

**City of Horseshoe Bay
City Council Meeting Agenda
October 6, 2020 at 3:00 PM
City Hall, 1 Community Drive, Horseshoe Bay, Texas**

A temporary suspension of certain aspects of the Open Meetings Act to allow cities to hold public meetings via telephone has been granted by Governor Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and are in accordance with Section 418.016 of the Texas Government Code. Members of the public may participate via Zoom using the below instructions. The meeting will be recorded and uploaded to the Agendas & Minutes page of the City's website: www.horseshoe-bay-tx.gov/agendacenter

Members of the public may participate remotely via Zoom by one of the following methods:

Join Zoom Meeting:

<https://us02web.zoom.us/j/86392620650?pwd=Y2xKb05MWnVjem00czR2OVhnTENaUT09>

Meeting ID: 863 9262 0650

Passcode: 700700

One tap mobile:

+13462487799,,86392620650#,,,,,0#,,700700# US (Houston)

+12532158782,,86392620650#,,,,,0#,,700700# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 863 9262 0650

Passcode: 700700

Find your local number: <https://us02web.zoom.us/j/86392620650>

1. Call the Meeting to Order and Establish a Quorum

Mayor and City Council Members

Mayor Cynthia Clinesmith

Mayor Pro Tem Jerry Gray

Council Member Kent Graham

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 being accepted for City Boards, Commissions and Advisory Committees for appointments to be made in December 2020

3

5. Public Comment

6. Presentations

Informational only; no action to be taken.

A. Presentation from Patty Gillean, of Gillean and Associates Realty, Regarding Real Estate in Horseshoe Bay

7. Business

Discuss, Consider and Possibly Take Action Regarding:

- A. Intention to Issue City of Horseshoe Bay, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2020 14
- B. Progress Report by Contractor on Construction and Issuing a 3rd Building Re-Permit for 125 Paintbrush in Summit Rock, *Rusty Stout, Applicant* 15

8. Consent Agenda

All items under Consent are considered to be routine by the City Council and will be enacted by one motion and vote.

- A. Approval of Regular Meeting Minutes, September 15, 2020 16
- 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 20
- C. Approval of Resolution 2021-01: Adopting the City's Investment Policy and Strategy for FY 2021 26
- D. Approval of Resolution 2021-02: Designating an Official Newspaper for Fiscal Year 2021 34
- E. Approval of Personnel Policy Revisions: Article V. The Compensation Plan, Section 3 and Article XIII Appendix B: Salary Table and Incentive Pay 36

9. 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 kcraig@horseshoe-bay-tx.gov.



CITY OF HORSESHOE BAY

OCTOBER 6, 2020

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 2020

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 my office.

Citizens who are interested in serving must submit an application to the City Secretary no later than November 2, 2020 by 5:00pm.

The *Planning and Zoning Commission* consists of Chair Brent Lane, Vice Chair Scooter Lofton, Beverly Graham, Mark Bloschock, and Greg Waldron. The terms of Scooter Lofton and Beverly Graham expire December 31, 2020. A copy of the Charter for the Commission is attached.

The *Board of Adjustment* consists of Chair Jim Babcock, John Minyard, Frank Gracely Jr., Dale Amstutz, Bill Knox, and Alternate Members Carla Rowland and Bill Carrothers. The terms of Jim Babcock and Dale Amstutz expire December 31, 2020. 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 Jim Jorden and Ronald Nicholas expire December 31, 2020. The FHAC does not have a Charter.

The *Parks Committee* consists of Chair Michael Widler, HSB POA Rep. Dana Rushing, Carrie Foran, Beth Dop, and Ben Wyly. The terms for Beth Dop and Ben Wyly expire December 31, 2020. A copy of the Committee's Charter is attached.

The application deadline is November 2nd. Council will receive a copy of all qualified applications for all vacancies prior to the November 17th City Council meeting.

