

City of Horseshoe Bay
City Council Meeting Agenda
October 12, 2021 at 3:00 PM
City Hall, 1 Community Drive, Horseshoe Bay, Texas

1. Call the Meeting to Order and Establish a Quorum

Mayor Cynthia Clinesmith
Mayor Pro Tem Elsie Thurman
Council Member Jerry Gray
Council Member Frank Hosea
Council Member Randy Rives
Council Member Elaine Waddill

2. Invocation

3. Pledges to the Flags

4. Announcements and Staff Recognition

A. Applications are being accepted for City Boards, Commissions, and Advisory Committees for appointments to be made in December 2021 - Deadline to Apply is November 1, 2021	3
B. John Insalata - 5 Year Service Award	14
C. Bill Pond - 5 Year Service Award	15

5. Public Comment

6. Public Hearing Items

Public Hearing and possible action regarding:

A. Ordinance 2021-39: Amending Chapter 10 Subdivision Regulation, Article 10.03 Subdivision Ordinance, Division 1 Generally, Section 10.03.002 Definitions, Section 10.03.010 General Design Standards; Division 2 Administration, Section 10.03.042(e) Applicability, Section 10.03.043(a)(2), (a)(4) Construction and Maintenance Bonds; Division 3 Procedures for Plat Approval, Section 10.03.081(a), (h) Procedure; Division 4 Preliminary Plats, Section 10.03.121 Purpose 10.03.122(2)(O),(2)(Q) General Provisions, Section 10.03.126(c)(1), (c)(11) Phased Preliminary Plats; Division 5 Final Plats, Section 10.03.162(c)(10), (c)(16), Add (c)(17), Add (c)(18), (e) General Provisions, Section 10.03.164 Add (6), Add (7) Recording Procedure; Division 6 Replats and Minor Plats, Section 10.03.202 (a)(2), (b)(2), (c) General Provisions; Division 7 Miscellaneous Plats and Abandonments, Section 10.03.234(d)(3) Abandonment of Public Rights-of-Way; Division 10 Private and Public Streets, Section 10.03.373(k), (l)(8), (l)(9), Add (l)(17), Add (l)(18) Design and Construction Standards; Division 11 Construction of Subdivision Improvements, Section 10.03.421(a), (b) General, Section 10.03.422(c)(4)(A) Construction Plans, Section 10.03.424 Add (b)(5), (d) Street Improvements; Deletion of Appendix A, Appendix B and Appendix C, and Re-Name Appendix D to Appendix A	16
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7. Business

Discuss, Consider, and Possibly Take Action Regarding:

A. Personnel Policy Revisions: Article V. The Compensation Plan, Section 3 and Article XIII. Appendix B: Salary Table and Incentive Pay	26
B. Ordinance 2022-01: Amending the Code of Ordinances, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, Committees, Creating the Transportation Advisory Committee, Adopting Provisions Regarding the Name	33

of the Committee, Defining the Purpose, Responsibilities, Membership, Qualifications, Meetings, Conduct/Attendance	
C. Ordinance 2021-40: Amending Appendix A Fee Schedule, Article A3.00 Building and Development Fees, A5.00 Fire Department Fees, Article A6.00 Municipal Court Fees, and Article A7.00 Traffic and Vehicle Fees	39
D. Ordinance 2021-35: Amending Article A8.00 Utility Fees of the City Establishing Charges and Fees For: Water Service, Sewer Service, Water Meters and Sewer Connections, City Tap Charges, Payment for Service, Deposits, Penalties for Delinquent Bills, Garbage Collection Fees and Charges, and Other Items Associated with the Rate Schedule of the City of Horseshoe Bay; and Making Other Provisions Related and Incidental Thereto Providing for Repealer, Severability, and an Effective Date	49
E. Christmas Events in Horseshoe Bay	

8. Consent Agenda

All consent items are considered to be routine and will be enacted by one motion and vote.

A. Approval of Meeting Minutes, September 21, 2021	54
B. Approval of Annual Renewal of Agreement to Provide Firefighting Services Between the City of Horseshoe Bay and Llano County Emergency Services District 4, Llano County Municipal Utility District 1, and Deerhaven Water Control and Improvement District	58
C. Approval of Resolution 2022-01: Adopting the City's Investment Policy and Strategy for Fiscal Year 2022	64
D. Approval of Resolution 2022-02: Designating an Official Newspaper for Fiscal Year 2022	72
E. Approval of the Public Funds for Public Purposes Subcommittee's Recommendation of Approval Regarding a Funding Request from the Phoenix Center	74
F. Approval of the Public Funds for Public Purposes Subcommittee's Recommendation of Approval Regarding a Funding Request from the Hill Country Children's Advocacy Center	76
G. Approval of the Public Funds for Public Purposes Subcommittee's Recommendation of Approval Regarding a Funding Request from CASA for the Highland Lakes Area	79

9. Monthly Departmental Reports

Informational reports only; no action to be taken.

A. FY 2021 End of Year Balanced Scorecards	84
B. Broadband Internet Update - Council Member Frank Hosea	

10. Executive Session

A. Possible Contract with New Developer in the Extraterritorial Jurisdiction (ETJ) (551.071)	
B. Acceptance of Donation of Real Property (551.072)	
C. Annual Evaluation of the City Manager by City Council and Contract with the City Manager (551.074)	

11. Adjourn

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting as authorized by the Texas Government Code. This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made two business days prior to this meeting by calling 830-598-9943 or emailing kraig@horseshoe-bay-tx.gov.



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Applications being accepted for City Boards, Commissions and Advisory Committees for appointments to be made in December 2021

This item does not require any action from Council at this meeting. The purpose of this report is to update the Council on the status of annual appointments to the City's various Boards, Commissions, and Committees. Listed below are the vacancies that will become available at the end of the year. The City will be requesting applications from citizens by advertising in The HSB Beacon and on the City's website. The application to serve is available on the City's website and from the City Secretary's office.

Citizens who are interested in serving must submit an application to the City Secretary no later than November 1, 2021 by 5:00pm.

The *Planning and Zoning Commission* consists of Chair Brent Lane, Vice Chair Greg Waldron, and Commissioners Ken Burgess, Camille Reasor, and Mark Bloschock. The terms of Brent Lane, Mark Bloschock, and Greg Waldron expire December 31, 2021. A copy of the Charter for the Commission is attached.

The *Board of Adjustment* consists of Chair Jim Babcock, Vice Chair Dale Amstutz, John Minyard, Frank Gracely Jr., Bill Knox, and Alternate Members Carla Rowland, Linda Smith and Bill Carrothers. The terms of John Minyard, Frank Gracely, Jr., Bill Knox, Carla Rowland, and Bill Carrothers expire December 31, 2021. A copy of the Board's Charter is attached.

The *Fuchs' House Advisory Committee* consists of Chair Francie Dix, Michael Widler, Jim Jorden, and Ronald Nicholas. The terms for Francie Dix and Michael Widler expire December 31, 2021. The FHAC does not have a Charter.

The *Parks Committee* consists of Chair Michael Widler, HSB POA Rep. Dana Rushing, Carrie Foran, Andrew Nankas, and Kara Dudley. The terms for Michael Widler, Dana Rushing, and Carrie Foran expire December 31, 2021. A copy of the Committee's Charter is attached.

Vacancies are being advertised in The HSB Beacon and on the City's website. The application deadline is November 1st. Council will receive a copy of all qualified applications for all vacancies prior to the November 16th City Council meeting. The staff report for the November meeting will include which outgoing members of each group have expressed a desire to be re-appointed.

Appointments will be made at the December 7th City Council meeting.

Enclosures: Charters for PZC, BOA, and PAC
Procedures for City Council Appointments



Planning and Zoning Commission (PZC) Charter

Adopted by City Council on February 18, 2020

The Commission's role is to serve as an advisory body to the City Council, but does not have any final decision-making authority. The Commission has all the rights, powers, privileges and authority authorized and granted by the City Council and from the State of Texas in Chapters 211 and 212 of the Texas Local Government Code regarding cities regulation of zoning and subdivisions.

Responsibilities

- To make recommendations to the City Council regarding the approval of the preliminary and final plats of subdivisions and requests for text amendments to the subdivision regulations.
- To make recommendations to the City Council regarding the approval of rezoning requests, including planned developments and regarding requests for text amendments to the zoning regulations.
- To review and make recommendations on the zoning of land for newly annexed areas.
- To make recommendations regarding the comprehensive plan and amendments to the comprehensive plan.

Qualifications of Applicants

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Commission members should possess the following skills, knowledge, experience and other attributes:

General

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.

Technical

There should be a balance of skills and experience in the membership which includes, but is not limited to, the following fields of expertise: Planning and Zoning, Engineering, Real Estate, Attorney, Architecture, and General Business.

Ultimately, City Council will be mindful of the professional background of each current and potential member when making the final appointments.

Membership

- Commission members will be appointed by the City Council.
- There will be a maximum of 5 members, including the Chair.
- City Council will appoint the Chair. The members shall appoint a Vice Chair and may appoint a Secretary.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.
- Members will serve two-year terms. Three of the five members shall have terms expiring December 31st of odd-numbered years and the other two members shall have terms expiring December 31st of even-numbered years. There shall be a limit of two consecutive terms (four years total) that a member may serve. A partial term to which a member is appointed shall not be counted as a full two-year term for the purpose of this limit.
- Any vacancy shall be filled for the unexpired term via appointment by a simple majority vote of the City Council for the remainder of the term.
- Members may be removed from office at any time by a simple majority vote of the City Council.

Meeting Schedule and Attendance

The Commission shall meet a minimum of once per month, at least two weeks prior to the scheduled City Council meeting. If there have been no applications filed for review by the PZC, the Development Services Director shall notify the Chair and no meeting shall be required for that month.

A member's position is automatically considered vacant if the member is absent for:

- 1) Three consecutive, regular meetings; or
- 2) Four meetings (cumulative) during the preceding twelve-month period.

Exceptions may be granted if the member has first obtained a written leave of absence from the Chair and absences are due to unusual circumstances beyond the member's control.

Conduct of the Members

Members will act in a professional and confidential manner as representatives of the City. Each member will actively participate in deliberations, reviews and approvals. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fairness. Meetings shall be conducted in accordance with the Texas Open Meetings Act.

A member shall not vote or participate in any deliberations regarding a matter if the member has any personal financial interest in or any property within five hundred feet of the property in question, whether such interest is direct, indirect, financial or otherwise. A member may disqualify themselves, and in any case where the question of a member's interest is raised, the Chair shall rule on whether the member shall be disqualified.



Board of Adjustment (BOA) Charter

Adopted by City Council on February 18, 2020

The Board of Adjustment is responsible for granting variances to the terms of the zoning regulations of the City, and deciding appeals from decisions of administrative officials related to those zoning regulations. The Board has all the rights, powers, privileges and authority authorized and granted by the City Council and from the State of Texas in Chapter 211 of the Texas Local Government Code.

Responsibilities

- To grant variances to the terms of the zoning regulations of the City; and
- Deciding appeals from decisions of administrative officials related to the zoning regulations of the City.

Qualifications of Applicants

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Board members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.
- While technical knowledge is not required for an applicant to be appointed, familiarity or a willingness to become familiar with the City's Code of Ordinances, Regulations, and expectations of the Horseshoe Bay community is expected.

Ultimately, City Council will be mindful of the professional background of each current and potential member when making the final appointments.

Membership

- Board members will be appointed by the City Council.
- There will be a maximum of five (5) Regular Board Members, including the Chair. Five (5) Alternate Members may be appointed due to the quorum requirements of no less than four members for the purpose of voting.
- City Council will appoint the Chair. The members shall appoint a Vice Chair and may appoint a Secretary.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.

- Members will serve two-year terms. Three of the five members shall have terms expiring December 31st of odd-numbered years and the other two members shall have terms expiring December 31st of even-numbered years. There shall be a limit of two consecutive terms (four years total) that a member may serve. A partial term to which a member is appointed shall not be counted as a full two-year term for the purpose of this limit.
- Any vacancy shall be filled for the unexpired term via appointment by a simple majority vote of the City Council for the remainder of the term.
- Members may be removed from office at any time by a simple majority vote of the City Council.

Meeting Schedule and Attendance

The Board shall meet when there are applications to be heard. If there have been no applications filed for review, the Development Services Director shall notify the Chair and no meeting shall be required for that month.

A member's position is automatically considered vacant if the member is absent for:

- 1) Three consecutive, regular meetings; or
- 2) Four meetings (cumulative) during the preceding twelve-month period.

Exceptions may be granted if the member has first obtained a written leave of absence from the Chair and absences are due to unusual circumstances beyond the member's control.

Conduct of the Members

Members will act in a professional and confidential manner as representatives of the City. Each member will actively participate in deliberations, reviews and approvals. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fairness. Meetings shall be conducted in accordance with the Texas Open Meetings Act.

A member shall not vote or participate in any deliberations regarding a matter if the member has any personal financial interest in or any property within five hundred feet of the property in question, whether such interest is direct, indirect, financial or otherwise. A member may disqualify themselves, and in any case where the question of a member's interest is raised, the Chair shall rule on whether the member shall be disqualified.



CITY OF HORSESHOE BAY



Parks Advisory Committee (PAC) Charter

Adopted by City Council June 16, 2020

Purpose

The Parks Advisory Committee, established by City Council on January 17, 2012, serves as an advisory committee to the City Council recommending policies and procedures for proper administration of the parks program. It also serves to encourage and facilitate establishment and maintenance of recreational facilities and programs, as well as acquisition of new areas for parks and recreation programs or expansion and improvement of current programs and facilities. The committee participates in the development and ongoing management of the Parks Master Plan and other long-term plans related to parks and recreation. The committee also coordinates its efforts with plans of the various property owners' associations in the City and the plans of the Horseshoe Bay Resort as appropriate.

Responsibilities

- To act as an advisory committee to the City Council in the development, supervision, and administration of the affairs of the City parks and recreation programs.
- To ensure City parks are designed and maintained in a manner which makes them accessible to all age groups and physical capabilities.
- The committee does not have the power to make final decisions or the power to adopt rules regarding public business.

Qualifications of Applicants

Committee members shall meet (and continue to maintain for the duration of their service on the committee) the following qualifications for appointment:

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must be known to be interested in parks;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Committee members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.

Ultimately, City Council will be mindful of the professional background of each current and potential member when making the final appointments, including any prior experience in parks related fields.

Formal education in related fields is not required, but some demonstrated experience or involvement in parks and recreation projects or planning is preferred.

Membership

- Committee members will be appointed by the City Council.
- There will be a maximum of 5 members, including the Chair.
- One of the five members will be the nominee of the Board of Directors of the Horseshoe Bay Property Owners' Association;
- City Council will appoint the Chair each year in December. The members will appoint a Vice Chair and Secretary each year in January or at the first meeting after the Chair is appointed. The Vice-Chair shall act in the place of the Chair when the Chair is absent. The Secretary shall take minutes of the meetings and arrange meeting dates, times and locations.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.
- Members will serve two-year terms. Three of the five members shall have terms expiring December 31st of odd-numbered years and the other two members shall have terms expiring December 31st of even-numbered years. There shall be a limit of two successive terms (four years total) that a member may serve. A partial term to which a member is appointed shall not be counted as a full two-year term for the purpose of this limit.
- City Council will appoint a maximum of two (2) Council Members to serve as liaison(s) to the Committee.
- Any vacancy shall be filled for the unexpired term via appointment by a simple majority vote of the City Council for the remainder of the term.
- Members may be removed from office at any time by a simple majority vote of the Council.

Meeting Schedule and Attendance

The meetings of the committee shall be held on a regular basis, but not less than once every three months. As an advisory committee to the City Council, committee meetings are not required to be open to the public pursuant to the Open Meetings Act. The committee can have private meetings or meetings open to the public as it deems appropriate. Meetings may be called by the Chair or at the request of two or more committee members.

A member's position is automatically considered vacant if the member is absent for:

- 1) Three consecutive, regular meetings; or
- 2) Four meetings (cumulative) during the preceding twelve-month period.

Exceptions may be granted if the member has first obtained a written leave of absence from the Chair and absences are due to unusual circumstances beyond the member's control.

Conduct of the Members

The committee shall at all times seek to promote close cooperation between the City and all private citizens, home owners' associations within the City, institutions and agencies interested in the establishment and development of park activities. Members will act in a professional and confidential manner as representatives of the City. Each member will actively participate in deliberations, reviews and recommendations. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fairness. Any member who has, or may have, a conflict of interest related to any item being considered by the committee must complete and submit a Conflict of Interest Affidavit to the City Secretary immediately, whether such interest is direct, indirect, financial or otherwise.

CITY OF HORSESHOE BAY

CITY COUNCIL RULES OF PROCEDURE

SECTION 7: PROCEDURES FOR CITY COUNCIL APPOINTMENTS

7.1 General:

A. As set out in Chapter 10 of the City of Horseshoe Bay Charter, the City Council has the authority to create, abolish, establish, and appoint such boards, commissions, and committees, composed of citizens of the City of Horseshoe Bay or residents within the City's extraterritorial jurisdiction (ETJ), as it deems necessary to carry out the functions of the City and to prescribe the purpose, functions, and tenure of each board, commission, or committee.

1. The purposes of this policy are to establish uniform procedures for the following:
 - a. The establishment and termination of all City of Horseshoe Bay boards, commissions, and committees; and
 - b. The appointment of citizens or residents to serve as members of Horseshoe Bay boards, commissions, or committees or as an official representative of the City of Horseshoe Bay.
2. This procedure for City Council Appointments applies to all City Council boards, commissions, and committees and appointments with the following exceptions:
 - a. The appointment of a Council Member by the Mayor for a special assignment. Such assignment shall be reported to the City Council as soon as possible.
 - b. The establishment of ad hoc work groups or forums by the City Council upon the recommendation of the Mayor or City Manager for the purpose of facilitating community coordination and communication on a specific issue. The members of such a working group or forum may be determined by the Mayor or City Council. Only two Council Members may be assigned to the same group or forum at a given time, in order to avoid a quorum.

B. Definitions:

1. ***Application:*** The City of Horseshoe Bay "Application to Serve" as adopted by the City Council and published by the City Secretary.
2. ***Active Application:*** A completed Application on file with the City Secretary that is less than two years old from the date of filing with the City Secretary. All Active Applications shall be maintained by the City Secretary, unless applicant moves out of Horseshoe Bay or requests that their application be removed from the applicant pool.
3. ***City Appointee:*** Citizen named by the City Council to represent the City of Horseshoe Bay as a member of an external (non-City) entity's Board, Commission, or Committee.
4. ***City Board, Commission, or Committee Member:*** Citizen named by the City Council to serve on a City Board, Commission, or Committee.
5. ***City Special/Single Purpose Committee:*** A committee formed by the City Council through an Ordinance to meet a special/single purpose. Special/Single Purpose Committees are typically short-lived or only active until its purpose is served.
6. ***City Statutory Board, Commission, or Committee:*** A board, commission, or committee required/recommended by the Texas Local Government Code and established by the City Council through an Ordinance to perform designated functions. A City Statutory

Board, Commission, or Committee continues from year to year with changing membership until it is formally terminated by action of the City Council via Ordinance, or as provided for in the ordinance creating it. Statutory Boards, Commissions, and Committees are subject to the Texas Open Meetings Act.

7. ***City Advisory Committee:*** A committee established by the City Council through an Ordinance to perform designated functions and to act solely in an advisory capacity that has no rule-making or quasi-judicial power. A City Advisory Committee continues from year to year with changing membership until it is formally terminated by action of the City Council via Ordinance, or as provided for in the ordinance creating it. Advisory Committees are open to the public, but are not subject to the Texas Open Meetings Act.
8. ***City Council Subcommittee:*** A subcommittee consisting of no more than two Council Members, and the Mayor if applicable, who work on a specific topic or provide recommendations for a specific purpose. City Council Subcommittees are created by City Council through a Resolution and are dissolved by City Council via Resolution, or as provided for in the Resolution creating it.
9. ***Qualified Applicant:*** A citizen who meets the member eligibility qualifications and has an Active Application on file with the City Secretary by the applicable deadline.

7.2 Establishment and Termination of City Boards, Commissions, and Committees:

- A. The City Council shall establish statutory boards, commissions, and committees as required/recommended by Texas law to assist in the conduct and operation of the City, such as the Planning and Zoning Commission (LGC 211), Board of Adjustment (LGC 211), and Capital Improvements Advisory Committee (LGC 395). Statutory boards, commissions, and committees are subject to the Texas Open Meetings Act.
- B. The City Council may establish citizen Advisory Committees to provide input, information, and guidance concerning a designated area as the need may arise. Advisory Committees shall be open to the public in accordance with the City's Charter Section 3.06, but are not subject to the Texas Open Meetings Act.
- C. The City Council may establish Special or Single Purpose Committees as needed. These Committee meetings are open to the public but are not subject to the Texas Open Meetings Act.
- D. All City Boards, Commissions, and Committees shall be established by Ordinance by the City Council and shall be dissolved by Ordinance as directed by the City Council, or as provided for in the Ordinance creating them. Information concerning the purposes and expectations of each group shall be set forth in the enabling Ordinance. A charter will be written for all city Boards, Commissions, and Committees which will outline the purpose of the group, responsibilities, number of members and positions, required skills and experience of members, and any other expectations of the group as determined by City Council.
- E. The duties and actions of all City Boards, Commissions, and Committees (and their members) may not be inconsistent with the Horseshoe Bay City Charter, Code of Ordinances, or the City of Horseshoe Bay Code of Ethics (***attached as Exhibit B***). Any member who is considering action on an item that may have an effect on a business entity or real property in which they have an interest must declare the conflict of interest by completing and signing an Affidavit Providing Notice of Potential Conflict of Interest (attached as Exhibit A), and recuse themselves from participating in or voting on any action related to said item.

7.3 Selection and Appointment of City Representatives and Members to City Boards, Commissions, and Committees:

- A. Through the appointment of City Representatives and Board, Commission, and Committee Members, the City Council shall seek to draw from the rich talents, experiences, and expertise of Horseshoe Bay citizens, and to provide a structure for citizen input and feedback.
- B. Citizens are appointed to serve on a City Board, Commission, or Committee or as a City Appointee at the pleasure of the City Council. The City Council retains the right, by majority vote, to excuse an appointed member from service or to replace any appointed member at any time for any reason.
- C. No City Board, Commission, or Committee Member shall get involved in the daily operations of the departments of the City or in personnel matters. No City Board, Commission, or Committee Member is authorized to speak for the City or the City Council. Members shall communicate with the City Manager or the assigned staff liaison for the group. Members shall not communicate with or assign work to city staff without prior approval of the City Manager or staff liaison for the group.
- D. For a citizen to be eligible for consideration for appointment or re-appointment to a City Board, Commission, or Committee or to serve as a City Appointee, they must meet the following qualifications (and any specific qualifications as stated in the related Ordinance):
 1. Must be a registered voter in the City of Horseshoe Bay and have resided in the city for at least 12 months prior to appointment;
 2. Must not be in arrears in the payment of any taxes or other liability due to the City;
 3. Must have an Active Application on file with the City Secretary;
 4. Must meet any certain requirements as set out in city ordinance or State statute; and
 5. City Statutory Board, Commission or Committee members may not hold any other public office, except that of Notary Public or as a member of the Armed Services or National Guard.
- E. Information about all City appointments that will be open at the end of each year will be announced at the regular City Council meeting in September of that year. Applications may be solicited in a variety of ways to include newspaper articles, website information, posting of notice on the official bulletin board, encouragement by word of mouth, and by invitation. An announcement will be made again at the October regular meeting as well, to remind everyone of the application deadline.
- F. Applications are available and may be completed and returned to the City Secretary at any time during the year. To be considered for vacancies for terms expiring that year, the deadline for filing Applications is the first Monday of November of that year. Incumbents seeking re-appointment must also have an Active Application on file by that date. Applicants may indicate an interest in more than one group; however, no person shall serve concurrently on more than one group, unless specifically authorized by a majority vote of the City Council.
- G. At the regular City Council meeting in November, the City Council shall be informed of all Qualified Applicants who have an Active Application on file by the deadline, and have indicated an interest in appointment or re-appointment. Applicants will be informed that they are expected to attend either the November or December regular Council meeting and be prepared to speak before Council.

