session, if necessary and appropriate, pursuant to the applicable section of the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapter D, on any matter that may come before the Council that is listed on the Agenda and for which an Executive Session is authorized. No final action, decision, or vote will be taken by the Council on any subject or matter while in Executive Session. Any action, decision or vote will be taken by the Council only in open meeting.

Certificate of Posting

I, Teresa L. Moore, City Secretary for the City of Horseshoe Bay, Texas do certify that this Notice of Meeting was posted at City Hall, in a place readily accessible to the general public continuously 72 hours prior to the meeting.

Teresa L. Moore, City Secretary

CITY OF HORSESHOE BAY

COUNCIL WORKSHOP MEETING

MARCH 29, 2016
9:00 A.M.

CITY OF HORSESHOE BAY

NOTICE OF PUBLIC MEETING

AGENDA

March 29, 2016

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Teresa L. Moore

Teresa L. Moore, City Secretary

Item # 3

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

From: Stan R. Farmer, City Manager

Re: Discuss Impact Fee Ordinance Review Process by City Manager and Grady Reed of HSR Engineering, Inc.

This item is for discussion only today. The Council in September 2013 passed an Impact Fee Ordinance. The consultant the City hired from HDR Engineering has since retired. Grady Reed also from HDR engineering will present a simple "Impact Fee 101" presentation. State statute requires that these ordinances be updated every five years. Council might want to consider expanding where the ordinance (map) applies in the ETJ. Therefore if council wants to conduct an update and make changes to the map these can happen simultaneously.

The March 29 presentation is to simply get the Council acquainted with the procedure before any update procedure must start.

Enclosures: Power Point Presentation on Impact Fees

Impact Fees under Chapter 395 of the Texas Local Government Code

City of Horseshoe Bay
March 29, 2016

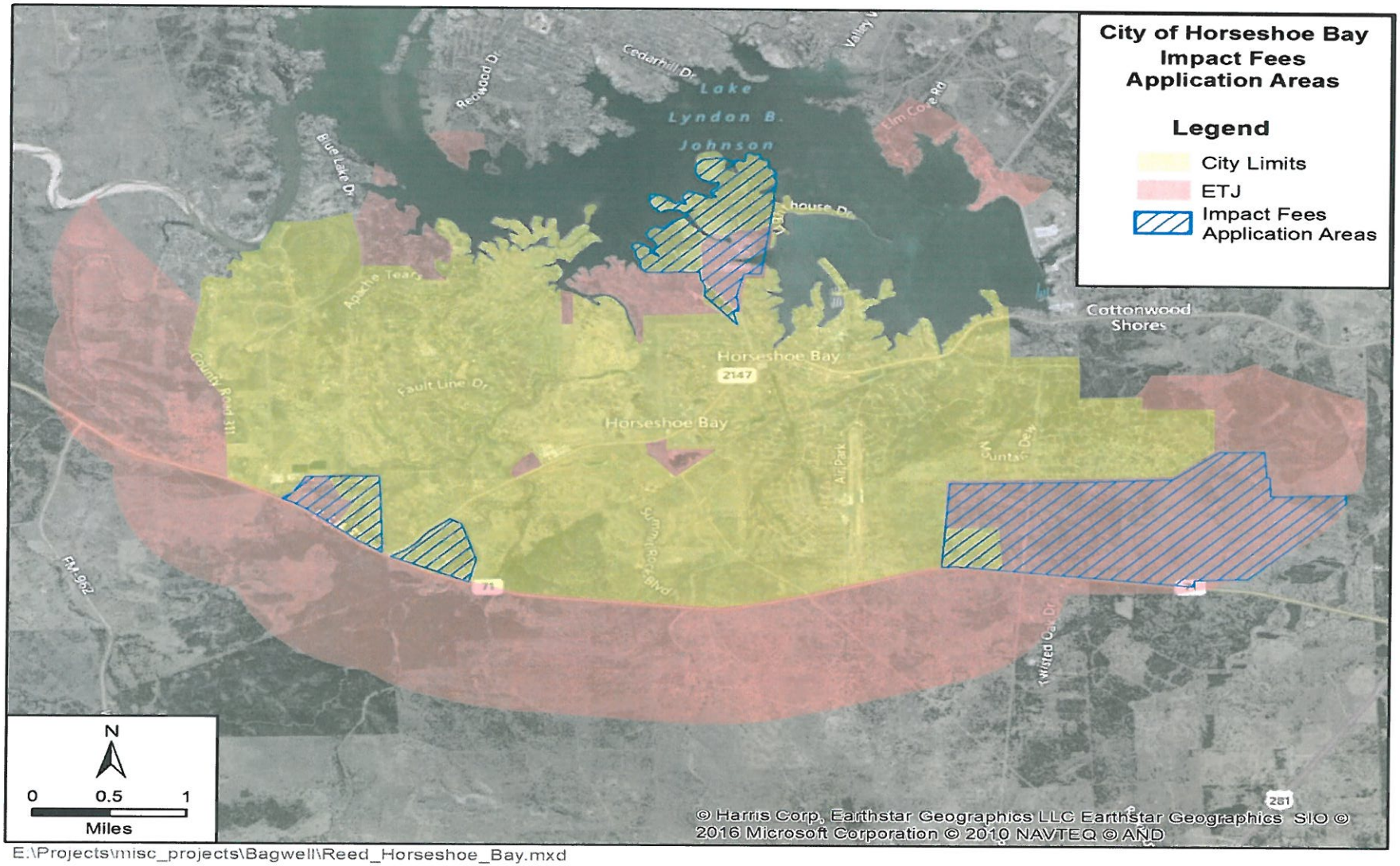
What is an Impact Fee?

- A one-time, up-front payment levied on new or expanded development for its capital cost impact being placed on the utility system and *helps* make growth pay for itself.
- The real issue underlying impact fees and rates is "*Who pays for utility capacity related to growth?*"
  - If there are no fees, rate-payers carry all of the costs.
  - If there are fees, the costs are shared.
- Impact fees in Texas are statutorily addressed in Chapter 395 of the Local Government Code.