Appointments will be made at the December 8th City Council meeting. The Broadband Advisory Committee and the Long Range Planning Advisory Committee do not have any vacancies, nor term limits, so there is no need to make appointments for either group at this time.

**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 6, 2020

To: Mayor and City Council
From: Stan R. Farmer, City Manager
RE: Intention to Issue City of Horseshoe Bay, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2020

Recently, on August 25 Council approved the resolution directing publication of notice of the City's intention to issues Certificates of Obligation (CO) as the first step in the process for possible award to an underwriter on October 20. That notice included an amount of \$4 million of COs to be sold.

If Council is comfortable with the current amount of \$4 million set on August 25 then *no further action is required today.*

If Council wishes to sell less than \$4 million and/or put stipulations on the final amount for the Financial Advisor and Bond Counsel to consider, *today is the final date to take this action.*

Enclosures: None



CITY OF HORSESHOE BAY

OCTOBER 6, 2020

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Eric Winter, Development Services Director
RE: Progress Report by Contractor on Construction and Issuing a 3RD Building Re-Permit for 125 Paintbrush in Summit Rock, *Rusty Stout, Applicant*

The contractor is requesting the 3rd Re-permit for this project. The first 60-day Re-permit expired on 4/24/2020 and the 2nd 60-day Re-permit expired on 6/24/2020. Two Covid extensions of 30 days each were granted on 6/8/2020, and expired on 8/7/2020. No work has been done at this site since the end of the last Covid extension because the contractor was waiting for delivery of materials.

This Re-permit can be granted for the fee shown below under 3RD, based on the amount of time requested.

TIME	REPERMIT			
	3RD	4TH	5TH	6TH
30 DAYS	N/A	\$7,500	\$10,000	\$15,000
45 DAYS	N/A	\$8,750	\$12,500	\$17,500
60 DAYS	\$5,000	\$10,000	\$15,000	\$20,000
75 DAYS	\$6,250	\$12,500	\$17,500	\$22,500
90 DAYS	\$7,500	\$15,000	\$20,000	\$25,000
105 DAYS	\$8,750	\$17,500	\$22,500	\$27,500
120 DAYS	\$10,000	\$20,000	\$25,000	\$30,000
135 DAYS	\$11,250	\$22,500	\$27,500	\$32,500
150 DAYS	\$12,500	\$25,000	\$30,000	\$35,000
165 DAYS	\$16,750	\$27,500	\$32,500	\$37,500
180 DAYS	\$20,000	\$30,000	\$35,000	\$40,000

Rusty Stout has requested a 75-day Re-permit with a fee of \$6,250.00.

This is not a recommendation, but if the Council approves, the suggested motion is: *I move to approve Rusty Stout's requested 3rd Re-permit for 125 Paintbrush in Summit Rock for 75 days at a fee of \$6,250.00.*

Enclosures: None



CITY OF HORSESHOE BAY

OCTOBER 6, 2020

To: Mayor and City Council
From: Kerri Craig, City Secretary
RE: Approval of Meeting Minutes – September 15, 2020

Enclosures: Minutes

City of Horseshoe Bay
City Council Meeting Agenda
September 15, 2020 at 3:00 PM
City Hall, 1 Community Drive, Horseshoe Bay, Texas

1. Call the Meeting to Order and Establish a Quorum

Mayor and City Council Members

Mayor Cynthia Clinesmith
Mayor Pro Tem Jerry Gray
Council Member Kent Graham
Council Member Frank Hosea
Council Member Randy Rives
Council Member Elaine Waddill

Mayor Clinesmith called the meeting to order at 3:00pm. All present.

2. Invocation - Pastor Lanny Tanton from The Bible Church of the Lakes gave the invocation.

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

4. Proclamations

A. Proclaiming October 2020 as "Hill Country Night Sky Month" in Horseshoe Bay – Mayor Clinesmith read aloud the proclamation.