1. Applications will be provided to the City Council at the regular meeting in November for review and consideration; however, appointments will not officially be made until the regular meeting in December each year.
2. If a vacancy becomes open prior to the normal end of a member's term, the Council shall be provided the same information as early as possible before action is taken to make a new appointment.

H. After reviewing all applications received by the deadline from Qualified Applicants, the City Council shall make appointments at the regular City Council meeting in December, for the following year, with consideration for appointing members with qualifications that enhance the whole group while providing a mix of experienced and new members.

I. Term of Office:

1. City Board, Commission, and Committee Members and City Appointees are appointed for a limited purpose and time, and once the assigned term of office is completed, they are excused from the appointment unless the City Council selects the citizen for another term of service.
2. A City Appointee shall serve for the term designated by the external entity they are serving and is eligible for reappointment for only one additional term unless specifically extended by the City Council. In the event a vacancy occurs prior to the expiration of a full-term, the City Council may appoint a new member from the pool of Qualified Applicants to complete the unexpired term.
3. Members of a City Board, Commission, or Committee will be appointed by the City Council for a term of two (2) years (unless stated otherwise in the related ordinance). No citizen shall be appointed to the same City Board, Commission, or Committee for more than two consecutive terms unless specifically extended by the City Council. Terms will be staggered so approximately one-half of the membership at any one time has experience (unless stated otherwise in the related ordinance). In the event a vacancy occurs prior to the expiration of a full-term, the City Council may appoint a new member from the pool of Qualified Applicants to complete the unexpired term.
4. A City Special/Single Purpose Committee Member shall be appointed for the time as designated by the City Council, or until disbanded by the City Council or at such time the final report of the Committee is received by the City Council (unless stated otherwise in the related ordinance).
5. All terms for appointments to City Boards, Commissions, and Committees and for City Appointees shall run on a calendar year from January through December (unless otherwise stated in the related ordinance or in the by-laws of external entities).

J. Any City Board, Commission, or Committee Member or City Appointee who ceases to reside in the City of Horseshoe Bay during their term of office shall immediately forfeit their position (unless the associated ordinance states otherwise).



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
From: Rocky Wardlow, Chief of Police
Thru: Stan R. Farmer, City Manager
Re: John Insalata 5 - Year Service Award

Presentation of a plaque commemorating Lieutenant John Insalata on his 5 years of service to the City of Horseshoe Bay.

Lieutenant Insalata is celebrating 5 years of service to the City of Horseshoe Bay. John joined the Department in October of 2016 as a patrol officer. He quickly dedicated himself to the City and the Department. In 2018, John promoted to Lieutenant where he supervises patrol squad A and assists Asst. Chief Graham with the oversight of our Patrol Division.

John has over 30 years as a Texas Peace Officer and holds a Master Peace Officer certification from the State. Prior to joining HSBPD in 2016, John worked for the Cities of Kerrville and San Antonio where he retired after serving San Antonio for 25 years.

John and his wife Jenny recently celebrated 33 years of marriage. Jenny is a retired school teacher from the Boerne ISD. They have 2 children, Nick and Alissa. Nick is in the real estate business in San Antonio, and Alissa works as a recruiter for Google in Austin, Texas. John and Jenny are in the process of building a new home near Spring Branch and are looking forward to someday having grandchildren. But until that happens, John says he plans to watch every Chicago Bears football game!

Enclosures: None



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
From: Rocky Wardlow, Chief of Police
Thru: Stan R. Farmer, City Manager
Re: Bill Pond - 5 Year Service Award

Presentation of a plaque commemorating Investigator Bill Pond on his 5 years of service to the City of Horseshoe Bay.

Investigator Pond is celebrating 5 years of service to the City of Horseshoe Bay. Bill joined the Department in October of 2016 as a patrol officer 48 hours after John Insalata. He quickly dedicated himself to the City and the Department. In 2017, Bill promoted to Lieutenant where he supervised patrol squad A and assisted Asst. Chief Graham with the oversight of the Patrol Division. In 2018, Bill became an Investigator in CID.

Bill has over 43 years as a Texas Peace Officer and holds a Master Peace Officer certification from the State. Prior to joining HSBPD, Bill worked for the DFW Airport Police and the cities of North Richland Hills and Bedford. Bill served as a patrol supervisor and an investigator at both of those agencies.

Bill and his wife Pam have 3 kids and 5 grandchildren. Pam is still employed as a school teacher with the Marble Falls ISD. When Bill's not working or tending to Grandkids, he enjoys his time away as a cowboy action gun shooter or tending to his farm/ranch out in Coleman County.

Enclosures: None



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: City Council
Thru: Stan R. Farmer, City Manager
From: Sally McFeron, Development Services Director
Re: **Ordinance 2021-39: Amending Chapter 10 Subdivision Ordinance**

The City's current subdivision ordinance requires adherence with the drainage criteria manual of the City of Austin. In recognition of the unique drainage conditions associated with our community, Staff worked with Walter P. Moore Engineering to produce the City of Horseshoe Bay Drainage Criteria Manual. By referencing the manual in the Subdivision Ordinance, the manual will be the technical design criteria for drainage and management of storm water and runoff from existing and new developed areas of Horseshoe Bay.

In addition, Staff reviewed the Subdivision Ordinance to update and amend the code to reflect text corrections, language, clarification and to reflect changes in our community development to bring the code current.

A summary of the revisions is as follows:

- Reference the City of Horseshoe Bay Drainage Criteria Manual.
- Update definitions.
- Revise Public Notice Requirement for Plats to reflect the Local Government Code Requirements. (15-day notice in newspaper and written notice to adjacent landowners within 200 feet)
- Removed the requirement of a Preliminary Plat for Minor Plats
- Delete/Update Appendices.

Proposed motion: *"I move to approve Ordinance 2021-39 as presented."*

Enclosure: Ordinance 2021-39

CITY OF HORSESHOE BAY

ORDINANCE NO. 2021-39

AMENDMENTS OF CHAPTER 10 SUBDIVISION ORDINANCE TO REFLECT DRAINAGE CRITERIA MANUAL AND CODE UPDATES

AN ORDINANCE OF THE CITY OF HORSESHOE BAY, TEXAS AMENDING CHAPTER 10 SUBDIVISION ORDINANCE, ATTICLE 10.03, DIVISION 1 GENERALLY, SECTION 10.03.002 DEFINITIONS; SECTION 10.03.010 GENERAL DESIGN STANDARDS; DIVISION 3. PROCEEDURES FOR PLAT APPROVAL, SECTION 10.03.081(a), (h); DIVISION 4: PRELEMINARY PLATS, SECTION 10.03.0422(c)(3)(e); DIVISION 2. ADMINISTRATION, SECTION 10.03.043(a)(2), (a)(4); DIVISION 3. PROCEEDURES FOR PLAT APPROVAL, SECTION 10.03.081(a); DIVISION 4. PRELIMINARY PLATS, SECTION 10.03.121 PURPOSE, SECTION 10.03.122 (2)(O), ADD (2)(Q), SECTION 10.03.126(c)(1), SECTION 10.03.126(c)(11), SECTION 10.03.126(c)(11), SECTION 10.03.162(c)(9); DIVISION 5. FINAL PLATS, SECTION 10.03.162(c)(10), (c)(16), ADD (c)(17), ADD (c)(18), (e), SECTION 10.03.164 ADD (6), ADD (7); DIVISION 6. REPLATS AND MINOR PLATS, SECTION 10.03.202 (a)(2), (b)(2), (c); DIVISION 7. MISCELLANEOUS PLATS AND ABANDONMENTS, SECTION 10.03.234(d)(3); DIVISION 10. PRIVATE AND PUBLIC STREETS, SECTION 10.03.373(k), (l)(8), (l)(9), ADD (l)(17), ADD (1)(18); DIVISION 11. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS, SECTION 10.03.421(a), (b), SECTION 10.03.422(c)(4)(A), SECTION 10.03.424 ADD (b)(5); DELETION OF APPENDIX A AND APPENDIX B AND RE NAME APPENDIX C TO APPENDIX A; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING

WHEREAS, Chapter 212, Texas Local Government Code, authorizes cities of the State of Texas to promulgate rules and regulations governing plats and the subdivision of land within their corporate limits and their extraterritorial jurisdictions; and

WHEREAS, the City Council of the City of Horseshoe Bay seeks to provide for the health, safety, and welfare of those living in, working in, and visiting the City; and

WHEREAS, the City Council finds that the public is well-served by the enactment of rules and regulations that govern and updates to the code are and

WHEREAS, the City Council of Horseshoe Bay recognizes the unique drainage conditions associated with this community, the City of Horseshoe Bay is hereby adopting this document as drainage criteria and design requirements applicable within the City Limits of Horseshoe Bay and within the City's Extraterritorial Jurisdiction (ETJ); and

WHEREAS, the City Council has determined that it is in the best interest of the citizens of Horseshoe Bay to review, update, and amend local ordinances from time to time to reflect text corrections, language, clarification, and changes in law; and

WHEREAS, a public hearing before the City Council was held on the 12th day of October 2021, at which hearing all persons desiring to be heard were heard concerning City of

Horseshoe Bay Subdivision Ordinance 2021-39 of the rules and regulations governing plats and the subdivision of land as contained herein; and

WHEREAS, the City Council, in the exercise of its legislative discretion has concluded that Chapter 10 Subdivision Regulation of the City Code of Horseshoe Bay should be amended as herein described.

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

I. FINDINGS OF FACT

All the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**II. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 1 GENERALLY, SECTION 10.03.002
DEFINITIONS**

Section 10.03.002 Definitions is hereby amended to read as follows:

Development Services Director. The administrator of the development services department.

City Manager. The city's chief administrative officer, as appointed by the city council. The term also includes the general manager's designee.

Shared Use Path. A shared use path is a multi-use path designed for both transportation and recreation purposes. Shared use paths typically are separated from motorized vehicular traffic by an open space or barrier, either within a highway right-of-way or within an independent right-of-way.

Section 10.03.002 Definitions hereby **DELETE**S the following definition:

Existing subdivision. Those subdivisions identified on [appendix B](#) **DELETE**

**III. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 1 GENERALLY, SECTION 10.03.010
GENERAL DESIGN STANDARDS**

Section 10.03.010 is hereby amended to read as follows:

All improvements required by this article shall be constructed and installed in accordance with the City of Austin Design and Construction Standards (<http://austintech.amlegal.com>), which are adopted and incorporated into this article by reference, with the exceptions and additional standards provided in the City of Horseshoe Bay Design Standards and Construction Details and City of Horseshoe Bay Drainage Criteria Manual, as may be revised by the City Manager, or his designee, from time to time, and incorporated into this article by reference.

**IV. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 2: ADMINISTRATION, SECTION
10.03.042(c)(3)(e)**

Section 10.03.042(c)(3)(e) is hereby amended to read as follows:

(e) An easement that has been established by a separate instrument and does not appear on a recorded plat shall require approval of the Development Services Director in order to be altered or released. An easement that appears on a recorded plat may be altered or released by a replat, prepared in accordance with division 6 of this article, or by separate instrument approved by the city council.

**V. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 2. ADMINISTRATION, SECTION
10.03.043(a)(2), (a)(4)**

Section 10.03.043(a)(2) is hereby amended to read as follows:

(2) Unless the city council determines a different amount, the amount of the bond shall be equal to the total estimated cost, plus twenty percent (20%), of construction of roads, streets, street signs, utilities, required drainage structures and all other infrastructure construction.

Section 10.03.043(a)(4) is hereby amended to read as follows:

(4) The construction bond shall be submitted to the Development Services Director with the final plat.

**VI. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 3. PROCEDURES FOR PLAT
APPROVAL, SECTION 10.03.081(a), (h)**

Section 10.03.081(a) is hereby amended to read as follows:

(a) The applicant shall submit to the development services division of the city a complete plat application packet in accordance with the then established filing schedule. Applications for plat approval shall be available in the city offices at #1 Community Drive, Horseshoe Bay and The City of Horseshoe Bay Web Site. An application for approval of a plat not submitted in accordance with the filing schedule may be subject to disapproval.

Section 10.03.081(h) is hereby amended to read as follows:

(h) Applications for subdivision preliminary plats and final plats shall each require one public hearing by the planning and zoning commission and one public hearing by city council, and if both are to be considered at the same time, only one public hearing is required by P&Z and one public hearing city council for both. Two notices of a preliminary plat public hearing and two notices of a final plat public hearing shall be published by the applicant in the official newspaper of the city and in such other publication as the city council may require. The notice of the public hearing shall include the purpose of the request with sufficient information to identify the street address, the size of the property and the details of the proposed development, and the time and the place of the public hearing. The applicant shall provide a copy of the public notice prior to publication and mailing for review by the development services director to determine that sufficient information is provided. The public notice must be approved by the development services director prior to publication in the two newspapers and mailing. Notices that are not approved by the development services director for publication and mailing will not be considered as valid legal notices for this section. The notice shall be published more fifteen (15) days before the date set for the hearing. In addition, written notices of the meeting shall be mailed by the applicant by first class mail to the owners of property within two hundred feet (200') of the replat boundaries, as indicated by the county appraisal district that the property is located in. The development services department will post public hearing notice sign(s) as required on the affected property. When a final plat is approved by the city council, the signed final plat shall be submitted by the applicant for recording with the appropriate county clerk.

**VII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 4. PRELIMINARY PLATS, SECTION
10.03.121 PURPOSE**

Section 10.03.121 is hereby amended to read as follows:

The purpose of the preliminary plat (including a preliminary replat) is to allow the development services department to review overall platting of the tract and street patterns within the subdivision for conformance with the requirements of this article. A Preliminary Plan is not required for a Minor Plat as defined in Section 10.03.202.(a)(3) and (4).

**VIII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 4. PRELIMINARY PLATS, SECTION
10.03.122 (2)(O), ADD (2)(Q) AND RE-NUMBER SECTION ACCORDINGLY**

Section 10.03.122 (2)(O) is hereby amended to read:

(O) The city signature block

Section 10.03.122 (2)(Q) is hereby added and section re-numbered accordingly to read:

(Q) Location of all hardwood trees with a diameter of 24 inches or greater measured 4 1/2 feet above ground.

**IX. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 4. PRELIMINARY PLATS, SECTION
10.03.126(c)(1)**

Section 10.03.126(c)(1) is hereby amended to read:

(1) The phased preliminary plat shall be drawn at a scale of not less than one (1) inch equals two hundred (200) feet on a topographic map. The phased preliminary plat shall include all land under control of, or owned by, the developer, and contain or have attached the following:

**X. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 4. PRELIMINARY PLATS, SECTION
10.03.126(c)(11)**

Section 10.03.126(c)(11) is hereby amended to read as follows:

(11) Significant natural features, including floodplains, floodways, and wooded areas and location of hardwood trees with a diameter of 24 inches and greater measured 4 ½ feet above ground.

**XI. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 4. PRELIMINARY PLATS, SECTION
10.03.162(c)(9)**

Section 10.03.162(c)(9) is hereby amended to read as follows:

(9) Description of the subdivision by metes and bounds shall be shown.

**XII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 5. FINAL PLATS, SECTION 10.03.162(c)(10),
(c)(16), ADD (c)(17), ADD (c)(18), (e) AND RENUMBER SECTION ACCORDINGLY**

Section 10.03.162(c)(10) is hereby amended to read as follows:

(10) Point of beginning or commencement shall reference an original abstract or existing subdivision property corner. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referenced. Point of Beginning shall include the Northing and Easting coordinates.

Section 10.03.162(c)(16) is hereby amended to read as follows:

(16) Certificates of the owner, surveyor, a dedication statement, city signature blocks and other standard notes shall be placed on the final plat.

Section 10.03.162(c)(17) is hereby added to read as follows:

(17) Standard notes relating to development of the lots per subdivision.

Section 10.03.162(c)(18) is hereby added to read as follows:

(18) All items required with a Preliminary Plan in Section 10.03.122.

Section 10.03.162(e) is hereby amended to read as follows:

(e) Dedication statements.

**XII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 5. FINAL PLATS, SECTION 10.03.164 ADD (6), ADD
(7) AND RE-NUMBER SECTION ACCORDINGLY**

Section 10.03.164 (6) is hereby added and section re-numbered accordingly to read as follows:

(6) The City does not record final plats with Burnet or Llano County. It is the responsibility of the owner or his/her assigns to record the final plat in the appropriate county

Section 10.03.164 (7) is hereby added and section re-numbered accordingly to read as follows:

(7) After the plat is recorded the applicant shall provide the City with one copy of the recorded final plat mylar.

**XIII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DIVISION 6. REPLATS AND MINOR PLATS,
SECTION 10.03.202 (a)(2), (b)(2), (c)**

Section 10.03.202(a)(2) is hereby amended to read as follows:

(2) A replat is also required to add or remove an easement. This requirement may be waived at the discretion of the development services director.

Section 10.03.202(b)(2) is hereby amended to read as follows:

(2) Notice requirement for replats. Two notices of a replat public hearing shall be published by the applicant in the official newspaper of the city and in such other publication as the city council may require. The notice of the public hearing shall include the purpose of the replat request with sufficient information to identify the street address, the size of the property and the details of the proposed development, and the time and the place of the public hearing. The applicant shall provide a copy of the public notice prior to publication and mailing for review by the development services director to determine that sufficient information is provided. The public notice must be approved by the development services director prior to publication in the two newspapers and mailing. Notices that are not approved by the development services director for publication and mailing will not be considered as valid legal notices for this section. The notice shall be published fifteen (15) days before the date set for the hearing. In addition, written notice of the meeting shall be mailed by the applicant by first class mail to the owners of property within two hundred feet (200') of the replat boundaries, as indicated by the county appraisal district that the property is located in. The development services department will post public hearing notice sign(s) as required on the affected property.

Section 10.03.202(c) is hereby amended to read as follows:

(c) **Content for replats and minor plats.** The replat and minor plat shall be in accordance with the final plat requirements of [division 5](#), except the requirement of a Preliminary Plan for a minor plat, of this article, except for city council review and approval, and including the following additional requirements:

XIV. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03 SUBDIVISION ORDINANCE, DIVISION 7. MISCELLANEOUS PLATS AND ABANDONMENTS, SECTION 10.03.234(d)(3)

Section 10.03.234(d)(3) is hereby amended to read as follows:

(3) Notwithstanding any action regarding the certificate of abandonment of a platted fire lane, fire lanes shall be provided in accordance with the currently adopted International Fire Code and its amendments and appendices.

XV. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03 SUBDIVISION ORDINANCE, DIVISION 10. PRIVATE AND PUBLIC STREETS, SECTION 10.03.373(k), (l)(8), (l)(9), ADD (l)(17), ADD (1)(18) AND RE-NUMBER SECTION ACCORDINGLY

Section 10.03.373(k) is hereby amended to read as follows:

(k) Water lines, sewage lines, other utilities and drainage structures shall be installed prior to road pavement installation

Section 10.03.373(l)(8) is hereby amended to read as follows:

(8) Proper drainage of water in accordance with the Horseshoe Bay Drainage Criteria Manual

Section 10.03.373(l)(9) is hereby amended to read as follows:

(9) Control signs, guardrails and other safety features as in the Texas Manual on Uniform Traffic Control Devices, as amended.

Section 10.03.373(l)(17) is hereby added, and section renumbered accordingly to read as follows:

(17) Preservation of all hardwood trees with a diameter of 24 inches or greater measured 4 1/2 feet above ground.

Section 10.03.373(l)(18) is hereby added, and section renumbered accordingly to read as follows

(18) Shared use paths.

XVI. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03 SUBDIVISION ORDINANCE, DIVISION 11. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS, SECTION 10.03.421(a), (b)

Section 10.03.421(a) is hereby amended to read as follows:

(a) The developer shall prepare, or have prepared, and submit two (2) paper copies and an electronic copy in accordance with the requirements of the development services division, of the complete engineering plans of streets, screening walls, curbs and gutters, storm sewers and drainage structures, water and sanitary sewer improvements, telecommunications, electric, and natural gas service systems for the area covered by the plat.

Section 10.03.421(b) is hereby amended to read as follows

(b) The developer shall have such plans prepared and sealed by an engineer, subject to approval of the plans by the city.

XVII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03 SUBDIVISION ORDINANCE, DIVISION 11. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS, SECTION 10.03.422(c)(4)(A)

Section 10.03.422(c)(4)(A) is hereby amended to read as follows

(A) A drainage study meeting the requirements of the Horseshoe Bay Drainage Criteria Manual shall be provided by the developer or their civil engineer. Copies of the proposed plan and profiles, indicating minimum two (2) foot contours based on city datum shall be submitted to the development services department. All street widths and grades shall be indicated on the plans, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches, storm sewers and at all points in the street at changes of grade or where the water enters another street storm sewer or drainage ditch. Drainage easements shall indicate width.

XVIII. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03 SUBDIVISION ORDINANCE, DIVISION 11. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS, SECTION 10.03.424 ADD (b)(5) AND RENUMBER SECTION ACCORDINGLY, (d)

Section 10.03.424 (b)(5) is hereby added, and section renumbered accordingly as follows:

(5) When a proposed street intersects with Hwy 71 or FM 2147 the developer shall construct turn lanes or deceleration and acceleration lanes if required by TxDOT.

Section 10.03.424(d) is hereby amended to read as follows

(d) Connection to existing streets. No building shall be occupied, and no use shall commence on a lot until such time as any street or portion thereof providing access to such lot shall have been connected to the existing street system by a street of at least 24 feet in width, located within public right-of-way. The construction of such street extension shall be in accordance with the general design standards of the city. The provision of right-of-way and alignment of such street extension shall be in

accordance with division 10 of this article. Where construction of the street extension occurs concurrently with construction of any building on a lot to be served by such extension, an access road shall be provided and maintained for fire apparatus and other emergency vehicles during the construction of the building, or until such time as the extension to the existing street system has been constructed. Such access road shall be provided in accordance with the currently adopted International Fire Code and its amendments and appendices

**XIX. AMENDMENT OF CHAPTER 10 SUBDIVISION REGULATION, ARTICLE 10.03
SUBDIVISION ORDINANCE, DELETION OF APPENDIX A AND APPENDIX B AND
RE NAME APPENDIX C TO APPENDIX A**

Delete Appendix A

Delete Appendix B

Re name Appendix C to Appendix A

XX. REPEALER

Any ordinances or parts of ordinances in conflict are herewith repealed to the extent that they are in conflict.

XXI. SEVERABILITY

If any of the provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

XXII. EFFECTIVE DATE

This ordinance shall take effect upon its passage and publication in accordance with the law.

XXIII. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this the 12th day of October 2021.

CITY OF HORSESHOE BAY, TEXAS

ATTEST:

Cynthia ClineSmith, Mayor

Kerri Craig, City Secretary



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Vicki Briggs, Human Resources Director
RE: Personnel Policy Revisions: Article V. The Compensation Plan, Section 3 and Article XIII Appendix B: Salary Table and Incentive Pay

Staff requests that the City Council consider approval of the following Personnel Policy revisions: The Proposed Salary Table has been revised to include the following new salary grades. The changes are to align administrative supervisors to be the same grade and salary range and will not incur additional costs to the City. Three title changes are also included which also do not incur any costs to the City. Finally, there is one position change, replacing the Assistance Fire Chief position with a Fire Marshal position. The Fire Marshal is a lower salary grade than the Assistant Fire Chief and also does not create additional costs to the City. There are no additional positions being added.

Grade Change:

- The Accounting Supervisor and Development Services Supervisor/Deputy Building Official are currently graded at a grade of 60. Staff recommends that these positions be regraded to a 62. These upgrades are more in line with similar positions within those markets.

Title Change:

- Staff is recommending that we change Accounting Supervisor to Finance Supervisor/Court Clerk Administrator and Accounting Clerk/Municipal Court Clerk to Finance Clerk/Municipal Court Clerk. This change is consistent with the title of Finance Director and the Finance Department. Staff is also recommending that we change Utilities Office Manager to Utilities Billing Supervisor.

Position Change:

- Staff is recommending that we replace the Assistant Fire Chief position with a Fire Marshal position. The Fire Marshal position is a salary grade of 73 compared to an Assistant Fire Chief grade of 75. The recommendation is made based on the needs of the City and the Fire Department. Specifically, the size of the Fire Department does not warrant an Assistant Fire Chief. However, there is a need to staff the department with a Fire Marshal to respond to the current and future demands of the Fire Department.