Current Impact Fees

- Horseshoe Bay last updated their impact fee in September 2013.
- By statute, the fees must be updated at least every five years, but can be updated sooner if conditions change.
- Current Impact Fees (per LUE):
  - Water $3,296
  - Wastewater $2,012
  - Total $5,308

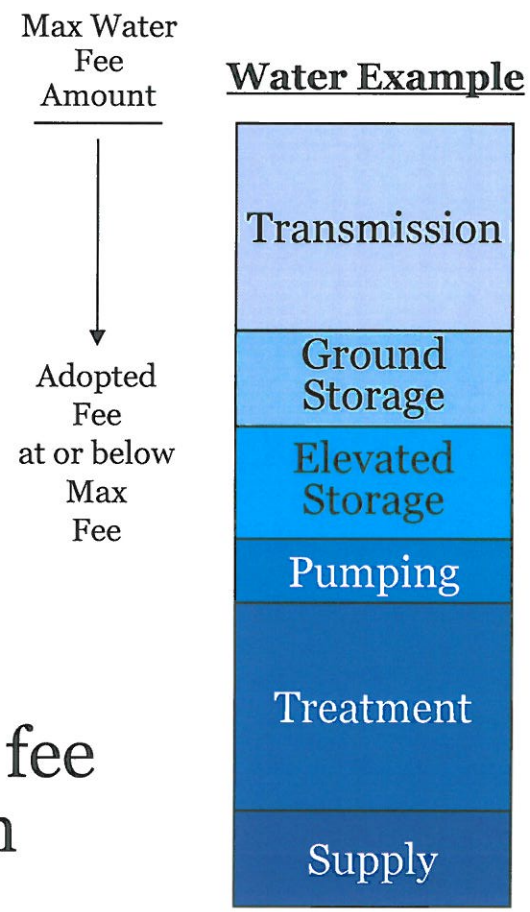
City Limits/ETJ



E:\Projects\misc_projects\Bagwell\Reed_Horseshoe_Bay.mxd

Fee Design

- Overall fees are made up of component fees:
  - Water
    - Supply/Treatment
    - Storage
    - Transmission
  - Wastewater
    - Treatment
    - Pumping
    - Interceptors
- The process calculates a <u>maximum</u> fee amount, subject to Council decision on that *or a lesser amount*.



Maximum Fee Determination

1. Define Impact Fee Service Area & Land Uses.
2. Project Water & Wastewater Service Demands.
3. Compare to existing capacity.
4. Identify amount and cost of existing available capacity and new facility needs (10-Yr CIP).
5. Allocate current and future service demands to the facilities.

Maximum Fee Determination

6. Calculate weighted cost of *existing and new capacity* per Living Unit Equivalent (LUE).

7. Determine amount of capital being funded through rates per LUE.

8. Weighted Capacity Cost per LUE
   <u>– Rate Credit per LUE</u>
   = Maximum Impact Fee per LUE

New customers pay for capital two ways (rates and fee), and this must be considered.

Assessment, Collections and Effect

- Assessment and Collections
  - Impact fees are typically assessed at the final plat and cannot be increased unless there is a change in demand.
  - Impact fees are typically collected at the Building Permit.
  - The *actual collection* of an impact fee typically occurs from 9 *to 18 months after passage of the ordinance*.
- Effect
  - The City must commit $$ and capacity (at time of plat) well before it is even partially reimbursed (at time of building permit).
  - Builder, not developers, are normally the ones who pay the fee.
  - In the near-term, costs are passed along to home-buyers.
  - There are valid reasons for existing customer and new development helping to share the costs of growth.

Capital Improvements Advisory Committee (CIAC) Actions

- Chapter 395 requires a public process for the determination and update of impact fees, including input from an appointed Advisory Committee and at least one noticed Public Hearing.
- The CIAC must decide before the Public Hearing:
  - land use basis and Capital Improvements Program have been reasonably defined.
  - maximum impact fee has been reasonably calculated and that the resultant maximum fee is $X.
  - whether or not to recommend a fee amount to the City Council (optional).

Council Actions

- Advisory Committee makes recommendations to City Council.
- City Council sets Public Hearing date.
- Provide Public Notice of Hearing.
- Conduct Public Hearing
- Council Action on Ordinance

Council Latitude

- The Committee's recommendations are advisory only.
- The Council may adopt fees at any amount between zero and the maximum calculated amount.
- There are options for timing implementation of the fee.
  - Effect at time of passage
  - Effect at a later designated date
  - Scaled implementation
- To avoid losing the impact fee study dollars, Council should consider at least adopting the *maximum fee calculation*, whether or not it changes the *effective fee*.

Anticipated Schedule

Activities	April				May				June				July				August			
Notice to Proceed	X																			
Task 1 - Update Land Use, Capacity, and CIP Data																				
Task 2 - Impact Fee Calculation and Application											cmt. report									
Task 3 - Revise Ordinance																				
Task 4 - Coordination																				
Meet with City Staff	S1				S2					S3										
Meet with Advisory Committee											A1		A2							
Public Hearing																H1				H2
City Council Meeting														C1						C2

S1 - Staff Work Session on data needs and available information.
S2 - Staff review CIP, unit cost information, and demand allocations to facilities.
S3 - Staff review draft impact fee calculations.
A1 - Review draft CIAC report and seek comments.
A2 - Consider any changes and seek adoption and filing of Committee report to Council.
H1 - After C1, provide public notice (three weekly notices between 60 and 30 days before hearing).
H2 - Public Hearing on amended data and fee.
C1 - Council adopts order for public hearing and provides for publication 30-day advance public notice..
C2 - Possible council action to adopt.

Questions/Discussion

Item # 4

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

Thru: Stan R. Farmer, City Manager

From Larry O. Anderson, Finance Director

RE: Discuss, Consider and Take Action Regarding Resolution Relating to the Giving of Notice of Intention to Issue City of Horseshoe Bay, Texas Combination Tax and Revenue Certificates of Obligation, Series 2016; and Declaring an Effective Date by Finance Director

---

The City Manager and Finance Director will update Council regarding the discussion from the January Workshop to possibly authorize issuance of Certificates of Obligation.

