

PRESENTATION 1



**Presentation Regarding
Issuance of Tax Note**



January 10, 2023

Table of Contents

I.	Proposed Issuance of Tax Note	2
II.	Projected Sources and Uses of Funds and Debt Service	3
III.	Next Steps.....	4



I. Proposed Issuance of Series 2023 Tax Note

Purpose/Objective: To provide capital to fund a \$1,200,000 gap between the full cost of a City lift station project and a proposed TDA CDBG grant in the amount of \$300,000. This proposed borrowing will provide the necessary financial sufficiency commitment required to secure the proposed TDA CDBG grant.

Type of Obligation/Security: Tax Note. Legal authority for the issuance of Tax Notes is Chapter 1431, Texas Government Code, as amended. Tax Notes may be secured by: (i) ad valorem taxes, (ii) other available revenues, (iii) a combination of ad valorem taxes and other available revenues, or (iv) proceeds of bonds or other obligations issued by the City. It is the present intent of the City to levy an I&S ad valorem tax to pay principal and interest on the Tax Notes until such time as they are refinanced by an anticipated future clean water loan from the Texas Water Development Board.

Issuance Requirements and/or Limitations: No voter approval or publication of intent is required for the issuance of Tax Notes. Tax Notes must mature before the seventh (7th) anniversary of the date the Attorney General approves the Tax Notes.

Tax Notes may be issued for the following purposes:

- (1) Pay for the construction of any public work;
- (2) Pay for the purchase of materials, supplies, equipment, machinery, buildings, land, and rights-of-way for authorized needs and purposes; or
- (3) Pay for professional services (architects, engineers, attorneys, financial advisors, and fiscal agents).

Refinancing: Tax Notes may be refinanced with General Obligation Refunding Bonds, Certificates of Obligation, or revenue bonds issued for refinancing purposes.



II. Projected Sources and Uses of Funds and Debt Service

We have prepared a projected debt analysis below that provides for a total borrowing term of 7-years with 1-year of interest only followed by a 6-year principal and interest amortization.

Series 2023 Tax Notes - Projected Sources and Uses of Funds

Sources & Uses

Dated 02/15/2023 | Delivered 02/15/2023

Sources Of Funds

Par Amount of Notes	\$1,275,000.00
Total Sources	\$1,275,000.00

Uses Of Funds

Costs of Issuance	74,912.50
Deposit to Project Construction Fund	1,200,000.00
Rounding Amount	87.50
Total Uses	\$1,275,000.00

Series 2023 Tax Notes - Projected Debt Service

Debt Service by Fiscal Year

Date	Principal	Coupon	Interest	Total P+I
09/30/2023	-	-	22,950.00	22,950.00
09/30/2024	-	-	45,900.00	45,900.00
09/30/2025	195,000.00	3.600%	42,390.00	237,390.00
09/30/2026	200,000.00	3.600%	35,280.00	235,280.00
09/30/2027	210,000.00	3.600%	27,900.00	237,900.00
09/30/2028	215,000.00	3.600%	20,250.00	235,250.00
09/30/2029	225,000.00	3.600%	12,330.00	237,330.00
09/30/2030	230,000.00	3.600%	4,140.00	234,140.00
Total	\$1,275,000.00	-	\$211,140.00	\$1,486,140.00

NOTE: All information presented herein is based on current market conditions and are subject to change based upon prevailing market conditions at the time any obligations are issued.



III. Next Steps

Upon written direction of the City Council and/or City Administrator, we can direct McCall, Parkhurst & Horton, LLP, bond counsel to the City, to prepare a Certificate for Resolution and a related Resolution to Issue Tax Notes for consideration at a future City Council meeting. At such time, we will also begin preparations for the issuance of the Tax Notes by preparing the necessary offering documents, reviewing them with the City, and begin circulating them to prospective Tax Note purchasers. It will take us approximately 60-75 days from the time we receive written instruction from the City to close on the sale of the Tax Notes.

If you have any questions regarding this matter or any information contained herein, please contact Craig Cunningham at (972) 818-8059 or crcunningham@dadco.com or Steve Perry at (972) 523-3913 or sperry@dadco.com. We appreciate the opportunity to serve as municipal advisor to the City.

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STAFF
CITY HALL



City Administration Report

WARREN ESCOVY

JANUARY 2023


BLANCO CITY COUNCIL

1

Development Procedures

1. Submit application and site plan
2. Determination will be made by staff if it goes to Plan review (Bureau Veritas) or if some other review is needed.
3. State of Texas allows for Plan and Subdivision Platting review to make a decision within 30 days but staff will usually have an answer in about half that time. The better the application the less time it takes to review.
4. Fees will be collected by City after Plans have been reviewed by Bureau Veritas. Platting, SUP, Re-zone and other fees are collected with Application

2



PRO TIP

**CONSULT THE PLANS
BEFORE CONSTRUCTION**

SUP, REZONES, AND PLATS

3



SUP, REZONE, and PLATTING PROCEDURES

1. 15 DAY NOTICE IN THE NEWSPAPER BEFORE THE PUBLIC HEARING
2. 10 DAY NOTICE LETTER TO SURROUNDING PROPERTY OWNERS
3. P&Z MEETING AND THEN CITY COUNCIL MEETING

4

Water and sewer line acceptance near 281 on North Side



5

Pavement restoration



6

Why are we doing it?



7

Where will the work take place? Staff will be marking streets next week.



8

How will the work be done?

Going to the sub base.

Doing restoration work

Bid approved: Titan Milling

Out of Fischer

Start work at the end of
January



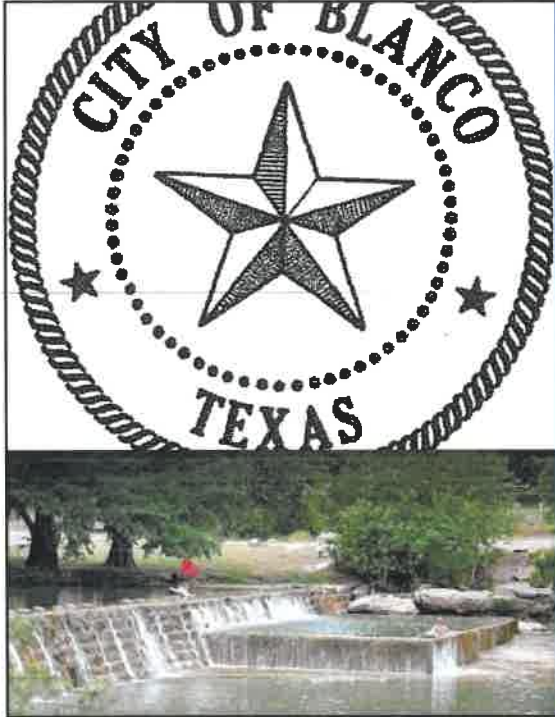
9

Financials.

1. Quarterly report posted online this week.
2. Investment report to be posted quarterly starting in April.



10



Upcoming projects

WARREN ESCOVY
JANUARY, 2023
BLANCO CITY COUNCIL

STAFF

POLICE

DEPARTMENT

BLANCO POLICE DEPARTMENT MONTHLY STATISTICS 2022



January	February	March	April	May	June	July	August	September	October	November	December
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Crime Statistics													YTD
Major Crimes													
Assaults	2	0	2	0	2	3	1	0	0	0	0	1	11
Sexual Offenses	0	0	0	0	1	0	0	0	0	0	3	0	4
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglaries													
Residence	0	0	0	0	0	0	0	1	0	0	0	0	1
Vehicle	0	0	0	0	1	0	0	0	0	0	0	0	1
Business	0	0	0	0	0	0	0	0	1	0	0	1	2
Theft	2	4	2	0	3	4	2	2	5	0	2	4	30
Criminal Mischief	0	2	3	2	2	3	2	1	1	1	1	3	21
Alcohol Violations	1	3	0	2	8	4	3	2	3	3	5	5	39
Narcotics Violations	5	8	2	1	9	3	0	7	3	6	3	4	51
Arrests													
Individuals	10	4	6	6	9	10	4	4	5	5	7	8	78
Adult	10	4	1	5	8	10	4	4	5	5	6	8	70
Juvenile	0	0	5	1	1	0	0	0	0	0	1	0	8
Offenses	17	6	5	6	16	17	6	5	5	7	7	5	102
Felony	12	4	0	2	7	5	0	2	2	2	0	1	37
Misdemeanor	5	2	5	4	9	12	6	3	3	5	7	4	65
Filed by CID	0	4	10	3	6	2	9	1	1	1	5	1	43
Calls for Service													
Total Calls for Service	237	238	324	287	312	258	259	257	216	224	259	253	3124
Assist EMS	17	9	15	6	13	12	17	12	8	7	6	10	132
Assist Fire	17	5	8	8	3	5	4	4	1	2	2	9	68
Assist Other Agency	18	7	25	21	16	20	27	34	32	25	14	23	262
Assist Public	2	11	9	7	13	6	2	6	13	8	10	9	96
Accidents	6	4	1	11	5	8	9	7	15	9	14	10	99
Disturbances	8	2	5	6	6	4	5	2	3	2	10	8	61
Suspicious Activity	13	14	30	28	24	13	14	19	15	16	15	29	230
Alarms	19	7	2	5	14	8	4	3	6	6	4	5	83
Animal Calls	1	7	9	7	6	6	9	9	3	4	8	7	76
City Ordinance Viol.	1	5	2	3	0	3	3	5	0	0	1	0	23
Traffic Enforcement													
Citations	40	25	32	54	58	51	56	48	58	69	36	54	581
Warnings	84	106	84	123	143	147	95	130	119	121	124	163	1439
Speeding	19	7	21	21	25	26	29	22	39	27	10	23	269
D.L. Violations	7	1	2	6	12	13	13	7	9	5	10	15	100
Registration	5	2	4	8	11	10	11	5	7	6	8	18	95
Insurance	0	3	1	7	4	7	7	8	2	4	2	6	51
Stop Sign/Light	3	1	1	7	1	2	0	0	2	5	2	1	25
Equipment	0	0	0	0	6	2	1	1	0	0	0	3	13
Other	6	11	3	5	10	5	4	9	4	9	6	3	75
													0
Other													
Time Out of City	32	15	27	31	34	40	30	12	18	28	25	53	345
Record Requests	15	16	18	12	11	11	16	14	17	15	19	18	182
Golf Cart Permits	0	0	0	1	0	0	0	1	0	0	0	0	2
Home Watches	82	81	115	108	110	68	93	106	63	89	108	84	1107