In addition, the Incentive Pay Table has been revised to add a new incentive pay for the Animal Control Officer and Development Services Director. Additionally, we have added a General Incentives to allow for incentive pay for Records Management Certifications and bilingual skills for all positions where it is deemed necessary. Until now, a select few positions provided incentive pay for the bilingual skills. The recommendations provide incentives for skills that have become more necessary to the jobs, allowing employees in those roles to be more effective and provide the level of service expected.

All newly added incentive certifications are identified in red on the Incentive Pay Table. Those in blue are the recommended changes, but not additions on the Salary Table.

Potential Motion: *I move to approve the revisions to the Personnel Policy for the Salary Table and Incentive Pay.*

Enclosures: Appendix B: Salary Table and Appendix B: Incentive Pay

APPENDIX B - SALARY TABLE -- REVISED 10-12-2021

EFFECTIVE 10-01-2021

Job Titles by Job Family	Salary Range	ANNUALLY			Hours Per Year	HOURLY		
		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
CITY MANAGEMENT GROUP								
City Manager	101	\$126,549	\$158,185	\$189,823	2080	\$60.84	\$76.05	\$91.26
Public Works Director	80	\$75,345	\$94,182	\$113,018	2080	\$36.22	\$45.28	\$54.34
Human Resources Director	70	\$58,860	\$73,574	\$88,289	2080	\$28.30	\$35.37	\$42.45
City Secretary	68	\$56,023	\$70,029	\$84,035	2080	\$26.93	\$33.67	\$40.40
IT Administrator	68	\$56,023	\$70,029	\$84,035	2080	\$26.93	\$33.67	\$40.40
GIS Administrator	68	\$56,023	\$70,029	\$84,035	2080	\$26.93	\$33.67	\$40.40
Human Resource Administrator	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Records & Information Manager	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Public Works Assistant	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
FINANCE								
Finance Director	85	\$85,246	\$106,558	\$127,869	2080	\$40.98	\$51.23	\$61.48
Utilities Billing Supervisor	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Finance Supervisor/Court Clerk Administrator	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Finance Clerk/Municipal Court Clerk	48	\$34,189	\$42,737	\$51,284	2080	\$16.44	\$20.55	\$24.66
Customer Service Clerk II	46	\$32,542	\$40,678	\$48,813	2080	\$15.65	\$19.56	\$23.47
Finance Administrative Assistant	45	\$31,748	\$39,685	\$47,622	2080	\$15.26	\$19.08	\$22.90
Customer Service Clerk I	42	\$29,481	\$36,852	\$44,222	2080	\$14.17	\$17.72	\$21.26
DEVELOPMENT SERVICES								
Development Services Director	80	\$75,345	\$94,182	\$113,018	2080	\$36.22	\$45.28	\$54.34
Development Services Supervisor/Deputy	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Building Official	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Assistant Planner	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Code Enforcement Officer	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Code Compliance Officer (non-comm)	50	\$35,920	\$44,900	\$53,880	2080	\$17.27	\$21.59	\$25.90
Development Services Technician II	48	\$34,189	\$42,737	\$51,284	2080	\$16.44	\$20.55	\$24.66
Development Services Technician I	46	\$32,542	\$40,678	\$48,813	2080	\$15.65	\$19.56	\$23.47
Development Services Administrative Tech	45	\$31,748	\$39,685	\$47,622	2080	\$15.26	\$19.08	\$22.90
UTILITIES								
Field								
Field Operations Supervisor	66	\$53,324	\$66,655	\$79,986	2080	\$25.64	\$32.05	\$38.45
Water Conservation Inspector	63	\$49,517	\$61,896	\$74,275	2080	\$23.81	\$29.76	\$35.71
Crew Lead	60	\$45,981	\$57,476	\$68,972	2080	\$22.11	\$27.63	\$33.16
Field Operator III	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Field Operator II	55	\$40,641	\$50,801	\$60,961	2080	\$19.54	\$24.42	\$29.31
Utilities Technician	55	\$40,641	\$50,801	\$60,961	2080	\$19.54	\$24.42	\$29.31
Warehouse Technician	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Field Operator I	50	\$35,920	\$44,900	\$53,880	2080	\$17.27	\$21.59	\$25.90
Field Operator Trainee	50	\$35,920	\$44,900	\$53,880	2080	\$17.27	\$21.59	\$25.90
Utilities Dispatcher	46	\$32,542	\$40,678	\$48,813	2080	\$15.65	\$19.56	\$23.47
Plant								
Plant Operations Supervisor	68	\$56,023	\$70,029	\$84,035	2080	\$26.93	\$33.67	\$40.40
Chief Operator	60	\$45,981	\$57,476	\$68,972	2080	\$22.11	\$27.63	\$33.16
Maintenance Operator	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Plant Operator III	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Senior Electrician Technician	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
SCADA Technician	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Plant Operator II	55	\$40,641	\$50,801	\$60,961	2080	\$19.54	\$24.42	\$29.31
Water Quality Tech/Plant Operator II	55	\$40,641	\$50,801	\$60,961	2080	\$19.54	\$24.42	\$29.31
Plant Operator I	50	\$35,920	\$44,900	\$53,880	2080	\$17.27	\$21.59	\$25.90
Plant Operator Trainee	50	\$35,920	\$44,900	\$53,880	2080	\$17.27	\$21.59	\$25.90
Recycle Monitor	40	\$28,061	\$35,076	\$42,091	2080	\$13.49	\$16.86	\$20.24
Part Time Recycle Monitor	40	\$14,031	\$17,538	\$21,050	1040	\$13.49	\$16.86	\$20.24

Job Titles by Job Family	Salary Range	ANNUALLY			Hours Per Year	HOURLY		
		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum

Utilities Administration

Utilities Director	85	\$85,246	\$106,558	\$127,869	2080	\$40.98	\$51.23	\$61.48
Technical Administrator	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Purchasing Coordinator	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
Administrative Assistant	45	\$31,748	\$39,685	\$47,622	2080	\$15.26	\$19.08	\$22.90

FIRE

Fire Chief	89	\$94,096	\$117,620	\$141,144	2080	\$45.24	\$56.55	\$67.86
Assistant Fire Chief	75	\$66,594	\$83,243	\$99,891	2080	\$32.02	\$40.02	\$48.02
Shift Commander/Captain	74	\$64,970	\$81,212	\$97,455	2756	\$23.57	\$29.47	\$35.36
Fire Marshal	73	\$63,385	\$79,232	\$95,078	2080	\$30.47	\$38.09	\$45.71
Lieutenant	68	\$56,023	\$70,029	\$84,035	2756	\$20.33	\$25.41	\$30.49
Engineer	62	\$48,309	\$60,386	\$72,463	2756	\$17.53	\$21.91	\$26.29
Firefighter	55	\$40,641	\$50,801	\$60,961	2756	\$14.75	\$18.43	\$22.12

POLICE

Police Chief	85	\$85,246	\$106,558	\$127,869	2080	\$40.98	\$51.23	\$61.48
Assistant Police Chief	78	\$71,715	\$89,643	\$107,572	2080	\$34.48	\$43.10	\$51.72
Police Captain	77	\$69,966	\$87,457	\$104,948	2223	\$31.47	\$39.34	\$47.21
Criminal Investigator	74	\$64,970	\$81,212	\$97,455	2223	\$29.23	\$36.53	\$43.84
Lieutenant/Shift Commander	74	\$64,970	\$81,212	\$97,455	2223	\$29.23	\$36.53	\$43.84
Sergeant/Police Specialist	70	\$58,860	\$73,574	\$88,289	2223	\$26.48	\$33.10	\$39.72
Police Officer	59	\$44,860	\$56,074	\$67,289	2223	\$20.18	\$25.22	\$30.27
Communications Operator	48	\$34,189	\$42,737	\$51,284	2080	\$16.44	\$20.55	\$24.66
Animal Control Officer	44	\$30,974	\$38,717	\$46,461	2080	\$14.89	\$18.61	\$22.34
Part Time Animal Control Officer	44	\$15,487	\$19,359	\$23,234	1040	\$14.89	\$18.61	\$22.34

Changes - not additions

APPENDIX B - INCENTIVE PAY -- REVISED 10-12-2021**EFFECTIVE 10-01-2021**

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
CITY SECRETARY'S OFFICE	City Secretary	Accredited Related Course/Certification*	\$0.40
	City Secretary	Accredited Courses for TRMC Cert	\$0.40
	Records & Information Manager	Accredited Related Course/Certification*	\$0.40
FINANCE	Finance Supervisor/Court Clerk Administrator	GFOA Certificate in Public Finance	\$0.50
	Finance Supervisor/Court Clerk Administrator	Accredited Accounting Courses*	\$0.40
	Finance Clerk/Municipal Court Clerk	Court Clerk Certification	\$0.40
	Finance Clerk/Municipal Court Clerk	Accredited Accounting Courses*	\$0.40
	Finance Administrative Assistant	Court Clerk Certification	\$0.40
	Finance Administrative Assistant	Accredited Accounting Courses*	\$0.40
	Utilities Billing Supervisor	Accredited Related Courses*	\$0.40
	Utilities Billing Supervisor	Water "D" Cert.	\$0.40
	Utilities Billing Supervisor	Customer Service "D" Cert.	\$0.40
	Customer Service Clerk II	TX A&M Agrilife Cust Svc Cert.	\$0.20
	Customer Service Clerk II	Customer Svc Online Training Series	\$0.30
	Customer Service Clerk I	TX A&M Agrilife Cust Svc Cert.	\$0.20
	Customer Service Clerk I	Customer Svc Online Training Series	\$0.30
HUMAN RESOURCES	Human Resources Administrator	APHR or SHRM Equivalent	\$0.50
	Human Resources Administrator	PHR or SHRM Equivalent	\$0.50
	Human Resources Administrator	Certified Payroll Professional	\$0.50
	Human Resources Administrator	Fundamental of Payroll Certification	\$0.50
DEVELOPMENT SERVICES	Development Services Director	American Institute of Certified Planners (AICP) Cert.	\$0.50
	Development Services Director	Flood Plain Administrator Cert	\$0.50
	Development Services Supervisor/Deputy Building Official	Permit Technician Certificate	\$0.40
	Development Services Supervisor/Deputy Building Official	Accredited Related Courses*	\$0.40
	Development Services Technician	Accredited Related Courses*	\$0.40
	Assistant Planner	Accredited Related Courses*	\$0.40
	Code Enforcement Officer	Master Peace Officer Certification	\$0.40
	Code Enforcement Officer	Bailiff/Court Security Officer	\$0.20
	Code Enforcement Officer	Accredited Related Courses*	\$0.40
	Code Compliance Officer	Texas Code Enforcement Officer Registration	\$0.40
	Code Compliance Officer	Bailiff/Court Security Officer	\$0.20
	Code Compliance Officer	Accredited Related Courses*	\$0.40

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
POLICE	Assistant Police Chief	Advanced Certification	\$0.40
	Assistant Police Chief	Master Certification	\$0.40
	Police Captain	Intermediate Certification	\$0.40
	Police Captain	Advanced Certification	\$0.40
	Police Captain	Master Certification	\$0.40
	Police Captain	Firearms Instructor	\$0.40
	Criminal Investigator	Intermediate Certification	\$0.40
	Criminal Investigator	Advanced Certification	\$0.40
	Criminal Investigator	Master Certification	\$0.40
	Criminal Investigator	Certified Fraud Examiner	\$0.40
	Criminal Investigator	Sexual Assault/Family Violence Investigator	\$0.40
	Criminal Investigator	Firearms Instructor	\$0.40
	Criminal Investigator	Mental Health Peace Officer Certification	\$0.20
	Lieutenant/Shift Commander	Intermediate Certification	\$0.40
	Lieutenant/Shift Commander	Advanced Certification	\$0.40
	Lieutenant/Shift Commander	Master Certification	\$0.40
	Lieutenant/Shift Commander	Firearms Instructor	\$0.40
	Lieutenant/Shift Commander	Swift Water Technician Certification	\$0.40
	Lieutenant/Shift Commander	Mental Health Peace Officer Certification	\$0.20
	Lieutenant/Shift Commander	Bailiff/Court Security Officer	\$0.20
	Lieutenant/Shift Commander	Marine Safety Enforcement Officer	\$0.20
	Sergeant/Police Specialist	Intermediate Certification	\$0.40
	Sergeant/Police Specialist	Advanced Certification	\$0.40
	Sergeant/Police Specialist	Master Certification	\$0.40
	Sergeant/Police Specialist	Crime Prevention Specialist	\$0.40
	Sergeant/Police Specialist	Firearms Instructor	\$0.40
	Sergeant/Police Specialist	Swift Water Technician Certification	\$0.40
	Sergeant/Police Specialist	Mental Health Peace Officer Certification	\$0.20
	Sergeant/Police Specialist	Bailiff/Court Security Officer	\$0.20
	Sergeant/Police Specialist	Marine Safety Enforcement Officer	\$0.20
	Police Officer	Intermediate Certification	\$0.40
	Police Officer	Advanced Certification	\$0.40
	Police Officer	Master Certification	\$0.40
	Police Officer	Crime Prevention Specialist	\$0.40
	Police Officer	Firearms Instructor	\$0.40
	Police Officer	Swift Water Technician Certification	\$0.40
	Police Officer	Mental Health Peace Officer Certification	\$0.20
	Police Officer	Bailiff/Court Security Officer	\$0.20
	Police Officer	Marine Safety Enforcement Officer	\$0.20
	Communications Operator	Intermediate Certification	\$0.40
	Communications Operator	Advanced Certification	\$0.40
	Communications Operator	Master Certification	\$0.40
	Communications Operator	Accredited Related Course*	\$0.40

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
	Animal Control Officer	Advanced Animal Control Officer	\$0.40
	Animal Control Officer	Certified Animal Control Officer	\$0.40
	Animal Control Officer	Chemical Capture & Restraint Cert	\$0.20
FIRE	Captain/Shift Commander	Master Certification	\$0.40
	Captain/Shift Commander	Fire Officer III	\$0.40
	Captain/Shift Commander	Fire Officer IV	\$0.40
	Captain/Shift Commander	Fire Inspector	\$0.40
	Captain/Shift Commander	Arson Investigator	\$0.40
	Captain/Shift Commander	Paramedic	\$0.40
	Fire Marshal	Advanced Certification	\$0.40
	Fire Marshal	Master Certification	\$0.40
	Fire Marshal	Arson Investigator	\$0.40
	Fire Marshal	Fire Inspector	\$0.40
	Fire Marshal	Paramedic	\$0.40
	Lieutenant	Advanced Certification	\$0.40
	Lieutenant	Fire Officer II	\$0.40
	Lieutenant	Fire Inspector	\$0.40
	Lieutenant	Arson Investigator	\$0.40
	Lieutenant	Paramedic	\$0.40
	Engineer	Intermediate Certification	\$0.40
	Engineer	Fire Instructor II	\$0.40
	Engineer	Fire Officer I	\$0.40
	Engineer	Paramedic	\$0.40
FIRE	Firefighter/EMT-B	Driver/Operator Certification	\$0.40
	Firefighter/EMT-B	Advanced Certification	\$0.40
	Firefighter/EMT-B	Fire Instructor I	\$0.40
	Firefighter/EMT-B	Paramedic	\$0.40
UTILITIES	Field Operators	Water Operator D	\$0.20
	Field Operators	Water Distribution Operator C	\$0.30
	Field Operators	Water Distribution Operator B	\$0.50
	Field Operators	Water Operator A	\$0.70
	Field Operators	Wastewater Collection I (D Equivalent)	\$0.20
	Field Operators	Wastewater Collection II (C Equivalent)	\$0.30
	Field Operators	Wastewater Collection III (B Equivalent)	\$0.50
	Field Operators	CDL with Tank and Air Brake Endorsement	\$0.20
	Field Operators	Acting Crew Lead	\$0.40
	Water Conservation Inspector	Accredited Related Course*	\$0.30
	Utilities Dispatcher	Accredited Related Course*	\$0.40
	Plant Operators	Water Operator D	\$0.20
	Plant Operators	Surface Water Treatment C	\$0.30
	Plant Operators	Surface Water Treatment B	\$0.50

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
WATER & SEWER	Plant Operators	Water Operator A	\$0.70
	Plant Operators	Sewer Treatment D	\$0.20
	Plant Operators	Sewer Treatment C	\$0.30
	Plant Operators	Sewer Treatment B	\$0.50
	Plant Operators	Sewer Treatment A	\$0.70
	Water Quality Tech	Class "C" Certified Lab Analysis	\$0.50
	Senior Electrician	Master Electrician License	\$0.40
	SCADA Technician	SCADA Fundamentals Certification	\$0.50
	SCADA Technician	Accredited SCADA Courses*	\$0.40
UTILITIES ADMINISTRATION	Technical Administrator	Accredited Related Course*	\$0.40
	Purchasing Coordinator	CPA TX Procurement Cert.	\$0.50
	Administrative Assistant	Accredited Related Courses*	\$0.40
GENERAL INCENTIVES*	All positions as deemed necessary in the position and approved by Department Head & City Manager		Records Management Certification
			Bilingual in Spanish/English

*Pre-approval by the Department Head and City Manager is required prior to course enrollment.

Newly Added

Appendix B, as amended and approved on October 12, 2021 by vote of the Council of the City Horseshoe Bay during a regularly scheduled meeting and made a part of the minutes thereof.

Dr. Cynthia Clinesmith, Mayor



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
From: Stan R. Farmer, City Manager
Re: **Ordinance 2022-01: Amending the Code of Ordinances, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, and Committees, Creating the Transportation Advisory Committee, Adopting Provisions Regarding the Name of the Committee; Defining/Amending the Purpose and Responsibilities, Membership, Qualifications, Meetings, and Conduct/Attendance**

The recent Long Range Planning Advisory Committee report suggested improvements to transportation within the City.

The purpose of the Ordinance is to create a Transportation Advisory Committee. This Ordinance is modeled on the last committee created in 2021—the Communication Committee. In addition, the proposed charter for this new committee is based on the charter council approved for this Communication Committee.

Possible Motion: *I make a motion to approve Ordinance 2022-01.*

Enclosure: **Ordinance 2022-01**

CITY OF HORSESHOE BAY
ORDINANCE NO. 2022-01
CREATING THE TRANSPORTATION ADVISORY COMMITTEE

AN ORDINANCE OF THE CITY OF HORSESHOE BAY, TEXAS AMENDING THE CODE OF ORDINANCES, CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.06 BOARDS, COMMISSIONS, AND COMMITTEES, CREATING THE TRANSPORTATION ADVISORY COMMITTEE, ADOPTING PROVISIONS REGARDING THE NAME OF THE COMMITTEE; DEFINING THE PURPOSE, RESPONSIBILITIES, MEMBERSHIP, QUALIFICATIONS, MEETINGS, CONDUCT/ATTENDANCE; AND PROVIDING FOR FINDINGS OF FACT; EFFECTIVE DATE; REPEALER; SEVERABILITY; AND PROPER NOTICE AND MEETING

WHEREAS, the City Council adopted ordinance 2019-36 on August 27, 2019 re-activating the Long-Range Planning Advisory Committee to advise the City Council on issues it considers appropriate regarding long range planning; and

WHEREAS, the City appointed members to the Committee who presented a preliminary report with recommendations at the January 12, 2021 City Council meeting, which included the recommendation to consider and further improve transportation in the City; and

WHEREAS, the City Council desires that a Transportation Advisory Committee (“Committee”) be created in order to perform a review of the current transportation activities of the City, offer a plan for improvements, and to solicit applications from qualified citizens to be appointed to the Committee.

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

I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

II. TRANSPORTATION ADVISORY COMMITTEE

(a) Creation

A committee is hereby created and shall be known as the Transportation Advisory Committee, and the Committee shall have such powers and authority as is prescribed by this ordinance and Charter (“**Exhibit A**”). The Committee shall act as an advisory committee to the City Council in the development of transportation planning recommendations. However, the Committee expressly does not have the power to make final decisions or the power to adopt rules or policies regarding public business.

(b) Purpose and Responsibilities

The purpose of this Committee is to identify any potential new transportation goals and strategies, and to identify unique challenges for the City of Horseshoe Bay. The Committee will develop a document “plan” that will act as a blueprint for the future transportation planning of Horseshoe Bay for the next 3-5 years.

Information derived from various sources, such as the City's elected officials and staff, citizens, and other stakeholders, will help guide the development of a transportation plan that will proactively address the needs of the community.

Responsibilities:

- To meet as an advisory committee and work collaboratively with city officials, city staff, the community, and others to review, assess, and identify challenges and opportunities for all present and future citizens of the city with regard to transportation.
- This Committee is not a consulting group tasked with identifying and suggesting process improvements and procedures for any one individual pushing a specific agenda for the City.

(c) Membership

Committee members will be appointed by City Council according to the Council Rules of Procedure. There will be a maximum of seven (7) members, including the Chair. City Council will appoint the Chair. The Committee will appoint from its members a Vice Chair and a Secretary at its first meeting. The Vice Chair shall act in the place of the Chair when the Chair is absent. The Secretary shall take minutes of the meetings and arrange meeting dates, times, and locations.

There will be one City Council Member appointed by Council to serve as the Committee's liaison who will attend all meetings of the Committee.

Members may be removed from the Committee by a majority vote of the City Council at any time for any reason. All members appointed to the Transportation Advisory Committee shall continue until such time as they resign, are removed, or the Committee is terminated. If at any time a seat on the Committee becomes vacant, a new member may be appointed by a majority vote of the City Council.

(d) Qualifications

Members should possess the following skills, knowledge, experience, and other attributes:

- The ability and willingness to work in a team environment;
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values;
- General communication and team facilitation skills;
- Must be open-minded and able to work collaboratively with others;
- Exhibit a positive and constructive attitude;
- Must be a registered voter of the City of Horseshoe Bay and reside within the city limits;
- Shall have resided in the City not less than 12 months immediately preceding appointment;
- Shall not be in arrears in payment of any taxes or other liabilities due the City;
- Shall have an active application on file with the City Secretary

(e) Meetings

The Committee will meet regularly with a schedule to be determined as needed by the Committee to meet the goals outlined in the Charter. As an advisory committee to the City Council, the Committee meetings are not required to be open to the public pursuant to the Texas Open Meetings Act as set forth in Chapter 551 of the Texas Government Code, as may be amended. Meetings shall be called by the Chair or at the request of two or more of the Committee members, or at the direction of City Council.

(f) Conduct/Attendance

Members will act in a professional and confidential manner. Each member will actively participate in the committee's deliberations, reviews, and approvals. Members will respect the process, the Committee's Charter, and one another by considering all ideas that are expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. The Committee may adopt its own rules of procedure and order to regulate meetings and activities of the Committee, provided that such shall not be in conflict with the Council Rules of Procedure, City Charter, City Code of Ordinances, or other provisions of the law.

Members shall attend meetings as necessary to complete required duties as specified by City Council and Committee members. A member's position on the Committee is automatically considered vacant if the member is absent for three consecutive meetings or four total meetings in the preceding 12-month period. Exceptions may be granted at the discretion of the Chair or City Council.

III. EFFECTIVE DATE

This Ordinance shall be and become effective immediately upon and after its passage and publication as may be required by governing law.

IV. REPEALER

All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

V. SEVERABILITY

Should any part, sentence or phrase of this Ordinance be determined to be unlawful, void or unenforceable, the validity of the remaining portions of this Ordinance shall not be adversely affected. No portion of this Ordinance shall fail or become inoperative by reason of the invalidity of any other part. All provisions of this Ordinance are declared to be severable.

VI. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

ADOPTED AND APPROVED on this 12th day of October 2021 by a vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

ATTEST:

Cynthia Clinesmith, Mayor

Kerri Craig, City Secretary



CITY OF HORSESHOE BAY



EXHIBIT A

2021 Transportation Advisory Committee Charter

Adopted by City Council October 12, 2021

Committee Purpose

Per our Leadership Philosophies, ***United, we build a culture based on trust, mutual respect, creativity, professionalism and communication.*** The purpose of this committee is to identify any potential new transportation goals and strategies. The Committee will develop a document “plan” that will act as a blueprint for future transportation planning of Horseshoe Bay for the next 3-5 years. Information derived from various sources, such as the City’s elected officials and staff, citizens, and other stakeholders, will help guide the development of a transportation plan that will proactively address the needs of the community.