Based on a higher than projected balance in the Rate Stabilization Fund and the Summit Rock PID Funds and the less than expected current cash flow needs for the Utility Major Projects expenditures, Staff recommends that we delay any issuance of the Certificates of Obligation.

The funds noted above have enough balance to cover the following two Street Improvement Projects: The final payment application for the Highlands Blvd Project and the Sealcoat Project, if Council wishes to award that contract. Based on current estimates, the final payment, for the Highlands Blvd Project including all retainage, should be less than $500,000. The other street related project, seal coating, is now in the final phase of the bid process. Although the total cost is estimated to be $631,000, payments will be made on a completion basis and will be spread out over several months for April-June.

Staff recommendation is that we delay issuance of the Certificates of Obligation; monitor the City's cash requirements on a monthly basis and with the assistance of our financial advisor, Specialized Public Finance, any changes in the bond market. When it becomes necessary, we will bring this item back to Council to initiate the issuance process. This process takes 90 days.

Specialized Public Finance concurs with this recommendation.

Enclosures: None

Item # 5

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

Thru: Stan R. Farmer, City Manager

From: Joe Morris, Fire Chief

Re: Discuss, Consider and Take Action Regarding Fire Engine Replacement Plan by City Manager and Fire Chief

---

I would like to continue the discussion regarding the replacement plan of our Fire Department Engines. Due to the length of time necessary to build fire apparatus (approximately 300 days), it is critical to make decisions soon regarding replacing our aging fleet in a timely manner.

Order Options:

1. Order one engine immediately with a delivery in FY17 and delay the ordering of the second engine until this time next year with a delivery date of FY18.

2. Order both engines immediately with a delivery simultaneously for both in FY17.

Finance Options:

1. Financing is available through multiple lenders. I have attached one quote from Government Capital with a rate of 2.69% on a 10 year note. This option would allow us to replace both front line engines now, receive multiple-unit discounts, pre-payment discounts and defer any payments until FY18.

2. Purchase the apparatus with city funds. We could proceed in any manner, i.e. purchase both now, purchase one engine this year, one next year etc.

We implemented a Fire Apparatus Committee to look at several manufacturers and to write the specifications for the engine replacement plan. After completing our assessment, it is my recommendation that the City of Horseshoe Bay purchase two replacement fire engines from Ferrara Fire Apparatus Inc. Ferrara Fire Apparatus, Inc. is an established manufacturer with a certainty of being capable of furnishing parts, service and technical assistance for the next twenty (20) Years. Ferrara Fire Apparatus Inc. is a participating manufacturer with the Buy Board Purchasing Cooperative, thus meeting state mandated bidding requirements. The Fire Department Apparatus Committee has toured the facility and met with the senior management of the company. We have met with other fire department officials that have purchased apparatus from Ferrara Fire Apparatus Inc. and all reports spoke very highly of the quality of workmanship as well as the customer service provided.

The projected cost of a replacement engine is $511,601 for a total of $1,023,202 for both engines.

If we choose order Option 2 (above) and finance both apparatus (Finance Option 1 above) we will be eligible for multiple discounts. We will receive a multi-unit discount of $10,000 and a pre-payment discount of 3%. This would lower the unit price to $491,403 for a total of $982,806 for two engines.

Fire Chief and City Manager recommend we order two engines immediately, finance the purchase over a 10 year note at 2.69% and defer any payments until FY18. Both trucks would be delivered in next FY.

City Manager's recommendation is for Council Approval for staff to move forward with the process. All contracts for financing and construction would still come to City Council at a later date for final approval.

Enclosures: Purchase quote from Ferrara Fire Apparatus LLC / Hall Buick GMC
Finance options through Government Capital

HALL BUICK - GMC

Quote

HALL
BUICK GMC

Date	March 22, 2016
Valid Until	December 1, 2016
Quote #	11672-0003
Customer ID	

Customer:

Horseshoe Bay Fire Department

Quote/Project Description

Custom Pumper

Description	Line Total
One-(1) Cinder Custom Pumper	$511,061.00
OPTIONS	
100% Pre Payment discount: -3%	
Deduct $5,000.00 per unit if two-(2) or more trucks are purchased	

Special Notes and Instructions

Total $ **$511,061.00**

Above information is not an invoice and only an estimate of services/goods described above.

Thank you for your business!

GOVERNMENT CAPITAL
CORPORATION

March 23, 2016

Chief Joe Morris
City of Horseshoe Bay
Horseshoe Bay, TX

Thank you for the opportunity to present proposed financing for Horseshoe Bay, TX for the new fire truck. The transaction would be as follows:

Issuer:	Horseshoe Bay, TX.
Financing Structure:	Public Property Finance Contract
Project Pricing Estimate:	$990,000.00

Term:	10 Annual Payments
Payment Amount:	**$114,229.56**
Rate:	2.69%
Payments Commence:	12 months from closing (this can be extended up to 18 months)

The above terms are subject to qualifications under 265(b)3 of the Internal Revenue Code, underwriting approval, and mutually acceptable documentation. Proposed funding considers the total cost of borrowing including escrow fees and issuance costs. Terms subject to change if funding occurs more than 30 days from proposal date.

Please let me know if there are any questions about the proposed terms.

Sincerely,

Ed King

Government Capital Corporation
(817) 722-0236 Office
(817) 319-1637 Cell
Ed.king@govcap.com

The transaction described herein is an arm's length, commercial transaction between you and Government Capital Corporation ("GCC"), in which GCC: (i) is acting solely for its own financial and other interests that may differ from yours; (ii) is not acting as your municipal advisor or financial advisor, and has no fiduciary duty to you with respect to this transaction; and (iii) is not recommending that you take an action with respect to this transaction.