CONSENT
ITEM #1

**REGULAR MEETING AND PUBLIC HEARING
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
December 13, 2022**

A regular meeting and public hearing of the City Council, City of Blanco, Texas was held on December 13, 2022, at 6:00 pm at the Gem of the Hills, 2233 US 281, Blanco, Texas.

The meeting was called to order at 6:03 pm by Mayor Rachel Lumpee, followed by roll call (Laurie Cassidy) announcing a quorum was present. The Pledge of Allegiance was led by Mayor Lumpee. Council members present: Mayor Lumpee, Mayor Pro-Tem Barron, and Council Members McClellan, Thrailkill, and Smith. Council Member Divine was absent.

City staff present: Warren Escovy, Laurie Cassidy, Sasha Ricks, Jonathan Wheeler, and Chief Scott Rubin.

Mayor Lumpee made the following announcements:

- The City of Blanco remains on Stage 2 water restrictions.
- Blanco County burn ban is off. Burn carefully.
- Upcoming dates:
 - The Blanco Police Department is hosting its annual toy drive and the last day to donate toys is Dec. 15.
 - Security State Bank & Trust will have a holiday Open house on Dec. 16.
 - Re/max genesis holiday mingle is scheduled from 3-7 on Dec. 17.
 - The City Council will be having a special meeting next week on Dec. 20 at 1 p.m. at the Byars Building.
 - Blanco Market Days will take place on December 19 from 9 to 7 on the Courthouse lawn.
 - Blanco Good Samaritan Center is having Market Days from 10-2 on Dec. 17.
 - Lucky Leaf 4H Club's 5th annual coats & cocoa sharing day will take place on Dec. 17 at the Blanco Market days.
 - Blanco's annual lighted holiday parade will take place on Dec. 17 at 6 p.m. Entries are due on Dec. 15.
 - Re/max genesis realtors annual stack the shelves event is accepting donations through Dec. 22.
 - City offices will be closed on December 23, 26, and 30.
 - You might have seen the survey last week regarding New Year's. The City and the Chamber are tentatively planning a New Year's Day celebration at the square. We will keep everyone informed.
- Lastly, I hope everyone has a safe and wonderful holiday season!

Public Comments:

- Ayse Cheslock, resident 301 Misty River Run spoke regarding, new business item #7, continuance of Stage 2 water restrictions. She is a painter in town and has been limited because of stage 2 water restrictions. She is hoping to be allowed to pressure wash a few jobs per month. This uses 1.2 gallons of water and takes about 1 hour to perform a job. Local businesses include the Post Office, Old 300 BBQ, and the old courthouse), she thanked Council for their time.
- Wendy Cambridge, resident at 1032 Cielo Springs spoke regarding Music Ordinance, Chapter 4.6 (10), specifically live music at 85 decibels. She supports the Certificate of Appropriateness (COA) but has concerns about the noise to surrounding neighbors. No restrictions on days of use. The second concern is parking.

Closed regular meeting at 6:11 pm and open public hearing.

PUBLIC HEARINGS:

1. Approval of Annual Unified Development Code (UDC) Updates.
 - No comments

Closed public hearing at 6:11 pm and opened regular meeting.

Staff Presentations:

- City Hall, Warren Escovy, City Administrator shared the following: Roof and canopy repair and replacement at City Hall was completed last week (40 year old metal roof). The restroom in Park was closed due to a wasp invasion, was sprayed and bathroom has been reopened. City has RFP out for Pavement restoration bid to repair potholes, buckling and waves in pavement. Council to meet in special meeting on December 20, 2022, at 1:00 pm to approve the contractor bid for the project which will be funded with ARPA funds.
- Police Department, Chief Rubin presented the November 2022 Monthly Statistics Report. Current audit was just conducted and was concluded with zero deficiencies. The PD trailer has arrived, and will begin recording data on speed counts, plan is to have out on the street in the next week. Toy drive is ongoing, One person was arrested today.
- Finance Department, Sasha Ricks presented the November 2022 financials/budget to actuals.

Consent Agenda: *The following items may be acted upon in one motion.* No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which those items will be pulled for separate consideration.

1. Approval of Minutes from the November 8, 2022, Regular Meeting and Public Hearing.
2. MAYOR LUMPEE MOVED ITEM TO NEW BUSINESS #10: ~~Approval of Modification of Agreements of Purchase and Sale of Real Estate Relating to City of Blanco Lift Station by and Between City of Blanco and Winona 416 Ltd.~~
3. Approval of Clarification of Council action reflected in an amendment to the minutes of the March 8, 2022 meeting of the City Council, relating to action on eventual filing and adoption of a TLAP discharge permit, to adopt amending language (italicized below) to read, as follows: "to approve the task force recommendations and direct staff to negotiate a new TLAP application with phased adoption of no discharge with reference to the sample guidelines submitted by Protect Our Blanco; *provided, the foregoing shall not be construed, interpreted or executed to be inconsistent with any of the City's existing obligations to Pharr Paradise Park LLC.*
4. Approval of HOT Funds Lump Sum Payment in the amount of \$54,000.00 to the Blanco Chamber of Commerce.

A motion was made by Mayor Pro-Tem Barron to approve items one, three, and four on the consent agenda as presented, seconded by Council Member McClellan, all in favor, motion carried unanimously.

Old Business: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion, and Take Action on Approval of Special Use Permit to Allow for a Food Court, Located at John Taylor Addition Block 2, Lot 1, Property located in R-5 (Owner: Shrimpies, Inc.) Warren Escovy, City Administrator, spoke regarding special use permit request. No one has spoken out against the request. **A motion was made by Mayor Pro-Tem Barron to approve the Special Use Permit to allow for a food court, located at John Taylor Addition Block 2, Lot 1, seconded by Council Member Smith, motion carried 3-1 with Council Member McClellan opposed.**
2. Consideration, Discussion, and Take Action Approval of Change of Date to Water Disconnect Notices for the Month of December 2022. Change Date from January 10, 2023, to December 28, 2022 (Warren Escovy, City Administrator, clean up item. Do not want to enforce cutoffs before holidays. The council approved on the 10th of month, which is when regular bills are due, need to move cutoff date to 28th of month. **A motion was made by Council Member Smith to follow staff recommendation to approve change of date from January 10, 2023, to December 28, 2022, for water disconnect notices for the month of December 2022, seconded by Mayor Pro-Tem Barron, all in favor, motion carried unanimously.**
3. Consideration, Discussion, and Take Action on Approval of Contract between City of Blanco and TextMyGov in the Amount of \$4,800. Luc Delavoye and Spencer Franechen with TextMyGov spoke regarding their services provided to residents. Residents need smart phone and City would need computer with Wi-Fi. Questions: Smith, services provided, how many 590 person, 10-15 cities between 1,000 and 2,000 population. McClellan, staff time to respond? What is the requirement? Answers are set up in advance and sent automatically. Was not included in the 2023 budget but we can find Council Member Smith, appreciates the one on one conversations with residents. **A motion was made by Council Member Smith to decline the offer by TextMyGov, seconded by Council Member Thrailkill, all in favor, motion carried unanimously.**

New Business: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion and Take Action on City Council Possible Vacancy Created By Absence Of Council Member Divine At Three Consecutive Regular Meetings Of City Council Of The City Of Blanco. Tim Tuggey, City Attorney explained the following three options Council has to fill the vacancy. 1) Council may promptly appoint a replacement by majority vote of remaining council members present at a meeting where such action occurs. Please note the appointed post is then subject to election at next regular city election (not the full remaining term). The mayor does not vote in the appointment unless there is a tie; 2) Council may order a special election; or 3) Council may allow Council Member Divine to remain in office as a holdover (even if she continues to be absent at future meetings), until either: a) the next regular election for the relevant council post by expiration of her term, or b) council appoints a replacement per item 1) above at a later date (again, the appointee serves until the next regular city election). Council Member Thrailkill and Mayor Lumpee said they are appreciative of Council Member Divine's service to the community.