Committee Responsibilities

- To meet as an advisory committee and work collaboratively with city officials, city staff, the community, and others to review, assess, and identify challenges and opportunities for all present and future citizens of the City with regard to transportation.
- This Committee is not a consulting group tasked with identifying and suggesting process improvements and procedures for any one individual pushing a specific agenda for the City.

Committee Membership

Committee members will be appointed by the City Council.

- There will be a maximum of 7 members, including the Chair.
- City Council will appoint the Chair. The members will appoint a Vice Chair and Secretary.
- Last, there will be one City Council Member appointed by Council serving in a liaison capacity.

Ultimately, City Council will be mindful of the professional background of each member when making the final appointments.

Committee Member Skills

Team members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay’s Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.

Conduct of the Members

Members will act in a professional and confidential manner. Each member will actively participate in the committee's deliberations, reviews and approvals. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully.

Meeting Schedule

The committee will meet regularly with a schedule to be determined as needed by the Committee to meet the goals outlined in this Charter.

Deadline

The Council expectation is for a final report/plan to be presented to the Council no later than by the end of the calendar year 2022.

City Council Expectations

- The members will operate with the understanding that each member has equal standing.
- The members will review and absorb the findings of the current Long Range Plan (LRP).
- Produce a final document that encapsulates the arduous work and findings/recommendations.
- All committee members will share the responsibility to inform, collaborate and consult with all necessary parties in a positive professional manner.
- All committee recommendations must be supportive of any possible implementation.
- The committee will vote to forward this final *proposed* Transportation Plan to City Council. The committee will make every effort to reach consensus. If full consensus cannot be reached, the process will be re-reviewed. A second vote will be taken. If consensus is still not reached, a super-majority of 2/3 will rule for forwarding the *proposed* plan to City Council.
- In addition, the issues, proposals, actions, and the explanation of opposing views (if consensus is not reached) discussed by the committee will be documented in the final document.
- City Council has the final word on the content of the final Transportation Plan *adopted* by Council vote. City Council will accept this final *proposed* document forwarded from the Transportation Committee and 1) vote to adopt as is, 2) return with comments to the Committee for further consideration, or 3) modify slightly, as is their prerogative, and have a final vote for adoption.



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council

From: Sally McFeron, Development Services Director; Brent Batla, Fire Chief; Margie Cardenas, Finance Director, and Rocky Wardlow, Police Chief

RE: **Ordinance 2021-40: Amending Appendix A Fee Schedule, Article A3.00 Building and Development Fees, A5.00 Fire Department Fees, Article A6.00 Municipal Court Fees, and Article A7.00 Traffic and Vehicle Fees**

Development Services Fee Changes:

As part of the annual ordinance review, Development Services is proposing changes to the Building and Development Fees. Many of the existing fees have not changed since the incorporation of the City of Horseshoe Bay. The fees are charged to cover the cost of staff review time and public meeting requirement time. In addition to analyzing dedicated staff time, we conducted a survey of nearby communities including Marble Falls, Fredericksburg, and Bee Cave. Based on the results of the survey and analysis, staff is recommending adjustments to several categories related to plats, zoning changes, conditional use permits, variances, and temporary certificate of occupancy.

Fire Department Fee Changes:

Fire Chief Batla will provide a verbal report regarding these changes.

Municipal Court Fee Changes:

The Local Consolidated Fee is a \$14 cost collected on all non-jailable misdemeanor offenses, including criminal violation of a municipal ordinance. The City is required to allocate the \$14 to four separate funds or accounts: the Court Building Security Fund and Court Technology Fund, as well as the Local Truancy Prevention and Diversion Account and Municipal Jury Account that are both included in the General Fund Municipal Court Revenue line item (40193).

Police Department Fee Changes:

Article A7.00 Traffic and Vehicle Fees as they pertain to a Heli-facility within the city were established in 2007 and have remained unchanged over the past 14 years. No locations are currently permitted as a Heli-facility nor has any location been permitted as a Heli-facility in the City's history. In order to update the fee schedule for these permits, staff recommends increasing the fees for these permits as outlined in the ordinance.

Suggested motion: "I motion to approve Ordinance 2021-40 as presented."

Enclosure: Ordinance 2021-40

CITY OF HORSESHOE BAY

ORDINANCE NO. 2021-40

AMENDING APPENDIX A FEE SCHEDULE

AN ORDINANCE OF THE CITY OF HORSESHOE BAY AMENDING APPENDIX A FEE SCHEDULE, ARTICLE A3.00 BUILDING AND DEVELOPMENT FEES, ARTICLE A5.00 FIRE DEPARTMENT FEES, ARTICLE A6.00 MUNICIPAL COURT FEES, AND ARTICLE A7.00 TRAFFIC AND VEHICLE FEES; MAKING OTHER PROVISIONS RELATED AND INCIDENTAL THERETO PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING

WHEREAS, the City Council of the City of Horseshoe Bay, Texas recognize the importance and necessity of establishing a Fee Schedule of rates and charges that equitably applies to those customers and entities that receive services from the City; and

WHEREAS, as authorized under law, and in the best interest of the citizens of Horseshoe Bay, Texas, the City Council deems it expedient and necessary to adopt an amended Appendix A Fee Schedule, as detailed in the attached “Exhibit A” of this Ordinance.

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

I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

II. AMENDING APPENDIX A FEE SCHEDULE

The Appendix A Fee Schedule attached hereto as “Exhibit A” is hereby adopted as effective and binding in and for the City of Horseshoe Bay and is incorporated herein for all purposes.

III. REPEALER

All Ordinances, or other Rate Schedules or Policies of the City, or portions of those Ordinances and/or Policies, that are in conflict with the Provisions of this Ordinance and the amendments to the Appendix A Fee Schedule (Exhibit A) attached hereto, shall be repealed unto the conflict only and shall otherwise remain in full force and effect.

IV. SEVERABILITY

Should any paragraph or part or section of this Ordinance or the Appendix A Fee Schedule (Exhibit A) be adjudged or held to be illegal or invalid, such severability shall not affect the validity of the remainder of the Ordinance and the Appendix A Fee Schedule.

V.EFFECTIVE DATE

This Ordinance and the Appendix A Fee Schedule (Exhibit A) shall be of full force and effect immediately upon the adoption by the City Council of the City of Horseshoe Bay.

ADOPTED AND APPROVED on this 12th day of October 2021, by the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia Clinesmith, Mayor

ATTEST:

Kerri Craig, City Secretary

Exhibit A

ARTICLE A3.00 BUILDING AND DEVELOPMENT FEES

(a) Building permits and codes

(1) New construction

- (A) Single-family residential: \$0.35 per square foot plus base fee of \$100.00
- (B) Manufactured home residential: \$0.35 per square foot plus base fee of \$100.00
- (C) Multifamily residential: Subject to review, with a minimum of \$1,000.00, plus base fee of \$100.00 per unit
- (D) Commercial: Subject to review, with a minimum of \$1,500.00

(2) Remodels, accessory structures, additions, and casitas

- (A) Residential: Base fee of \$75.00 + \$75.00 per required inspection.
- (B) Multifamily residential: Subject to review, with a minimum of \$500.00.
- (C) Commercial: Subject to review, with a minimum of \$500.00

- (b) Minor Replat: \$200.00
- (c) Replat: \$300.00
- (d) Amending Plat: \$200.00
- (e) Preliminary Plat: \$500.00 + 20.00 per lot
- (f) Final Plat (not replat): \$500.00 + 20.00 per lot
- (g) Vacating Plat: \$200.00
- (h) Easement Abandonment: \$200.00
- (i) Zoning Variance: \$300.00
- (j) Zoning Change: \$500.00 0 – 5 acres
\$700.00 6 - 10 acres
\$1,000.00 10 + acres
- (k) Conditional Use Permit: \$300.00
- (l) Special Exception: \$300.00

- (m) Planned Development/Development Agreement: \$1,000.00 + all outside legal and consulting fees
- (n) Sign Permit/Sign Variance: \$300.00
- (o) Certificate of Occupancy Re-inspection: \$100.00
- (p) Temporary Certificate of Occupancy: \$500.00
- (q) Temp C.O. Re-inspection: \$100.00
- (q) Nonrefundable compliance inspection application fee for any residential or commercial building or unit that has been vacant and had utilities turned off for 60 days or more: \$50.00
- (r) All blasting permits: \$100.00
- (s) Grade and fill permits: \$100.00
- (t) Irrigation permits: \$50.00, plus \$0.50 per head over 20, plus a deposit of \$150.00 which is refundable when the system passes inspection. A deduction from the deposit of \$50.00 will be made for each required system reinspection.
- (u) Demolition permits: A deposit of \$1,500.00 is required for each demolition permit, and a deduction of \$500.00 from the deposit will be made for each violation of this section.
- (v) Fire protection system plans review:
 - (1) Fire sprinkler systems ***fire pump and standpipe fees not included see below***:
 - (A) Commercial fire sprinkler system (13, 13R)
 - (i) 1 to 20 sprinkler heads: \$250.00
 - (ii) 21 to 100 sprinkler heads: \$400.00
 - (iii) 101 to 200 sprinkler heads: \$400.00
 - (iv) 201 to 300 sprinkler heads: \$880.00
 - (v) 301 to 500 sprinkler heads: \$1,120.00
 - (vi) Over 500 sprinkler heads: \$1,120.00 plus \$0.80 for each sprinkler head over 500
 - (B) Residential fire sprinkler system (13D):
 - (i) 1 to 25 sprinkler heads: \$160.00
 - (ii) 26 to 50 sprinkler heads: \$320.00
 - (iii) 51 to 100 sprinkler heads: \$400.00
 - (iv) Over 100 sprinkler heads: \$400.00 plus \$0.80 for each sprinkler head over 100.

(2) Fire service underground mains, standpipe(s) and fire pumps:

(A) Fire service underground main: \$250.00

(B) Standpipe: \$250.00

(C) Fire pump: \$160.00

(3) Fire alarm and detection systems:

(A) 1 to 25 devices (initiation and notification): \$250.00

(B) 26 to 50: \$400.00

(C) 51 to 75: \$560.00

(D) 76 to 100: \$720.00

(E) Over 100: \$720.00 plus \$2.20 per device over 100.

(4) Commercial kitchen hood fire suppression system:

(A) 1 to 25 flow points: \$250.00

(B) 26 to 50: \$400.00

(C) Over 50: \$400.00 plus \$8.00 for each additional flow point over 50.

(5) Storage tank review: \$160.00

(6) Gaseous suppression/dry chemical systems:

(A) 1 to 100 PSI: \$320.00

(B) 101 to 300: \$400.00

(C) 301 to 500: \$480.00

(D) 501 to 750: \$560.00

(E) 751 to 1,000: \$650.00

(F) Over 1,000: \$650.00 plus \$0.16 per pound over 1,000.

(7) Site plan review: \$250.00

(8) International Fire Code/NFPA 101 plan review:

- (A) Up to 25,000 square feet: \$480.00
- (B) 25,001 to 50,000: \$720.00
- (C) 50,001 to 75,000: \$960.00
- (D) 75,001 to 100,000: \$1200.00
- (E) Over 100,000: \$1,200.00 plus \$160.00 for every additional 50,000 square feet.

(9) Fees for inspection include travel:

(A) Certificate of occupancy:

- (i) \$320.00 each up to 5,000 sq. foot.
- (ii) \$16.00 for every extra 1,000 sq. foot

(B) Commercial shell:

- (i) \$320.00 inspection fee for the first 6,000 sq. ft.
- (ii) \$16.00 for every extra 1,500 sq. foot.

(C) Commercial finish-out (stand alone):

- (i) \$320.00 inspection fee for the first 5,000 sq. ft.
- (ii) \$16.00 for every extra 1,000 sq. foot.

(D) Apartment complex/multifamily:

- (i) \$320.00 inspection fee for 1–50 units.
- (ii) \$480.00 for 51–150 units.
- (iii) \$650.00 for 150–300 units.

(E) Fire sprinkler system (13, 13R):

- (i) 1 to 100 sprinkler heads: \$320.00.
- (ii) 101 to 300: \$650.00.
- (iii) 301 to 500: \$880.00.
- (iv) Over 500: \$1,120.00 plus \$0.80 for each sprinkler head over 500.
****Hydro add \$120.00 ****

(F) Residential fire sprinkler system (13D):

- (i) 1 to 100 sprinkler heads: \$320.00.
- (ii) Over 100: \$320.00 plus \$0.80 for each sprinkler head over 100.

(G) Fire service underground mains, standpipe(s) and fire pumps:

- (i) Fire service underground main: \$320.00 with hydro add \$120.00 same day.
- (ii) Standpipe: \$320.00.
- (iii) Fire pump: \$400.00.

(H) Fire alarm and detection systems:

- (i) 1 to 50 devices (initiation and notification) \$320.00.
- (ii) 51 to 75: \$400.00.
- (iii) 76 to 100: \$720.00.
- (iv) Over 100: \$720.00 plus \$3.20 per device over 100.

(I) Commercial kitchen hood fire suppression system:

- (i) 1 to 25 flow points: \$320.00.
- (ii) Over 25: \$400.00 plus \$8.00 for each additional flow point over 50.

(J) Gaseous suppression/dry chemical systems:

- (i) 1 to 100 PSI: \$320.00.
- (ii) 101 to 750: \$480.00.
- (iii) 751 to 1,000: \$650.00.
- (iv) Over 1,000: \$650.00 plus \$0.16 per pound over 1,000.

(10) Specialty operations (includes inspection):

- (A) Aerosol products (>500 LBS): \$400.00.
- (B) Aviation facilities: \$960.00.
- (C) Carnivals/fairs: \$480.00.
- (D) Cellulose nitrate film: \$430.00.
- (E) Combustible storage: \$650.00.
- (F) Compressed gases: \$430.00.
- (G) Cryogens: \$400.00.
- (H) Daycare:
 - (i) 9-14 occupants: \$400.00.
 - (ii) 15-99 occupants: \$560.00.
 - (iii) 100+ occupants: \$720.00.

(I) Dry cleaning plant: \$480.00.

(J) Dust producing operations/storage: \$480.00.

(K) Exhibit/trade shows: \$800.00.

(L) Explosive blasting agent storage: \$650.00.

(M) Failure to prepare/cancel: \$320.00.

- (N) Flammable/combustible liquids: \$400.00.
- (O) Floor finish: \$400.00.
- (P) Fruit ripening: \$400.00.
- (Q) Garage repairs/motor vehicle fuel: \$480.00.
- (R) Hazardous materials: \$650.00.
- (S) Hazardous production facilities: \$960.00.
- (T) Heliport/helistop: \$320.00.
- (U) Helistop (special event): \$320.00.
- (V) High piled storage: \$480.00.
- (W) Hood system: \$320.00.
- (X) Hot works/cutting and welding: \$320.00.
- (Y) License (doctor, dentist, group home, foster/adoption): \$320.00.
- (Z) License (hospital, nursing home, school): \$560.00.
- (AA) Paint booth: \$400.00.
- (BB) Storage tank: \$320.00.

(w) Contractor registration application fees. Applications for registration of residential general contractors, commercial general contractors, subcontractors, irrigation contractors, manufactured home contractors and home improvement contractors: \$100.00.

ARTICLE A5.00 FIRE DEPARTMENT FEES

(c) Inspection Fees

Annual – No Fee

First re-inspection: No fee
 Second re-inspection: \$75
 Third re-inspection: \$150

(d) Automatic Extinguishing System Inspections

Commercial Sprinkler Hydro and Visual: No fee
 Re-inspection of Hydro and Visual: \$75
 Subsequent inspections: \$75

(e) Standpipe Inspection

First inspection: No fee
Subsequent inspections: \$75
Testing with Fire Apparatus: \$325

(f) Response Fees

Nuisance Alarm Response (defined as false alarms exceeding three (3) per year due to equipment malfunction or poor upkeep of the system): \$150

Fire Watch: \$75

ARTICLE A6.00 MUNICIPAL COURT FEES

(a) Preparation of the clerk's record: \$25.00. (Ordinance 06-12-12A, sec. 2(M), adopted 12/12/06)

(b) and (c) are repealed:

(b) ~~Technology fee: \$4.00. (Ordinance 06-12-12C, sec. 3, adopted 12/12/06)~~

(c) ~~Building security fee: \$3.00. (Ordinance 06-12-12D, sec. 3, adopted 12/12/06)~~

New (b) is adopted:

(b) Local Consolidated Fee Allocation

1) Municipal Court Building Security Fund:	\$4.90
2) Local Truancy Prevention and Diversion Fund:	\$5.00
3) Municipal Court Technology Fund:	\$4.00
4) Municipal Jury Fund:	\$0.10

ARTICLE A7.00 TRAFFIC AND VEHICLE FEES

Helifacility fees.

Permanent helifacility.

(A) Initial application: \$500.00
(B) Renewal application: \$250.00

Temporary helistop.

(A) Initial application: \$200.00
(B) Renewal application: \$100.00



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and Council
Thru: Stan R. Farmer, City Manager
From: Jeffrey A. Koska, Utilities Director and Margie Cardenas, Finance Director
RE: **Ordinance 2021-35: Amending Article A8.00 Utility Fees of the City Establishing Charges and Fees For: Water Service, Sewer Service, Water Meters and Sewer Connections, City Tap Charges, Payment for Service, Deposits, Penalties for Delinquent Bills, Garbage Collection Fees and Charges, and Other Items Associated with the Rate Schedule of the City of Horseshoe Bay; and Making Other Provisions Related and Incidental Thereto Providing for Repealer, Severability, and an Effective Date**

In correlation with the development of the Utility Fund Fiscal Year 2021-2022 Budget, Staff has revised the rates to complement revenue requirements.

In the Utility Fund, the draft FY22 budget includes a 0% rate increase for water and wastewater services.

All water and wastewater tap fees for new construction will remain at the current FY2021 rates to accommodate contractor pass through costs for new construction taps.

Residential and commercial garbage rates will increase by 3.25% in accordance with the city's contract with Waste Management, Inc. These utility rates will increase beginning November 1, 2021. However, the new rate will be reflected on the December 2021 bills.

All new construction wastewater grinder assembly prices increased substantially from vendors in late FY 2021. Fees for low-pressure grinders assemblies increased from \$2,525 to \$3,250 for single systems and from \$4,575 to \$5,650 for duplex systems. Conversely the high-pressure grinders assemblies decreased from \$3,424 to \$3,250 for single systems and from \$5,975 to \$5,650 for duplex systems. This decrease was due to staff changing pumps manufacture for high head pumps.

Article A8.00 Utility Fees specified as described in the attachment hereto as "Exhibit A", to be Effective November 1, 2021.

Potential Motion: *I make a motion to approve of Ordinance 2021-35.*

Enclosure: Ordinance 2021-35

CITY OF HORSESHOE BAY

ORDINANCE NO. 2021-35

AMENDMENT OF ARTICLE A8.00 UTILITY FEES

AN ORDINANCE OF THE CITY OF HORSESHOE BAY AMENDING APPENDIX A FEE SCHEDULE, ARTICLE A8.00 UTILITY FEES, SECTION A8.02 SEWER RATES AND CONDITIONS, A8.02(f) SEWER GRINDERS, SECTION A8.04 GARBAGE COLLECTION RATES, AND MAKING OTHER PROVISIONS RELATED AND INCIDENTAL THERETO; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Horseshoe Bay, Texas recognize the importance and necessity of establishing a Fee Schedule of rates and charges that equitably applies to those customers and entities that receive services from the City;

WHEREAS, as authorized under law, and in the best interest of the citizens of Horseshoe Bay, Texas, the City Council deems it expedient and necessary to adopt an amended Appendix A Fee Schedule, Article A8.00 Utility Fees as included under “Exhibit A” of this Ordinance.

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

I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

II. AMENDING APPENDIX A FEE SCHEDULE, ARTICLE A8.00 UTILITY FEES

The *Article A8.00 Utility Fees* attached hereto as “Exhibit A” is hereby adopted as effective and binding in and for the City of Horseshoe Bay and is incorporated herein for all purposes.

III. REPEAL OF CONFLICTING ORDINANCES

All Ordinances, or other Rate Schedules or Policies of the City, or portions of those Ordinances and/or Policies, that are in conflict with the Provisions of this Ordinance and the amendments to the “Article A8.00 Utility Fees” (Exhibit A) attached hereto, shall be repealed unto the conflict only and shall otherwise remain in full force and effect.

III. SEVERABILITY

Should any paragraph or part or section of this Ordinance or the “Article A8.00 Utility Fees” (Exhibit A) be adjudged or held to be illegal or invalid, such severability shall not affect the validity of the remainder of the Ordinance and the “Article A8.00 Utility Fees”.

IV. EFFECTIVE DATE

This Ordinance and the “Article A8.00 Utility Fees” (Exhibit A) shall be of full force and effect immediately upon the adoption by the City Council of the City of Horseshoe Bay.

ADOPTED AND APPROVED on this 12th day of October 2021, by the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia ClineSmith, Mayor

ATTEST:

Kerri Craig, City Secretary

Exhibit A
ARTICLE A8.00 UTILITY FEES

Sec. A8.02 Sewer service rates and conditions

(f) Sewer grinders. There are several types of sewer grinder pump systems serviced by the city. Depending on the capacity and pressure requirements as determined by the city, they are as follows:

(1) Single-family residence.

(A) Single grinder pump systems required by each single-family residence and each living unit of a duplex family residence servicing four full baths or less, low pressure unit: Price: **\$3,250.00.**

(B) Single grinder pump systems required by each single-family residence and each living unit of a duplex family residence servicing more than two full baths, high pressure unit: Price: **\$3,250.00.**

(2) Duplex grinder system required by multifamily complexes and commercial units as follows:

(A) Multifamily complexes require one (1) duplex system for each group of eight (8) living units or part thereof.

(B) Commercial units or complexes require a minimum of one (1) duplex system and a duplex system for each group of forty (40) internal sewer drain connections or part thereof, prices:

(i) Low pressure: **\$5,650.00.**

(ii) High pressure: **\$5,650.00**

Sec. A8.04 Garbage collection rates

(a) State and city sales tax is applicable to garbage collection services. This tax will be added to the charges shown following.

(b) Residential service. All living units with one pickup per week: \$24.03 per month.

Additional carts are \$8.04 per month.

(c) Commercial service.

(1) Dumpster size.

	1 Time per wk	2 Time per wk	3 Time per wk	4 Time per wk
1st 2 cubic yards	\$169.78	\$280.41	\$391.06	\$503.88
Each additional	\$139.39	\$139.39	\$139.39	\$139.39
1st 3 cubic yards	\$197.17	\$324.23	\$452.40	\$579.46
Each additional	\$139.39	\$139.39	\$139.39	\$139.39
1st 4 cubic yards	\$221.27	\$365.85	\$509.35	\$651.75
Each additional	\$139.39	\$139.39	\$139.39	\$139.39
1st 6 cubic yards	\$232.22	\$449.10	\$624.37	\$799.63
Each additional	\$139.39	\$139.39	\$139.39	\$139.39
1st 8 cubic yards	\$240.98	\$466.64	\$642.99	\$832.49
Each additional	\$139.39	\$139.39	\$139.39	\$139.39

(2) Minimum monthly charge per unit. Polycart service (96 gallons) - Maximum of 3:

At 1 x per week	\$34.21
Each additional	\$34.21
At 2 x per week	\$48.41
Each additional	\$48.41



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
From: Kerri Craig, City Secretary
RE: Approval of Meeting Minutes – September 21, 2021

Enclosures: Minutes

City of Horseshoe Bay
City Council Meeting Agenda
September 21, 2021 at 3:00 PM
City Hall, 1 Community Drive, Horseshoe Bay, Texas

1. Call the Meeting to Order and Establish a Quorum

Mayor Cynthia Clinesmith
Mayor Pro Tem Elsie Thurman
Council Member Jerry Gray
Council Member Frank Hosea
Council Member Randy Rives
Council Member Elaine Waddill

Mayor Pro Tem Thurman called the meeting to order at 3:00pm. All present except Mayor Clinesmith.

2. Invocation - Father Ruben Patino from St. Paul the Apostle Catholic Church, gave the invocation.

3. Pledges to the Flags - Mayor Pro Tem Thurman led the pledges of allegiance to the United States flag and the Texas flag.

4. Announcements and Staff Recognition

- A. Applications are being accepted for City Boards, Commissions, and Advisory Committees for appointments to be made in December 2021 - Deadline to apply is November 1, 2021 - City Secretary Kerri Craig provided a report, which is on file. Applications will be accepted until November 1, 2021 and appointments will be made at the December 7, 2021 Council meeting.