5. Announcements and Staff Recognition

A. Josh Wimberley - 15 Year Service Award - Fire Chief Brent Batla presented Mr. Wimberley with his award and thanked him for his service.

B. Applications being accepted for City Boards, Commissions and Advisory Committees for appointments to be made in December 2020 - City Secretary Kerri Craig provided a report, which is on file. Applications will be accepted until November 2, 2020 and appointments will be made at the December 8, 2020 Council meeting.

6. Presentations

A. Presentation from Patty Gillean, of Gillean and Associates Realty, Regarding Real Estate in Horseshoe Bay – Ms. Gillean will provide a report at the October 6, 2020 Council meeting.

7. Public Hearing Items

A. Ordinance 2020-25: Approving and Issuing Conditional Use Permit 2020-01 to Tuscan Village, LLC to Allow a Dog Park and Community Garden on the East Side of Belforte Boulevard, South of Rivalto in the Tuscan Village Planned Development; Containing Findings of Fact and Imposing Specific Conditions and Regulations; Providing for Transferability; Amendment; Enforcement and Penalties; Amending the Zoning Map; and Providing for Severability; Repealer; Effective Date; and Proper Notice and Meeting – Development Services Director Eric Winter provided a report, which is on file. Mayor Clinesmith opened the public hearing at 3:10pm. Willie Rikers from 114 Delfino Place in Tuscan Village spoke in favor of this item. Bill Hays from Legend Communities spoke in favor of this item. Mayor Clinesmith closed the public hearing at 3:17pm. Mayor Pro Tem Gray motioned to approve Ordinance 2020-25 with the following two qualifications: 1) this Conditional Use Permit will expire in 24 months and will have to come up for renewal at that time, 2) no changes can be made to the site plan as submitted at this time without prior approval by Development Services of the City of Horseshoe Bay. Council Member Waddill seconded. VOTE: 5-0 in favor, motion passed.

B. Ordinance 2020-24: Amending Chapter 14 Zoning, Article 14.02 Zoning Ordinance, Exhibit D Tuscan Village Planned Development in Zone 12 Summit Rock to Add a Community Garden and Dog Park as Conditional Uses with Approval of a Conditional Use Permit; Providing for Severability; Repealer; Effective Date; and Proper Notice and Meeting – Mayor Clinesmith opened the public hearing at 3:25pm. No one spoke. Mayor Clinesmith closed the public hearing at 3:26pm. Council Member Graham motioned to approve Ordinance 2020-24. Council Member Rives seconded. VOTE: 5-0 in favor, motion passed.

C. Public Hearing on the Adoption of the Proposed Fiscal Year 2020-2021 Budget for the City of Horseshoe Bay, Texas – Mayor Clinesmith opened the public hearing at 3:27pm. No one spoke. Mayor Clinesmith closed the public hearing at 3:28pm. No action taken.

8. Business

A. Ordinance 2020-28: Adopting a Budget for the Fiscal Year Beginning 10-1-2020 and Ending 9-30-2021 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 – Mayor Pro Tem Gray motioned to

approve Ordinance 2020-28 and to set and approve the municipal budget for the 2021 fiscal year. Council Member Hosea seconded. ROLL CALL VOTE: Council Member Graham – Aye, Mayor Pro Tem Gray – Aye, Council Member Hosea – Aye, Council Member Rives – Aye, Council Member Waddill – Aye, 5-0 in favor, motion passed.