A motion was made by Council Member Thraikill to not excuse Council Member Divine's absence and to move forward with recommendation option number 3: Council may allow Council Member Divine to remain in office as a holdover (even if she continues to be absent at future meetings), until either: a) the next regular election for the relevant council post by expiration of her term, or b) council appoints a replacement per item 1) above at a later date (again, the appointee serves until the next regular city election), seconded by Council Member Smith, all in favor, motion carried unanimously.

2. Consideration, Discussion, and Take Action on Approval of Ordinance 2022-O-012 Amendment to Unified Development Code (UDC) Chapters 1-8 (Warren Escovy, City Administrator). Council Member Smith asked for clarification regarding plats, request for title report. Under the shipping containers, seeking clarification to state not allowed in zones other than industrial without request of special use permit. A motion was made by Council Member Smith to approve the UDC revisions to include Music Chapter 4.6 (10) Food and Drink change to "Outdoor live music is allowed in accordance to state law at 85 decimals, between the hours of 11 AM and 10 PM to exclude Sunday through Thursday; Plats – section 1.13 definitions add "all plats submitted for review and approval must include a current deed in place of title report; Parkland Dedication – change to 1.6 acres per 100 homes and to \$1,000 fee in lieu; Definitions: add definition for Code/Community officer and City Administration to define; and Shipping Containers: fix current UDC to clarify shipping containers are not in other zones, or uses but remain allowed industrial zones only, until further discussions/approvals are considered. The City Administration to define, seconded by Council Member McClellan, motion failed 2-3 with Mayor Lumpee, Mayor Pro-Tem Barron, and Council Member McClellan opposed. **A motion was made by Council Member Smith to approve the UDC revisions to include: Music Chapter 4.6 (10) Food and Drink change to "Outdoor live music is allowed in accordance to state law at 85 decimals, between the hours of 11 AM and 10 PM Friday and Saturday and between the hours of 11 AM and 6 PM Sunday through Thursday; Plats – section 1.13 definitions add "all plats submitted for review and approval must include a current deed to include: ownership, liens, restrictions, easements, and effective date; Parkland Dedication – change to 1.6 acres per 100 homes and to \$1,000 fee in lieu; Definitions: add definition for Code/Community officer and City Administration to define; and Shipping Containers: fix current UDC to clarify shipping containers are not in other zones, or uses but remain allowed industrial zones only, until further discussions/approvals are considered. City Administration to define, seconded by Mayor Pro-Tem Barron, motion carried 3-2 with Council Members McClellan and Thraikill opposed.**
3. Consideration, Discussion, and Take Action on Approval of Ordinance 2022-O-013 Amending UDC Section 3.6 (Subdivision. Related Applications) and Section 6.4 (Parkland and Open Space) (Warren Escovy, City Administrator). **Approved in previous motion.**

4. Consideration, Discussion, and Take Action on Approval of Updates to the Personnel Policy. Warren Escovy, City Administrator discussed the changes/updates to the personnel policy. He explained the benefits help to hire and retain good employees. Mayor Pro-Tem Barron is concerned with the degree that does not align with their current position. **A motion was made by Council Member Thrailkill to table the item to a future meeting, seconded by Council Member Smith, all in favor, motion carried unanimously.**
5. Consideration, Discussion, and Take Action on Approval of Budget Amendment in the Amount of \$542,351.87 from Fund-I&S 300 to Fund-General Fund 100 Sasha Ricks, Finance Director spoke stating this is just a movement of funds from one account to another. **A motion was made by Mayor Pro-Tem Barron to approve the budget amendment in the amount of \$542,351.87 from Fund-I&S 300 to Fund-General Fund 100, seconded by Council Member Smith, all in favor, motion carried unanimously.**
6. Consideration, Discussion, and Take Action on Approval of City Council Agenda Policy (Mayor Lumpee). **A motion was made by Council Member McClellan to approve the City Council Agenda Policy, seconded by Mayor Pro-Tem Barron, all in favor, motion carried unanimously.**
7. Consideration, Discussion, and Take Action on Approval of Continuance of Stage 2 Water Restrictions (Warren Escovy, City Administrator). **A motion was made by Council Member McClellan to approve the continuance of Stage 2 Water Restrictions, with the amendment to include: *No washing of streets, driveways, parking lots, or service station aprons, except to alleviate immediate health or fire hazards. Washing or power washing of office buildings, homes, or patios will be allowed to be power washed or washed by a professional service,* seconded by Council Member Smith, all in favor, motion carried unanimously.**
8. Consideration, Discussion, and Take Action on authorization to issue requests for proposals (RFP) for application preparation and administrative services and requests for qualifications (RFQs) for engineering services related to the Hazard Mitigation Assistance (HMA) grant programs.
A motion was made by Mayor Pro-Tem Barron to approve authorization to issue requests for proposals (RFP) for application preparation and administrative services and requests for qualifications (RFQs) for engineering services related to the Hazard Mitigation Assistance (HMA) grant programs, seconded by Council Member Smith, all in favor, motion carried unanimously.
9. Consideration, Discussion, and Take Action on Approval of an Election Services Contract between the City of Blanco and the Blanco County Elections Officer for the May 6, 2023, Uniform Election and Related Services. **Mayor Lumpee said this item is being tabled to a special meeting on December 20, 2022.**
10. Approval of Modification of Agreements of Purchase and Sale of Real Estate Relating to City of Blanco Lift Station by and Between City of Blanco and Winona 416 Ltd. **Attorney Tuggey requested to move this item to executive session.**

Closed regular meeting at 8:01 pm and convened into executive session.

Executive Session in accordance with Texas Government Code: in accordance with the authority contained in the Texas Government Code, Sections 551.071, 551.072, and 551.074.

1. Texas Government Code Sections 551.071 (Consultation with City Attorney), 551.072 (Real Estate) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Pharr Paradise Utility Easement Agreement.
2. Texas Government Code Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct and 551.072 (Real Estate). Confer with City Attorney regarding Canyon Lake Water SC (CLWSC); Water Valuation with West Water, City's interest undivided interest.
3. Texas Government Code Section 551.071 (Consultation with Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct. Confer with City Attorney regarding legal issues associated with Water & Sewer Line Extension Agreement between the City of Blanco and Six-Wheeler Investments, LLC.
4. Texas Government Code Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Modification of Agreements of Purchase and Sale of Real Estate Relating to City of Blanco Lift Station by and Between City of Blanco and Winona 416 Ltd.
5. Texas Government Code Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding TCEQ TTHM Compliance.
6. Texas Government Code Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding City Council Possible Vacancy Created By Absence Of Council Member Divine At Three Consecutive Regular Meetings Of City Council Of The City Of Blanco.

Closed executive session at 9:55 pm and convened into regular meeting.

Item 4: A motion was made by Mayor Pro-Tem Barron to adopt resolution as follows: *BE IT RESOLVED, the City Administrator is authorized to execute modifications to the existing contract between the City and Winona 416 LTD, relating to a 0.82 acre tract currently owned by the City to: 1) place the proceeds of sale under such contract in escrow pending resolution of a pending boundary issue between the State and the City to the mutual and reasonable satisfaction of the City and Winona 416 LTD, and 2) accordingly, if necessary, adjust the size or scope of the subject property conveyed and the purchase price under such contract, on an equitable, prorated, or comparable basis, seconded by Council Member McClellan, motion carried unanimously, Council Member Smith recused himself for the vote.*

Items 1-3 and 5-6: No action taken.

Adjournment:

A motion was made by Council Member Smith to adjourn the meeting, seconded by Mayor Pro-Tem Baron, all in favor.

The meeting was adjourned at 9:57 pm.

Respectfully submitted,

Rachel Lumpee, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2023.

CONSENT

ITEM #2

**SPECIAL MEETING
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
December 20, 2022, 1:00 pm**

A special meeting of the City Council, City of Blanco, Texas was held on December 20, 2022, at 1:00 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 1:01 pm by Mayor Rachel Lumpee, followed by roll call (Laurie Cassidy) announcing a quorum was present. The Pledge of Allegiance was led by Mayor Lumpee. Council members present: Mayor Lumpee, Mayor Pro-Tem Barron, Council Members Smith, McClellan, and Thraikill.

City staff present: Warren Escovy, Laurie Cassidy, Sasha Ricks, and Chief Scott Rubin.

Mayor Lumpee made the following announcements:

- Blanco Underground Club will hold their Christmas Poker Party on December 21 at 6:00 pm
- Santa returns to Blanco to read *Night Before Christmas*, at 5:30 pm at the Courthouse, second floor (due to cold weather, event was moved indoors, not as originally scheduled at Bindseil Park)
- The Texas State Parks day hikes will begin January 1, 2023
- Please note, the winter storm is coming, make preparations now, get your pipes protected and stay warm.
- Merry Christmas and Happy Holidays to all.