5. Proclamations

- A. Proclamation Declaring September 26 - October 2, 2021 as "Source Water Protection Week" – Mayor Pro Tem Thurman read aloud the proclamation.

6. Public Comment – Ted Dirdell spoke regarding high weeds near his property and the need for golf cart paths. Dana Rushing announced three new Little Free Library locations in the community. Marcus Cantu announced that he is running for Justice of the Peace for Precinct 1.

7. Public Hearing Items

Public Hearing and possible action regarding:

- A. Ordinance 2021-36: Amending Article 14 Zoning, Article 14.02 Zoning Ordinance, Section 14.02.002 Definitions , Section 14.02.003 (a), Section 14.02.195 (d), Section 14.02.223 (a), Section 14.02.225 (c), Section 14.02.402 (a)(5), (a)(9), (a)(11), (b)(4), (b)(5), (b)(14)(C), (b)(15)(C)(iii), (b)(15)(M), (b)(16), Section 14.02.404(a), (c)(3)(A)(B)(C)(D)(E), Section 14.02.405 (c)(1)(A)(B)(C), (e)(3)(A)(B)(C)(D), Section 14.02.406 (b)(7), (b)(3)(D), (d)(1)(B), (i)(1)(A), (j)(2)(C), Section 14.02.407 (b)(3)(B), Section 14.02.408 (a)(10), Section 14.02.409 (a)(1), Section 14.02.410 (c)(3), Section 14.02.11 (A)(4), (b)(3), (e)(2)(C), (f)(5), Section 14.02.412 (a)(2), (a)(4), (b)(3), (c)(2)(A)(B), (c)(5), Section 14.02.413 (9), Section 14.02.414 (c)(1)(C), Section 14.02.418 (c)(1), (e)(5), Section 14.02.420 (a)(4), (a)(9)(C), (a)(11)(D), Section 14.02.421 (c)(14), (c)(19), (d)(B)(ix); Providing For Findings of Fact, Repealer, Severability, Effective Date, and Proper Notice and Meeting - Development Services Director Sally McFeron provided a report, which is on file. Mayor Pro Tem Thurman opened the public hearing at 3:12pm. No one spoke. Mayor Thurman closed the public hearing at 3:13pm. Council Member Rives motioned to approve Ordinance 2021-36 as presented. Council Member Hosea seconded. VOTE: 5-0 in favor, motion passed.
- B. Ordinance 2021-37: Rezoning of 6.39 Acres of Lot 2001 in Zone 3 West from C-2 General Commercial to R-1 Single Family Residential Also Known As Being in the 11000 Block of FM 2147; Amending the Zoning Map for Zone 3 Horseshoe Bay West and Providing for Severance, Repeal of Conflicts, and an Effective Date - Development Services Director Sally McFeron provided a report, which is on file. Mayor Pro Tem Thurman opened the public hearing at 3:14pm. No one spoke. Mayor Thurman closed the public hearing at 3:15pm. Council Member Gray

motioned to approve Ordinance 2021-37 as presented. Council Member Rives seconded. VOTE: 5-0 in favor, motion passed.

- C. Ordinance 2021-39: Amendments to Chapter 10 Subdivision Regulations (This public hearing will be continued until the October 12, 2021 City Council meeting) - Development Services Director Sally McFeron provided a report, which is on file. Mayor Pro Tem Thurman opened the public hearing at 3:21pm. No one spoke. Mayor Thurman stated the public hearing for this item will be continued until the October 12th City Council meeting at which time another public hearing will be held and action will be considered. No action taken.
- D. Public Hearing on the Adoption of the Proposed Fiscal Year 2021-2022 Budget for the City of Horseshoe Bay, Texas – Mayor Pro Tem Thurman opened the public hearing at 3:23pm. No one spoke. Mayor Pro Tem Thurman closed the public hearing at 3:24pm. No action taken.

8. Business

Discuss, Consider, and Possibly Take Action Regarding:

- A. Ordinance 2021-33: Adopting a Budget for the Fiscal Year Beginning 10-1-2021 and Ending 9-30-2022 in Accordance with the Laws of the State of Texas, Appropriating the Various Amounts Thereof, and Repealing All Ordinances in Conflict Therewith; and Providing for an Effective Date – Council Member Waddill motioned to approve Ordinance 2021-33 and to set and approve the municipal budget for the 2022 fiscal year. Council Member Hosea seconded. ROLL CALL VOTE: Mayor Pro Tem Thurman – Aye, Council Member Gray – Aye, Council Member Hosea – Aye, Council Member Rives – Aye, Council Member Waddill – Aye, 5-0 in favor, motion passed.
- B. Ratify the Property Tax Revenue Increase Reflected in the Adopted Annual Budget for Fiscal Year 2022 - Council Member Hosea motioned to ratify the property tax increase reflected in the adopted annual budget for fiscal year 2021-2022. Council Member Gray seconded. VOTE: 5-0 in favor, motion passed.
- C. Ordinance 2021-34: Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City of Horseshoe Bay, Texas, and Providing for the Interest and Sinking Fund for the Fiscal Year 2021-2022; Directing the Collection Thereof; and Providing for the Time of Paying the Ad Valorem Taxes Levied and Providing that Taxes Become Delinquent If Not Paid - Council Member Gray motioned to approve Ordinance 2021-34 and that the property tax rate be increased by the adoption of a tax rate of 0.27000 per one hundred dollars of assessed value, which is effectively a 10.46% increase in the tax rate. Council Member Waddill seconded. ROLL CALL VOTE: Mayor Pro Tem Thurman – Aye, Council Member Gray – Aye, Council Member Hosea – Aye, Council Member Rives – Aye, Council Member Waddill – Aye, 5-0 in favor, motion passed.
- D. Five-Year Capital Improvement Plan – Council Member Rives motioned to approve the Five-Year Capital Improvement Plan. Council Member Gray seconded. Vote: 5-0 in favor, motion passed.

9. Consent Agenda

All consent items are considered to be routine and will be enacted by one motion and vote.

- A. Approval of Workshop Minutes, August 24, 2021
- B. Approval of Meeting Minutes, August 24, 2021
- C. Approval of the Annual Renewal of the Interlocal Agreement with Llano County for Jail Services
- D. Approval of the Annual Animal Shelter/Adoption Center Agreement Between the City of Horseshoe Bay and the Hill Country Humane Society
- E. Approval of the Renewal of the Annual Interlocal Agreement with Llano County for the Provision of Street Paving and Improvements
- F. Approval of the Updated Summit Rock Public Improvement District Assessment Roll
- G. Approval of Ordinance 2021-38: Approving the 2021-22 Annual Service Plan Update to the Service and Assessment Plan and Assessment Roll for the Escondido Public Improvement District in

Accordance with Chapter 372, Texas Local Government Code, As Amended; Providing for Findings; Terms; Severability; and Effective Date

- H. Approval of Ordinance 2021-25: Amending Chapter 13 Utilities, Article 13.07 On-site Sewer Regulations, Sections 13.07.005 State Rules Adopted, 13.07.007 Duties and Powers, 13.07.008 Collection of Fees, 13.07.009 Appeals, 13.08.011 City's Designated OSSF Representative
- I. Approval of Ordinance 2021-26: Amendment to Building Regulation Article 3.08 Blasting Regulations Amending Chapter 3 Building Regulations, Article 3.08 Blasting, Section 3.08.003 Definitions, Section 3.08.005(d)(2),(3),(4),(5). Permit Required, Section 3.08.007 Bond or Insurance Required, Section 3.08.008 Hours of Operation, Section 3.08.015 Monitoring of Blasting; Providing for Findings of Fact, Repealer, Severability, Effective Date, and Proper Notice and Meeting
- J. Approval of a New Personnel Policy: Article VII. Leaves of Absence, Section 13 Mental Health Leave Policy
- K. Approval of an Amended Personnel Policy: Article VII. Leaves of Absence, Section 9 Shared Leave Policy

Council Member Waddill motioned to approve all items on the consent agenda. Council Member Rives seconded. Vote: 5-0 in favor, motion passed.

10. Monthly Departmental Reports

Informational reports only; no action to be taken.

- A. Finance, City Secretary, IT, GIS, Human Resources, Development Services, Fire, Police, Public Works, Utilities
- B. CAPCOG Update - Council Member Randy Rives

11. Executive Session

- A. Acceptance of Donation of Real Property (551.072) - Convened to Executive Session at 4:23pm to discuss Executive Session Item A. Present: Mayor Pro Tem Thurman, Council Member Gray, Council Member Hosea, Council Member Rives, Council Member Waddill, City Manager Stan Farmer, and City Attorney Rex Baker. Reconvened to the regular meeting at 4:30pm. No action was taken.

12. Adjourn – Council Member Gray motioned to adjourn the meeting. Council Member Rives seconded. VOTE: 5-0 in favor, motion passed. Meeting adjourned at 4:31pm.



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Margie Cardenas, Finance Director
RE: Approval of Annual Renewal of Agreement to Provide Firefighting Services Between the City of Horseshoe Bay and Llano County Emergency Services District 4, Llano County Municipal Utility District 1, and Deerhaven Water Control and Improvement District

The City's annual contract to provide firefighting services to the communities of Llano County ESD #4 (Oak Ridge), Llano County MUD #1 (Blue Lake), and Deerhaven Water Control and Improvement District (WCID) is expiring on October 31, 2021.

The date of commencement of the new contract will be November 1, 2021 and will continue until October 31, 2022. The provision of firefighting services by the City to any community is contingent upon receipt by the City of payment of a pro-rata share of the City's costs.

The proposed contract has a capped rate for Llano County ESD #4 in exchange for reduced services. The City will not provide EMS services to Llano County ESD #4 (Oak Ridge) unless requested by Llano County ESD #1 or Marble Falls Area EMS, the contracted entity with Llano County ESD #1. There are no changes to the services for Llano County MUD #1 (Blue Lake) or Deerhaven WCID.

The normal annual changes to dates and approved budget amounts have been reflected in the new contract. We made minor changes to the contract that include to provide a preliminary estimate of the cost by August 31 to each party and allow 180 days for termination notice from either party.

Staff recommends Council approval of the renewal of the Agreement Regarding Firefighting Services.

Potential motion: *"I move to approve the agreement."*

Enclosure: Agreement

CITY OF HORSESHOE BAY

AGREEMENT REGARDING FIREFIGHTING SERVICES

STATE OF TEXAS

COUNTY OF LLANO

This Agreement Regarding Firefighting Services is made and executed on the date set forth below by and between the City of Horseshoe Bay, Texas, a Home Rule City, (the "City"); Llano County ESD #4; Llano County MUD #1; and Deerhaven Water Control and Improvement District (Deerhaven),

Recitals

A. The City operates as a Home Rule City;

B. Pursuant to Sec. 2.02, of the Home Rule Charter of the City of Horseshoe Bay, the City possesses the authority to contract with another entity for the provision of firefighting services in certain areas outside the City's boundaries;

C. WHEREAS, Section 342.004, Texas Local Government Code, authorizes the City to maintain a fire department to perform firefighting activities within the City;

D. WHEREAS, the City owns firefighting equipment and apparatus for purposes of providing firefighting services for the benefit of the City, its inhabitants, and other persons in need of fire-fighting services;

E. WHEREAS, Llano County ESD #4, Llano County MUD #1, and Deerhaven, desire that the City provide firefighting services for their respective communities; and

F. WHEREAS, the City is willing to provide firefighting services within the communities of Llano County ESD #4, Llano County MUD #1, and Deerhaven under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and benefits to be derived by the parties from this Agreement, the City and the communities of Llano County ESD #4, Llano County MUD #1, and Deerhaven agree as follows:

I. Provision of Services

1.1 The City agrees to provide firefighting services in the communities of Llano County ESD #4, Llano County MUD #1, and Deerhaven.

1.2 The date of commencement of these firefighting services by the City under this Agreement shall be November 1, 2021 and shall continue until October 31, 2022. The provision of fire-fighting services by the City to any community is contingent upon receipt by the City of payment, as more fully described in Article II below.

1.3 The communities of Llano County ESD #4, Llano County MUD #1, and Deerhaven agree to comply with, abide by, and enforce the City's ordinances regarding the regulation of Outdoor Burning (and Burn Permits), Fireworks, the Outdoor Use of Welding, Cutting, and/or Open Flame Torch Agreement and the Knox Box Rapid Entry System.

1.4 The communities of Llano County MUD #1, and Deerhaven agree to payment in table 2.2(b) for full firefighting and emergency medical response services.

1.5 The community of Llano County ESD #4 agrees to payment in table 2.2(b) for reduced emergency medical services. (See Section VII)

II. Payment

2.1 (a) Each party that desires to receive fire-fighting services for its community under this Agreement shall be responsible for payment to the City of a pro-rata share of the City's Fire Department Budget, to be calculated in accordance with the formula set forth in Section 2.2 below. Each party may pay its pro-rata share of such costs in one lump sum or in twelve equal monthly installments if that party's annual pro-rata share exceeds \$1,000. Each party shall be responsible for collecting individual payments from its members or residents and agrees that the City shall have no responsibility therefor. The City agrees to secure a certified taxable value from Llano Central Appraisal District for property in the geographical area of each party to this Agreement.

(b) The City agrees to provide preliminary notice to each party of the City's Fire Department Budget, the rate per \$100.00 assessed valuation on or before August 31, 2021. The final amounts for each party will be provided with the executed contract after approval by city council in October. Each party that desires to receive firefighting services from the City must provide payment in the amount of its pro-rata share in a lump sum by November 1, 2021, or in twelve equal monthly installments from November 1, 2021 through October 1, 2022. In the event that payment is not received by the City from any community, then the City shall have no obligation to provide any firefighting services to said community.

2.2 (a) Each party's pro-rata share of the City's Fire Department Budget for fire-fighting services shall be calculated according to the total 2021 tax year taxable value established for all taxable property within the geographical area encompassed by such party (as determined by the Llano Central Appraisal District) in proportion to the total taxable value of all the parties, including the City.

(b) Each party's pro rata shares of the City's Fire Department Budget determined in 2.2(a) shall be calculated by determining the rate per \$100.00 assessed valuation, multiplied by the Total Tax Value of that party's community.

(c) Llano County ESD #4 shall have a capped rate of 0.1000 per \$100.00 assessed valuation for reduced emergency medical services. (See Section VII)

By way of the following schedule, the City's Fire Department Budget for Fiscal Year 2022 is \$2,802,350 and the sum of the taxable value of all parties to this Agreement (including the City) is \$2,971,208,069, the allocated costs will be as follows:

CONTRACT 2.2(b)

Community	2021 Taxable Valuation	Tax Rate Per \$100	Annual Pro-Rata Share	Monthly Pro-Rata Share
LCESD #4-Oakridge	114,293,854	0.09432	107,798.37	8,983.20
LCMUD #1-Blue Lake	205,572,612	0.09432	193,889.62	16,157.47
Deerhaven WCID	60,023,733	0.09432	56,612.50	4,717.71
City of Horseshoe Bay	2,591,317,870	0.09432	2,444,049.51	203,670.79
Totals	2,971,208,069	0.09432	2,802,350.00	233,529.17

2.3 (a) Should the actual expense incurred for Firefighting services exceed or be less than the City's Fire Department Budget as originally adopted, the difference will be allocated to each party to this Agreement on the same basis as the original allocation and will be paid by or refunded to such party.

(b) Each party will be notified of the difference allocated to such party within 60 days of the end of the fiscal year (September 30) and will be paid by or refunded to such party for its share of the overage within 30 days of such notice.

III.
Term

3.1 This Agreement shall remain in effect from the date of execution by all parties until October 31, 2022 or until termination prior thereto.

3.2 In the event that it is determined by a court of competent authority that the City does not have the authority to provide the services described in this Agreement on behalf of the communities, then this Agreement shall terminate immediately. Upon termination, the City shall reimburse each party a pro-rata share of any payment made to the City in advance of the services rendered hereunder (to be calculated daily).

3.3 Any party to this Agreement may terminate this Agreement for any cause upon one hundred eighty (180) days' written notice to the other parties. No such party shall be entitled to reimbursement of any fees paid to the City.

IV.
Liability

4.1 All parties agree that the City shall have no responsibility or liability for any damages, costs, injuries, awards or judgments that may arise out of the acts of any person or persons while using the City's Firefighting trucks and equipment, traveling to and from emergency scenes, or in any manner furnishing services in accordance with this Agreement.

V.
Miscellaneous

5.1 Assignability: The rights and obligations of the parties to this Agreement shall be assignable upon the prior written consent of the other parties hereto, which consent shall not be unreasonably withheld.

5.2 Amendment: Any amendment to this Agreement must be in writing and signed by the authorized representative of all parties to this Agreement.

5.3 Applicable Law: The Agreement shall be construed under and in accordance with the laws of the State of Texas.

5.4 Cooperation: The parties hereto agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.

VI.
Special Provisions of Services – Deerhaven Water Control and Improvement District

6.1 Deerhaven Water Control and Improvement District will grant the City's Fire Department full access to all roads serving Deerhaven.

6.2 Deerhaven will be responsible for any future installation of fire hydrants and lines when a home is built, and the distance from the nearest fire hydrant is in excess of 1000 feet. It shall be the responsibility of Deerhaven to notify the City of any new home built after the effective date of this contract.

6.3 The following are concerns of the City regarding Deerhaven and advises Deerhaven to correct these items:

- (a) Areas within Deerhaven with heavy brush, especially those that surround homes, need to be cleared;
- (b) Low water crossings need to have gates and warning signs;
- (c) Access to the lake needs to be provided or allowed so that Turbo Draft appliances can be used to obtain enhanced water supplies for firefighting;
- (d) Fire-fighting water supplies within Deerhaven are limited. Presently, there are only (7) filler hydrants and these only provide one 1 ½" outlet and their water flows range from approximately 100 gpm to a maximum of 250 gpm. The City's fire engines only carry approximately 1,000 gallons of water, and in the event of a structure fire in Deerhaven, it is anticipated that two of the City's engines will respond. This will provide approximately 2,000 gallons of water for firefighting, and this equates to approximately 10-14 minutes of hose line operation. Accordingly, the number of and capacity of the hydrants within Deerhaven need to be expanded; and

(e) Streets and house numbers within Deerhaven need to be marked, and readily visible from the street. These signs and address numbers need to be of the appropriate size, color, and reflectivity so they are visible even at night.

VII.

Special Provisions of Services – Llano County ESD #4

7.1 The City will not provide EMS services unless requested by Llano County ESD #1 or Marble Falls Area EMS.

EXECUTED as of this 21st day of October 2021.

CITY OF HORSESHOE BAY, TEXAS

By: _____ Date: _____
Cynthia Clinesmith, Mayor

LLANO COUNTY MUD #1

By: _____ Date: _____
Name: _____
Title: _____

LLANO COUNTY EMERGENCY SERVICES DISTRICT #4

By: _____ Date: _____
Name: _____
Title: _____

DEERHAVEN WATER CONTROL AND IMPROVEMENT DISTRICT

By: _____ Date: _____
Name: _____
Title: _____



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Margie Cardenas, Finance Director
RE: Approval of Resolution 2022-01: Adopting the City's Investment Policy and Strategy for Fiscal Year 2022

Section 2256.005 of the Texas Government Code requires that each governing body of an investing entity adopt an Investment Policy and Investment Strategy and review the same annually. The City's Investment Policy was last reviewed on October 6, 2020.

City Manager Stan Farmer and Finance Director Margie Cardenas serve as Investment Officers and have reviewed the Investment Policy and Investment Strategy. There is one change to the policy which is on the number of training hours required by the Investment Officers. The number of training hours has increased from 8 hours to 10 hours every two years. Staff recommends approval of the Investment Policy and Strategy which is attached as Exhibit A.

Potential motion: *"I move to approve Resolution 2022-01."*

Enclosures: Resolution 2022-01

CITY OF HORSESHOE BAY
RESOLUTION NO. 2022-01
REVIEW OF INVESTMENT POLICY AND STRATEGY

**A RESOLUTION OF THE CITY OF HORSESHOE BAY, TEXAS, ADOPTING
THE CITY'S INVESTMENT POLICY AND STRATEGY FOR FISCAL YEAR
2022 AS REQUIRED BY SECTION 2256.005(e), TEXAS GOVERNMENT CODE**

WHEREAS, Section 2256.005 (a) of the Texas Government Code requires each governing body of an investing entity to adopt a written Investment Policy and Strategy; and

WHEREAS, Section 2256.005 (e) of the Texas Government Code requires that the Investment Policy and Strategy be reviewed by the governing body not less than annually and shall adopt a written instrument stating that it has reviewed the Investment Policy and Strategy and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategies; and

WHEREAS, the City Council initially adopted an Investment Policy by unanimous vote at a regularly scheduled City Council Meeting on March 21, 2006; and

WHEREAS, the City Council has reviewed and approved the Investment Policy annually thereafter; and

WHEREAS, the City Council last reviewed and amended the Investment Policy by unanimous vote at a regularly scheduled City Council Meeting on October 6, 2020.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
HORSESHOE BAY, TEXAS:**

The City Council reviewed the Investment Policy and Strategy of the City of Horseshoe Bay at the regularly scheduled City Council Meeting on October 12, 2021; and

The City Council hereby adopts the Investment Policy and Strategy attached hereto as Exhibit A.

ADOPTED AND APPROVED on this 12th day of October 2021 by a vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia Clinesmith, Mayor

ATTEST:

Kerri Craig, City Secretary

EXHIBIT A

CITY OF HORSESHOE BAY

INVESTMENT POLICY AND STRATEGY

POLICY:

It is the policy of the City to invest public funds in a manner which will provide a reasonable investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds: Texas Government Code Chapter 2256 (the "Act").

SCOPE:

This investment policy applies to all financial assets of the City. These funds will be accounted for in the City's Comprehensive Annual Financial Report and include:

1. General Fund
2. Utility Fund
3. Grant Fund
4. Agency Fund
5. Special Revenue Fund
6. Capital Projects Fund
7. Debt Service Fund

and any other funds created unless specifically designated by the Council.

PRUDENCE:

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The standard states:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVE:

The primary objectives, in priority order, of the City's investment activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

Diversification: Diversification is required to reduce and manage potential risk including those on individual securities or market sectors.

Yield: The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. The portfolio reporting will compare the yield on the portfolio to its benchmark which will be the six-month Treasury Bill for the comparable period. This benchmark was chosen for its comparability to the weighted average maturity limitation on the overall portfolio.

An annual review of the financial condition including the portfolio will be conducted by the Investment Policy Committee, comprised of the Mayor, the City Manager, and the Finance Director.

STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio.

- A. **Operating Funds.** The investment strategy for the operating (enterprise and special revenue) and special purpose funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities (0-2 years) which will complement each other in a laddered maturity structure permitting some extension for yield enhancement. The dollar weighted average maturity of the portfolio will be calculated using the stated final maturity date of each security.
- B. **Capital Projects.** The investment strategy for capital project funds will have as its primary objective assurance that anticipated cash flows are matched and provide adequate investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed two years or the estimated project completion date.
- C. **Debt Service Funds.** The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. The fund is funded as monies are received which should maintain a maximum weighted average maturity of six months. Successive debt service dates will be fully funded before any investment extension. Since payment of debt is one of the highest priorities of the City, safety of principal should be of the highest priority when selecting an investment.
- D. **Debt Service Reserve Funds.** The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities.

The City intends to match investments with projected cash flow and liquidity needs of the City. In no case will the average weighted maturity of the total portfolio exceed six (6) months. The maximum final stated maturity of any investment shall not exceed two years. The six-month Treasury Bill for the comparable reporting time period will be used as the benchmark for the overall portfolio reflecting the City's primary market and the cash flow objectives of the portfolio.

The City shall pursue a conservative portfolio management strategy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade, but the strategy will be primarily buy-and-hold. The Investment Officers will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

DELEGATION OF AUTHORITY:

The City Council will designate Investment Officers by Resolution. Management responsibility for the investment program is hereby delegated to the City Manager, who shall establish written procedures for the operation of the investment program consistent with this Investment Policy. The City Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Investment Officers shall be familiar with this Policy and may not engage in an investment transaction except as provided under the terms of this Policy and the procedures established. Investment Officers will review the Investment Policy annually to suggest any changes necessary to the Council, will monitor all counterparties, and will prepare quarterly reports for the City Council.