Item # 6

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

Thru: Stan R. Farmer, City Manager

From Larry O. Anderson, Finance Director

RE: Discuss Fire Department Personnel Compensation Time Payout by City Manager and Finance Director

---

The City Manager and Finance Director will discuss with Council options regarding the disposition of Fire Department personnel compensation time accrued in lieu of overtime pay.

Over the years, Fire Department personnel have accumulated over 4,788 hours in compensation time instead of being paid overtime. Initially, the granting of compensation time was used as a means to reduce the City's cost of Fire Department personnel overtime pay. As the unused balance of compensation time has grown, it has become a larger and larger unfunded liability for the City.

Currently there are fifteen Fire Department personnel with a combined total of over 4,788 hours in accrued compensation time. Calculated using their current hourly rates, this amounts to an unfunded liability for the City equal to $102,152. Council recently took action to stop the accruing of further comp-time and all time accrued is paid out as overtime now.

Options range from paying out the amount in one lump sum to requiring firefighters to burn the time over a set time period, and a combination of these two scenarios. Since this was not a budgeted expenditure this fiscal year, the City Manager is recommending that the Council and staff revisit this matter near the end of this fiscal year in August or September and use any available budget surplus in the General Fund to pay as much as possible out in an attempt to liquidate this unfunded liability. Then any balance, if any, left over soon after in the new fiscal year.

Enclosures: None

Item # 7

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

From: Jeff Koska, Community Services Director

RE: Update of All City Water and Wastewater Responsibilities Outside the City and Discuss, Consider and Take Action Regarding a Request by Cottonwood Shores to Renegotiate the Current Contract for Wastewater Treatment by City Manager and Community Services Director

Recently Mayor Jordan and City Staff were approached by the City of Cottonwood Shores' Mayor Orr to request expansion of wastewater treatment capacity for the City of Cottonwood Shores. After the discussion it was suggested by Mayor Jordan that Staff provide a presentation to update to the Council on all the City's current wholesale contracts, including wholesale water to Deerhaven, Oak Ridge and Sandy Harbor; and Wastewater Treatment services to City of Cottonwood Shores and Llano County MUD #1 (Blue Lake, Deerhaven and Sandy Harbor). I have detailed each contract services, terms, revenues and current demands and related contracted capacities below.

Water Contracts

Oak Ridge Subdivision – City provides wholesale treated drinking water to the Oak Ridge Subdivision via a contract originally through a local company, Pecan Utilities, Inc., that has since sold their distribution system to AquaTexas, Inc. The City does not maintain their distribution system and has an annually tested master meter located on Ferguson road to serve the subdivision. The contract was signed in 2000 and has a 25-year term ending on April 13, 2025 with no renewal provisions. The maximum annual water demand under the contract is 9.77 million gallons. The 2015 sales volume was 9.386 with $68,444 revenue generated. This community was originally on ground water under the influence of Pecan Creek and was susceptible to poor water quality. Community has 194 connections. Water source is Central Water Treatment Plant.

Sandy Harbor Subdivision – City provides wholesale treated drinking water to the Sandy Harbor Subdivision via a contract originally through LCRA that has since sold the distribution system to Corex Inc. The City does not maintain their distribution system and has an annually tested master meter located on the western edge of the Trails of HSB to serve the subdivision. The original contract was signed in September 18, 2002 and had a 10-year term. However, the City revised this contract on October 17, 2006 upon becoming incorporated with a term of ten years ending on October 17, 2016 with an option to renew terms and conditions for an additional ten-year term(s). The maximum annual water demand under the contract is 7.04 million gallons. The 2015 sales volume was 3.46 million gallons with $28,782 revenue generated. This community was originally on ground water under the influence of Sandy Creek and susceptible to poor water quality. Community has 104 connections. Water source is West Treatment Plant.

Deerhaven Subdivision - City provides wholesale treated drinking water to the Deerhaven Subdivision via a contract originally through Deerhaven POA. This contract was signed in 1983 and included maintenance of the distribution system as well as providing drinking water. The distribution system has since been transferred to Deerhaven WCID. The City no longer maintains their distribution system and has an annually tested master meter located on Apache Tears Street to serve the subdivision. The new contract with Deerhaven WCID that only provides wholesale water was signed on September 1, 2012. The contract has a 10-year term with two automatic 10 year renew terms, unless there is a 180-day termination notice given by either entity prior to end of contract term. The maximum annual water demand under the contract is 15 million gallons. The 2015 sales volume was 6.165 Million gallons with $45,441 revenue generated. There is a maximum number of connections of 236 residential connects defined in the contract. This community was originally on a small surface water plant prior to 1983 that has since been decommissioned. Community has 99 connections. Water source is West Water Treatment Plant.

Wastewater Treatment Contracts

Llano County Municipal Utilities District #1 – The communities of Blue Lake, Deerhaven and Sandy Harbor are provided wastewater collection from Llano County MUD #1 (LCMUD). LCMUD contracts with the City for wastewater treatment and disposal services through a contract with the City that was signed on July 27, 1995 with a 40-year term, ending in July 2035. Contracted volume was up to a maximum of 80,000 gallons per day based on a 30-day average. The contract was written to include facilities costs related to providing services including direct, indirect and capital improvement costs. However, unlike Cottonwood Shores, LCMUD installed a transmission main and lift station to transport wastewater to the plant; therefore they do not pay for transmission facilities in their costs. In addition, there was a connection fee ($250,000) charged based on percentage related to the then existing capital wastewater plant costs. Connection is via a flow meter, tested annually, located on FM 2831 south of Deerhaven. LCMUD's current usage averages 50,800 monthly, representing approximately 9% of the total treated at the City plant and 64% of the contracted amount. Annual revenue from LCMUD for FY2015 was $52,189. No further renewal provisions are defined. LCMUD communities originally were utilizing septic systems only and currently do not have an alternative connection for wastewater services.