Public Comments:

- None

New Business: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion, and Take Possible Action on Approval of an Election Services Contract between the City of Blanco and the Blanco County Elections Office for the May 6, 2023, Uniform Election, Special Election, and Related Services. Kristen Spies, Blanco County Elections made presentation of estimated costs to run election, projected on the high side. **A motion was made by Council Member Smith to table item to January 10, 2023, meeting to gain a better understanding of the cost to our budget, seconded by Mayor Pro-Tem Barron, all in favor, motion carried unanimously.**
2. Consideration, Discussion, and Take Possible Action on Approval of Assignment of Julie Shacklett as Commissioner to the Planning & Zoning Commission for the remainder of the unexpired term. Ms. Shacklett spoke regarding parking issues, said she attends the planning meetings, and has learned a lot. Has some experience serving on economic development with Town of Hollywood Park. **A motion was made by Mayor Pro-Tem Barron to appoint Julie Shacklett as Commissioner to the Planning & Zoning Commission for the remainder of the unexpired term, seconded by Council Member Smith, all in favor, motion carried unanimously.**

3. Consideration, Discussion, and Take Possible Action to Approve Contract Award for FY 2023 Pavement Restoration Program and Authorize City Administrator to Negotiate and Execute such Contract with Titan Milling, Inc. (Warren Escovy, City Administrator). Received two bids, City Engineer, Ardurra and Warren Escovy recommends Council approve the amount of \$250,000 to contract with Titan Milling, Inc. to perform the paving and filling of potholes. This is the first step to repairing streets. The City Administrator will monitor repairs as this is part of the ARPA funds. **A motion was made by Council Member Smith to approve the contract for FY 2023 Pavement Restoration Program, as recommended by the City Administrator and to negotiate contract with Titan Milling, Inc. not to exceed \$250,000, seconded by Council Member McClellan, all in favor, motion carried unanimously.**
4. Consideration, Discussion, and Take Possible Action on the Approval of City Acceptance of Water and Sewer Lines Improvements, Blanco 40 Acre Commercial at 2400 US Hwy. 281 N. (the City of Blanco and Six-Wheeler Investments, LLC). Tim Tuggey, the City Attorney said he has had subsequent meetings with the developer's attorney, and they have reached a tentative agreement with modified terms (summary of the terms was read). **A motion was made by Council Member Smith to approve the resolution as presented by Attorney Tuggey, regarding the Six-Wheeler property, Blanco 40 Acre Commercial at 2400 US Hwy 281 N.: Be it RESOLVED, the City Administrator is authorized, in connection with the City's acceptance of the related infrastructure, to negotiate and execute a written surety arrangement with Six-Wheeler Investments LLC (SWI) to: (1) provide that SWI and *its ownership shall guaranty* and perform prompt commencement and completion of all capital repairs on the water/sewer lines and related infrastructure serving the 40-acre commercial development *for a period of two (2) years* from the date of City acceptance, and (2) provide that SWI will cause issuance of a standby *line of credit* from a financial institution acceptable to the City in the amount of \$250,000, the terms of which shall allow the City, upon notice to SWI, to draw on the line to complete the capital repairs if SWI does not promptly perform as promised; provided, the credit line amount shall not relieve the *guaranty liability* to the extent it may exceed the full \$250,000 amount of line, seconded by Mayor Pro-Tem Barron, all in favor, motion carried unanimously.**
5. Consideration, Discussion, and Take Possible Action on Approval of Resolution 2022-R-016 authorizing the submission of an amendment request to Texas Department of Agriculture for TxCDBG project 7220040. Warren Escovy explained this item is for Council to approve a resolution to commit to funding the difference in costs between the roughly \$300,000 Texas Department of Agriculture (TDA) CDBG grant and the \$1,437,847 construction bid (plus engineering and other professional fees). The gap in funding is estimated to be about \$1.2 million. In order to keep the TDA grant the City needed to bid on the lift station project before January and also needs to approve resolution to fund the difference. Our financial advisor recommends using a Tax Note.

A motion was made by Mayor Pro-Tem Barron to approve resolution 2022-R-016 authorizing the submission of an amendment request to Texas Department of Agriculture for TxCDBG project 7220040 ensuring our commitment to fund the project, seconded by Council Member McClellan, motion passed 3-0 with Council Member Smith recusing himself from the vote.

6. Consideration, Discussion and Take Possible Action on Single City Council Position Vacancy and Related Holdover Status. The council discussed filling the position with someone who is willing to continue on Council. They recommend posting notice in the newspaper and on the city website for all interested candidates to complete their application. ~~Need to revise _____ application to state they will be filling the vacancy until the next election to be held May 6, 2023. Also revise residency requirement to state "Has your primary residence been inside the City Limits for over 6 months and the State for over 12 months".~~ **A motion was made by Mayor Pro-Tem Barron to post notice on City website, council will consider applications to fill vacancy, interested parties are asked to apply using application presented by Council, seconded by Council Member McClellan, all in favor, motion carried unanimously.**

The Council did not adjourn to Executive Session.

Adjournment:

A motion was made by Council Member Smith to adjourn the meeting, seconded by Mayor Pro-Tem Barron, all in favor.

The meeting was adjourned at 2:18 pm.

Respectfully submitted,

Rachel Lumpee, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2023.

CONSENT

ITEM #3

RESOLUTION 2023-R-001

**RESOLUTION APPROVING AND AUTHORIZING DEVELOPMENT AND
INSTALLATION OF CITY GATEWAY SIGNAGE IN COOPERATION WITH TEXAS
DEPARTMENT OF TRANSPORTATION AND AUTHORIZING CITY
ADMINISTRATOR TO NEGOTIATE AND EXECUTE RELEVANT AGREEMENTS**

WHEREAS, the City of Blanco (the "City") wishes to develop and install certain gateway signage along various major highway or streetway approaches into the City, including but not limited to an "International Dark Skies" sky and "Scenic City" sign;

WHEREAS, the Texas Department of Transportation ("TXDOT") maintains a "city pride sign" program that permits installation of such signage on behalf of the City in TXDOT right of way approaches to the City;

WHEREAS, City Council wishes to authorize the City administrator to negotiate and execute "city pride sign" agreements with TXDOT and develop and install the applicable signage;

NOW THEREFORE, BE IT RESOLVED,

The City is authorized to develop and install City gateway signage along major right of way approaches to the City, working in cooperation with TXDOT; and the City Administrator shall negotiate and execute relevant city pride sign agreements with TXDOT to implement this resolution.

ADOPTED as of the ____ day of January 2023.

Mayor

ATTEST:

City Secretary

OLD BUSINESS

ITEM #1

ELECTION SERVICES CONTRACT

BETWEEN

BLANCO COUNTY ELECTIONS OFFICER

AND

CITY OF BLANCO, TEXAS

UNIFORM ELECTION & SPECIAL ELECTION

MAY 6, 2023

**ELECTION SERVICES CONTRACT
BETWEEN THE
BLANCO COUNTY ELECTIONS OFFICER AND
CITY OF BLANCO, TEXAS**

THIS CONTRACT (“Election Services Contract” or “Contract”) is made and entered into on this _____ day, _____ 2022, by and between the City of Blanco, Texas ("Entity"), and Kristen Spies, County Elections Officer for Blanco County, Texas, ("Elections Officer"), under the authority of the Texas Election Code Chapters 31 and 271, and upon approval of the Blanco County Commissioners Court and the City Council of the City, (collectively “Participating Parties”) for the services to be performed by the Participating Parties in the **MAY 6, 2023 UNIFORM ELECTION** and the **SPECIAL ELECTION** (collectively, “Election”) as outlined herein.

NOW THEREFORE THIS CONTRACT is entered into for and in consideration of the mutual covenants and promises hereinafter set out, and for the purpose of ensuring that the Participating Parties understand the tasks each is to perform in connection with the Election as follows:

SECTION 1. DUTIES AND SERVICES OF ELECTIONS OFFICER

The Elections Officer shall be responsible for performing the following duties and shall furnish the following services and equipment in connection with the Election:

- (a) Contact the owners or custodians of county-designated polling places and arrange for their use in the Election.
- (b) Contact the owner or custodian of some other public place (or if unavailable, private building) in the election precinct and arrange for its use as a polling place if the county designated polling place in the precinct is unavailable for use in the Election.
- (c) Procure, prepare, and distribute all necessary election supplies, including:
 - (1) ballots and ballot cards;
 - (2) qualification field systems - "Knowlnk Poll-Pads";
 - (3) election kits;
 - (4) voting booths, privacy dividers, ballot boxes; and
 - (5) all necessary ADA compliant voting equipment.
- (d) Notify election judges of the date, time, and place of any Election.
- (e) Arrange for the use of a central counting station and for the personnel and equipment needed at the counting station and assist in the preparation of programs and test materials for the tabulation of the ballots to be used with electronic voting equipment.
- (f) Publish the legal notices of the date, time, and place of the test of the electronic tabulating equipment and conduct such test;
- (g) Assist in the general overall supervision of the election and provide advisory services in connection with the decisions to be made and the actions to be taken by the officers who are responsible for holding the Election;

- (h) Prepare submission(s) of voting changes to the U.S. Department of Justice, if necessary, under the federal Voting Rights Act of 1965, as amended; and
- (i) Perform all election duties in accordance with the Texas Election Code.

SECTION 2. DUTIES AND SERVICES OF THE ENTITY

The Entity shall be responsible for performing the following duties in connection with the Election:

- (a) The Participating Parties are responsible for the appointment of the presiding election judges and alternate election judges listed in “Exhibit B” for each Vote Center/polling place listed in “Exhibit B” subject to the eligibility requirement found in the Texas Election Code Chapters 32 and 83. The Participating Parties acknowledge that approval of this Election Services Contract by the Entity shall constitute approval and appointment of the Judges and Alternate Judges listed in “Exhibit B” by the Entity. The Elections Officer will be responsible for the administration of the election judges.
- (b) As soon as possible after the candidate filing deadline, the Entity shall certify in writing to the Elections Officer the candidates' names (as each is to appear on the ballot) and offices sufficiently in advance to allow time to prepare the ballot and to conduct any necessary logic and accuracy testing.