The City will provide investment training required by the Act (Sec. 2256.008) for the City's Investment Officers. The Investment Officers shall attend at least one, ten (10) hour training session within twelve months after taking office or assuming duties. Training includes education in investment controls, security risks, strategy risks, market risks, and compliance with the Act. Investment Officers must complete ten (10) hours of investment training in each succeeding two-year period.

Conflicts of Interest

Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An Investment Officer who has any personal or business relationship with any entity seeking to sell an investment to the City will file a statement disclosing that personal or business interest. The Investment Officer shall file a statement disclosing that relationship, as required by Texas Local Government Code Chapters 171 and 176, as applicable. These statements must be filed with the City Secretary, disclosed to the City Council, and approved by the City Council before any business is transacted with said entity or individual. Investment Officers shall not undertake personal investment transactions with the same individual with which business is conducted on behalf of the City.

City Council Responsibilities

The City Council retains ultimate fiduciary responsibility for the investment program. The Council will annually adopt the Investment Policy and Strategy, designate Investment Officers, approve authorized broker/dealers, provide for training, and quarterly receive and review investment reports.

INTERNAL CONTROLS:

The Investment Officers are responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City's auditor. The internal control structure will be designed to ensure that City assets are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the Investment Officers.

Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to the person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established supporting it.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

The Investment Officers will provide a list of no less than three brokers / dealers for City Council approval at least annually. Brokers / dealers must be authorized before transactions are made. All brokers / dealers who desire to become qualified for investment transactions will be required to supply the following information which will be maintained by the Investment Officers:

- i. Annual audited financial statements;
- ii. Proof of Financial Industry Regulatory Authority (FINRA) certification;
- iii. FINRA CRD registration number;
- iv. Proof of Texas state registration;
- v. Policy Certification; and
- vi. A completed City questionnaire.

These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

The Investment Officers will at least annually review the service, financial condition, and registration of brokers / dealers for recommendations to the Council.

An expanded list of counterparties, including local government pools and financial institutions authorized to provide investment transactions, will be maintained by the Investment Officers. This list need not be approved by the City Council because of frequency in bank changes resulting from competitive bids. All pools require specific action by the Council for participation.

The City is under no obligation to transact business with any financial institution or firm.

DEPOSITORIES

City Banking Services Depository

At least every five years, a City banking services depository shall be selected through a competitive request for proposal (RFP) process in accordance with the Texas Government Code 105.017. In selecting this depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institution shall be considered. The City may utilize a depository outside the City limits for this purpose. This primary banking services depository will safe-keep securities owned by the City and will not be authorized as a broker for the City in order to perfect delivery versus payment settlement.

Additional Depositories

Time and demand deposits may be purchased from any bank in Texas. Banks seeking to establish eligibility for the City's competitive certificate of depository or demand deposit programs shall submit for review annual financial statements, evidence of federal insurance, and other information as required by the Investment Officers. Deposits exceeding FDIC insurance coverage will require a written depository agreement and collateralization in accordance with this Policy.

AUTHORIZED INVESTMENTS:

City funds may be invested only in the following instruments, as further defined by the Act. If changes are made to the authorized investments in the Act, they will not be authorized for City use until this Policy is amended and adopted by the City Council.

All investments will be made on a competitive basis. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. The City portfolio will have a maximum weighted average maturity of six (6) months. At all times, liquid funds will represent no less than 10% of the portfolio to meet unanticipated liabilities.

1. Obligation of the United States, its agencies, and instrumentalities, excluding mortgage backed securities and with a final stated maturity not to exceed two years.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas with a stated maturity date not to exceed eighteen (18) months. Certificates of deposit may be purchased through the CDARS program with a bank in Texas. Collateralized CD must have a depository/collateral agreement in place.
3. AAA-rated, constant dollar local government investment pools which strive to maintain a stable \$1.00 net asset value.
4. Fully collateralized repurchase agreements purchased through a primary government securities dealer, as defined by the Federal Reserve, with a stated maturity not to exceed six (6) months. A "flex" repurchase agreement may be used for bond proceeds beyond six (6) months but must not exceed the expenditure plan of the funds.
5. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value.
6. Interest bearing accounts in any bank in Texas fully insured by FDIC or collateralized in accordance with this Policy.

Any investment that requires a minimum rating by this Policy will not qualify as authorized during the period the investment does not have that minimum rating. Investment Officers shall inform the Council and take all prudent measures to liquidate the downgraded investment in a reasonable time period if ratings have dropped.

Any investment purchased when the investment type was authorized by Policy need not be liquidated if the Policy is modified to un-authorize the investment. The Investment Officers will review the investment and act in a reasonable manner for the overall good of the portfolio(s).

Diversification

The City's investments shall be diversified to eliminate risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector and maturities selected shall provide for stability of income and reasonable liquidity. Laddered maturities shall be used based on the anticipated cash flow of funds.

COLLATERALIZATION:

Collateralization will be required on three types of investments: demand deposits, certificates of deposit and repurchase agreements.

Time and Demand Bank Deposits – Pledged Collateral

All time and demand deposits shall be collateralized above FDIC coverage in accordance with this Policy. Collateral should be in place before funds are moved into the depository. The total of FDIC insurance and the market value of collateral must be at least 102% of the total principal and accrued interest on deposit daily. The depository is responsible for monitoring and maintaining margins daily.

All pledged securities must be safekept at an independent institution outside the holding company of the pledging bank. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary collateral before deposits are made and receipts provided within one business day. The City's depository will be responsible for monitoring and maintaining collateral levels daily. The independent custodian will provide the City with receipts and a monthly report on the collateral pledged. City representatives will have the right to inspect the records for pledged collateral at any time. Collateral may be substituted; however, any substitution of collateral must be approved in writing by the City.

The City shall have a depository / collateral contract with each bank and that agreement will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA) to ensure that the City's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

Collateral Owned under Repurchase Agreements

Collateral is owned under a repurchase agreement. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the transaction. The collateral shall be held by an independent third party financial institution approved by the City. The counterparty is liable for monitoring and maintaining the collateral and margin daily. A Bond Market Association Master Repurchase Agreement shall be executed for the transaction.

Authorized Collateral

City funds must be secured only by:

- Obligations of the United States Government, its agencies and instrumentalities including mortgage backed securities and CMOs passing the bank test; and
- Obligations issued by any state, its agencies, or political subdivisions rated A or above by one nationally recognized rating agency.

If a depository offers collateral pooling as collateral for deposits, the Investment Officers will analyze the costs and risks of such program to the City. Before entering a pooled collateral program, the Investment Officers must receive approval from the City Council.

SAFEKEEPING AND CUSTODY:

All security transactions, including collateral for repurchase agreements, entered by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian approved by the City Manager and an agreement of the terms executed in writing. The third-party safekeeping agent shall be required to issue safekeeping receipts to the City clearly indicating the ownership by or pledge to the City.

DIVERSIFICATION:

The City will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

MAXIMUM MATURITIES:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless

matched to a specific cash flow, the City will not directly invest in securities maturing more than (2) years from the date of purchase.

PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is active. Given this strategy, the basis used by the City Manager to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill and the average Fed Funds rate. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

REPORTING:

The City Manager will include in the monthly statements furnished to the Council a report which shows all investment activity during the current monthly period and an inventory of investments on hand at the end of the period. No less than quarterly, the Investment Officers shall jointly prepare, sign, and submit to the City Council a written quarterly investment report in accordance with the Act (2256.023). Market prices for reports will be obtained from independent sources for the reports.

The City Manager is also charged with the responsibility of including a market report on investment activity and returns in the City's Financial Statements. Such report will include performance and interest earnings.

INVESTMENT POLICY ADOPTION:

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the Investment Policy Committee and any modifications made thereto shall be approved by the City Council and included in the adopting resolution.

ADOPTED AND APPROVED on this the 12th day of October 2021 by a vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia Clinesmith, Mayor

ATTEST:

Kerri Craig, City Secretary



CITY OF HORSESHOE BAY

OCTOBER 12, 2021

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Approval of Resolution 2022-02 Designating the Official Newspaper for FY 2022

Section 52.004 of the Texas Local Government Code (LGC) states “as soon as practicable after the beginning of each municipal fiscal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality’s official newspaper until another newspaper is selected”.

Section 15.06 of the City’s Charter states: “The City Council shall designate by resolution a newspaper of general circulation in the City as the City’s official newspaper. All ordinances, captions of ordinances, notices, and other matters required to be published by this Charter, by ordinance, or by law, shall be published in the official newspaper. The City Council shall have authority to designate other newspapers for publication of notices and general information in addition to notices required by this Charter, ordinance, or law.”

The HSB Beacon is the community newspaper in Horseshoe Bay; however, it does not meet the criteria required by the LGC to be designated as an official newspaper. Therefore, the city will continue to submit all publications to the HSB Beacon for publication, but must also designate an official newspaper in which all legal notifications must be published.

The Highlander is the only newspaper in the Horseshoe Bay area that meets the requirements of the LGC, and they have a history of providing excellent coverage for Horseshoe Bay. Staff recommends approval of this resolution designating The Highlander as the official newspaper for FY 2022.

Suggested motion: “I motion to approve Resolution 2021-02 designating The Highlander as the official newspaper for the City of Horseshoe Bay for fiscal year 2022.

Enclosures: Resolution

CITY OF HORSESHOE BAY

RESOLUTION NO. 2022-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HORSESHOE BAY, TEXAS DESIGNATING AN OFFICIAL NEWSPAPER FOR FISCAL YEAR 2022

WHEREAS, the City of Horseshoe Bay is required to adopt an official municipal newspaper at the beginning of each Fiscal Year, as per Chapter 52.004 of the Texas Local Government Code; and

WHEREAS, Section 15.06 of the City Charter requires the City Council to designate by resolution a newspaper of general circulation in the City as the City's official newspaper; and

WHEREAS, all ordinances, notices, and other matters required to be published by the City Charter, by ordinance, or by law, shall be published in the official newspaper; and

WHEREAS, The Highlander newspaper meets the statutory requirements of eligibility for designation as an official newspaper; and

WHEREAS, Section 15.06 of the City Charter states the Council shall have authority to designate other newspapers for publication of notices and general information in addition to and/or other than, notices required by the City Charter, ordinance, or law, as deemed necessary.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HORSESHOE BAY, TEXAS:

1. The City Council hereby designates The Highlander newspaper as the City's official newspaper for fiscal year 2022; and
2. The City Council designates the Horseshoe Bay Beacon as the other newspaper in which notices and general information may be published as deemed necessary by the City; and
3. This Resolution is effective immediately upon its passage and approval.

PASSED AND APPROVED on this 12th day of October, 2021 by a vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia Clinesmith, Mayor

ATTEST:

Kerri Craig, City Secretary



CITY OF HORSESHOE BAY

OCTOBER 12, 2020

To: City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Approval of the Public Funds for Public Purposes City Council Subcommittee
Recommendation of Approval for a Request for Funding from the Phoenix Center

The Public Funds for Public Purposes City Council Subcommittee, consisting of Council Members Elsie Thurman and Jerry Gray, have reviewed a request from the Phoenix Center for funding from the Child Safety Fee fund. This fund can only be used to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention/intervention, and drug/alcohol abuse prevention, or programs designed to enhance public safety and security. The Phoenix Center's programs meet these requirements; therefore, they are eligible for the Child Safety Fee funds.

The City provided \$1,500 in funding to the Phoenix Center in FY21. The Subcommittee is recommending the city approve this funding request in the amount of \$1,500.

Enclosures: Request for Funds



Innovative Therapies. Inspiring Stories.

BOARD OF DIRECTORS

LINDSAY PLANTE
BOARD PRESIDENT
MARKETING CONSULTANT &
REGISTERED YOGA TEACHER

PATIA STRICKLAND
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SUSAN PIERCE
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REGIONAL PRESIDENT, BANK OF THE
WEST

RON MITCHELL
PRESIDENT & CEO, HORSESHOE BAY
RESORT

PAUL BRADY
OWNER, RIVER CITY GRILLE

ALLAN GARRETT, JD

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JEAN ANDERSON
COMMUNITY VOLUNTEER

CHERYL FOSTER
NEIMAN-FOSTER HOMES

MIDGE DOCKERY
ECONOMIC DEVELOPMENT
CORPORATION

KATHY FLETCHER
LAKES AND HILLS MORTGAGE
COMPANY

PATTI MCCORMICK
SANA VIDA

501(C)(3) NON-PROFIT ORGANIZATION
TAX ID: 260310507

OUR MISSION IS TO INSPIRE HOPE,
HEALTH AND HEALING BY PROVIDING
THE HIGHEST LEVEL OF MENTAL
HEALTH CARE TO EVERY CHILD AND
FAMILY THROUGH INNOVATIVE
TRAUMA-INFORMED THERAPY AND
EDUCATION.

September 20, 2021

Dear City of Horseshoe Bay,

Thank you for the opportunity to present this request and your continued support.

Phoenix Center requests \$1,500 of funding support to provide critical mental health care services to children who have experienced trauma and their families in our rural community. Funding support will be designated for the 2022 fiscal year.

Phoenix Center employs a wrap-around model of care found nowhere else to improve health and meet the long-term needs of our clients. Working intensively with children, their parents, and schools, we ensure children who have experienced trauma are consistently receiving the essential care they need, whether they be at home or school. No child is ever turned away due to inability to pay. Phoenix Center is the only organization in our rural area offering this innovative model of wrap-around care. Our programs include evidence-based individual therapy services for children, therapeutic children's groups, parenting groups, therapeutic Camp Phoenix sessions, and community collaborations, including trauma-informed trainings. With additional funding, more low-income and underserved children in our community will receive high-quality mental health care. We strive to improve the mental health of the children and families in Central Texas because healthy communities begin with healthy families. Our data demonstrates that positive, lasting outcomes are possible with our intensive, high-quality model of care.

If you would like additional information or have any questions, please contact me at sarah@phoenixtx.org or (830) 637-7848.

In gratitude,

Sarah Rosen Garrett, LCSW, RPT-S
Founder, Executive Director



CITY OF HORSESHOE BAY

OCTOBER 12, 2020

To: City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Approval of the Public Funds for Public Purposes City Council Subcommittee
Recommendation of Approval for a Request for Funding from the Hill Country Children's
Advocacy Center

The Public Funds for Public Purposes City Council Subcommittee, consisting of Council Members Elsie Thurman and Jerry Gray, have reviewed a request from the Hill Country Children's Advocacy Center for funding from the Child Safety Fee fund. This fund can only be used to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention/intervention, and drug/alcohol abuse prevention, or programs designed to enhance public safety and security. The Hill Country Children's Advocacy Center's programs meet these requirements; therefore, they are eligible for the Child Safety Fee funds.

The City provided \$2,000 in funding to the Hill Country Children's Advocacy Center in FY21. The Subcommittee is recommending the city approve this funding request in the amount of \$1,500.

Enclosures: Request for Funds



May 27, 2021

City Manager Stan Farmer
City of Horseshoe Bay
1 Community Drive
Horseshoe Bay, Texas 78657

Dear Mr. Farmer,

The Hill Country Children's Advocacy Center wants to sincerely thank you and the Horseshoe Bay City Council for the opportunity to submit a funding request for the FY 2022 and more importantly, your continued support of the vital work we do in Llano County.

We understand that as an elected official, you and your city council members are under immense pressure each year regarding funding for outside agencies. Your financial investment in our organization sends the message that you want to make a difference in the life of a child in your community.

The Hill Country Children's Advocacy Center is the only service provider recognized at the national level (National Children's Alliance) to provide the following services for the five counties (Burnet, Blanco, Lampasas, Llano & San Saba) we serve in the Hill Country:

- **24-hour support & resources to local law enforcement & Department of Family and Child Protective Services.**
- **Multi-Disciplinary Team Coordination and Facilitation**
- **Forensic Interviews**
- **Family Advocacy**
- **Medical Exams**
- **Therapy**
- **Outreach and Education**

We provide child-centered, evidence-based support for children who have been harmed by abuse or have been witness to it and we provide these services at no cost to the families. The cost is covered by grants, fundraisers, and financial support by our Counties and Cities along with private donations.

Below are the numbers of Forensic interviews, Therapy, Education & Training over the last three years for Llano County:

	2018	2019	2020
City of Horseshoe Bay			
• Forensic Interviews	8	7	5
Llano County			
• Forensic Interviews	48	65	62
Therapy Sessions	55	77	191
Education & Training			
• Students	150	1,489	709
• Teachers & Counselors	24	33	9

Through outreach, education & awareness, the Center works to help prevent child abuse, providing tools, training & testimonials that help our community to become protectors of our children.

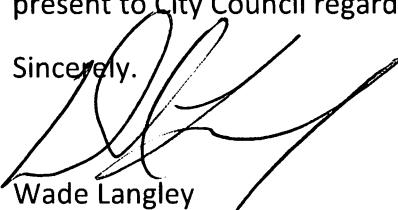
The ripple effects of Covid 19 on our clients and families over the last year is overwhelming. We are unable to keep up with the needed counseling appointments necessary for the children's recovery and healing in the aftermath of their trauma. We are currently experiencing a 3-month waitlist with two full time counselors on staff. The workload is great and sadly we are having to delay the healing process for our most vulnerable clients.

With this information in mind, our FY 2022 financial support request is \$2,000.00.

The Board of Directors, staff, members of our Multi-Disciplinary team (Law Enforcement & Department of Protective Services) as well as the children and families victimized by child abuse in Llano County thank you for your continued support of the Hill Country Children's Advocacy Center.

Please feel free to contact us if you have any questions, need more information or would like us to present to City Council regarding this request.

Sincerely,


Wade Langley
Board President

Hill Country Children's Advocacy Center



CITY OF HORSESHOE BAY

OCTOBER 12, 2020

To: City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Approval of the Public Funds for Public Purposes City Council Subcommittee
Recommendation of Approval for a Request for Funding from CASA for the Highland
Lakes

The Public Funds for Public Purposes City Council Subcommittee, consisting of Council Members Elsie Thurman and Jerry Gray, have reviewed a request from CASA for the Highland Lakes for funding from the Child Safety Fee fund. This fund can only be used to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention/intervention, and drug/alcohol abuse prevention, or programs designed to enhance public safety and security. CASA for the Highland Lakes's programs meet these requirements; therefore, they are eligible for the Child Safety Fee funds.

The City provided \$1,500 in funding to CASA for the Highland Lakes in FY21. The Subcommittee is recommending the city approve this funding request in the amount of \$1,500.

Enclosures: Request for Funds

Kerri Craig

From: Brittany Grubbs <brittany@highlandlakescasa.com>
Sent: Monday, September 27, 2021 11:47 AM
To: Kerri Craig
Subject: CASA: Request for Funding
Attachments: Annual Report for Donors FY22.pdf

Hi Kerri,

CASA for the Highland Lakes Area would like to request \$1,500 from the City of Horseshoe Bay's Child Safety Fee Fund. I've attached our most recent Annual Report.

Please let me know if you have any questions. On behalf of our CASA staff, board of directors and CASA volunteers, we thank you for this funding opportunity.



Brittany Grubbs

Executive Director | CASA for the Highland Lakes Area

phone: [325.388.3440](tel:325.388.3440)

cell: [325.998.6437](tel:325.998.6437)

site: HighlandLakesCASA.com

email: brittany@highlandlakescasa.com

address: 1719 Ridgeview, Kingsland TX 78639



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CASA for the Highland Lakes Area
1719 Ridgeview
Kingsland, Texas 78639
325 388-3440 (Office)
325 388-0323 (FAX)
www.highlandlakescasa.com

September 1, 2021

About CASA for the Highland Lakes Area Annual Report for FY 2021

The mission of CASA for the Highland Lakes Area is to recruit, train and supervise volunteers to advocate for children who come into the foster care system as a result of abuse and neglect by a parent or member of their household. These incredible volunteers from our community, after 30 hours of intensive initial training, become certified as Court Appointed Special Advocates (hereafter CASAs). Our CASAs then act as Guardians *Ad Litem* (hereafter GALS) as that term is defined by the Texas Family Code. Their role is to engage in fact-finding and investigation to make recommendations for a permanent placement that is in the best interest of the child. This part of the GAL's role often involves visits to the home from which the child was removed and always involves interaction with the parent. In addition to that, a CASA ensures that a child in care receives appropriate and necessary medical and psychological treatment for the abuse and neglect, and the trauma that arises from it. The ultimate goal is to reunite the child with the parent, but that isn't always possible.

CASA for the Highland Lakes Area is one of 72 CASA programs in Texas, and we are one of only a handful of CASA programs that have consistently met the goal of providing a GAL for 100% of the children from our area who come into foster care.

Last year we served 447 abused and neglected children from the counties of Blanco, Burnet, Lampasas, Llano and San Saba in FY 2021. At this writing, we are providing advocacy services to 249 children from the five counties we serve with the help of 91 active CASAs and 7 full time Advocate Supervisors.

When a child is removed from the home, the Court awards temporary custody to Child Protective Services (hereafter CPS) who then locates an appropriate temporary placement for the child based upon the severity of his or her condition. At this removal hearing, the Court also appoints a GAL for the child and notifies our office that a CASA is needed. Our Program Director, after an assessment of the child's condition and specific needs, matches the child with one of our volunteer CASAs who is best suited to advocate for that particular child.

As quickly as possible, the CASA visits the child in his or her temporary placement and begins to evaluate the child's medical and emotional needs. Our CASAs know what community resources are available and work to ensure that the child gets the necessary medical and mental health treatment.

By law, a removal case must be finalized within 12-18 months. During that time, a parent must complete the service plan prepared by CPS and prove that they are able to provide a safe and stable home for their child. The alternative is that the child remains in foster care until adoption can be accomplished. Some children are never adopted and "age out" of foster care. But every November we celebrate Adoption Day for those who do find a forever home and this year we will celebrate adoption for 20 children.

Our volunteer CASAs are the heart and soul of our program. If we have too few, our Advocate Supervisors will take some cases. But there are limits to the number of children our CASAs and Supervisors can serve. These limits help prevent "compassion fatigue" in our volunteers and staff, and ensure quality advocacy for the children. In fact, we've recently increased the number Supervisors that we have staffed to keep up with the uptick in cases that our organization absorbed from the effects of the COVID-19 pandemic.

Because of the rural nature of our service area, finding volunteers is expensive and challenging. But in spite of the rising caseload we have been able to serve every child that has come to us. But our goal is to recruit at least 25 new volunteers in FY 22.

Our program is funded by a combination of grants and individual contributions. The breakdown of funding sources for FY2021 is set out below.

Income for FY2021

<u>Source of Funds:</u>	<u>Dollars</u>	<u>% of Total</u>
From federal and state grants	\$ 430,347.00	54.78%
From individual contributions or donations	\$ 104,919.46	13.35%
From Fundraising Events	\$ 209,682.87	26.69%
From foundations or endowments	\$ 40,650.00	5.18%
Total	\$785,599.33	100.00%

Financial Goals:

The majority of our funding at this time comes from federal and state grants, but those dollars are never guaranteed and they can and have been reduced. This FY we are seeing a 19% decrease in our VOCA federal grant funding. Thus our goal for FY 22 is to increase by \$50,000 our funding from local private donors. A healthier budget will allow us to develop a 6-month reserve fund so that we can absorb any reductions in federal and

state grant without an interruption in our services. We also believe that an increased physical presence in the counties we serve would assist in awareness and volunteer recruitment from some of the more rural communities.

Program Goals:

Our primary mission, and thus our goal always, is to recruit, train and retain enough volunteers to continue our record of serving 100% of the children who enter into foster care from our service area. The 22% increase in the number of children served in FY20 pushed us close to caseload limits so our goals for FY22 are to (a) increase awareness of the child abuse and neglect problem in our community; and (b) mount an aggressive campaign to recruit volunteers from San Saba, Blanco and Lampasas Counties, in particular; and (c) to recruit and train at least 25 new volunteers in FY22.

Balanced Scorecard - City Secretary

City Secretary

Vision Statement

The vision of the City Secretary's office is to promote open and responsive government through proper recording, maintenance, and preservation of the City's legislative history and official documents; provide responsive customer service to our citizens and neighbors; conduct fair and impartial City elections; enhance public participation in the municipal government process; and improve public access to municipal records.