- B. Five-Year Capital Improvement Plan – Mayor Pro Tem Gray motioned to approve the Five-Year Capital Improvement Plan. Council Member Waddill seconded. Vote: 5-0 in favor, motion passed.
- C. Ratify the Property Tax Revenue Increase Reflected in the Adopted Annual Budget for Fiscal Year 2021 – Council Member Graham motioned to ratify the property tax increase reflected in the adopted annual budget for fiscal year 2020-2021. Mayor Pro Tem Gray seconded. VOTE: 5-0 in favor, motion passed.
- D. Ordinance 2020-29: 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 2020-2021; 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 Rives motioned to approve Ordinance 2020-29 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 6.90% increase in the tax rate. Mayor Pro Tem Gray seconded. ROLL CALL VOTE: Council Member Graham – Aye, Mayor Pro Tem Gray – Aye, Council Member Hosea – Aye, Council Member Rives – Aye, Council Member Waddill – Aye, 5-0 in favor, motion passed.
- E. Ordinance 2020-30: 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 – Finance Director Margie Cardenas provided a report, which is on file. Council Member Graham motioned to approve Ordinance 2020-30. Council Member Waddill seconded. VOTE: 5-0 in favor, motion passed.
- F. Ordinance 2020-31: Approving and Adopting an Amendment to the General Fund Budget for the Fiscal Year Beginning October 1, 2019 and Ending on September 30, 2020 - Finance Director Cardenas and Fire Chief Batla provided a report, which is on file. Mayor Pro Tem Gray motioned to approve Ordinance 2020-31. Council Member Graham seconded. VOTE: 5-0 in favor, motion passed.
- G. Intention to Issue City of Horseshoe Bay, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2020 – City Manager Farmer provided a report, which is on file. This item will be considered at the October 6, 2020 City Council meeting. No action taken.
- H. Resolution 2020-18: Updating the Llano County Hazard Mitigation Plan to include Elevation of the City Water Intake Infrastructure Project – Utilities Director Koska, Fire Chief Batla, and Development Services Director Winter provided a report, which is on file. Mayor Pro Tem Gray motioned to approve Resolution 2020-18. Council Member Rives seconded. VOTE: 5-0 in favor, motion passed.
- I. Ordinance 2020-32: Amending Chapter 3 Building Regulations, Article 3.03 Building Permits, Section 3.03.010 Permit Applications, Subsection (C) Maximum Number of Permits for Speculative Houses, Adding New Subsection (6) to Provide that Individual Builders in Summit Rock are Allowed to have Up To Five (5) Speculative House Permits at a Time and for City Council Reviewing this Ordinance on an Annual Basis; and Providing for Findings of Fact; Severability; Repealer; Effective Date; and Proper Notice and Meeting – City Manager Farmer provided a report, which is on file. No action taken.

9. Consent Agenda

- A. Approval of Budget Workshop Minutes, August 25, 2020
- B. Approval of Regular Meeting Minutes, August 25, 2020
- C. Approval of Renewal of Contract for Use of Facility and Responder Fees with Llano and Burnet County Emergency Service Districts #1
- D. Approval of the Annual Renewal of the Interlocal Agreement with Llano County for Jail Services
- E. Approval of Renewal of the Annual Interlocal Agreement with Llano County for the Provision of Street Paving and Improvements
- F. Approval of a Professional Services Agreement for Presiding Municipal Court Judge
- G. Approval of the Updated Summit Rock Public Improvement District Assessment Roll
- H. Approval of Ordinance 2020-33: Approving the 2020 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
- I. Approval of Resolution 2020-19: Providing for the Sale of Property Acquired by the Burnet Central Appraisal

District at a Delinquent Tax Sale, Lot K14061, Horseshoe Bay South, City of Horseshoe Bay, Burnet County, Texas, to Samuel Perez