SECTION 3. GENERAL PROVISIONS

- (a) Nothing contained in this Contract shall authorize or permit a change in the officer, the place at which any document or record relating to the election is to be filed, the place at which any function is to be carried out, the officers who conduct the official canvass of the election returns, the officer to serve as custodian of the voted ballots or other election records, or any other nontransferable functions specified by Texas Election Code Section 31.096.
- (b) The Elections Officer is the agent of the Entity for the purposes of contacting the third parties with respect to the election expenses within the scope of the Elections Officer's duties, and the Elections Officer is not liable for the Entities' failure to pay a claim.
- (c) The Elections Officer shall file copies of this Contract with the County Treasurer and the County Auditor of Blanco County, Texas.
- (d) This Contract is subject to the written approval of the political subdivision involved in the election and shall not be binding on the Entity until such written approval is obtained.
- (e) It is agreed that it is in the public interest of the Participating Parties, that Kristen Spies, Elections Officer, serve as the Early Voting Clerk for both entities participating in this election.

SECTION 4. COST OF SERVICES

Costs. Entity agrees to pay a pro rata share of the actual costs incurred. The actual costs shall be prorated for all Participating Parties.

Example:

Registered Voters in County -	10,157	$10157/13855 =$	73.31% of total cost
Registered Voters in Joint Entity A-	1,224	$1224/13855=$	8.83% of total cost
Registered Voters in Joint Entity B -	2,474	$2474/13855=$	17.86% of total cost
Aggregate Registered Voters -	13,855		

Administrative Fee. The Elections Officer shall also charge an administrative fee equal to 10% of the Entity's share of the cost of the Election or a minimum of \$75.00.

SECTION 5. ACKNOWLEDGMENT OF SHARED ELECTION

The Entity acknowledges that the Election is a Joint Election under Texas Election Code Chapter 271, and that the Elections Officer, in accordance with Texas Election Code Sections 31.092 and 31.093, may enter into a similar Joint Election Services Contract with other political subdivision(s) in the county (collectively, the "Participating Parties") listed in Exhibit C of this Election Services Contract. In such event, the Entity understands and agrees that the costs of common polling places, ballots and programming, voting equipment, and the common set of election workers will be shared with the other Participating Parties.

SECTION 6. MISCELLANEOUS PROVISIONS

- (a) This Contract shall be construed under and in accordance with applicable Federal and State laws, and all obligations of the parties created hereunder are performable in Blanco County, Texas.
- (b) In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- (c) In the case of an election contest solely challenging this Entity's election results, the cost of such contest, challenge, or litigation will be borne by the Entity.
- (d) In the case of a runoff election due to undecided races on the election, the cost of such runoff election will be borne by the entity and will be contracted for at such time.
- (e) In a joint election all participating parties share in the cost of such election. Therefore, if one or more parties withdraws, has unopposed candidates, or has circumstances which change the precincts or districts involved in the election, the cost to the other parties will inevitably be affected and will be adjusted and itemized in the final Actual Cost Report.
- (f) This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding of written or oral agreement between the parties respecting the written subject matter. By affixing his/her signature to this Contract, the party acknowledges, accepts

and approves all resolutions, documents and attachments/exhibits included as part of this Contract.

- (g) No amendment, modification, or alteration of the terms hereof shall be binding unless the same is in writing, and duly executed by the parties.

SECTION 7. CANCELLATION OF ELECTION

The Entity may cancel this Contract at any time. In the event that Entity cancels this Contract, Entity shall only be responsible for its share of expenses actually incurred prior to cancellation.

IN WITNESS WHEREOF, the undersigned Parties have executed this Contract on the dates indicated below, and the Contract is effective on the date the last Party signs:

CITY OF BLANCO, TEXAS

By: _____ Date: _____
Rachel Lumpec
Mayor City of Blanco

Attest:

By: _____ Date: _____

WITNESS: _____

BLANCO COUNTY ELECTIONS OFFICER

By: _____ Date: _____
Kristen Spies
Blanco County Elections Officer
Blanco County, TX

EXHIBIT A
ESTIMATE OF COSTS

**May 6, 2023 General and Special Election
City of Blanco**

Election Expenses	Additional Info	Election Summary	City of Blanco	Total
Section A. Cost of Election				
Ballot printing costs		\$1,500.00	\$1,500.00	\$1,500.00
Publication of Notices	(Public Test/EV/ED)	\$800.00	\$800.00	\$800.00
Electronic Voting Systems Programming	(Coding/Audio/Layout)	\$10,000.00	\$10,000.00	\$10,000.00
SUPPLIES: Ballot By Mail		\$1,800.00	\$1,800.00	\$1,800.00
		\$0.00	\$0.00	\$0.00
	SUBTOTAL	\$14,100.00	\$14,100.00	\$14,100.00
Section B. Early Voting Workers				
Early Voting Workers				
2 sites: Johnson City & Blanco		\$4,000.00	\$4,000.00	\$4,000.00
	SUBTOTAL	\$4,000.00	\$4,000.00	\$4,000.00
Section C. Election Day Workers				
Election Day Judges & Clerks				
Precinct 102		\$800.00	\$800.00	\$800.00
Precinct 201		\$800.00	\$800.00	\$800.00
Precinct 302		\$800.00	\$800.00	\$800.00
Precinct 401		\$800.00	\$800.00	\$800.00
Training - Election Workers				
Early Voting Clerks / Election Day Judges & Clerks	(Included Above)	0.00	0.00	\$0.00
Delivery of Election Equipment and Supplies				
Presiding/Alternate Judges/ EA Staff		800.00	800.00	\$800.00
Early Voting Ballot Board / Central Count Station				
Judges	EVBB	\$400.00	\$400.00	\$400.00
Clerks	EVBB	\$400.00	\$400.00	\$400.00
Clerks	CSS	\$700.00	\$700.00	\$700.00
Provisional & Late Ballot Board				
Judges & Clerks		\$300.00	\$300.00	\$300.00
Site Support / Elections Office Personnel				
Vendor Site Support	(ES&S)	\$5,000.00	\$5,000.00	\$5,000.00
	SUBTOTAL	\$10,800.00	\$10,800.00	\$10,800.00
Section D. Miscellaneous Expenses				
Communication	MIFI	\$125.00	\$125.00	\$125.00
Equipment Rentals	49 devices @\$100.	\$4,900.00	\$4,900.00	\$4,900.00
	SUBTOTAL	\$4,900.00	\$4,900.00	\$4,900.00
Sections A-D Total		\$33,800.00	\$33,800.00	\$33,800.00

**May 6, 2023 General and Special Election
City of Blanco**

Election Expenses	Additional Info	Election Summary	City of Blanco	Total
Section E. Administrative Fee				
Elections Services Contract Administrative Fee	(Election Total x 10%)	\$3,380.00	\$3,380.00	\$3,380.00
SUBTOTAL		\$3,380.00	\$3,380.00	\$3,380.00
TOTAL COST OF ELECTION:		\$37,180.00	\$37,180.00	\$37,180.00

EXHIBIT B
ELECTION JUDGES

EXHIBIT C

PARTICIPATING POLITICAL SUBDIVISIONS (PARTIES)

OLD BUSINESS

ITEM #2

City of Blanco

Application for Consideration for Appointment to the Governing Body of the City of Blanco

(To fill vacancy, until the next election to be held May 6, 2023)

Name: _____
Address: _____
Home Phone: _____ Alternate Phone: _____
E-Mail _____

Do you live inside the City Limits?	Yes _____	No _____
Are you registered to vote in Blanco County?	Yes _____	No _____
Are you a US Citizen?	Yes _____	No _____
Are you 18 years of age or older?	Yes _____	No _____
Has a final judgement been entered finding you total mentally incapacitated, or partially mentally incapacitated without the right to vote?	Yes _____	No _____
Have you been convicted of a felony?	Yes _____	No _____
Has your primary residence been inside the City Limits for over six months and the State for over 12 months?	Yes _____	No _____

Have you announced your candidacy for the May 2023 Election? Yes _____ No _____

Please describe applicable experience (including work and volunteer experience), and why you want to serve on the City Council.