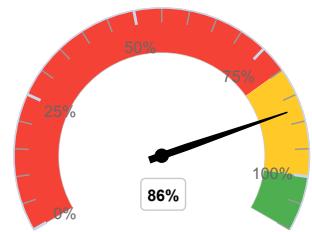
Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Key Stakeholder	Increase the number of PIRs that receive a complete response within 48 hours	# of PIRs completed within 2 days/total PIRs	100.00%	86.00%	Maintain a log that tracks the date the response is received, department, and date response is completed. Follow up with department before 48 hrs to ensure goal is met
Operations	Increase the number of City Secretary record types that are converted and maintained in electronic format in Laserfiche	# of record types stored electronically/# of record types	81	81	Create a working schedule of record types for the City Secretary's office and log each type as it is converted to Laserfiche
	Increase the number of ordinances codified within 30 days	# of ordinances codified within 30 days/# of ordinances passed	100.00%	100.00%	Work with departments and Franklin to ensure approved ordinances are codified within 30 days of being adopted

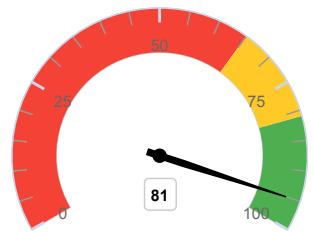
Dashboard

City Secretary

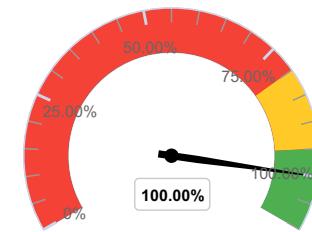
Yellow icon: # of PIRs completed within 2 days/total PIRs



Green icon: # of record types stored electronically/# of record types



Green icon: # of ordinances codified within 30 days/# of ordinances passed



Balanced Scorecard - Finance Department

Finance Dept

Vision Statement

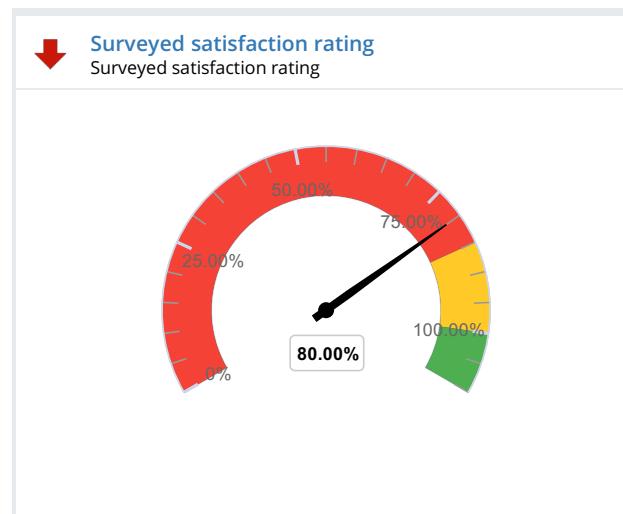
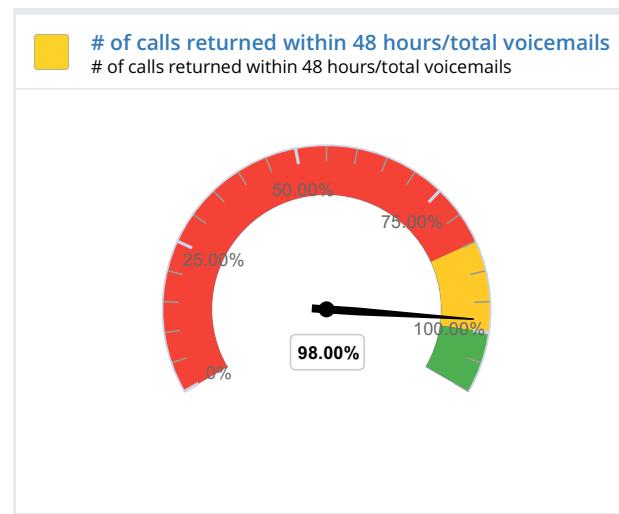
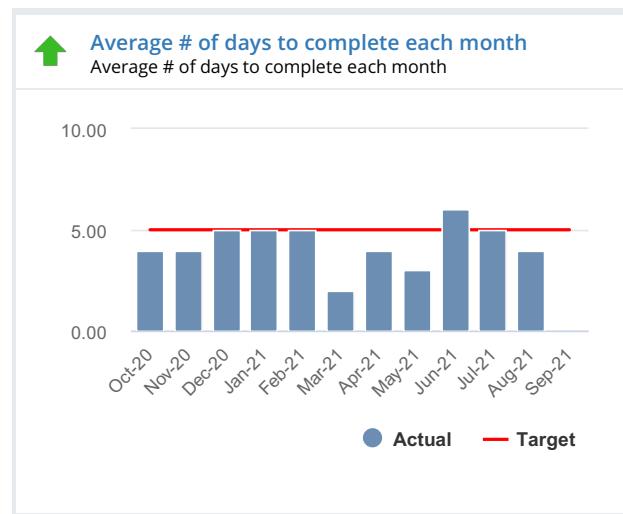
We value high quality service to our stakeholders and sound financial management to maintain the public trust through transparency and accountability of the City's valued resources.

Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Financial	Provide monthly financial information to City Manager within the first 5 working days of each month	Average # of days to complete each month	5.00	3.92	Close out each month and provide reports to City Manager, allowing ample time for review, questions, planning and/or decisions prior to issuance to Council.
Key Stakeholder	Lot Mowing: Return all voicemail calls within 48 hours	# of calls returned within 48 hours/total voicemails	100.00%	98.00%	Maintain a call log with date and time initial message was left along with the date and time call was returned.
	Survey new utility customers 90 days after service application to ask for feedback about their experience	Total surveyed/total new customers	100.00%	95.00%	Send a short survey via the email address provided on the new service address application to rate service received, process and information provided and ask for feedback and/or suggestions. Follow up with phone calls to all customers with non-satisfactory ratings
		Surveyed satisfaction rating	100.00%	80.00%	

Dashboard

Finance Dept



Balanced Scorecard - Human Resources

Human Resources

Vision Statement

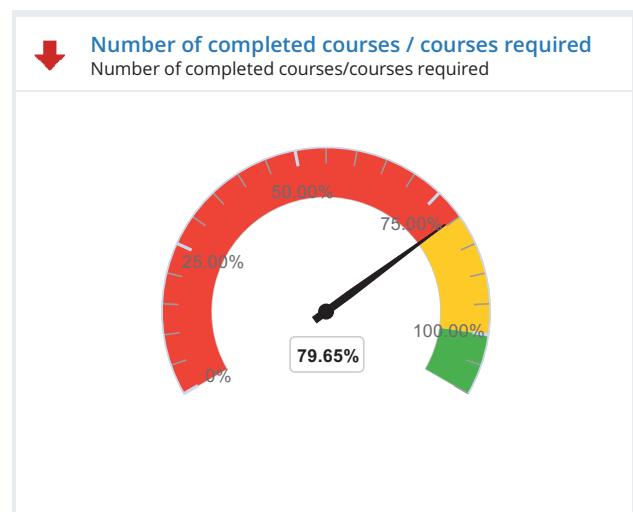
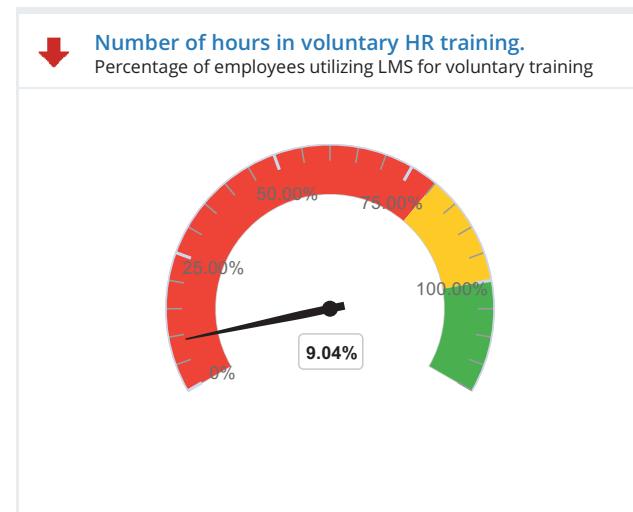
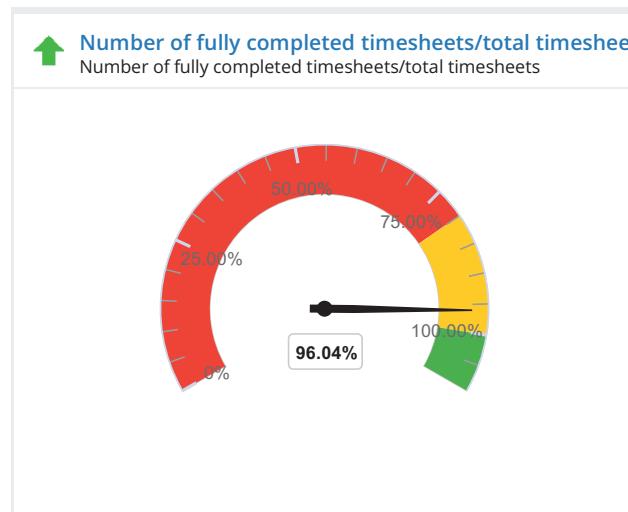
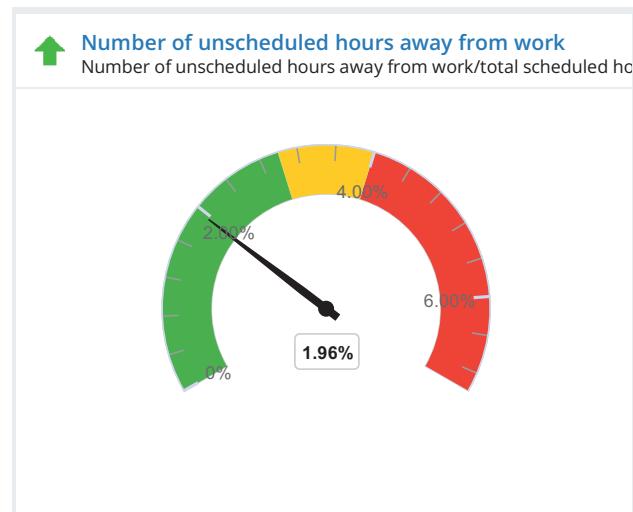
To be a value-adding partner in leadership, employee growth, employee development, and employee engagement while being good stewards of community resources.

Strategy Overview

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Operations	Increase productivity by reducing unscheduled absences	Number of unscheduled hours away from work/total scheduled hours	3.00%	1.96%	Hold individuals accountable for unscheduled absences/disruptions; Measure time by unscheduled hours
Operations	Increase the number of fully completed time sheets to allow a more efficient payroll process	Number of fully completed timesheets/total timesheets	100.00%	96.04%	Hold individuals accountable for incomplete time sheets; Require information in performance assessment; Provide annual training
Learning & Growth	Increase training effectiveness and utilization	Percentage of employees utilizing LMS for voluntary training	100.00%	9.04%	Utilize LMS and classroom options to allow for greater learning opportunities; Provide incentives for voluntary participation
Learning & Growth	Increase mandatory compliance training rate	Number of completed courses/courses required	100.00%	79.65%	Utilize LMS and classroom options for mandatory compliance; Hold individuals accountable for non-compliance
Learning & Growth	Strengthen the culture, increase emotional intelligence, empower people and accelerate performance, teamwork, and engagement	Gallup engagement score for the city	75.00%	73.00%	Emotional Intelligence (EQ) course to all employees by October 1, 2021

Balanced Scorecard

Human Resources



Vision Statement

The IT Department is dedicated to building and promoting a “digital city” to connect citizens to their government by implementing technology that is flexible and responsive to the city employees and the citizens we serve.

Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Key Stakeholder	Reduce citizen contacts regarding "digital city" issues per month	Contacts/Month <5	5.00	6.58	Maintain uptime, access and ease of use to online resources
					Develop / improve citizen tools to be powerful but simple
					Online bill pay for city services: monthly utility services, court fees, building permits, lot mowing etc.
Operations	Reduce # antivirus detected threats per month	Threats/Month <20	20.00	13.75	Reduce detected threats through physical and human firewall
Learning & Growth	Employee cyber security training. (HB 3834)	Phish Rate (clicks/employee) <2%	2.00%	3.82%	Strengthen human firewall to protect city from cyber threats and ensure compliance with HB3834

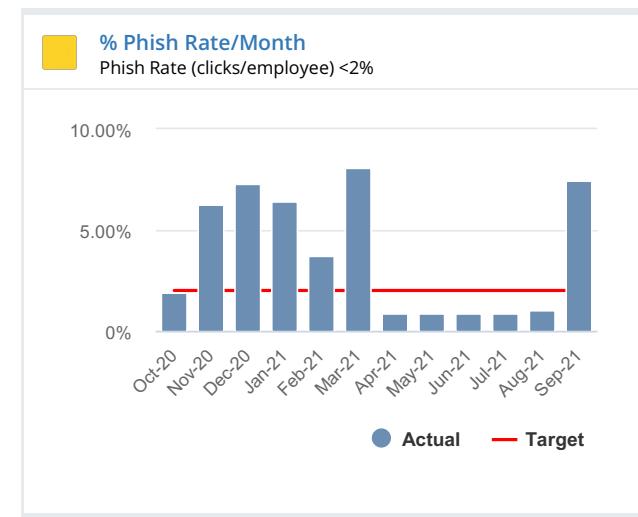
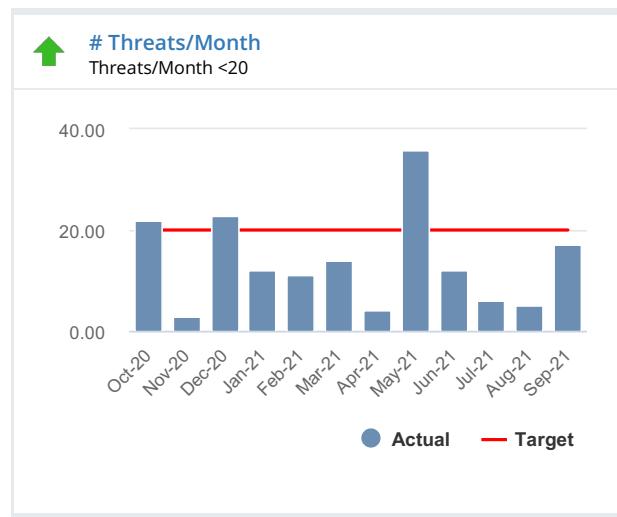
Dashboard

IT Department

Home

Scorecard

Key
Performance
Indicators



Vision Statement

The Mission of the Development Services Department is to provide outstanding customer service while helping our property owners and residents and the development community maintain and enhance the community's quality of life by assisting them in understanding the process and application requirements for development and building construction which comply with applicable codes and regulations.

Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Key Stakeholder	Collaborate with Stakeholders to Provide Educational Opportunities Resulting in Voluntary Compliance and Self Service Initiatives	No. of Educational Workshops to Contractors and the Public	6	1	Develop innovative ways to provide education to stakeholders in Covid-era such as video information.
		No. of Web-based Information Blasts	24	32	
Operations	Improve compliance of single family trash can ordinance offenders	Number of Offenders, Target of </= 20 per month	20	24	1. Clarify Health & Sanitation Ordinance related to trash pickup 2. Inform the Community of changes through utility bills, website, & newspaper 3. Issue friendly reminder on day after trash pickup 4. Issue violation on day 2 after trash pickup
	Improve Customer Service with map updates to GIS online map	Number of Map Updates Completed in </= 14 days	100.00%	91.67%	
Learning & Growth	Increase Staff Education to Provide World Class Services	Average Hours in Training per Person per Month	2	4.14	Take advantage of reduced education fees due to no travel in Covid era.

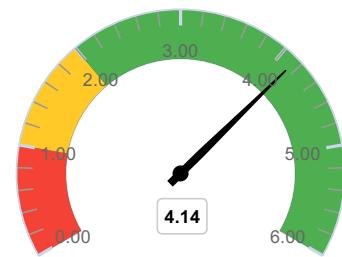
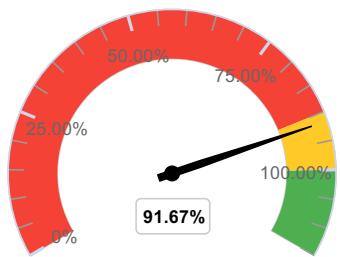
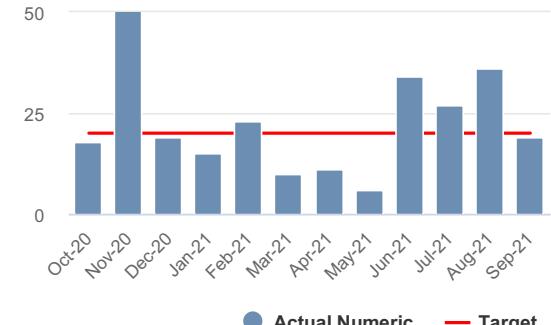
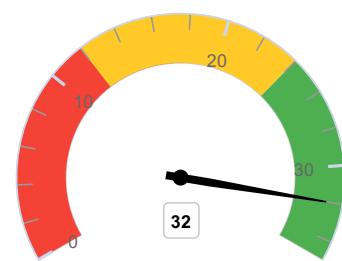
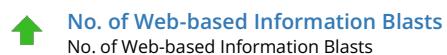
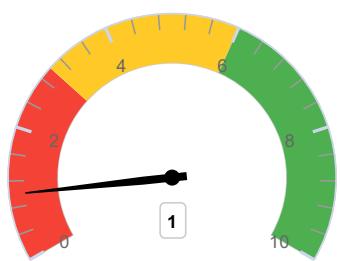
Dashboard

Development Services

Home

Scorecard

Key Performance Indicators



Vision Statement

The Horseshoe Bay Fire Department is committed to creating and leading the way toward a safer community through fire and health risk-reduction, preparedness, and efficient emergency response.

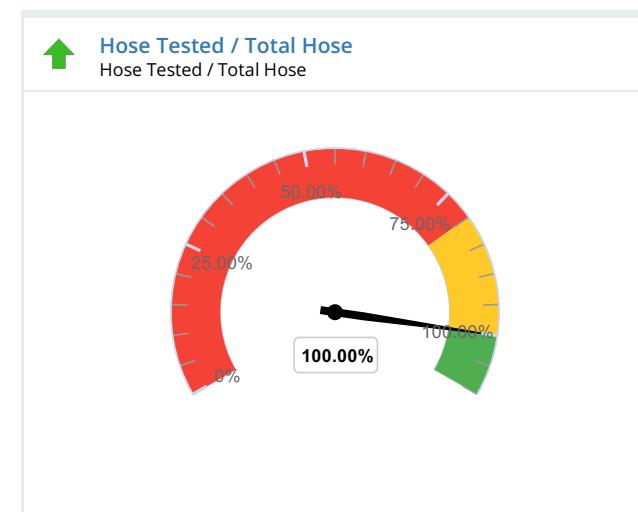
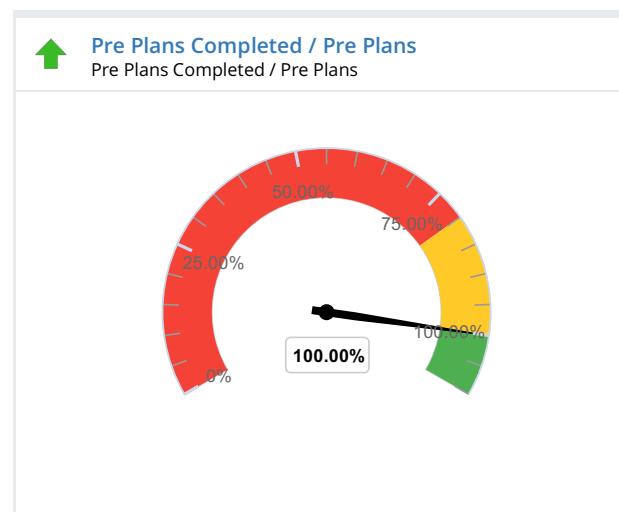
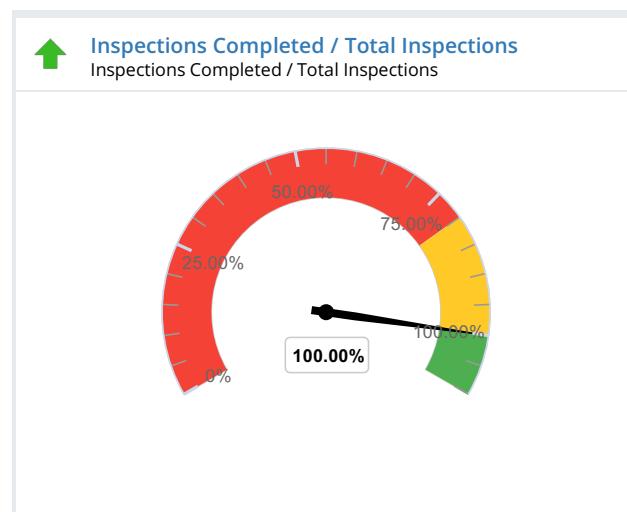
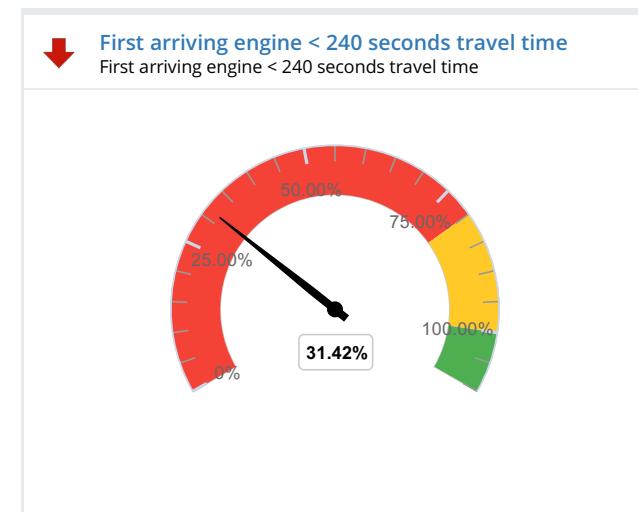
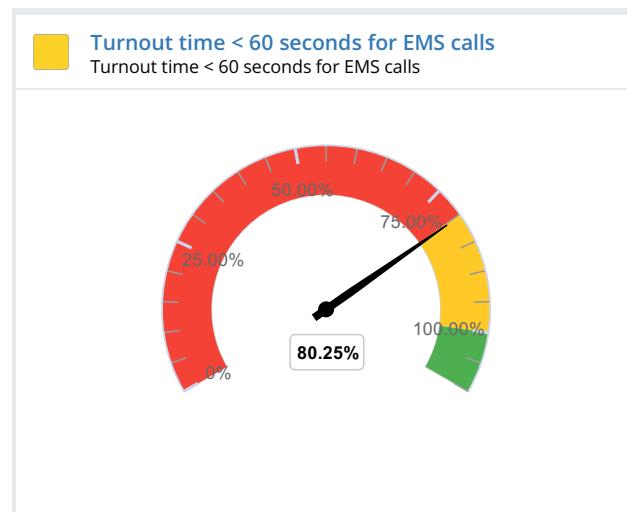
Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021	Strategic Initiatives
Operations	Respond to emergency incidents quickly and efficiently by achieving response times that are within the recommendations of NFPA 1910 and ISO standards.	Turnout time < 60 seconds for EMS calls	100.00%	80.25%	Monitor through Continuous Process Improvement FD response times
		Turnout time < 80 seconds for Fire calls	100.00%	94.67%	Participate in monthly district map study
		First arriving engine < 240 seconds travel time	90.00%	31.42%	Engineers and Acting Engineers will participate in two driving destination challenges a month
					Participate in two minute drills
	Decrease ISO rating from 4 to 3 without additional budgetary requests	Inspections Completed / Total Inspections	100.00%	100.00%	Conduct Fire inspections with Fire Companies
		Pre Plans Completed / Pre Plans	100.00%	100.00%	Conduct Pre Fire Plans with Fire Companies
		Hose Tested / Total Hose	100.00%	100.00%	Test all Fire Hose Annually
		Fire Apparatus Pump Test(s)	3.00	3.00	Pump Test all Fire Apparatus Annually
Learning & Growth	Train to ISO 1 Standards	Personnel completing 192 hours total annual training / Personnel	100.00%	100.00%	All members to complete 192 hours of training
		Fire officers completing officer training / total officers	100.00%	100.00%	All Fire Officers complete 12 hours of officer development training
		New drivers completing driver training / all drivers	100.00%	100.00%	All Drivers complete 12 hours of driver training