City of Cottonwood Shores - City provides wastewater treatment and disposal services to the City of Cottonwood Shores via a contract that was signed on April 22, 1992. A first amended contract was subsequently signed in October 17, 2000 to increase the treatment capacity of Cottonwood Shores from the original volume of 60,000 per day annual average to 96,000 gallons per day annual average. The term of the amended contract is 32 years to end on October 17, 2032. The contract was written to include treatment and transportation (HSB's pipelines & Lift-station) facilities costs related to providing services including direct, indirect and capital improvement costs. In addition, there was a connection fee charged based on percentage of additional capacity requested related to the then existing capital wastewater plant costs. Connection is via a flow meter, tested annually, at the City's eastern boundary. Cottonwood's current usage averages 65,000 gallons per day over a month, representing approximately 13% of the total treated at the plant and 68% of the contracted amount. Renegotiations to increase volume are defined when 75% of contracted capacity have been reached. Annual revenue from Cottonwood for FY2015 was $117,477. At termination, the contract provides that Cottonwood Shores would design, build and operate its own facility or find an alternative to the City providing service. A penalty of increasing price for services, at 10% every six months, is written into the agreement with no renewal provisions. Cottonwood originally utilized septic systems and currently do not have an alternative connection for wastewater services.

Cottonwood Shores Request for Expansion of Capacity

Cottonwood has recently contacted the Mayor and City Staff to request beginning negotiations for expansion of treatment capacity from 96,000 to 120,000. This request was part of Cottonwood's plan to entice development within their City and increase tax revenue. As per their contract negotiations for expanded capacity are required once their average treated volume exceeds 75%. Currently their average is at 68% of contracted capacity.

Our Wastewater Plant currently has an annual average of 67% of permitted capacity. TCEQ requires Wastewater plants to begin engineering design to expand capacity once a plants demand exceeds 75% of capacity for three consecutive months. Staff has scheduled in the Utilities Capital Budget to begin engineering in FY 2018 with construction to end in FY2019. The planned expansion will add 400,000 gallons per day capacity, for a total capacity of 1,200,000 gallons per day. Estimated costs are $3.775 Million.

The Mayor's recommendation is that Council authorize the Mayor, City Manager and Utilities Director to renegotiate a favorable contract with Cottonwood Shores and report back with periodic updates to Council and for final approval if need be.

Enclosures: Map with Entities Labeled

Blue Lake (LCMUD) HSB WW Treatment
Deerhaven WCID (LCMUD) WW & HSB Water
Oak Ridge AquaTexas HSB Water
Lake Lyndon B Johnson
Cottonwood Shores HSB WW Treatment
Cotton
Sandy Harbor (LCMUD) WW & (Corex) HSB Water
Horseshoe Bay
Blue Lake Dr
Bay W Blvd
© 2016 Google
Google earth

Item # 9

CITY OF HORSESHOE BAY

MARCH 29, 2016

To: Mayor and City Council

From: Reagan Lambert, Council Member

RE: Discuss Citizen of the Year Award by Reagan Lambert and City Secretary

I took some of the following from our FCA "Athlete of the Year" award and some from other sources modified to fit our City. The award announcement date would be picked by the Council. Nominations would be taken for a month prior to the award date. The Council would then look at the nominations and vote for winner.

Those nominating an individual would submit a one-page summary of the reasons they feel this individual should be selected as the HSB Citizen of the Year. The summary should be very detailed or we could also have a form if we thought that would be better.

I believe that items 1 & 2 & 3 should be "weighted", maybe 50% - 30% - 20%.

1. Civic, community and/or church involvement
2. Business accomplishments and contribution to the economic growth of Horseshoe Bay and its "quality of life".
3. Outstanding characteristics.
4. The person would not have won this award in the past 5 years. (needed for the future).
5. The achievements would not substantially be the result of their primary business or public responsibilities.
6. The nominee may not currently be a member of the HSB City Council or the HSB Property Owners Association.

Along with the nomination form, support letters and other documents are encouraged. The award could go to anyone whose work has been focused on the HSB community but must be a volunteer, not a paid position. Nominees could be a couple but not an organization.

Enclosures: Draft Criteria for Award
Draft Nomination Form for Award

Citizen of the Year

Criteria for Selection

All citizens of Horseshoe Bay are eligible to submit nominations and/or receive this award.

The Citizen of the Year for 2016 can be an individual or couple and will be selected based upon the following criteria:

1. Civic, community and/or church involvement – 50%
2. Business accomplishments and contribution to the economic growth of Horseshoe Bay and its "quality of life" – 30%
3. Outstanding characteristics – 20%

Other requirements for nomination are:

1. Reside in the City of Horseshoe Bay.
2. Demonstrate leadership, valor or exemplary service to our community.
3. Go above and beyond normal community involvement and volunteerism.
4. Philanthropic efforts may be considered for this award.
5. Not have received this award in the past five years.
6. Not currently a member of the HSB City Council or HSB Property Owners Board of Directors.

Please submit your nomination using the Nomination Form along with supporting information clearly highlighting the nominee's accomplishments to the City Secretary's office by September 30, 2016.

The Council Awards Committee (consisting of two Council Members) will meet after the deadline to review the nominees and will submit recommendations to the City Council for consideration at the November Council meeting and award at the December Council meeting.

CITY OF HORSESHOE BAY

Nomination Form for Citizen of the Year

Date: _____

Name of Nominee: _____

Nominated by: _____

Phone: _____ E-Mail _____

1. Civic, community and/or church involvement:

_____

_____

_____

_____

_____

2. Business accomplishments and contribution to the economic growth of Horseshoe Bay and its "quality of life":

_____

_____

_____

_____

_____

3. Outstanding characteristics:

_____

_____

_____

_____

_____

Mail, email or fax completed nomination form along with any attachments to:
Teresa L. Moore, City Secretary PO Box 7765, Horseshoe Bay, TX 78657-7765
Phone: (830)598-9943/Fax: (830)598-8744/Email: tmoore@horseshoe-bay-tx.gov

Draft 1-11-2016

Item # 10

CITY OF HORSESHOE BAY

MARCH 29, 2016

TO: Mayor and City Council

From: Stan R. Farmer, City Manager

Re: Discuss Creation of a Citizens' Academy by City Manager

Many Cities across the U.S. and Texas conduct Citizens' Academies or Citizen Leadership Institutes. This is another example of outreach programs to help educate citizens and provide transparency. Although town hall meetings and media campaigns can help local government connect with residents, City Managers have long sought better methods for promoting engagement and understanding. To this end, City Managers have initiated programs promoting a better understanding of local government that seek to educate through direct contact with public officials, site visits, and hands-on activities.