Signature _____ Date: _____

Step 1: Fill Out This Application

Step 2: Attach a cover letter or resume

Step 3: Mail or Email the application and letter of interest or resume citysec@cityofblancotx.gov

If you have any questions please contact City Secretary, Laurie Cassidy, at (830) 833-4525 x101, or email to citysec@cityofblancotx.gov

OLD BUSINESS

ITEM #3

Correction / Revisions to Current Personnel Policy

Current Page	Current Policy	Revised Page	Revision	Suggestions
13	1.17 Smoking A. No City Employee will be allowed to smoke in the view of the public.	9	1.17 Smoking A. No City Employee will be allowed to smoke/vape in view of the public	
16	2.02 Recruiting Procedures - Section G	11	2.02 Recruiting Procedures - Section G (Added) 1. All new Hires will be required to take a drug test/physical pertaining to the position they are being considered for.	
19	M. Probationary Periods a. All newly hired employees will be on a twelve (12) month probationary period c. Employees on probation will be evaluated at six (6) and twelve (12) months of employment for job retention. At the end of the six (6) month period, the employee will receive an evaluation, which shall include any issues, or concerns that might keep the employee from completing probation. This evaluation shall be in writing and shall be signed by the employee and Department Director. After twelve (12) months of satisfactory performance, the employee will convert to regular status unless the Department Director or City Administrator extends their probation.	15	M. Probationary Periods a. All newly hired employees will be on a six (6) month probationary period c. Employees on probation will be evaluated at three (3) months of employment for job retention. At the end of the three (3) month period, the employee will receive an evaluation, which shall include any issues, or concerns that might keep the employee from completing probation. This evaluation shall be in writing and shall be signed by the employee and Department Director. After six (6) of satisfactory performance, the employee will convert to regular status unless the Department Director or City Administrator extends their probation. For Police Officers please see police policy.	
36	3.06 Computer Use Policy E. All City Employees are required to use their city-issued email accounts to conduct City business. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message	31	3.06 Computer Use Policy E. All City Employees are required to use their city-issued email accounts to conduct City business. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationery, City Logo, and signature within the emailed message.	
37	3.06 Computer Use Policy h. To disclose, release or otherwise transmit confidential or privileged information belonging to the City without the express permission of the City Administrator;	32	3.06 Computer Use Policy h. To disclose, release or otherwise transmit confidential or privileged information belonging to the City without the express permission of the City Administrator and/or the Mayor;	
42	4.01 Pay System & Job Classifications E. Job descriptions for regular positions are created by the Department Directors through the City Administrator and are statements of general duties, responsibilities and job requirements of the various positions within the City.	38	4.01 Pay System & Job Classifications E. Job descriptions for regular positions are created by the Department Directors through the Human Resource Director and are statements of general duties, responsibilities, and job requirements of the various positions within the City.	
43	4.02 Salary Administration All Employees serve an initial twelve (12) month probationary period, which at the City's discretion, may be extended for a period not to exceed eighteen (18) months. Termination of employment during this probationary period is final with no appeal.	38	4.02 Salary Administration All Employees serve an initial six (6) month probationary period, which at the City's discretion, may be extended for a period not to exceed (12) months. Termination of employment during this probationary period is final with no appeal.	
49	4.07 Step-Up Pay, Certification and License Pays	44	4.07 Step-Up Pay, Certification and License Pays (added) 1. Employees will receive an Education increase upon reaching their educational goal.	

50	4.09 Employee Performance and Development System 45	45	4.09 Employee Performance and Development System	
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B. The City will evaluate Employees at least annually. This evaluation will include a discussion between the Employee and the Employee's immediate Supervisor to determine goals and evaluate progress toward better performance and personal development.

B. The City will evaluate Employees at least annually. **Annual evaluations will be done between June – July of every year.** This evaluation will include a discussion between the Employee and the Employee's immediate Supervisor to determine goals and evaluate progress toward better performance and personal development.

53	SECTION 4: SALARY ADMINISTRATION	48	SECTION 4: SALARY ADMINISTRATION Add New 4.16 (4.16 Compensatory Time)	
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In accordance with the Fair Labor Standards Act, the city may grant non-exempt employees compensatory time off (comp-time) in lieu of compensation for hours worked in excess of 40 hours per week, or other permissible work scheduled for law enforcement, administration, and other employees. Employees may accrue compensatory time off at one and one-half times the number of overtime hours worked up to a maximum number of hours. All employees are subject to consent of the City Administrator. Overtime hours worked beyond cap must be paid. Once 40 hours are used, an employee can start accruing again. Comp Time accruals are to be monitored by Department head. An employee who has accrued comp time and requests use of such time must be permitted to use the time off within a "reasonable period" after making request if it does not "unduly disrupt" the work of the department, which is approved by Department Head. If use of requested comp time would be disruptive, the Department head may elect to pay employee in lieu of approving. Any accumulated but used comp time in an employee's account at the time of separation from the city will be paid in the employee's final paycheck. All comp time paid out will be paid at the employee's regular rate.

55	5.05 Tuition Reimbursement Program	50	5.05 Tuition Reimbursement Program	
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B. Full-time Employees in good standing, who have completed two (2) years of employments with the City, are eligible to apply for tuition reimbursement

B. Full-time Employees in good standing, who have completed (1) year of employment with the City, are eligible to apply for tuition reimbursement.

1. If the Employee is terminated for cause or leaves for no good reason within 6 months of completion of the coursework, they will have to pay the city back or it will be deducted from the last paycheck.

58	5.07 Longevity Pay The policy applies to City Employees employed full-time. Employees receive four dollars (\$4.00) per month for each year of continuous service. Longevity pay shall be in addition to an Employee's base salary and shall be paid annually the first paycheck in December.	53	5.07 Longevity Pay The policy applies to City Employees employed full-time. Employees receive five dollars (5.00) per month for each year of continuous service. Longevity pay shall be in addition to an Employee's base salary and shall be paid annually with the first paycheck in December	
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65	7.01 Vacation	60	7.01 Vacation	
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A. Upon hire, full-time, permanent Employees shall commence to accrue paid vacation as follows: 6.67 hours each month if employed less than four (4) years, and ten (10) hours per month if employed more than four (4) years. Each regular Employee will be eligible to use accrued vacation hours after successfully completing a ninety (90) day introductory period.

A. Upon hire, full-time, permanent Employees shall commence to accrue paid vacation as follows:

- 8 hours per month for the first 2 years of service (12 days)
- 10 hours per month for 3-5 years of service (15 days)
- 13.33 hours per month for 6-10 years of service (20 days)
- 16.67 hours per month for 11-15 years of service (25 days)
- 20.00 hours per month for 16-20+ years of service (30 days)

Current Policy

Revision

Suggestions

B. Vacation leave shall accrue on a prorated basis each year of employment. All requests for vacation leave are subject to the City's staffing needs and must be approved in advance by the Department Director or Supervisor. Vacation leave may not be taken in less than hourly increments.

61

B. Vacation leave shall accrue on a prorated basis each year of employment. All requests for vacation leave are subject to the City's staffing needs and must be approved in advance by the Department Director or Supervisor. Vacation leave may not be taken in less than hourly increments. **Any employee requesting off more than 1 week consecutively will be to be approved by the Department and City Administrator.**

C. On January 1st of each year accrued vacation time will be reviewed for each Employee and any accrued vacation hours over one-hundred twenty (120) hours shall expire. Up to one hundred and twenty (120) accrued vacation leave hours that has not expired will be paid out when an employee leaves service with the City.

66

C. **By** January 1st of each year accrued vacation time will be reviewed for each employee and any accrued vacation hours over **double accrual amount*** shall expire. Up to **double accrual amount*** vacation leave hours that have not expired will be paid out when an employee leaves service with the City. *** Reference Vacation accrual on section 7.01 A.**

66

7.04 Bereavement Leave

61

7.04 Bereavement Leave

After successfully completing the ninety (90) day introductory period, full-time, regular Employees shall commence to accrue twenty-four (24) hours each calendar year for attending funeral services or memorials of family members within second degree affinity and third of consanguinity. Bereavement leave may not be carried over to subsequent fiscal years.

After successfully completing the ninety (90) day introductory period, full-time, regular **Employees are eligible to receive 3 days of bereavement leave per occurrence per immediate family member to attend funeral services or memorials of family members. You will receive 1-3 day bereave leave for family members second degree affinity and third of consanguinity per department head approval.** Bereavement leave may not be carried over to subsequent fiscal years.



City of Blanco

P.O. Box 750 Blanco, Texas 78606
Office 830-833-4525 Fax 830-833-4121

Holiday Schedule

New Year's Day	Jan. 2, 2023
MLK, Jr. Day	Jan. 16, 2023
Presidents' Day	Feb. 20, 2023
Good Friday (1/2 Day)	April 7, 2023
Memorial Day	May 29, 2023
Lavender Fest	June 9, 2023
Independence Day	July 4, 2023
Labor Day	Sept. 4, 2023
Columbus Day	Oct. 9, 2023
Veterans' Day	Nov. 10, 2023
Thanksgiving Day	Nov. 23, 2023
Day After Thanksgiving	Nov. 24, 2023
Christmas Day	Dec. 25, 2023
Day After Christmas Day	Dec. 26, 2023

Personal Day (1)

Any Day of the Year
(must be pre-approved by Dept Head)

NEW BUSINESS

ITEM #1



BEFCO ENGINEERING, INC.
Consulting Engineering/Land Surveying
P.O. BOX 615 485 NORTH JEFFERSON
LA GRANGE, TEXAS 78945-0615
979 / 968-6474 FAX 979 / 968-3056
www.befcoengineering.com E-mail: office@befcoengineering.com
Texas Registered Engineering Firm F-2011 Texas Licensed Surveying Firm #10001700

January 10, 2023

Mr. Warren Escovy, City Administrator RE: Bid Award Recommendation
300 Pecan Street TDA TxCDBG Main Lift Station Project
Blanco, Texas 78606 BEFCO Job No. 19-7342

Mr. Escovy:

The bid opening for the City of Blanco TDA TxCDBG Main Lift Station Project was held on Thursday, December 15, 2022 at the Byars Building. The City received two (2) bids for the total project ranging from \$1,437,847.00 to \$3,152,960.00 for Base Bid Items 1-30. The lowest responsible bidder is M&C Fonseca Construction Co., Inc. M & C Fonseca have been in the utility construction industry since 2011, have about 50 employees & adequate equipment and have done multiple projects in utility & concrete construction. M & C Fonseca is qualified to perform this work based upon past utility construction experience, including 6-8 utility projects with BEFCO. Based upon discussions with City Staff & Engineer, it's **BEFCO's recommendation to award the contract to M & C Fonseca Construction Co., Inc. of Granite Shoals, Texas for the \$1,437,847.00 for Base Bid Items 1-30.** The contract includes a construction completion timeframe of December 31, 2023.