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021	Strategic Initiatives
Overall Strategic Initiatives	Enhance Training Programs	Haz Mat training completed / all personnel	100.00%	100.00%	All personnel complete 6 hours of Hazardous Materials training annually
		Personnel complete drill/burn tower training / personnel	100.00%	100.00%	All personnel complete 18 hours of training in Drill Tower or Live Burn Facility
	Improve FF Health/Wellness	Physical Ability Testing < 8 min	23.00	23.00	Conduct Physical Ability Test quarterly with a goal of 8 minutes or less
		Physicals conducted	23.00	23.00	Schedule required firefighter fit for duty physicals
		Annual EAP discussions	23.00	23.00	Conduct annual discussions on EAP
		Annual diet and exercise discussions	23.00	23.00	Conduct annual discussions on Diet and Exercise
		Train 3 firefighters to EMT-A	3.00	0.00	Train EMT's to EMT-A (Complete 200 of 396 hours)
	Improve Emotional Intelligence	Complete Blue EQ training	12.00	0.00	Send all personnel through Blue EQ training

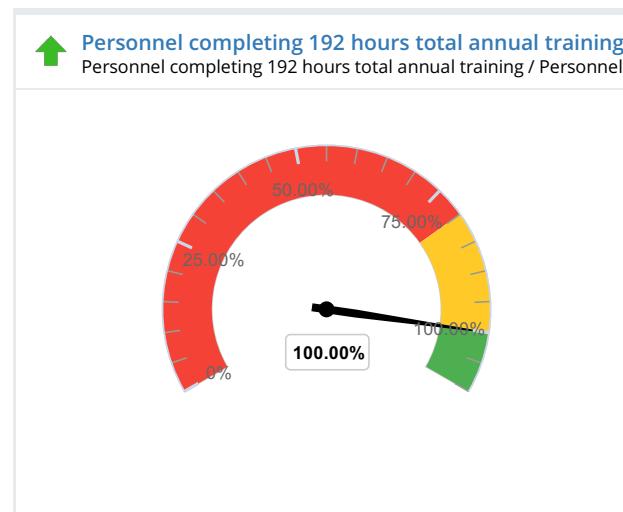
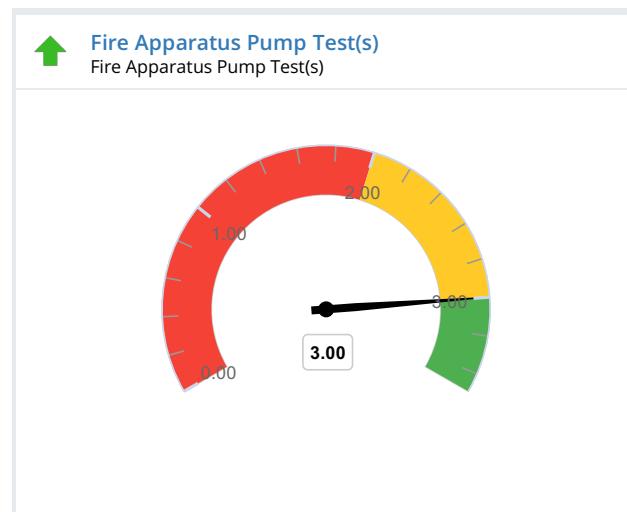
Dashboard

Fire Dept



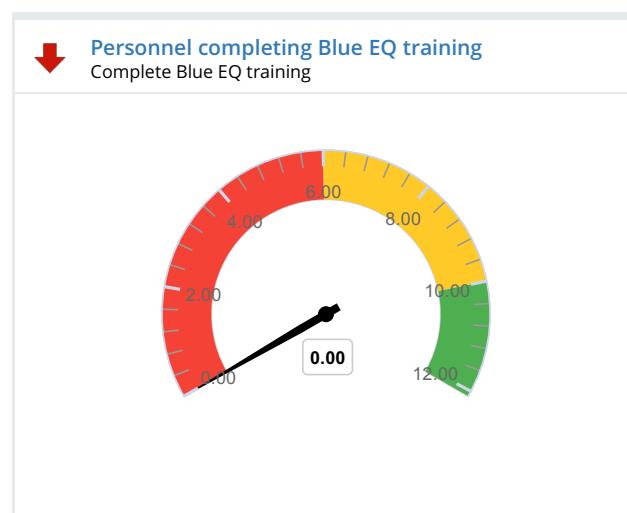
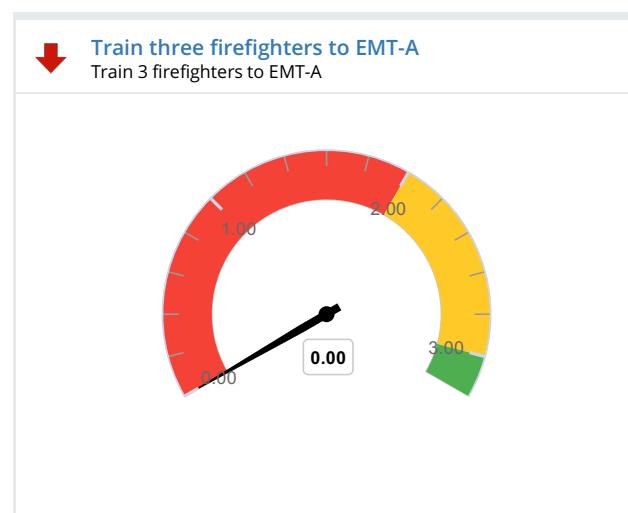
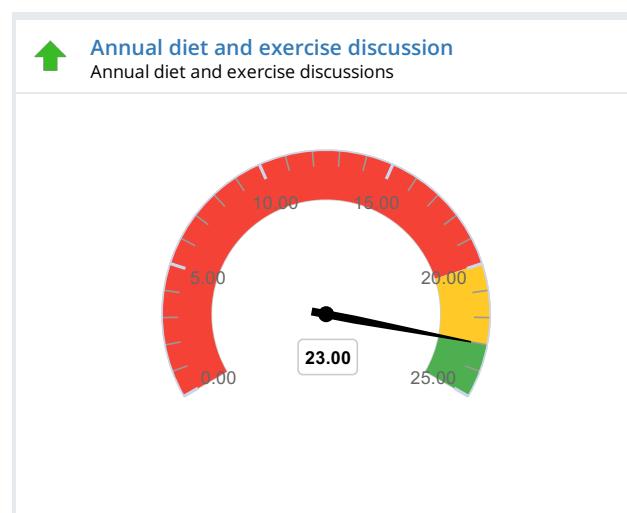
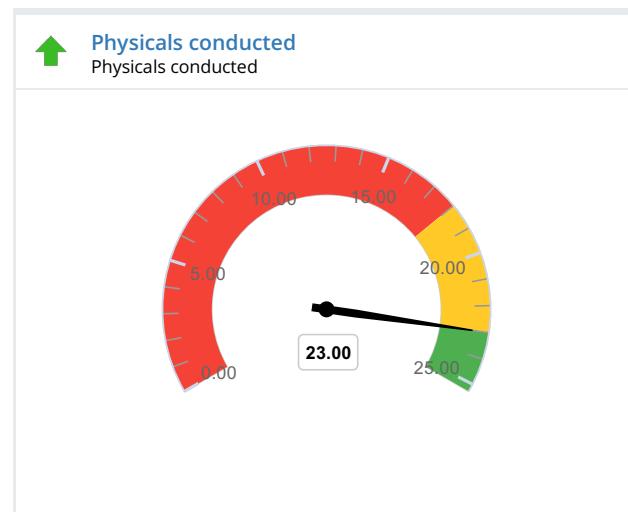
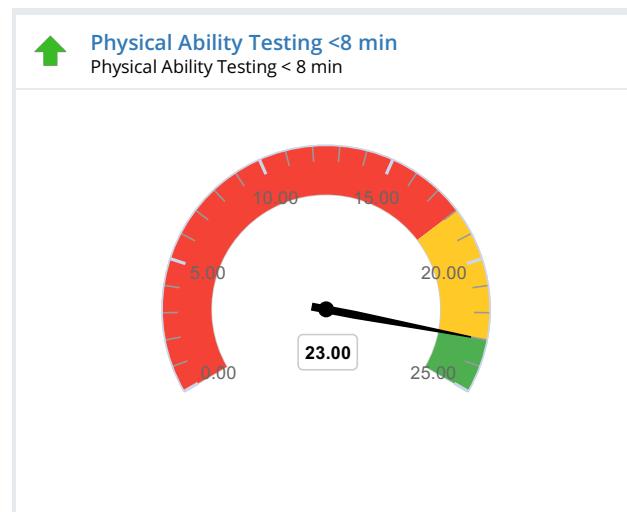
Dashboard

Fire Dept



Dashboard

Fire Dept



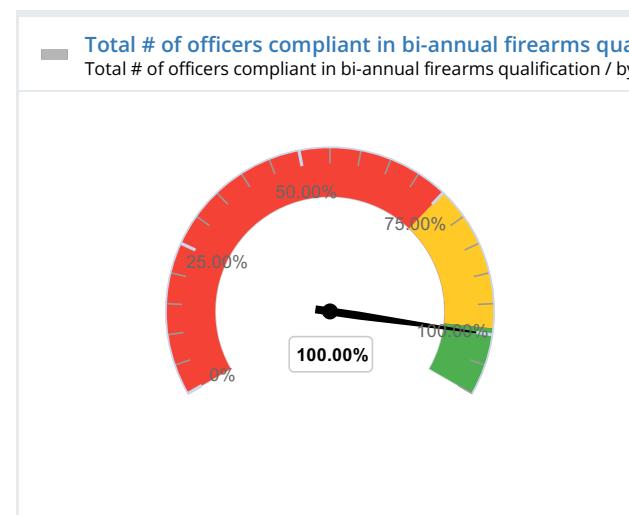
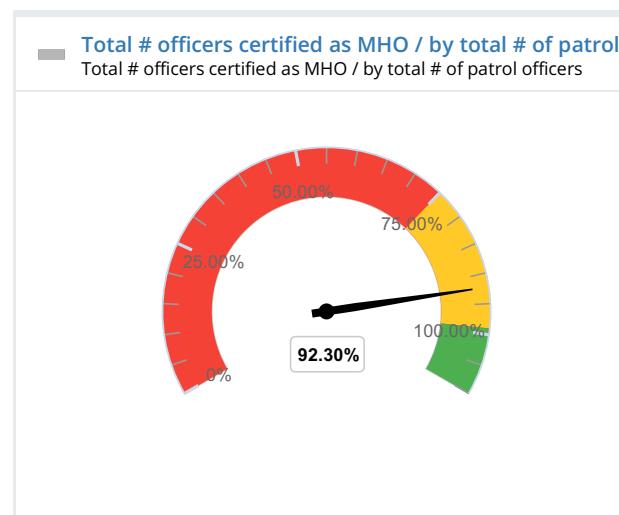
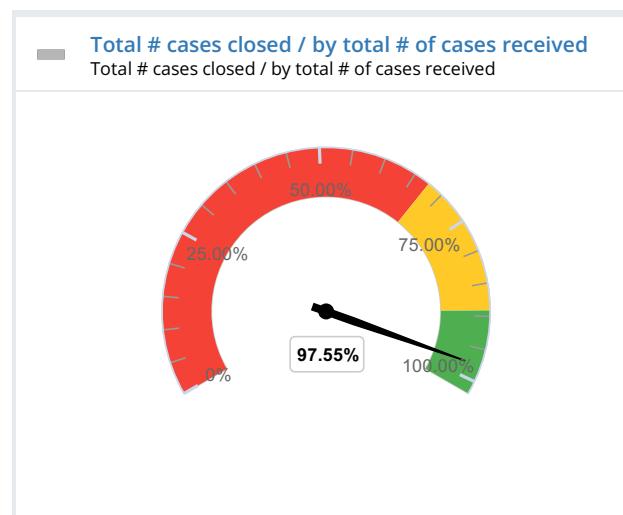
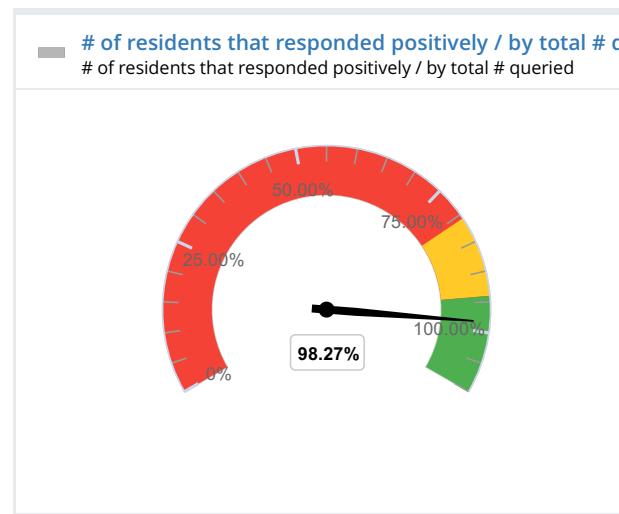
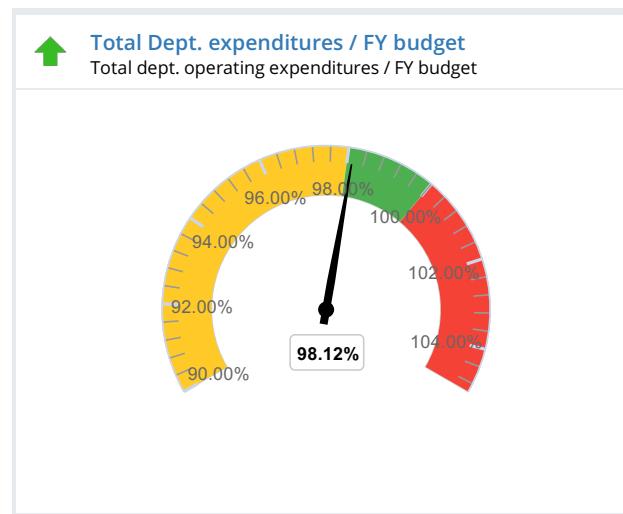
Vision Statement

To provide world class police services, protect our community, and ensure the highest quality of life standards for those who live, work, or visit through partnerships and community policing.

Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Financial	To keep overall department expenditures at 2% or less below the FY budget	Total dept. operating expenditures / FY budget	98.00%	98.12%	Review and monitor budget expenditures on a weekly basis to determine needed adjustments; implement measures to reduce expenditures ie. reducing fuel consumption, uniform recycling, reschedule non-mandated training, and evaluating severity of equipment needs vs. remaining budget
Key Stakeholder	To maintain a 95% level sense of safety & security sense from residents surveyed	# of residents that responded positively / by total # queried	95.00	98.27%	Minimum of 24 residents surveyed per month as part of the COP program
Operations	To keep response time avg to all CFS below 4.0 minutes monthly	Response time to all CFS	4.00	1.60	Consistant use of MDC to log arrival times

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
	To maintain a case clearance rate above 90% monthly	Total # cases closed / by total # of cases received	90.00%	97.55%	Use of case tracker computer program to monitor status of active and suspended cases in order to adjust resources to address open cases
Learning & Growth	To maintain 100% MHO certification by all patrol officers monthly	Total # officers certified as MHO / by total # of patrol officers	100.00	92.30%	Schedule and train any new officers not certified as MHO schedule and send to school within 180 days of employment
	To maintain 100% of bi-annual firearms qualification of all officers	Total # of officers compliant in bi-annual firearms qualification / by total # of officers	100.00	100.00%	Schedule and conduct bi-annual firearms qualification along with necessary make up sessions so all officers are compliant each 6 month period

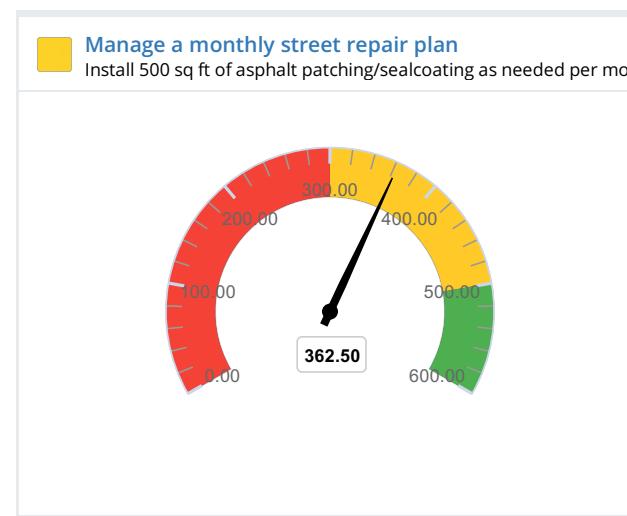
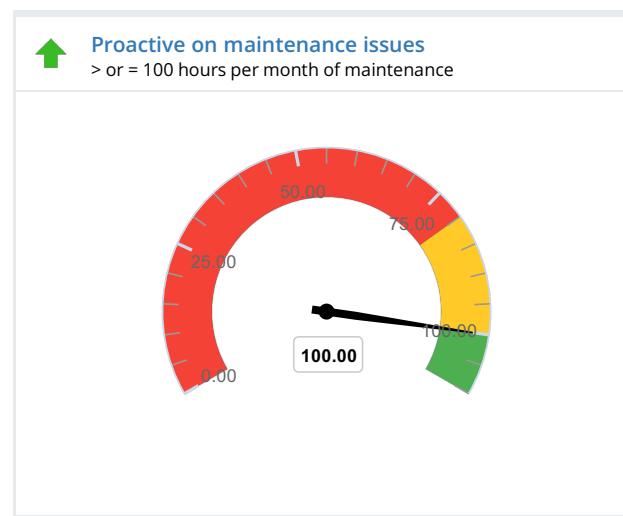
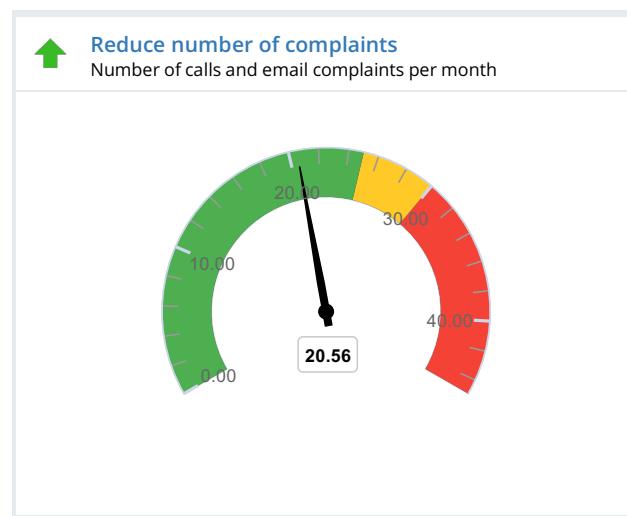


Vision Statement

To provide a World Class Partnership with the Employees and Residents of our City.

Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 FYTD	Strategic Initiatives
Operations	Reduce number of complaints	Number of calls and email complaints per month	25.00	20.56	Answer all calls/emails within 8 hours, achieving customer support and public relations
	Be more proactive on maintenance issues	> or = 100 hours per month of maintenance	100.00	100.00	2 hours every morning and 2 hours every afternoon inspecting streets, signs, easements and safety cuts plus all other management programs
	Manage a monthly street repair plan	Install 500 sq ft of asphalt patching/sealcoating as needed per month	500.00	362.50	Locate and fix max number potholes/sealcoating per budget each month, get contractor, fixed within 30 days
Learning and Growth	Acquiring Training Certification	Certifications or certification renewals per FY	2.00	3.00	Complete at least 1 certification or renewal in first 6 months of FY



Vision Statement



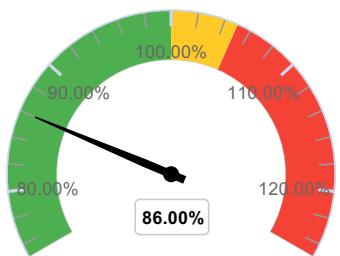
**Our Vision is for continuous innovation towards exceptional services
with a focus on long term customer relationships.**



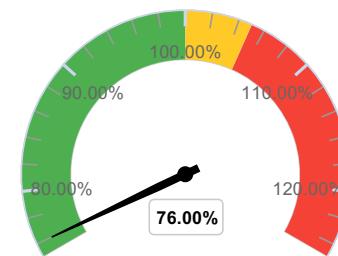
Strategic Alignment

Categories	Strategic Objectives	Key Performance Indicators	FY 2021 Targets	FY 2021 YTD	Strategic Initiatives
Financial	Provide competitive Water Rates (Less than 100% Median of Regional Cities based on 10,000 gallons of usage)	% of City Water Rate to Regional Average	100.00%	86.00%	Water and Wastewater rate comparisons with regional and similar communities.
Financial	Provide competitive Wastewater Rates (Less than 100% Median of Regional Cities based on 10,000 gallons of usage)	% of City Wastewater Rate to Regional Average	100.00%	76.00%	Water and Wastewater rate comparisons with regional and similar communities.
Key Stakeholders	Exceed stakeholder's expectations on utility work provided for customer.	Score more than a 80% out of a possible 100% on the Average Customer Survey Score (FYTD)	80.00%	93.00%	Customer Communication and Education
Operations	Reduce emergency activities while increasing scheduled activities.	(Emergency Service Orders / Total Utility Service Orders) to be less than 45%	45.00%	36.18%	Operation Control Data Analysis
Learning & Growth	Improve utilities employee retention rate	Average years of tenure (Monthly)	5.00	5.54	Employee Career Development
Learning & Growth	Improve Employment Engagement and Job Satisfaction Rate	Score more than a 7 out of a possible 10 on the Average Employee Engagement Survey (Quarterly)	7.00	7.80	Utility employee team to develop a system to track important events and accolades in employees life. Plan annual recognition and celebration banquet.

City Water Rate as percentage of Regional Average at 10,000 gallons % of City Water Rate to Regional Average

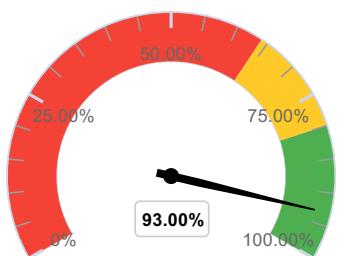


City Wastewater Rate as a Percentage of Regional Average at 10,000 gallons % of City Wastewater Rate to Regional Average



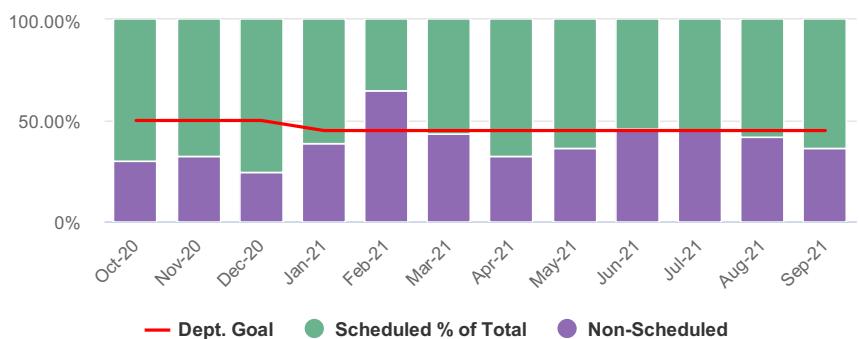
Average Customer Survey Score (Monthly)

Score more than a 80% out of a possible 100% on the Average Customer Survey Score (FYTD)



Emergency Service Orders / Total Service Work Orders

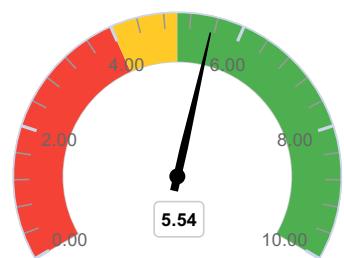
(Emergency Service Orders / Total Utility Service Orders) to be less than 45%





Average years of tenure; Employee turnover/total employees

Average Employee Tenure Rate



Employee Engagement and Satisfaction Survey

Score more than a 7 out of a possible 10 on the Average Employee Engagement Survey (Quarterly)