These programs usually span 5 to 10 sessions over a semester (spring or fall) or an entire year. They are offered free of charge, and highlight such essential government functions as: History; City Council role; Finance; Public Safety; other community services; and a graduation ceremony. Sessions offer feature presentations by department directors, tours of facilities, and hands on experiences like role-playing. These programs strive to foster knowledge and involved residents who better understand the services they receive for the taxes they pay. People can often change their view of government after learning the responsibilities and duties of public servants. Last, these academies often serve as a farm system of sorts for recruiting residents to serve on committees and Council.

A fully developed program will employ systematic recruiting procedures, drawing residents from representative neighborhoods and backgrounds to serve as informational resources for neighbors—sort of like a Block Captain program we used for the Street Improvement Process.

Enclosed are some recent articles from Texas Town & City (TT&C) describing what other Texas cities are doing with their academies with example schedules.

If Council is supportive moving forward, the City Manager will develop a proposed schedule starting this fall with session topics as well as an application for enrollees for Council approval.

Enclosures: TT&C Articles and Session Schedules

ESSENTIAL ELEMENTS OF THE **NACOGDOCHES CITIZEN'S ACADEMY**

By **Jim Jeffers**, City Manager
City of Nacogdoches

So . . . you don't have time to design and implement a citizen's academy? Besides, what good is an academy?

Before we review the particulars of the Nacogdoches Citizen's Academy (Nac 101), there are dozens of successful citizen academies in Texas, and emulation is a great form of flattery. The Nacogdoches Citizen's Academy template came from the City of Plano, and Plano's staff was very helpful in assisting the City of Nacogdoches design Nac 101. Since we took care of your time constraints, let's talk value. Three of Nacogdoches' five elected officials are graduates of Nac 101. While each has their own story to tell, all agree that being a Nac 101 alumnae allowed them to hit the ground running when they won election. One councilmember will testify he never thought about being a local elected official until he took Nac 101. One councilmember proclaimed 'city hall' was run by a gang of incompetents until he attended the academy.

The value of a citizen's academy is obvious. The academy educates and may help change negative attitudes to a positive. The Nacogdoches academy is changing opinions one person at a time. Is changing attitudes one person at a time enough? Definitely not, but it is a good start.

The City of Nacogdoches is becoming heavily invested in social media and other educational tools (marketing) to reach the masses, but those programs and the statewide initiative Local, Texas is a story for another time. Be mindful that if cities are going to be successful in holding back the tsunami of negativism, we must become more assertive in getting our message out. There is an avalanche of unfiltered, inaccurate messaging being generated against the great work Texas cities are doing. Need help? Ask a neighboring city or TML. You will be pleasantly surprised!

Now for the dry stuff . . . the following is a summary of the essential elements of Nac 101 which is administered by the City of Nacogdoches Director of Community Services Brian Bray (brayb@ci.nacogdoches.tx.us).

Background

In 2010, Nac 101 was started as a way to give Nacogdoches

citizens insight into how city government works and why we do certain things the way we do. We also wanted citizens to be aware of what types of programs they can become involved in and how to stay aware of what is going on in the city. In preparation for the program, city staff researched citizen academies being held in cities such as Plano, Colorado Springs, and Gainsville.

Program Preparation

The Nac 101 program is advertised in a variety of ways. First, we send out several press releases to the local media, letting them know that applications are available and when Nac 101 starts. The program is also advertised through social media. Primarily, we rely on the positive feedback from Nac 101 graduates to get the word out and recruit new applicants.

Applications are made available online two months before the application deadline, as well as through the city secretary's office, where completed applications are submitted. The class is limited to the first 20 applicants, and the rest are placed on a waiting list. Those on the waiting list are given first priority for the next session. The 20 person limit gives participants a greater opportunity to interact with city officials.

Once admitted to the program, participants are given a program binder. The one-inch binder includes an index, eight-tab divider, filler paper, session summaries, and evaluations. We also include a city mission statement, board interest form, and city contact lists.