- J. Approval of Resolution 2020-20: Providing for the Sale of Property Acquired by the Burnet Central Appraisal District at a Delinquent Tax Sale, Lot K11032A, Plat K11.2, Horseshoe Bay South, City of Horseshoe Bay, Burnet County, Texas, to John R. Garrett and Angel R. Garrett
- K. Approval of Resolution 2020-21: Providing for the Sale of Property Acquired by the Burnet Central Appraisal District at a Delinquent Tax Sale, Lot K1028, Plat K1.1, Horseshoe Bay South, City of Horseshoe Bay, Burnet County, Texas, to Mountaintop View, LLC
- L. Approval of Resolution 2020-22: Providing for the Sale of Property Acquired by the Burnet Central Appraisal District at a Delinquent Tax Sale, Lot K10144, Plat K10.1, Horseshoe Bay South, City of Horseshoe Bay, Burnet County, Texas, to Mountaintop View, LLC
- M. Approval of Resolution 2020-23: Providing for the Sale of Property Acquired by the Burnet Central Appraisal District at a Delinquent Tax Sale, Lot K14053, Plat K14, Horseshoe Bay South, City of Horseshoe Bay, Burnet County, Texas, to Mountaintop View, LLC
- N. Approval of the Public Funds for Public Purposes Subcommittee Recommendation of Approval Regarding a Funding Request from the Friends of the Marble Falls Library

Mayor Pro Tem Gray motioned to approve all consent agenda items. Council Member Graham seconded. VOTE: 5-0 in favor, motion passed.

10. Monthly Departmental Reports

- A. City Manager
- B. Finance Department
- C. Utilities Monthly Report
- D. Development Services
- E. Fire Department
- F. Police Department
- G. Animal Control

Convened to Executive Session at 4:50pm to discuss a litigation item under Texas Government Code Section 551.071 (Consultation with City Attorney). Present: Mayor Cynthia Clinesmith, Mayor Pro Tem Jerry Gray, Council Member Kent Graham, Council Member Frank Hosea, Council Member Randy Rives, Council Member Elaine Waddill, City Manager Stan Farmer, Development Services Director Eric Winter, and City Attorney Rex Baker. Reconvened to the regular meeting at 5:16 pm. No action was taken.

11. **Adjourn** – Mayor Pro Tem Gray motioned to adjourn the meeting. Council Member Hosea seconded. VOTE: 5-0 in favor, motion passed. Meeting adjourned at 5:17pm.



CITY OF HORSESHOE BAY

OCTOBER 6, 2020

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, 2020.

The date of commencement of these firefighting services by the City under this renewal Agreement will be November 1, 2020 and will continue until October 31, 2021. 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.

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

Suggested Motion: This is a consent agenda item therefore no individual approval is required.

Enclosures: 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, 2020 and shall continue until October 31, 2021. 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 notice to each party of the City's Fire Department Budget, the rate per \$100.00 assessed valuation on or before October 31, 2020. 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, 2020, or in twelve equal monthly installments from November 1, 2020 through October 1, 2021. 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 2020 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 2021 is \$2,777,000 and the sum of the taxable value of all parties to this Agreement (including the City) is \$2,671,098,966, the allocated costs will be as follows:

CONTRACT 2.2(b)

<u>Community</u>	<u>2020 Taxable Valuation</u>	<u>Tax Rate Per \$100</u>	<u>Annual Pro-Rata Share</u>	<u>Monthly Pro-Rata Share</u>
LCESD #4-Oakridge	106,354,482	0.10000	106,354.48	8,862.87
LCMUD #1-Blue Lake	169,020,322	0.10396	175,721.47	14,643.46
Deerhaven WCID	56,624,670	0.10396	58,869.67	4,905.81
City of Horseshoe Bay	2,339,099,492	0.10414	2,436,054.38	203,004.53
Totals	2,671,098,966	0.10396	2,777,000.00	231,416.67

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 billed for the difference allocated to such party within 60 days of the end of the fiscal year (September 30) and will reimburse the City for its share of the overage within 30 days of such billing.

III. Term

3.1 This Agreement shall remain in effect from the date of execution by all parties until October 31, 2021 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 ninety (90) 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 6th day of October 2020.

CITY OF HORSESHOE BAY, TEXAS

By: _____
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 6, 2020

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Margie Cardenas, Finance Director
RE: Approval of Resolution 2021-01: Adopting the City's Investment Policy and Strategy for Fiscal Year 2021

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 15, 2019.