Thank you for the opportunity for BEFCO to work with the City & Team on this Project and additional thanks to City staff, Inframark & Ardurra for assisting us with this project.

Thanks and take care,

BEFCO Engineering, Inc. (F-2011)

A handwritten signature in blue ink that reads "Bradley C. Loehr". The signature is written in a cursive style and is positioned above a horizontal line.

Bradley C. Loehr, P.E.

Attachments: Bid Tab Summary

Cc: Ardurra, Langford Community Management Services (with attachments)

bcl:bms

"Proficient, practical engineering and land surveying services with a sense of small-town values and care"

CITY OF BLANCO
 NEW MAIN WASTEWATER LIFT STATION PROJECT NEAR BLANCO RIVER
 TXCDBG Contract No. 7220040
 BEFCO JOB NO. 19-7342
 DECEMBER 15, 2022

Item No.	Est. Qty.	Units	Description in Words	M & C Fonseca Construction Co., Inc.		ACP, Ltd.	
				Unit Price	Total Price	Unit Price	Total Price
1	1	LS	DUPLEX PUMP LIFT STATION		\$800,000.00		\$2,315,600.00
2	1	LS	DEMOLITION OF EXISTING LIFT STATIONS		\$30,000.00		\$20,000.00
3	79	LF	8" SDR-26 HEAVY WALL PVC SEWER (6-8' CUT)	\$95.00	\$7,505.00	\$100.00	\$7,900.00
4	283	LF	8" SDR-26 HEAVY WALL PVC SEWER (8-10' CUT)	\$110.00	\$31,130.00	\$120.00	\$33,960.00
5	9	LF	8" SDR-26 HEAVY WALL PVC SEWER (10-12' CUT)	\$125.00	\$1,125.00	\$250.00	\$2,250.00
6	24	LF	12" SDR-26 HEAVY WALL PVC SEWER (0-6' CUT)	\$115.00	\$2,760.00	\$200.00	\$4,800.00
7	27	LF	12" SDR-26 HEAVY WALL PVC SEWER (12-14' CUT)	\$160.00	\$4,320.00	\$300.00	\$8,100.00
8	20	LF	12" SDR-26 HEAVY WALL PVC D-3034 SEWER W/CEMENT-STAB SAND OR 12" SDR-26 D-2241 (> 150 PSI RATED) SEWER (0-12' CUT)	\$185.00	\$3,700.00	\$500.00	\$10,000.00
9	2	EA	4' DIAMETER PRE-CAST CONCRETE MANHOLES (0-6' DEPTH)	\$8,500.00	\$17,000.00	\$15,000.00	\$30,000.00
10	1	EA	4' DIAMETER PRE-CAST CONCRETE MANHOLES (0-6' DEPTH) WATERTIGHT RING/COVER	\$10,500.00	\$10,500.00	\$17,000.00	\$17,000.00
11	5	VF	ADDITIONAL DEPTH OF 4' DIAMETER MANHOLES	\$375.00	\$1,875.00	\$500.00	\$2,500.00
12	1	LS	4' DIAMETER PRE-CAST CONCRETE MANHOLE (13.6' DEPTH) WITH 44" EXTERNAL 8" DROP, WATERTIGHT RING/COVER		\$15,000.00		\$25,000.00
13	442	LF	TRENCH PROTECTION FOR ALL GRAVITY SEWER LINES	\$5.00	\$2,210.00	\$75.00	\$33,150.00
14	1	LS	TIE-IN EX 8" SEWER LINE TO NEW MANHOLE AT 5TH STREET		\$4,500.00		\$15,000.00

M & C Fonseca Construction Co., Inc.
 1901 Prairie Creek Rd.
 Granite Shoals, TX 78654

ACP, Ltd.
 215 W. Bandera Rd., Ste. 114-461
 Boerne, TX 78006

M & C Fonseca Construction Co., Inc.
1901 Prairie Creek Rd.
Granite Shoals, TX 78654

ACP, Ltd.
215 W. Bandera Rd., Ste. 114-461
Boerne, TX 78006

Item No.	Est. Qty.	Units	Description in Words	M & C Fonseca Construction Co., Inc.		ACP, Ltd.	
				Unit Price	Total Price	Unit Price	Total Price
15	1	LS	TIE-IN EX 10" SEWER LINE TO NEW MANHOLE ADJACENT TO BLANCO RIVER		\$5,500.00		\$20,000.00
16	1	LS	1" PVC WATER LINE AND NON-FREEZE YARD HYDRANT		\$3,500.00		\$7,500.00
17	290	LF	8" PVC, SDR-21 (D-2241) SEWER FORCE MAIN	\$75.00	\$21,750.00	\$250.00	\$72,500.00
18	1	LS	TIE-IN NEW 8" FORCE MAIN TO EX. 6" & 8" FORCE MAINS NEAR EX. LIFT STATION		\$8,000.00		\$35,000.00
19	290	LF	TRENCH PROTECTION FOR FORCE MAIN	\$3.00	\$870.00	\$50.00	\$14,500.00
20	874	SY	ACCESS ROAD (8" COMPACTED CRUSHED LIMESTONE)	\$98.00	\$85,652.00	\$50.00	\$43,700.00
21	1	LS	DITCHES, EARTHEN BERMS AND DRAINAGE PIPING		\$4,000.00		\$10,000.00
22	1	LS	BRUSH CLEARING & DISPOSAL AND SITE GRUBBING		\$3,000.00		\$35,000.00
23	1	LS	125 Kw BACKUP DIESEL GENERATOR WITH 200 AMP AUTOMATIC TRANSFER SWITCH		\$125,000.00		\$90,000.00
24	1	LS	DEWATERING		\$15,000.00		\$120,000.00
25	1	LS	BYPASS PUMPING		\$15,000.00		\$75,000.00
26	1	LS	STORM WATER POLLUTION & PREVENTION PLAN (SWPPP)		\$20,000.00		\$20,000.00
27	90	LF	INSTALL/REMOVE SEDIMENTATION FENCING	\$5.00	\$450.00	\$50.00	\$4,500.00
28	1	LS	CHAIN-LINK/BARBED WIRE INTRUDER-PROOF & BARBED WIRE FENCING INCLUDING GATES		\$18,500.00		\$15,000.00
29	1	LS	INSTRUMENTATION, CONTROLS AND SCADA EQUIPMENT & WORK		\$170,000.00		\$50,000.00
30	1	LS	CONSTRUCTION TESTING		\$10,000.00		\$15,000.00
TOTAL BASE BID (ITEMS 1-30):					\$1,437,847.00		\$3,152,960.00

M & C Fonseca Construction Co., Inc.
 1901 Prairie Creek Rd.
 Granite Shoals, TX 78654

ACP, Ltd.
 215 W. Bandera Rd., Ste. 114-461
 Boerne, TX 78006

Item No.	Est. Qty.	Units	Description in Words	Unit Price	Total Price
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ADDITIVE/DEDUCTIVE ALTERNATE BID

A30	38	VF	NEW 10' DIAMETER WET WELL INTERIOR COATING	\$4,000.00	\$152,000.00
A31	38	VF	NEW 4' DIAMETER MANHOLES INTERIOR COATING	\$1,600.00	\$60,800.00

ADD ALTERNATE BID

AA32	1	LS	PUMP REPAIR KIT SPARE PARTS	\$5,000.00	\$2,500.00
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I certify that this is correct and true to the best of my knowledge and belief
 BEFCO Engineering, Inc. (F-2011)

Bradley C. Loehr
 Bradley C. Loehr, P.E.
 Registration No. 85501
 December 15, 2022



NEW BUSINESS

ITEM #2

CITY OF BLANCO

MEMORANDUM

To: Mayor & City Council

From: City Administrator

Re: Modification of Approval Process for STR Permits

Date: January __, 2023

Mayor & Council:

I am writing to recommend a modification to the approval process for STR permits, to provide for administrative approval by the City Administrator if a STR permit application meets certain objective criteria in the current STR ordinance.

Background

In 2022, Council passed the STR ordinance which provided that, unless a STR was already operating and therefore held vested rights, all new STR permit applications would be deemed applications for special use permit (SUP). Therefore, the existing UDC review and approval process applies, with initial review of STR permit applications by City staff, then P&Z, and then Council. The SUP process also provides for public notice and hearing procedures. This process was adopted principally because the additional criteria adopted for STR permits requires substantial discretion that Council thought to make subject to wide public review. In short, whether the “character and usage” of a geographic area is “negatively affected” may be a controversial issue that should be subject to broad public notice and debate. Council adopted a 10% “guideline” in the ordinance to guide this debate, but broad discretion still remains, as it should.