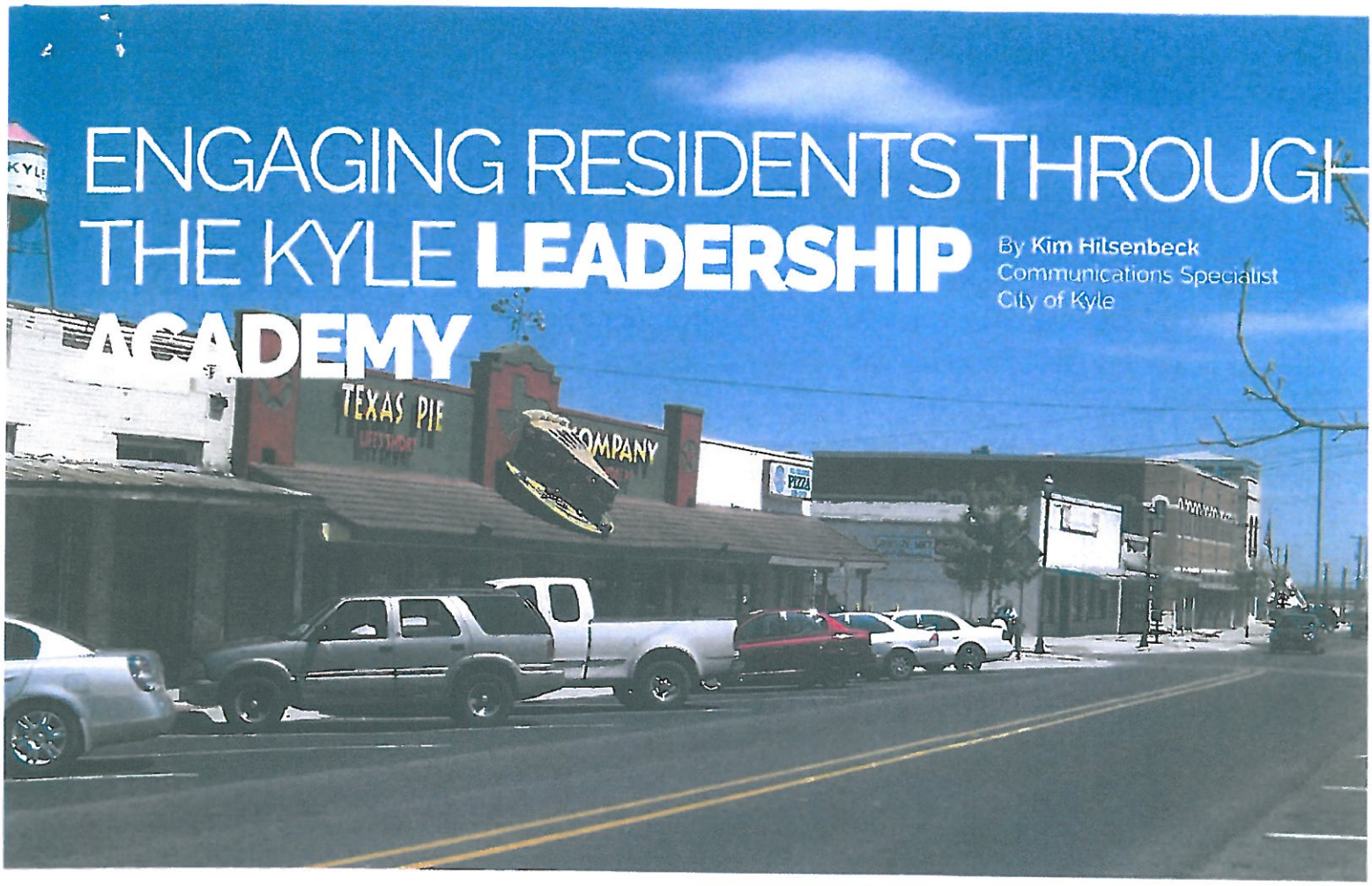
Classes

There are eight sessions in Nac 101: seven classes with speakers with the eighth and final class being a roundtable discussion led by the mayor and followed by a graduation ceremony. All sessions have two topics. Internal service departments, such as facility maintenance and information technology are extremely valuable, but they are not areas that interact with the general public on a regular basis. Inclusion of other departments such as the library, airport, or animal control received low marks in the past. The clear preference for topics is outlined below. The city manager typically attends each session to introduce speakers and has an informal question and answer period 15 minutes before each session. While our session topics may change, the following length and schedule includes sessions that have received the most positive reviews:

- **Session 1**
  - Title - City Government
  - Presenters - Mayor, city council, and city manager
  - Session covers the responsibilities of city councilmembers, the role the city manager plays, and the relationship between the city council and the city manager. We also cover economic development during this session.
- **Session 2**
  - Title - Show Me the Money
  - Presenters - Finance and water billing
  - This session covers budget and details differences between enterprise funds and the general fund, along with how these funds are used. The session also reviews appropriate uses of hotel/motel tax, and a general overview of the entire city budget. Water billing explains how the citizens' water bills are calculated, what you can learn from a water bill, trash, recycling issues, and schedules for these city services.
- **Session 3**
  - Title - Law and Order
  - Presenters - City attorney and city planner
  - The city attorney addresses issues such as the Public Information Act, harassment, and legal action against or involving city government. The city planner discusses zoning, specific use permits, and why the city is laid out the way that it is.
- **Session 4**
  - Title - Playing by the Rules
  - Presenters – Parks and recreation, and inspections
  - This session covers what is needed for work permits, sign permits, and other permits issued to citizens. The inspections department discusses ordinances which ensure neighborhoods are up to code, as well as nuisance complaints like weeded lots. Parks and recreation discusses the different programs such as gymnastics, craft classes, and adult athletics. They also talk about what parks the city maintains and who can use them.
- **Session 5**
  - Title - We Build the City
  - Presenters - Public works and water utility

ENGAGING RESIDENTS THROUGH THE KYLE **LEADERSHIP ACADEMY**

By **Kim Hilsenbeck**
Communications Specialist
City of Kyle



An informed and educated citizenry is the cornerstone to an active and engaged audience. People who are 'in the know' about municipal issues share that information with friends and neighbors. They come out to vote in elections and get involved in city issues. They volunteer for committees and contact their city leaders and elected officials. In essence, they care about their city and want to see it run well.

The City of Kyle aims to build better, stronger, and more tangible relationships with its residents. In turn, that should have the desired effect of increasing residents' interest and participation in city business.

One of the many ways in which Kyle is ramping up resident engagement is its Kyle Leadership Academy. This is an ongoing educational forum allowing Kyle residents the opportunity to learn the inner workings of city government. The goal of the program is to produce an informed population that could serve as resources for various city functions, including but not limited to serving on boards and commissions and the city council.

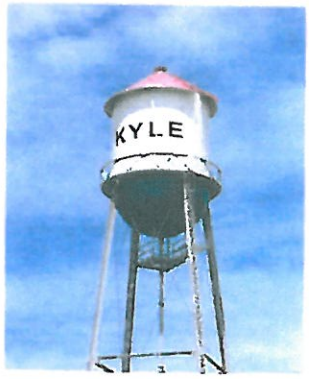
Throughout the multi-week course, participants learn about the various functions of each component of government. We accomplish this by using curriculum modules designed to provide a first-hand perspective of the roles and relationships involved in the day-to-day management of a city.

The program is designed to cover 12 components over the course of a year. We structured the academy so individuals can participate in each component as their interest and availability allow. In other words, there is no requirement to attend every session each month. This flexibility takes into account the busy schedules of suburban dwellers.