City Manager Stan Farmer and Finance Director Margie Cardenas serve as Investment Officers and have reviewed the Investment Policy and Strategy and the City's financial condition and recommend that the City Council conduct the annual review of the City's Investment Policy and adopt the Resolution to approve the Investment Policy and Strategy with the Investment Policy attached as Exhibit A, with no changes.

Suggested Motion: This is a consent agenda item therefore no individual motion is required.

Enclosures: Resolution 2021-01

CITY OF HORSESHOE BAY

RESOLUTION NO. 2021-01

REVIEW OF INVESTMENT POLICY AND STRATEGY

**A RESOLUTION OF THE CITY OF HORSESHOE BAY, TEXAS,
CONDUCTING THE ANNUAL REVIEW OF THE CITY'S INVESTMENT
POLICY AND STRATEGY 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 15, 2019.

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 6, 2020; and

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

ADOPTED AND APPROVED on this 6th day of October 2020 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

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 in order 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 eight (8) 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 6th day of October 2020 by a unanimous vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

Cynthia Clinesmith, Mayor



CITY OF HORSESHOE BAY

OCTOBER 6, 2020

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Kerri Craig, City Secretary
RE: Approval of Resolution 2021-02 Designating the Official Newspaper for FY 2021

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 2020.

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 2021.

Enclosures: Resolution

CITY OF HORSESHOE BAY

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HORSESHOE BAY, TEXAS
DESIGNATING AN OFFICIAL NEWSPAPER FOR FISCAL YEAR 2021**

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 2021; 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 6th day of October, 2020 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 6, 2020

To: Mayor and City Council
Thru: Stan R. Farmer, City Manager
From: Vicki Briggs, Human Resources Director
RE: Approval of 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 positions and salary grades approved with FY2021 budget:

New Positions: Records & Information Manager (Deputy City Secretary) (58); Development Services Administrative Technician (45); Warehouse Technician (58); Maintenance Operator (58); Utilities Administrative Assistant (45).

Grade Change:

- The IT Administrator is currently graded at a salary grade of 67, and the GIS Administrator is currently graded at a salary grade of 62. Staff recommends that these positions be regarded to a 68. These upgrades are more inline with similar positions within those markets.
- Due to the technical knowledge required and the level of responsibilities, staff is recommending that the job grade for Development Services Technician II be upgraded from a 45 to a grade 48.

Title and Grade Change:

- Staff is recommending that we upgrade the Senior Development Technician/Deputy Building Official (50) to a Development Services Supervisor/Deputy Building Official (60). This change allows better alignment of responsibilities.
- Field and Plant Operations have been piloting new roles – Crew Lead and Chief Operator, respectively. The pilot has been successful, resulting in the recommendation to add these titles with the job grade of 60 for both titles.

The Incentive Pay Table has been revised to include the newly recommended positions, as well as additional certification incentives for the Accounting Clerk/Municipal Court Clerk, Customer Service Clerks I & II, Human Resources Administrator, Development Services Director, Development Services Supervisor/Deputy Building Official, Code Enforcement Officer, Code Compliance Officer, Police Lieutenant, Sergeant and Police Officer and SCADA Technician. 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 recommended positions and incentive certifications are identified in red on the attached tables. Those in blue are changes, but not additions.

Enclosure: Appendix B: Salary Table
Appendix B: Incentive Pay

APPENDIX B - SALARY TABLE -- REVISED 10-06-2020
EFFECTIVE 10-01-2020

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 Administrator	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 Office Manager	62	\$48,309	\$60,386	\$72,463	2080	\$23.23	\$29.03	\$34.84
Accounting Supervisor	60	\$45,981	\$57,476	\$68,972	2080	\$22.11	\$27.63	\$33.16
Accounting 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 Building Official	60	\$45,981	\$57,476	\$68,972	2080	\$22.11	\$27.63	\$33.16
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
SCADA Technician	58	\$43,765	\$54,707	\$65,648	2080	\$21.04	\$26.30	\$31.56
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
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
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
Part Time Firefighter	50	\$17,960	\$22,450	\$26,940	1378	\$13.03	\$16.29	\$19.55