With these positive elements of the current ordinance, City staff notes that the process can be administratively complex, cumbersome, and expensive. Additionally, when it is apparent at initial review that the STR permit application meets all objective criteria and will not result in more than 10% of the dwelling units in the surrounding block, neighborhood, or similar geographic areas to be STRs, the cost of the three-step review process may outweigh the benefit.

Recommendation

Accordingly, it is my recommendation that if a proposed STR permit 1) will not result in STRs operating in more than 10% of the dwelling units in the surrounding block, neighborhood, or similar geographic areas, and 2) otherwise meets the objective criteria in the ordinance, then the City Administrator be given discretion to grant the STR permit without further review from P&Z and City Council. In the event of a denial by the Administrator, appeal rights to P&Z and Council would stay in place.

NEW BUSINESS

ITEM #3



City of Blanco

P.O. Box 750 Blanco, Texas 78606
Office 830-833-4525 Fax 830-833-4121

Request to be placed on City Council Agenda:

I, Sasha Ricks request to be placed on the Agenda of the City Council Regular Meeting of January Council Meeting (insert date of meeting).

Agenda Topic/Concern:

Customer portal for utilities and court online payment - Fundview

Introduction/Background:

I would like to add a fundview feature for the customer portal for utilities & court which cost \$3400

Policy Analysis/Benefit(s) To Citizens:

benefit to citizen is they can view their utility and court

Long Term Financial & Budget Impact:

Current year charge \$3400
Reoccurring annually \$2400 pg 5 & 6

Recommendation/Proposed Motion:

just would like approval to move forward
Attached is quote which the items are highlighted

I agree that the information must be submitted to the City Secretary no later than 5:00 pm Tuesday before the meeting date.



Prepared for the City of Blanco, TX

FundView Software ERP Solutions

Quote#JW000218 v1

PREPARED FOR

Sasha Ricks
Finance Director
finance@cityofblancotx.gov
(830) 833-4525



PREPARED BY

Joe Wertz
Director of Sales
joe.wertz@fastsw.com
(806) 370-3710



A handwritten signature in black ink, appearing to read "Joe Wertz".



www.fastsw.com - (806) 794-3278

Friday, July 08, 2022

City of Blanco, TX
Sasha Ricks
Finance Director
300 Pecan St.
PO Box 750
Blanco, TX 78606
finance@cityofblancotx.gov

Dear Sasha,

It has been a pleasure working with you over the past few weeks. Based on our recent conversations, we have prepared a Subscription Proposal for the City of Blanco, TX with the software applications requested.

This pricing was determined by the information provided via the Pricing Metrics Survey.

Please let us know when you have reviewed our proposal and we can schedule a call to answer any questions you may have.

We appreciate your interest in our FundView solutions and would love to have the opportunity to partner with the City of Blanco, TX!

Best Regards

A handwritten signature in black ink, appearing to read "Joe Wertz".

Joe Wertz
Director of Sales
FundView Software



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Pricing Assumptions

Annual Operating Budget - \$4 - 5MM
Number of Bank Accounts - 11 - 15
Number of Active Employees - 11 - 20
Number of Active Meters - 1001 - 1500
Number of Monthly Citations - 26 - 50
Number of Annual Permits - 101 - 200
Number of Annual Code Enforcement Cases - 1 - 25
Data Conversion - GL AP PY UB MC
Remote Training

Subscription Pricing - Annual

PRODUCT DETAILS	RECURRING AMOUNT
FundView Financial Solutions	
General Ledger	\$3,500.00
Bank Reconciliation	\$1,500.00
Accounts Payable	\$2,500.00
Payroll	\$3,000.00
FundView Citizen Relationship Management Solutions	
Utility Billing	\$4,500.00
Service Orders	\$2,500.00
AMR Interface	\$2,000.00
Municipal Court	\$2,500.00
Cash Receipting	\$1,500.00
Annual Subtotal:	\$23,500.00



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Professional Services - Initial Year Only

PRODUCT DETAILS	PRICE
FundView Financial Solutions - Remote Training	
General Ledger	\$1,500.00
Bank Reconciliation	\$750.00
Accounts Payable	\$1,000.00
Payroll	\$1,750.00
FundView Citizen Relationship Management Solutions - Remote Training	
Utility Billing	\$2,000.00
Service Orders	\$1,000.00
AMR Interface	\$1,000.00
Municipal Court	\$1,500.00
Cash Receipting	\$500.00
Data Migration/Conversion	
General Ledger	\$1,500.00
Accounts Payable	\$1,000.00
Payroll	\$1,500.00
Utility Billing	\$2,500.00
Municipal Court	\$2,000.00
Project Management Design Configuration	
Project Management	\$1,000.00
AMR Interface Configuration/Testing	\$750.00
Data Center Installation/Configuration	\$250.00
Data Backup Configuration/Testing	\$250.00
	Subtotal: \$21,750.00



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Optional Subscription Pricing - Annual

* Optional

PRODUCT DETAILS

RECURRING
AMOUNT

FundView Financial Solutions

Secure Signatures \$1,000.00

Human Resources \$1,500.00

Distributed Time Entry \$2,000.00

FundView Citizen Relationship Management Solutions

Permits \$1,750.00

Code Enforcement \$1,500.00

FASTGovPay Municipal Court - Credit Card & Online Payments \$750.00

FASTGovPay Permits - Credit Card & Online Payments \$750.00

FASTGovPay Utility Billing - Credit Card & Online Payments \$750.00

Utility Billing - Text & Email Notifications (\$200 Per Month) \$2,400.00

Utility Billing - Customer Portal (\$200 Per Month) \$2,400.00

* Optional Annual Subtotal: **\$14,800.00**



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Optional Professional Services - Initial Year Only * Optional

PRODUCT DETAILS PRICE

FundView Financial Solutions - Remote Training

Secure Signatures \$750.00

Human Resources \$1,250.00

Distributed Time Entry \$1,500.00

FundView Citizen Relationship Management Solutions - Remote Training

Permits \$1,500.00

Code Enforcement \$1,250.00

Online Payments \$500.00

Utility Billing - Text & Email Notifications \$1,000.00

Utility Billing - Customer Portal \$1,000.00

Project Management Design Configuration

Online Payments Design/Configuration \$500.00

* Optional Subtotal: **\$9,250.00**



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Terms and Conditions

Included

Unlimited Users
Software Updates
Premium Support
Secure Hosting
Data Backup Plan

Data Migration/Conversion Limitations. The City of Blanco, TX will help provide data to be migrated/converted to FundView in a consumable format such as .csv, Excel, Access, or SQL database along with the related file definitions and record layouts. Following is a list of the modules of data and the scope of services provided by FundView if each are migrated/converted:

General Ledger –

1. Chart of accounts for all funds. *
2. Account balances/transactions for the current and two prior fiscal years.
3. Current year budget and two prior fiscal year budgets.

Accounts Payable –

1. Vendor master file to include vendor name, address, taxpayer ID, and contact information
2. Current year summary 1099 balances as provided by the City.

Payroll -

1. Employee master file to include name, address, date of birth, SSN, contact information, dates (hire, anniversary, etc.), position, pay type, pay rate, deductions, retirement, banking (direct deposit), and tax settings.
2. Current year leave balances.
3. Current calendar year pay history to include paychecks, earnings, expense distribution, deductions and taxes.

Utility Billing -

1. Account master file to include name, billing address, service address, services, deposit, meter information, billing preferences and bank drafts.
2. Current year usage and prior two years.
3. Customer payment history for the current year and two prior years.

Municipal Court -

1. FundView will migrate/convert up to the last ten (10) years of historical data from the City's legacy system. FundView and the City will work together to reconcile the most recent twelve (12) months of data.

** Changes to the Chart of Accounts from the legacy system to the current system should be discussed with the City's auditor prior to implementing these changes in FundView.*

Statement of Confidentiality

This proposal is for the sole and exclusive use of the aforementioned entity. The information contained in this document is confidential. It shall not be disclosed outside of the entity, and shall not be duplicated, used or disclosed, in whole or in part, without express written consent of Fund Accounting Solution Technologies, Inc.



www.fastsw.com - (806) 794-3278

FundView Software ERP Solutions

FundView Annual Subscription Summary

DESCRIPTION	AMOUNT
Subscription Pricing - Annual	\$23,500.00
Annual Total:	\$23,500.00

FundView Professional Services - Initial Year Only

DESCRIPTION	AMOUNT
Professional Services - Initial Year Only	\$21,750.00
Total:	\$21,750.00

*Optional Subscriptions

DESCRIPTION	RECURRING
Optional Subscription Pricing - Annual	\$14,800.00
Optional Subtotal:	\$14,800.00

*Optional Services

DESCRIPTION	ONE-TIME
Optional Professional Services - Initial Year Only	\$9,250.00
Optional Subtotal:	\$9,250.00

Prepared for:
City of Blanco, TX

Sasha Ricks
Finance Director
(830) 833-4525
finance@cityofblancotx.gov

Prepared by:
FundView Software

Joe Wertz
Director of Sales
(806) 370-3710
joe.wertz@fastsw.com

Quote Information:
JW000218

Version: 1
Delivery Date: 07/08/2022
Expiration Date: 08/05/2022