Participants who complete the preset numbers of components over a period of time receive certification for finishing a level of the program. Those people are also recognized at Kyle city council meetings.

Past graduates of the Kyle Leadership Academy include stay-at-home mothers, business leaders, college students, and retired residents, among others.

As Kyle continues to find ways to engage its citizenry, the Kyle Leadership Academy will play a vital role in demonstrating the importance of city government and facilitating a better understanding of the myriad components involved in effectively running the city.



KYLE LEADERSHIP ACADEMY 12-PART CURRICULUM

1. **Introduction to City Government Charter**

   Administration
   Council

2. **Role of the Council: What it is/What it isn't**

   Set policy
   Approve budget
   Mayor's duties
   Council's duties

3. **City Administration**

   City manager
   Assistant city manager
   City secretary
   City attorney

4. **Finance**

   Budget, accounting, and financial reporting
   Utility billing and customer service
   Municipal court

5. **Parks and Recreation**

   Facilities
   Recreation

6. **Library**

7. **Community Development**

   Economic development
   Planning
   Building and permits
   Code enforcement
   Communications
   City engineering

8. **Public Safety**

   Fire
   Police
   EMS

9. **Public Works**

   Streets
   Water supply
   General infrastructure

10. **Intergovernmental Relationships**

    State
    County
    School district

11. **Public Service**

    Elected office
    Boards and commissions
    Employment

12. **Tour One: Facilities**

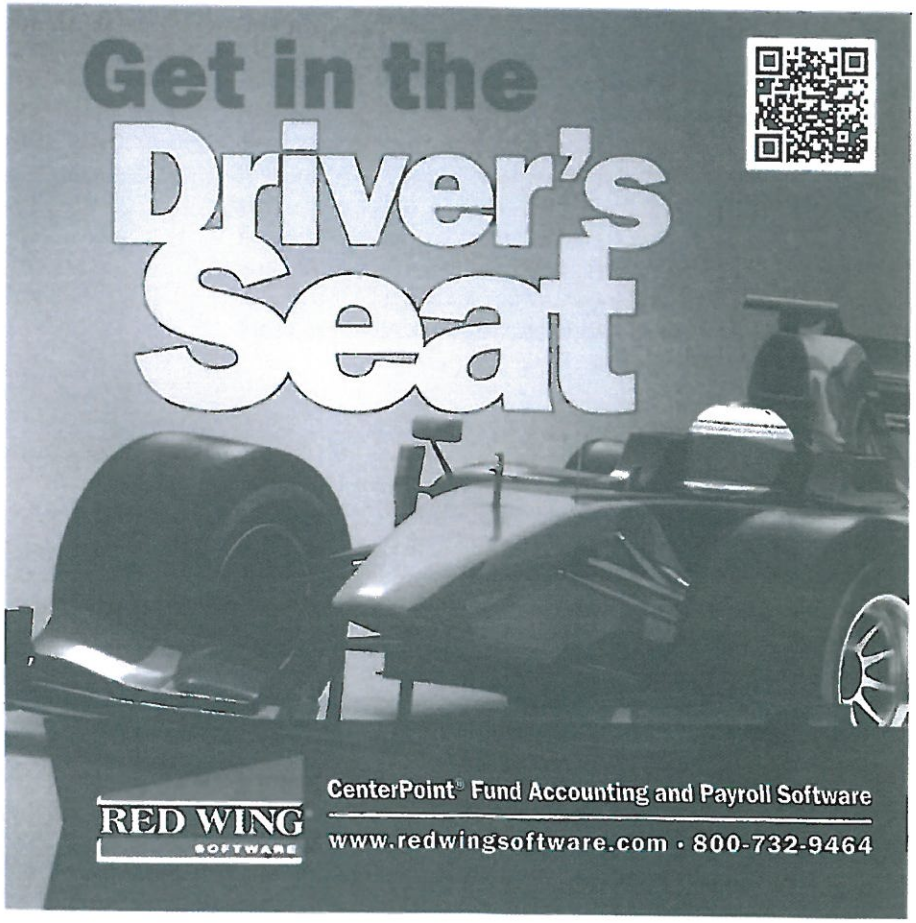
    Library
    City hall

    Tour Two: Public Safety

    Police station
    Fire station

    Tour Three: Infrastructure

    Water treatment plant
    Construction sites



CITY OF HUTTO
HUTTO CITIZENS' UNIVERSITY
2013 CLASS SCHEDULE

All classes will be held on Tuesdays at 6:00 p.m.

Class #1	*Orientation*	January 8	Hutto ISD Admin Bldg.
Class #2	*City Administration/ Role of an Effective Councilmember*	February 12	Council Chambers
Class #3	*Police*	March 5	Council Chambers
Class #4	*Hutto Fire Rescue*	April 9	Fire Station
Class #5	*Parks and Recreation/Library*	May 14	PARD
Class #6	*Economic Development*	June 11	EDC Office
Class #7	*Development Services/Code Enforcement*	July 9	Council Chambers
Class #8	*Finance/Municipal Court*	August 13	Council Chambers
Class #9	*Public Works Water/Wastewater*	September 10	Public Works Shop/WWTP
Class # 10	*Public Works Streets*	October 8	Public Works Shop
Class #11	***Open – Meet if necessary***	**November 12**	
Graduation		December 10	To Be Determined

MEETING LOCATIONS

Council Chamber – 401 W. Front Street
Hutto Fire Station – 501 Exchange Boulevard
Public Works Shop/WWTP – 356 CR 199
PARD – 306 E. Live Oak Street
EDC Office – 321 Ed Schmidt Blvd. Suite 200
Hutto ISD Admin Building – 200 College St.

Contact: Christine Martinez, City Secretary – 512/759-4033 – Fax: 512/846-2653 - christine.martinez@huttotx.gov
Seth Gipson, Management Assistant – 512/759-4036 – Fax: 512/846-2653 seth.gipson@huttotx.gov

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