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

Newly added position

Changes - not additions

APPENDIX B - INCENTIVE PAY -- REVISED 10-06-2020
EFFECTIVE 10-01-2020

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
CITY MANAGER'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	Accounting Supervisor	GFOA Certificate in Public Finance	\$0.50
	Accounting Supervisor	Accredited Accounting Courses*	\$0.40
	Accounting Clerk/Municipal Court Clerk	Court Clerk Certification	\$0.40
	Accounting Clerk/Municipal Court Clerk	Accredited Accounting Courses*	\$0.40
	Accounting Clerk/Municipal Court Clerk	Bilingual in Spanish/English	\$0.50
	Finance Administrative Assistant	Court Clerk Certification	\$0.40
	Finance Administrative Assistant	Accredited Accounting Courses*	\$0.40
	Utilities Office Manager	Accredited Related Courses*	\$0.40
	Utilities Office Manager	Water "D" Cert.	\$0.40
	Utilities Office Manager	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 II	Bilingual in Spanish/English	\$0.50
Customer Service Clerk I	TX A&M Agrilife Cust Svc Cert.	\$0.20	
Customer Service Clerk I	Customer Svc Online Training Series	\$0.30	
Customer Service Clerk I	Bilingual in Spanish/English	\$0.50	

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
	Human Resources Administrator	Bilingual in Spanish/English	\$0.50

DEVELOPMENT SERVICES	Development Services Director	American Institute of Certified Planners (AICP)	\$0.50
	Development Services Supervisor/Deputy Building Official	Permit Technician Certificate	\$0.40
	Development Services Supervisor/Deputy Building Official	Accredited Related Courses*	\$0.40

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
	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
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	

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR	
	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	
	Animal Control Officer	Advanced Animal Control Officer	\$0.40	
	Animal Control Officer	Certified Animal Control Officer	\$0.40	
	FIRE	Assistant Fire Chief	Advanced Certification	\$0.40
Assistant Fire Chief		Master Certification	\$0.40	
Assistant Fire Chief		Arson Investigator	\$0.40	
Assistant Fire Chief		Fire Inspector	\$0.40	
Assistant Fire Chief		Paramedic	\$0.40	
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	
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	
Firefighter/EMT-B	Driver/Operator Certification	\$0.40		
Firefighter/EMT-B	Advanced Certification	\$0.40		
Firefighter/EMT-B	Fire Instructor I	\$0.40		

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
	Firefighter/EMT-B	Paramedic	\$0.40

UTILITIES	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
	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
	Field Operators	Bilingual in Spanish/English	\$0.50
	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
	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
	Plant Operators	Bilingual in Spanish/English	\$0.50
	Water Quality Tech	Class "C" Certified Lab Analysis	\$0.50
	Senior Electrician	Master Electrician License	\$0.40
	SCADA Technician	SCADA Fundamentals Certificaiton	\$0.50
	SCADA Technician	Accredited SCADA Courses*	\$0.40

UTILITIES ADMINISTRATION	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
	Technical Administrator	Accredited Related Course*	\$0.40
	Purchasing Coordinator	CPA TX Procurement Cert.	\$0.50
			\$0.40
	Administrative Assistant	Accredited Related Courses*	

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

Newly Added

DEPARTMENT	JOB TITLE	CERTIFICATION/COURSE/ASSIGNMENT	INCREASE AMOUNT PER HOUR
------------	-----------	---------------------------------	--------------------------------

Appendix B, as amended and approved on October 6, 2020 by unanimous vote of the Council of the City Horseshoe Bay of during a regularly scheduled meeting and made a part of the minutes thereof.

Dr. Cynthia Clinesmith, Mayor